



# Agenda

## CITY OF MILLERSBURG City Council Regular Meeting & PUBLIC HEARING

Electronic Meeting

October 13, 2020 @ 6:30 PM

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This meeting will be held remotely. Instructions for joining the meeting can be found at <http://www.cityofmillersburg.org/city-advisory-group-meeting-material/>. If you do not have access to a phone or computer, or need additional support, please contact City Hall prior to 5:00 p.m. on Monday, October 12.

Meeting link to join via computer:

<https://aspenuc.accessionmeeting.com/j/1161717173>

Phone number to join meeting: 503-212-9900

Meeting ID: 116 171 7173

### CALL TO ORDER

### ROLL CALL

### CHANGES AND ADDITIONS TO THE AGENDA

### CONSENT AGENDA

- 1) Approval of September 8, 2020 City Council Meeting Minutes
- 2) Approval of September 22, 2020 City Council Work Session Minutes
- 3) Acceptance of Report on City Accounts Payable

Action: \_\_\_\_\_

### GUEST PRESENTATIONS

- 4) Linn County Sheriff's Office Monthly Report
- 5) Albany Fire Department Quarterly Report
- 6) Frank Lumber Enterprise Zone Application - John Pascone

### PUBLIC COMMENT

*The public has the opportunity to address the Council during "Public Comment" while in the virtual meeting by virtually signaling by unmuting first, then those who call in will be acknowledged, or if the public prefers, may send written comments by email to [cityclerk@cityofmillersburg.org](mailto:cityclerk@cityofmillersburg.org). Please limit comments to one page and include your name and address. Emails received before 5:00 p.m. on the day of the meeting will be included and read into the record for comments by the Council.*

**PUBLIC HEARING NOTE**

- 7) Public Hearing for Adoption of Revised Development Code, Zoning Map, New Comprehensive Plan Map, and Amendments to the Comprehensive Plan.

**PUBLIC HEARING**

Persons wanting to address the Council during public hearings have two options.

1- Email your comments to [cityclerk@cityofmillersburg.org](mailto:cityclerk@cityofmillersburg.org). Please include your name, address, and subject of the public hearing. Comments received before 5:00 p.m. on October 13, 2020 will be included in the record.

2- To testify virtually during the public hearing, virtually signal by raising a hand. You will be unmuted and called upon to speak. After comments by those who have joined via computer, all lines will be unmuted, and those wishing to speak will be asked to identify themselves by name and city of residence. Each speaker will be acknowledged and given the opportunity to speak. Testimony should only include new information not already previously submitted.

- 8) Revised Development Code, Zoning Map, New Comprehensive Plan Map, and Amendments to the Comprehensive Plan

**COUNCIL MEMBER AND STAFF COMMENTS**

**CITY MANAGER'S REPORT**

- 9) Project Updates Report

**CITY ATTORNEY'S REPORT**

**UNFINISHED BUSINESS**

- 10) Benefits and Compensation Policy

**NEW BUSINESS**

- 11) Frank Lumber Enterprise Zone Application - Resolution 2020-18

Action:\_\_\_\_\_

- 12) Consideration of Ordinance 178-20 Development Code and Comprehensive Plan

Action:\_\_\_\_\_

**CLOSING PUBLIC COMMENT**

**CLOSING COUNCIL COMMENT**

**ADJOURNMENT**

Note: Council may adjourn to executive session in accordance with ORS 192.660.

**Upcoming Meetings & Events:**

October 22, 2020 @ 6:30 p.m. – Planning Commission Meeting

October 27, 2020 @ 4:00 p.m. – City Council Work Session (tentative)

## **Rules of Conduct for Public Hearings**

- 1. No person shall be disorderly, abusive, or disruptive of the orderly conduct of the hearing.*
- 2. Persons shall not testify without first receiving recognition from the presiding officer and stating their full name and residence address.*
- 3. No person shall present irrelevant, immaterial, or repetitious testimony or evidence.*
- 4. There shall be no audience demonstrations such as applause, cheering, display of signs, or other conduct disruptive of the hearing.*

*The location of the meeting is accessible to the disabled. If you have a disability that requires accommodation to attend or participate, please notify the Millersburg City Hall in advance by calling 458-233-6300.*



**CITY OF MILLERSBURG**  
**CITY COUNCIL MEETING MINUTES**  
September 8, 2020 @ 6:30 p.m.

A. CALL TO ORDER Mayor Lepin called the meeting to order at 6:32 p.m.

B. ROLL CALL

Councilors Present: Mayor Jim Lepin, Councilors Dave Harm, Scott McPhee, John Sullivan

Councilors Absent: Councilor Scott Cowan

Staff Present: Kevin Kreitman, City Manager; Janelle Booth, Assistant City Manager/City Engineer; Forrest Reid, City Attorney; Kimberly Wollenburg, City Recorder

Presenters: Eric Talbot, Erica Jankowski, and Hans Ettlin of Soderstrom Associates

C. CHANGES AND ADDITIONS TO THE AGENDA

D. CONSENT AGENDA

1) Approval of August 11, 2020 City Council Meeting Minutes

2) Acceptance of Report on City Accounts Payable

Action: **Motion to Accept Consent Agenda made by Councilor John Sullivan; seconded by Councilor Scott McPhee.**

<b>Mayor Jim Lepin:</b>	<b>Aye</b>
<b>Councilor Scott Cowan:</b>	<b>Absent</b>
<b>Councilor Dave Harms:</b>	<b>Aye</b>
<b>Councilor Scott McPhee:</b>	<b>Aye</b>
<b>Councilor John Sullivan:</b>	<b>Aye</b>

Motion PASSED: 4/0

E. PRESENTATIONS

F. PUBLIC COMMENT

No Public Present

G. COUNCIL MEMBER AND STAFF COMMENTS

1) At the mayor's request, City Manager Kreitman provided information related to the Beachie Creek and Lionshead fires affecting the air quality for the City of Millersburg and shared that he didn't expect the City to see more than smoke and ash. He also spoke about the various levels of evacuations.

H. CITY MANAGER'S REPORT

1) Project Updates

City Manager Kreitman briefly went over some updates to industrial companies in Millersburg. Assistant City Manager/City Engineer Booth reviewed the rest of the projects noted in the Projects Update staff report and task list. Additionally, she noted the City had become aware of a recent fall due to a defect in the

sidewalk. The City notified the property owner of their responsibility to correct that defect noting that threshold for a tripping hazard for sidewalks is 1/4" offset (as established by the Americans Disability Association). The Council discussed the code requirements for the City to address an issue when the City becomes aware of the problem from a complaint or in the case of an injury. Councilor McPhee asked whether the mail box on Alexander Lane will be addressed. Assistant City Manager/City Engineer Booth noted this, and others, has been discussed previously; however, there is no project at this point to address. Mayor Lepin asked for staff to create a project to work with the USPS to remove individual mailboxes and switch to the pods due to their interference with safe sidewalk access.

Mayor Lepin also noted there are many sidewalks in the City that have sidewalk defects and is not sure that many property owners are aware of the responsibility. Councilor McPhee suggested putting a flyer or notice into the next utility billing to discuss responsibility for sidewalk maintenance and repair.

I. CITY ATTORNEY'S REPORT

None

J. UNFINISHED BUSINESS

None

K. NEW BUSINESS

1) Fire Station Project Update

Assistant City Manager/City Engineer Booth provided an update regarding the revisions to the floor plan. She also shared some specifics regarding the site with respect to foundation and road/driveway designs.

Erica Jankowski from Soderstrom Associates made a brief comment that conceptually things are confirmed with a need to still address road/driveway design. Eric Talbot from Soderstrom Associates reminded the Council of a previous discussion regarding the proposed exterior concept presented at the last meeting. He then discussed and illustrated the proposed changes to the Council. After discussing the new concepts, the Council agreed to go with the new exterior concept presented by Soderstrom Associates. The timing of sharing with the residents for feedback was also discussed.

2) Title 13 and Title 14 of the Millersburg Municipal Code

City Manager Kreitman shared with the Council the reason behind the proposed updates to Titles 13 and 14 based on previous actions of the Council.

Action: **Motion to Adopt Ordinance 176-20 Updating Chapter 13 Vehicles and Traffic of the Millersburg Municipal Code and declaring an emergency made by Councilor Dave Harms; seconded by Councilor Scott McPhee.** Ordinance 176-20

<b>Mayor Jim Lepin:</b>	<b>Aye</b>
<b>Councilor Scott Cowan:</b>	<b>Absent</b>
<b>Councilor Dave Harms:</b>	<b>Aye</b>
<b>Councilor Scott McPhee:</b>	<b>Aye</b>
<b>Councilor John Sullivan:</b>	<b>Aye</b>

Motion PASSED: 4/0

Action: **Motion to Adopt Ordinance 177-20 Updating Chapter 14 Streets and Sidewalks of the Millersburg Municipal Code made by Councilor Dave Harms; seconded by Councilor Scott McPhee.**

**Ordinance 177-20**

- Mayor Jim Lepin: Aye**
- Councilor Scott Cowan: Absent**
- Councilor Dave Harms: Aye**
- Councilor Scott McPhee: Aye**
- Councilor John Sullivan: Aye**

Motion PASSED: 4/0

3) Traffic Calming Program Consideration

Assistant City Manager/City Engineer Booth reviewed the staff report and the details regarding traffic calming program options including the various measures used for traffic calming and the pros and cons of each. The Council discussed various options to address speeding complaints within the City. They discussed the option of data collection equipment that collects speeds to verify areas of actual speeding, which can then be shared with Council and residents. The equipment also has the ability to display speeds for driver feedback as a traffic calming measure. The Council supported staff purchasing data collection equipment and approved purchase of equipment estimated at a cost of \$5,000.

L. CLOSING PUBLIC COMMENT  
None

M. CLOSING COUNCIL COMMENT

- 1) Further discussion among Council and staff regarding the status of the Beachie Creek and Lionshead fires.
- 2) City Manager Kreitman reminded the Council that there would be a public hearing at the October Council meeting regarding the proposed Development Code revision. He also noted the plan to have a work session on September 22 to go through the proposed changes to the Employee Handbook.

N. ADJOURNMENT  
Meeting adjourned at 8:08 p.m.

Respectfully submitted:

Reviewed by:

Kimberly Wollenburg  
City Recorder

Kevin Kreitman  
City Manager

*Note: Council may adjourn to executive session in accordance with ORS 192.660.*



Microphones will be muted and webcams will be turned off for presenters and members of the public unless called upon to speak.

Item 2)

If participant(s) disrupt the meeting, the participant(s) microphone and webcam will be turned off.

If disruption continues, the participant(s) will be removed from the meeting.

## CITY COUNCIL WORK SESSION MINUTES

Millersburg City Hall

via Virtual Meeting

September 22, 2020 @ 4:00 p.m.

A. CALL TO ORDER Mayor Lepin called meeting to order at 4:01 p.m.

### B. ROLL CALL

Councilors Present: Mayor Jim Lepin, Councilors Scott Cowan, Dave Harms, Scott McPhee, John Sullivan

Councilors Absent: Councilor Dave Harms arrived at 4:09 p.m.; Councilor Scott Cowan joined at 4:56 p.m.

Staff Present: Kevin Kreitman, City Manager; Janelle Booth, Assistant City Manager/City Engineer; Forrest Reid, City Attorney; Kimberly Wollenburg, City Recorder

### C. WORK SESSION ITEMS

#### 1) Employee Handbook – Informational

City Manager Kreitman gave a brief background regarding the need for the update to the current Employee Handbook due to an updated model posted by the City's risk insurance provider (CIS). He also mentioned needing some Council feedback on a couple of policies contained within the revised handbook.

Next, City Manager Kreitman reviewed the updated handbook. City Attorney Reid spoke about his conversations with a representative from the City's insurance regarding need for City Council approval of employment policies. After discussions with her, he determined that with the Charter being silent on this and with City Manager Kreitman having authority to hire and fire, there isn't a need to have City Council approval. However, it is good practice to review with Council and discuss updates. Discussion followed with the City Council regarding their requests in this matter. The full Council agreed that beyond specific policies that involve compensation and benefits, the Council is agreeable to City Manager Kreitman handling the adoption of the Employee Handbook and other policies without approval of Council.

City Manager Kreitman discussed various provisions but addressed vacation and leave accruals in detail, specifically the past policy of front-loading employee leaves. Staff noted the proposed changes to accrual per pay period based on time of service with leave posted as earned. Staff shared a matrix of proposed changes to current accruals and how they compare over a career. Mayor Lepin asked about the ability to donate sick leave. City Manager Kreitman noted the ability to discuss this on a case-by-case basis if needed. There was some discussion regarding whether the amounts noted were standard and discussion about allowing sick leave to accumulate more. Staff recommended against increasing the maximum sick leave accrual at this time. Council expressed agreement with the proposed changes to leave accruals, City Manager Kreitman stated he would

update the benefits and compensation policy to include vacation, holiday/floating holiday, and sick leave accruals and policy descriptions for Council adoption at the October 13, 2020 Council meeting.

City Manager Kreitman shared two new programs contained within the handbook, one by the City adding an Employee Assistance Program and a Rapid Care program offered by the City's risk insurance carrier (CIS).

After City Manager Kreitman explained the difference between the two versions for a drug & alcohol policy, the Council and staff had a discussion regarding the drug & alcohol policy with the options of zero tolerance or no impairment policy. Council supported staff's recommendation of the zero tolerance version.

- 2) Personnel Policy Updates Associated with Updates to the Employee Handbook – Informational
- a. Workplace Respect and Code of Conduct Policy
  - b. Harassment Free Workplace Policy

City Manager Kreitman reviewed briefly the two policies with the minor updates and including a reporting form for the Workplace Respect and Code of Conduct Policy and the addition of the Harassment Free Workplace Policy that is required under new State law.

- 3) Miscellaneous
- Assistant City Manager/City Engineer Booth shared some pictures taken that day from the resurfacing project on Woods Road. She also mentioned the upcoming work being done by Albany at the Water Treatment Plant and how this will affect the City.

City Recorder Wollenburg briefly showed progress on draft website to Council.

D. CLOSING PUBLIC COMMENT

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No public present.

E. CLOSING COUNCIL COMMENT

None

F. ADJOURNMENT Meeting adjourned at 5:42 p.m.

Upcoming Meetings & Events:

October 13, 2020 @ 6:30 p.m. –City Council Meeting & Public Hearing

October 22, 2020 @ 6:00 p.m. – Planning Commission Hearing

*The location of the meeting is accessible to the disabled. If you have a disability that requires accommodation to attend or participate, please notify the Millersburg City Hall in advance by calling 458-233-6300.*



**City of Millersburg**  
**Council Approval Report**  
 (Council Approval Report)

Vendor										
InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance	
<b>781 Adamosky Technical Solutions Corporation, 15511 NE 23rd St, Vancouver, WA, 98684</b>										
06007-2020	06/26/20	Adamosky Technical Solutions - Dias Camera	07/26/20	\$3,207.00	\$3,207.00	01-1331	MAINT: OFFICE EQUIP	\$22,040.00	\$16,926.99	
					<b>\$3,207.00</b>					
<b>539 Barrett Business Services Inc., 421 Water Avenue NE, Albany, OR, 97321</b>										
3157436	08/21/20	Barrett Business Services - Week ending 8/16/20 - Nicholas Bohanan	09/21/20	\$50.70	\$50.70	01-1361	COVID Expenses	\$0.00	(\$2,434.72)	
3157436	08/21/20	Barrett Business Services - Week ending 8/16/20 - Nicholas Bohanan	09/21/20	\$616.85	\$616.85	01-2302	PARK SUPPLIES & MAI	\$82,000.00	\$71,245.70	
3157894	08/28/20	Barrett Business Services - Week ending 8/23/20 - Nicholas Bohanan	09/28/20	\$676.00	\$676.00	01-2302	PARK SUPPLIES & MAI	\$82,000.00	\$71,245.70	
3157311	08/21/20	Barrett Business Services - Week ending 8/16/20 - Mark Yeager	09/21/20	\$390.00	\$390.00	04-1409	WETLANDS/WASTEWA	\$704,700.00	\$703,530.00	
					<b>\$1,733.55</b>					
<b>607 Business Connections, Inc., P.O. Box 566, Salem, OR, 97308-0566</b>										
072208212020	08/21/20	Business Services - After Hours Phone through Aug 2020	09/21/20	\$54.65	\$54.65	01-1317	CITY HALL UTILITIES	\$20,000.00	\$17,557.29	
					<b>\$54.65</b>					
<b>910 CECO, INC., PO Box 6030, Portland, OR, 97228-6030</b>										
502636	08/26/20	Carson - Vital Oxide COVID	09/26/20	\$3,613.32	\$3,613.32	01-1361	COVID Expenses	\$0.00	(\$2,434.72)	
					<b>\$3,613.32</b>					
<b>48 Cintas Corporation-172, PO Box 650838, Dallas, TX, 75265-0838</b>										
4060236430	09/01/20	Cintas - City Hall August service	09/01/20	\$93.27	\$93.27	01-1330	MATERIALS & SUPPLIE	\$25,000.00	\$23,779.99	
					<b>\$93.27</b>					
<b>251 Dustin Patton</b>										
09012020	09/03/20	Dustin Patton - Cell Phone Reimbursement	09/03/20	\$35.00	\$35.00	01-1317	CITY HALL UTILITIES	\$20,000.00	\$17,557.29	
					<b>\$35.00</b>					
<b>335 EC Electrical Construction Co, PO Box 35146, #43035, Seattle, WA, 98124-5146</b>										
198584	08/31/20	EC Electrical - park electrical work	09/30/20	\$1,811.69	\$1,811.69	01-2302	PARK SUPPLIES & MAI	\$82,000.00	\$71,245.70	
					<b>\$1,811.69</b>					
<b>16 Forrest Reid, PO Box 329, Tangent, OR, 97389</b>										
MB 08-2020	09/01/20	Forrest Reid - August Legal Services	09/30/20	\$11,850.00	\$11,850.00	01-1339	LEGAL SERVICES	\$190,000.00	\$158,137.00	
					<b>\$11,850.00</b>					
<b>911 Greg Hoefler, Albany, OR, 97321</b>										
Park 2020	09/03/20	Greg Hoefler - Park Shelter Refund	09/03/20	\$75.00	\$75.00	01-2102	PARK SHELTER USER	\$3,000.00	\$3,050.00	
					<b>\$75.00</b>					
<b>566 Jake Gabell, Albany, OR, 97321</b>										
09012020	09/01/20	Jake Gabell - Cell Phone Reimbursement	09/01/20	\$35.00	\$35.00	01-1317	CITY HALL UTILITIES	\$20,000.00	\$17,557.29	

**City of Millersburg  
Council Approval Report  
(Council Approval Report)**

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance	
							<b>\$35.00</b>					
<b>20</b>	<b>Koontz, Blasquez &amp; Co., P.C., PO Box 605, Albany, OR, 97321</b>	66890	08/20/20	Koontz, Blasquez - Payroll Services through August 2020	09/20/20	\$264.00	\$264.00	01-1332	CONTRACTED SERVIC	\$81,440.00	\$83,138.63	
							<b>\$264.00</b>					
<b>836</b>	<b>LS Networks, 921 SW Washington ST Suite 370, Portland, OR, 97205-2824</b>	INV51426	08/31/20	LS Network - Internet and Phones through Aug 2020	09/30/20	\$704.74	\$704.74	01-1317	CITY HALL UTILITIES	\$20,000.00	\$17,557.29	
							<b>\$704.74</b>					
<b>761</b>	<b>Mike's Heating and Air, PO BOX 748, Albany, OR, 97321</b>	156988	08/21/20	Mike's Heating - service call at City Hall	09/21/20	\$180.00	\$180.00	01-1332	CONTRACTED SERVIC	\$81,440.00	\$83,138.63	
							<b>\$180.00</b>					
<b>842</b>	<b>PAC/WEST, 8600 SW St. Helens Drive, Wilisonville, OR, 97070</b>	6528	08/28/20	PAC/WEST - through August 2020	09/28/20	\$3,500.00	\$3,500.00	01-1338	ECONOMIC DEVELOPM	\$42,000.00	\$38,500.00	
							<b>\$3,500.00</b>					
<b>23</b>	<b>Pacific Power, PO Box 26000, Portland, OR, 97256-0001</b>	09/14/2020	09/01/20	Pacific Power through August 2020	09/14/20	\$673.51	\$673.51	01-1317	CITY HALL UTILITIES	\$20,000.00	\$17,557.29	
		09/14/2020	09/01/20	Pacific Power through August 2020	09/14/20	\$23.71	\$23.71	01-1357	RENTAL PROPERTY	\$12,000.00	\$11,026.85	
		09/14/2020	09/01/20	Pacific Power through August 2020	09/14/20	\$47.42	\$47.42	01-2302	PARK SUPPLIES & MAI	\$82,000.00	\$71,245.70	
		09/14/2020	09/01/20	Pacific Power through August 2020	09/14/20	\$369.64	\$369.64	01-4303	UTILITIES - FIRE STATI	\$8,000.00	\$7,315.38	
		09/14/2020	09/01/20	Pacific Power through August 2020	09/14/20	\$3,283.98	\$3,283.98	02-1323	STREET LIGHTS POWE	\$42,000.00	\$35,366.38	
		09/14/2020	09/01/20	Pacific Power through August 2020	09/14/20	\$1,122.75	\$1,122.75	04-1328	SEWER MISCELLANEO	\$10,000.00	\$7,665.04	
							<b>\$5,521.01</b>					
<b>700</b>	<b>US Bank, P.O. Box 790428, St Louis, MO, 63179-0428</b>	08/20/2020	08/20/20	Lifemap - Disability Insurance	09/20/20	\$178.32	\$178.32	01-1212	DISABILITY INSURANC	\$8,000.00	\$471.68	
		08/20/2020	08/20/20	Republic Services - Trash Pickup City Hall	09/20/20	\$40.44	\$40.44	01-1317	CITY HALL UTILITIES	\$20,000.00	\$17,557.29	
		08/20/2020	08/20/20	Verizon Wireless - Emergency Phone	09/20/20	\$36.34	\$36.34	01-1317	CITY HALL UTILITIES	\$20,000.00	\$17,557.29	
		08/20/2020	08/20/20	Garten - Mail Service through July 2020	09/20/20	\$113.22	\$113.22	01-1327	POSTAGE AND SHIPPI	\$6,000.00	\$5,191.29	
		08/20/2020	08/20/20	Adobe Pro	09/20/20	\$20.99	\$20.99	01-1330	MATERIALS & SUPPLIE	\$25,000.00	\$23,779.99	
		08/20/2020	08/20/20	Site 5 - Monthly website hosting fee	09/20/20	\$15.95	\$15.95	01-1330	MATERIALS & SUPPLIE	\$25,000.00	\$23,779.99	
		08/20/2020	08/20/20	Staples - Office Supplies	09/20/20	\$63.20	\$63.20	01-1330	MATERIALS & SUPPLIE	\$25,000.00	\$23,779.99	
		08/20/2020	08/20/20	Amazon - Manhole Hook	09/20/20	\$41.99	\$41.99	01-1330	MATERIALS & SUPPLIE	\$25,000.00	\$23,779.99	
		08/20/2020	08/20/20	Full Source - Traffic Vests	09/20/20	\$110.99	\$110.99	01-1330	MATERIALS & SUPPLIE	\$25,000.00	\$23,779.99	
		08/20/2020	08/20/20	Amazon - Trash bags	09/20/20	\$12.86	\$12.86	01-1330	MATERIALS & SUPPLIE	\$25,000.00	\$23,779.99	
		08/20/2020	08/20/20	Staples - Office Supplies	09/20/20	\$32.78	\$32.78	01-1330	MATERIALS & SUPPLIE	\$25,000.00	\$23,779.99	
		08/20/2020	08/20/20	Lucid Software - Company Charged wrong account (adjustment needed)	09/20/20	\$95.40	\$95.40	01-1330	MATERIALS & SUPPLIE	\$25,000.00	\$23,779.99	
		08/20/2020	08/20/20	Go Daddy - Annual Domain Name registration	09/20/20	\$116.66	\$116.66	01-1330	MATERIALS & SUPPLIE	\$25,000.00	\$23,779.99	

**City of Millersburg  
Council Approval Report  
(Council Approval Report)**

Vendor										
InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance	
08/20/2020	08/20/20	Earth2O - August Water	09/20/20	\$44.18	\$44.18	01-1330	MATERIALS & SUPPLIE	\$25,000.00	\$23,779.99	
08/20/2020	08/20/20	Shred It - extra payment, credit for next month	09/20/20	\$44.20	\$44.20	01-1332	CONTRACTED SERVIC	\$81,440.00	\$83,138.63	
08/20/2020	08/20/20	Shred-It	09/20/20	\$44.20	\$44.20	01-1332	CONTRACTED SERVIC	\$81,440.00	\$83,138.63	
08/20/2020	08/20/20	Shred It - Monthly 8/14 - 9/14	09/20/20	\$44.20	\$44.20	01-1332	CONTRACTED SERVIC	\$81,440.00	\$83,138.63	
08/20/2020	08/20/20	IIMC - annual membership	09/20/20	\$170.00	\$170.00	01-1336	DUES & SUBSCRIPTIO	\$14,000.00	\$8,006.38	
08/20/2020	08/20/20	Athleat Masks - COVID	09/20/20	\$67.00	\$67.00	01-1361	COVID Expenses	\$0.00	(\$2,434.72)	
08/20/2020	08/20/20	Staples - Sanatizer Dispenser	09/20/20	\$56.40	\$56.40	01-1361	COVID Expenses	\$0.00	(\$2,434.72)	
08/20/2020	08/20/20	Etsy - Faceshield	09/20/20	\$39.98	\$39.98	01-1361	COVID Expenses	\$0.00	(\$2,434.72)	
08/20/2020	08/20/20	Staples - Office Supplies	09/20/20	\$30.84	\$30.84	01-1361	COVID Expenses	\$0.00	(\$2,434.72)	
08/20/2020	08/20/20	Etsy - Face shield	09/20/20	\$20.40	\$20.40	01-1361	COVID Expenses	\$0.00	(\$2,434.72)	
08/20/2020	08/20/20	Caution Tape - COVID	09/20/20	\$24.68	\$24.68	01-1361	COVID Expenses	\$0.00	(\$2,434.72)	
08/20/2020	08/20/20	Amazon - Park Toilet Paper	09/20/20	\$115.04	\$115.04	01-2302	PARK SUPPLIES & MAI	\$82,000.00	\$71,245.70	
08/20/2020	08/20/20	Home Depot - Hornet and wasp spray	09/20/20	\$27.88	\$27.88	01-2302	PARK SUPPLIES & MAI	\$82,000.00	\$71,245.70	
08/20/2020	08/20/20	Republic Services - Trash pickup City Park	09/20/20	\$200.60	\$200.60	01-2302	PARK SUPPLIES & MAI	\$82,000.00	\$71,245.70	
08/20/2020	08/20/20	Home Depot - Wire and Bolts park supplies	09/20/20	\$15.34	\$15.34	01-2302	PARK SUPPLIES & MAI	\$82,000.00	\$71,245.70	
08/20/2020	08/20/20	Verizon Wireless iPad Data Cost	09/20/20	\$40.01	\$40.01	01-2302	PARK SUPPLIES & MAI	\$82,000.00	\$71,245.70	
08/20/2020	08/20/20	Republic Services - Trash pickup Fire Station	09/20/20	\$101.96	\$101.96	01-4303	UTILITIES - FIRE STATI	\$8,000.00	\$7,315.38	
					<b>\$1,966.05</b>					
<b>328</b>	<b>Valley Merchant Police, Inc, PO Box 14, Albany, OR, 97321</b>									
307.50	09/03/20	Valley Merchant Police - gate lock through Aug 2020	09/03/20	\$307.50	\$307.50	01-2302	PARK SUPPLIES & MAI	\$82,000.00	\$71,245.70	
					<b>\$307.50</b>					
					<b>\$34,951.78</b>					
		<b>Total Bills To Pay:</b>								

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Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
<b>7 4S Sign, LLC, 30255 HWY 34, Albany, OR, 97321</b>		47461	09/02/20	SIGNS	09/02/20	\$42.25	\$42.25	02-1329	SIGNS	\$5,000.00	\$5,000.00
							<b>\$42.25</b>				
<b>539 Barrett Business Services Inc., 421 Water Avenue NE, Albany, OR, 97321</b>		3158641	09/04/20	COVID Expenses	09/09/20	\$33.80	\$33.80	01-1361	COVID Expenses	\$0.00	(\$6,338.04)
3158687	09/04/20	MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) SUPPOR	09/09/20	\$130.00	\$130.00	03-1312	MUNICIPAL SEPARATE	\$30,000.00	\$23,843.64		
3158687	09/04/20	SOLIDS HANDLING CAPITAL PROJECT	09/09/20	\$130.00	\$130.00	04-1409	WETLANDS/WASTEWA	\$704,700.00	\$703,140.00		
							<b>\$293.80</b>				
<b>908 Hughes Fire Equipment Inc., 910 Shelley Street, Springfield, OR, 97477</b>		553684	08/12/20	MATERIALS & SUPPLIES	09/11/20	\$173.43	\$173.43	01-1330	MATERIALS & SUPPLIE	\$25,000.00	\$23,131.72
553684	08/12/20	MATERIALS & SUPPLIES	09/11/20	\$174.46	\$174.46	01-1330	MATERIALS & SUPPLIE	\$25,000.00	\$23,131.72		
							<b>\$347.89</b>				
<b>19 Linn County Planning and Building, PO Box 100, Albany, OR, 97321</b>		082020	09/02/20	PMNT TO LINN CO BUILDING DEPT	09/02/20	\$58,691.00	\$58,691.00	01-5332	PMNT TO LINN CO BUIL	\$255,000.00	\$199,172.17
							<b>\$58,691.00</b>				
<b>483 MetLife - Group Benefits, PO Box 804466, Kansas City, MO, 64180-4466</b>		042020-092020	09/09/20	DENTAL & VISION INSURANCE	09/09/20	\$6,155.28	\$6,155.28	01-1214	DENTAL & VISION INSU	\$11,299.00	\$11,299.00
							<b>\$6,155.28</b>				
<b>585 MorganCPS Group, 1308 Marigold Street NE, Keizer, OR, 97303-3553</b>		8825	09/09/20	Monthly Planning Services - August 2020	09/09/20	\$6,300.00	\$6,300.00	01-1353	CONSULTANTS - PLAN	\$111,000.00	\$97,777.50
							<b>\$6,300.00</b>				
<b>617 Pacific Office Automation, 14747 NW Greenbriar Pkwy, Beaverton, OR, 97006</b>		935995	08/28/20	CONTRACTED SERVICES	09/09/20	\$127.08	\$127.08	01-1332	CONTRACTED SERVIC	\$81,440.00	\$82,562.03
							<b>\$127.08</b>				
<b>6 Petro Card, PO Box 34243, Seattle, WA, 98124-1243</b>		C628453	08/31/20	PARK SUPPLIES & MAINTENANCE	09/12/20	\$134.61	\$134.61	01-2302	PARK SUPPLIES & MAI	\$82,000.00	\$67,387.37
							<b>\$134.61</b>				
<b>912 Saalfeld Griggs PC, P.O. Box 470, Salem, OR, 97308</b>		414743	09/02/20	LEGAL SERVICES	09/09/20	\$7,481.50	\$7,481.50	01-1339	LEGAL SERVICES	\$190,000.00	\$146,287.00
							<b>\$7,481.50</b>				
<b>912 Saalfeld Griggs PC, P.O. Box 470, Salem, OR, 97308</b>		09092020	09/09/20	LEGAL SERVICES	09/09/20	\$5,000.00	\$5,000.00	01-1339	LEGAL SERVICES	\$190,000.00	\$146,287.00
							<b>\$5,000.00</b>				
<b>664 US Bank Equipment Finance, P.O. Box 790448, St Louis, MO, 63179-0448</b>		422857409	08/31/20	CONTRACTED SERVICES	09/22/20	\$565.00	\$565.00	01-1332	CONTRACTED SERVIC	\$81,440.00	\$82,562.03

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Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance	
							<b>\$565.00</b>					
<b>223</b>	<b>Wallace W. Lien, P.C., P.O. Box 5730, Salem, OR, 97304</b>	08252020	08/25/20	LEGAL SERVICES	09/09/20	\$1,715.00	\$1,715.00	01-1339	LEGAL SERVICES	\$190,000.00	\$146,287.00	
							<b>\$1,715.00</b>					
<b>686</b>	<b>Wheat LLC, 1141 Chemawa Rd N, Keizer, OR, 97303</b>	5983	08/31/20	STREET SWEEPING	09/09/20	\$1,975.77	\$1,975.77	02-1319	STREET SWEEPING	\$25,000.00	\$21,048.46	
							<b>\$1,975.77</b>					
<b>786</b>	<b>Witherspoon Industries LLC, PO Box 1047, Lebanon, OR, 97355</b>	INV4017	08/31/20	CONTRACTED SERVICES	09/09/20	\$600.00	\$600.00	01-1332	CONTRACTED SERVIC	\$81,440.00	\$82,562.03	
		INV4017	08/31/20	COVID Expenses - 2nd Cleaning City Hall	09/09/20	\$325.00	\$325.00	01-1361	COVID Expenses	\$0.00	(\$6,338.04)	
							<b>\$925.00</b>					
<b>Total Bills To Pay:</b>							<b>\$89,754.18</b>					

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Item 3) <sup>1</sup>

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		<b>912</b>	<b>Saalfeld Griggs PC, P.O. Box 470, Salem, OR, 97308</b>								
	414743		09/02/20	LEGAL SERVICES	09/09/20	\$2,481.50	\$2,481.50	01-1339	LEGAL SERVICES	\$190,000.00	\$146,287.00
							<b>\$2,481.50</b>				
<b>Total Bills To Pay:</b>							<b>\$2,481.50</b>				

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Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
<b>7</b>	<b>4S Sign, LLC, 30255 HWY 34, Albany, OR, 97321</b>										
47476		09/14/20	SIGNS	09/14/20	\$91.90	\$91.90	02-1329	SIGNS	\$5,000.00	\$4,957.75	
						<b>\$91.90</b>					
<b>43</b>	<b>Aflac, 1932 Wynnton Road, Columbus, GA,</b>										
413244		09/11/20	Payroll Taxes Payable	10/01/20	\$49.08	\$49.08	01-9210	Payroll Taxes Payable	\$0.00	(\$18,327.42)	
						<b>\$49.08</b>					
<b>539</b>	<b>Barrett Business Services Inc., 421 Water Avenue NE, Albany, OR, 97321</b>										
3159252		09/11/20	COVID Expenses	09/11/20	\$42.25	\$42.25	01-1361	COVID Expenses	\$0.00	(\$6,696.84)	
3159785		09/18/20	COVID Expenses	09/18/20	\$50.70	\$50.70	01-1361	COVID Expenses	\$0.00	(\$6,696.84)	
3159252		09/11/20	MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) SUPPOR	09/11/20	\$260.00	\$260.00	03-1312	MUNICIPAL SEPARATE	\$30,000.00	\$23,713.64	
3159270		09/11/20	MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) SUPPOR	09/11/20	\$650.00	\$650.00	03-1312	MUNICIPAL SEPARATE	\$30,000.00	\$23,713.64	
3159973		09/18/20	MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) SUPPOR	09/18/20	\$260.00	\$260.00	03-1312	MUNICIPAL SEPARATE	\$30,000.00	\$23,713.64	
3159973		09/18/20	WETLANDS/WASTEWATER TREATMENT PLANT CAPITAL PROJEC	09/18/20	\$130.00	\$130.00	04-1409	WETLANDS/WASTEWA	\$704,700.00	\$703,010.00	
						<b>\$1,392.95</b>					
<b>607</b>	<b>Business Connections, Inc., P.O. Box 566, Salem, OR, 97308-0566</b>										
072209212020		09/21/20	CITY HALL UTILITIES	10/12/20	\$66.35	\$66.35	01-1317	CITY HALL UTILITIES	\$20,000.00	\$15,977.61	
						<b>\$66.35</b>					
<b>915</b>	<b>Cathie Myers, Albany, OR, 97321</b>										
09232020		09/23/20	LIBRARY SERVICES	09/23/20	\$40.00	\$40.00	01-1340	LIBRARY SERVICES	\$3,000.00	\$3,000.00	
						<b>\$40.00</b>					
<b>466</b>	<b>CH2MHill Engineers, Inc, PO Box 201869, Dallas, TX, 75320-1869</b>										
D3395300-03		09/14/20	CONSULTANTS - ENGINEERING	09/14/20	\$842.36	\$842.36	01-1354	CONSULTANTS - ENGI	\$20,000.00	\$17,954.90	
D3395300-03		09/14/20	CONSULTANTS - ENGINEERING	09/14/20	\$368.08	\$368.08	01-1354	CONSULTANTS - ENGI	\$20,000.00	\$17,954.90	
D3395300-03		09/14/20	20% CONSULTANTS ENGINEERING	09/14/20	\$11,720.19	\$11,720.19	02-1301	20% CONSULTANTS EN	\$50,000.00	\$24,872.45	
D3395300-03		09/14/20	20% CONSULTANTS ENGINEERING	09/14/20	\$2,915.61	\$2,915.61	03-1301	20% CONSULTANTS EN	\$10,000.00	\$10,000.00	
D3395300-03		09/14/20	20% CONSULTANTS - ENGINEERING	09/14/20	\$1,604.51	\$1,604.51	04-1301	20% CONSULTANTS - E	\$10,000.00	\$8,873.82	
						<b>\$17,450.75</b>					
<b>167</b>	<b>City County Insurance Services, PO Box 6836, Portland, OR, 97228-6836</b>										
PO-MIL-W2019-A0		09/18/20	DISABILITY INSURANCE - Annual Worker's Compensation Coverage	09/18/20	\$3,467.34	\$3,467.34	01-1212	DISABILITY INSURANC	\$8,000.00	\$293.36	
						<b>\$3,467.34</b>					
	<b>City of Albany, 333 Broadalbin Street SW, Albany, OR, 97321</b>										
2038		08/10/20	O&M SEWER PLANT	09/09/20	\$2,816.43	\$2,816.43	04-1304	O&M SEWER PLANT	\$200,000.00	\$200,000.00	
2038		08/10/20	O&M SEWER PLANT	09/09/20	\$42,485.16	\$42,485.16	04-1304	O&M SEWER PLANT	\$200,000.00	\$200,000.00	

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Vendor										
InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance	
2038	08/10/20	O&M COLLECTION SYSTEM	09/09/20	\$27,492.51	\$27,492.51	04-1305	O&M COLLECTION SYS	\$223,000.00	\$203,339.00	
2038	08/10/20	O&M COLLECTION SYSTEM	09/09/20	\$28,818.47	\$28,818.47	04-1305	O&M COLLECTION SYS	\$223,000.00	\$203,339.00	
2039	08/10/20	ALBANY-MILLERSBURG WATER RECLAMATION FACILITY LEGA	09/09/20	\$34,880.28	\$34,880.28	04-1315	ALBANY-MILLERSBURG	\$50,000.00	\$50,000.00	
2038	08/10/20	WETLANDS/WASTEWATER TREATMENT PLANT CAPITAL PROJEC	09/09/20	\$9,529.16	\$9,529.16	04-1409	WETLANDS/WASTEWA	\$704,700.00	\$703,010.00	
2040	08/10/20	O&M TRANSMISSION LINES	09/09/20	\$10,995.24	\$10,995.24	05-1304	O&M TRANSMISSION LI	\$119,000.00	\$117,922.70	
2040	08/10/20	O&M Water Treatment Plant	09/09/20	\$57,777.30	\$57,777.30	05-1305	O&M Water Treatment PI	\$300,000.00	\$300,000.00	
2040	08/10/20	WATER RECLAMATION PLANT CAPITAL PROJECTS	09/09/20	\$8,204.31	\$8,204.31	05-1408	WATER RECLAMATION	\$75,000.00	\$75,000.00	
					<b>\$222,998.86</b>					
<b>92</b>	<b>Cynthia Mitchell, Albany OR 97321</b>									
09162020	09/16/20	LIBRARY SERVICES	09/16/20	\$40.00	\$40.00	01-1340	LIBRARY SERVICES	\$3,000.00	\$3,000.00	
					<b>\$40.00</b>					
<b>327</b>	<b>De Lage Landen Financial Services, Inc., PO Box 41602, Philadelphia, PA, 19101-1602</b>									
68797388	07/18/20	CONTRACTED SERVICES	09/01/20	\$392.15	\$392.15	01-1332	CONTRACTED SERVIC	\$81,440.00	\$81,269.95	
					<b>\$392.15</b>					
<b>749</b>	<b>Galardi Consulting, LLC, 7327 SW Barnes Rd #224, Portland, OR, 97225</b>									
M-7	07/03/20	SDC STUDY	07/03/20	\$352.50	\$352.50	02-1314	SDC STUDY	\$1,000.00	\$1,000.00	
M-7	07/03/20	SDC AND RATE STUDY	07/03/20	\$352.50	\$352.50	03-1313	SDC AND RATE STUDY	\$1,000.00	\$1,000.00	
M-7	07/03/20	RATE AND SDC STUDY	07/03/20	\$352.50	\$352.50	04-1313	RATE AND SDC STUDY	\$5,000.00	\$5,000.00	
M-7	07/03/20	20% CONSULTANT - ENGINEERING	07/03/20	\$352.50	\$352.50	05-1301	20% CONSULTANT - EN	\$10,000.00	\$10,000.00	
					<b>\$1,410.00</b>					
<b>318</b>	<b>Government Ethics Commission, 155 Cottage ST NE, Salem, OR, 97301-3963</b>									
AIE12563	09/16/20	BONDING & INSURANCE	10/16/20	\$658.64	\$658.64	01-1308	BONDING & INSURANC	\$34,000.00	\$2,010.03	
					<b>\$658.64</b>					
<b>914</b>	<b>Hicks Striping &amp; Curbing, Inc., PO Box 9127, Brooks, OR, 97305-0127</b>									
16341	08/20/20	STREET & ROAD REPAIR	09/20/20	\$17,955.00	\$17,955.00	02-1322	STREET & ROAD REPAI	\$148,000.00	\$51,610.00	
					<b>\$17,955.00</b>					
<b>20</b>	<b>Koontz, Blasquez &amp; Co., P.C., PO Box 605, Albany, OR, 97321</b>									
67063	09/20/20	CONTRACTED SERVICES	09/20/20	\$48.00	\$48.00	01-1332	CONTRACTED SERVIC	\$81,440.00	\$81,269.95	
					<b>\$48.00</b>					
<b>483</b>	<b>MetLife - Group Benefits, PO Box 804466, Kansas City, MO, 64180-4466</b>									
Oct2020	09/29/20	DENTAL & VISION INSURANCE	09/29/20	\$6,512.16	\$6,512.16	01-1214	DENTAL & VISION INSU	\$11,299.00	\$5,143.72	
					<b>\$6,512.16</b>					
<b>761</b>	<b>Mike's Heating and Air, PO BOX 748, Albany, OR, 97321</b>									
157222	09/15/20	CITY HALL IMPROVEMENTS - thermostat replacement	09/15/20	\$1,983.00	\$1,983.00	01-1401	CITY HALL IMPROVEM	\$0.00		



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							<b>\$1,983.00</b>					
<b>241</b>	<b>Misty Nelson, Albany, OR, 97321</b>	09242020	09/24/20	LIBRARY SERVICES	09/24/20	\$40.00	\$40.00	01-1340	LIBRARY SERVICES	\$3,000.00	\$3,000.00	
							<b>\$40.00</b>					
<b>833</b>	<b>North Santiam Paving Company, PO Box 516, Stayton, OR, 97383</b>	00295H09292020	09/29/20	WATER USER FEES	09/29/20	\$39.88	\$39.88	05-1106	WATER USER FEES	\$900,000.00	\$634,616.27	
							<b>\$39.88</b>					
<b>77</b>	<b>Pamela McLagan, Albany, OR, 97321</b>	09172020	09/17/20	LIBRARY SERVICES	09/17/20	\$40.00	\$40.00	01-1340	LIBRARY SERVICES	\$3,000.00	\$3,000.00	
							<b>\$40.00</b>					
<b>793</b>	<b>Professional Security Alarm, 1981 Fescue St SE, Suite A, Attn: Accounts Receivable, Albany, OR, 97322</b>	2875750	09/21/20	CONTRACTED SERVICES	10/01/20	\$123.00	\$123.00	01-1332	CONTRACTED SERVIC	\$81,440.00	\$81,269.95	
							<b>\$123.00</b>					
<b>41</b>	<b>Providence Health Plan, PO Box 4167, Portland, OR, 97208-4167</b>	09102020	09/10/20	MEDICAL INSURANCE	10/01/20	\$7,346.90	\$7,346.90	01-1211	MEDICAL INSURANCE	\$91,062.00	\$75,753.20	
							<b>\$7,346.90</b>					
<b>757</b>	<b>Steve Helms, Albany, OR, 97321</b>	20096	09/16/20	O&M COLLECTION SYSTEM	09/16/20	\$5,150.00	\$5,150.00	04-1305	O&M COLLECTION SYS	\$223,000.00	\$203,339.00	
							<b>\$5,150.00</b>					
<b>231</b>	<b>Sunbelt Rentals, Inc, PO Box 409211, Atlanta, GA, 30384-9211</b>	105441366-0001	09/10/20	MATERIALS & SUPPLIES	09/10/20	\$13.70	\$13.70	01-1330	MATERIALS & SUPPLIE	\$25,000.00	\$22,783.83	
							<b>\$13.70</b>					
<b>656</b>	<b>Wanda Webster, Albany, OR, 97321</b>	09102020	09/10/20	LIBRARY SERVICES	09/10/20	\$40.00	\$40.00	01-1340	LIBRARY SERVICES	\$3,000.00	\$3,000.00	
							<b>\$40.00</b>					
<b>Total Bills To Pay:</b>							<b>\$287,349.66</b>					

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<b>539</b>	<b>Barrett Business Services Inc., 421 Water Avenue NE, Albany, OR, 97321</b>										
3160377		09/25/20	Barrett Business Services - Week Ending 9/20/20 - Nicholas Bohanan	09/25/20	\$67.60	\$67.60	01-1361	COVID Expenses	\$0.00		(\$7,718.02)
3160377		09/25/20	Barrett Business Services - Week Ending 9/20/20 - Mark Yeager	09/25/20	\$260.00	\$260.00	03-1312	MUNICIPAL SEPARATE	\$30,000.00		\$14,781.38
						<b>\$327.60</b>					
<b>904</b>	<b>Betiel Yohannes, , , ,</b>										
10/5/2020		10/05/20	Betiel Yohannes - mileage	10/05/20	\$18.98	\$18.98	01-1351	MILEAGE	\$1,600.00		\$1,512.58
						<b>\$18.98</b>					
<b>714</b>	<b>Cable Huston LLP, 1455 SW Broadway, Suite 1500, Portland, OR, 97201</b>										
102831		09/29/20	Cable Huston - MS4 Permit support through July 2020	10/29/20	\$7,502.26	\$7,502.26	03-1312	MUNICIPAL SEPARATE	\$30,000.00		\$14,781.38
						<b>\$7,502.26</b>					
<b>251</b>	<b>Dustin Patton, Lebanon, OR, 97355</b>										
10012020		10/05/20	Dustin Patton - Cell Phone Reimbursement	10/05/20	\$35.00	\$35.00	01-1317	CITY HALL UTILITIES	\$20,000.00		\$14,637.96
						<b>\$35.00</b>					
<b>16</b>	<b>Forrest Reid, PO Box 329, Tangent, OR, 97389</b>										
MB-Sept 2020		10/01/20	Forrest Reid - Legal through September 2020	10/01/20	\$14,750.00	\$14,750.00	01-1339	LEGAL SERVICES	\$190,000.00		\$122,340.50
						<b>\$14,750.00</b>					
<b>1</b>	<b>Greater Albany Public School District 8J, 718 Seventh Avenue SW, Albany, OR,</b>										
10012020		10/05/20	GAPS - Quarterly school excise tax payment	10/05/20	\$134,386.56	\$134,386.56	01-5331	PMNT TO GAPS	\$223,000.00		\$55,868.50
						<b>\$134,386.56</b>					
<b>566</b>	<b>Jake Gabell Albany, OR, 97321</b>										
10012020		10/05/20	Jake Gabell - Cell Phone Reimbursement	10/05/20	\$35.00	\$35.00	01-1317	CITY HALL UTILITIES	\$20,000.00		\$14,637.96
						<b>\$35.00</b>					
<b>569</b>	<b>Janelle Booth, Philomath, OR, 97370</b>										
10012020		10/05/20	Janelle Booth - Cell Phone Reimbursement	10/05/20	\$105.00	\$105.00	01-1317	CITY HALL UTILITIES	\$20,000.00		\$14,637.96
						<b>\$105.00</b>					
<b>355</b>	<b>John Allen, Albany, OR, 97321</b>										
09302020		10/05/20	Library Reimbursement - John Alllen	10/05/20	\$40.00	\$40.00	01-1340	LIBRARY SERVICES	\$3,000.00		\$2,680.00
						<b>\$40.00</b>					
<b>579</b>	<b>Judith Peltier, Albany, OR, 97321</b>										
09022020		10/05/20	Judith Peltier - Library Reimbursement	10/05/20	\$40.00	\$40.00	01-1340	LIBRARY SERVICES	\$3,000.00		\$2,680.00
						<b>\$40.00</b>					
<b>561</b>	<b>Kimberly Wollenburg</b>										
10012020		10/05/20	Kimberly Wollenburg - Cell Phone Reimbursement	10/05/20	\$105.00	\$105.00	01-1317	CITY HALL UTILITIES	\$20,000.00		\$14,637.96

**City of Millersburg  
Council Approval Report  
(Council Approval Report)**

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance	
							<b>\$105.00</b>					
<b>836</b>	<b>LS Networks, 921 SW Washington ST Suite 370, Portland, OR, 97205-2824</b>	INV52386	10/05/20	LS Network - Phone and Internet through September 2020	10/05/20	\$704.74	\$704.74	01-1317	CITY HALL UTILITIES	\$20,000.00	\$14,637.96	
							<b>\$704.74</b>					
<b>27</b>	<b>Meterreaders, LLC., PO Box 1902, Lake Oswego, OR, 97035</b>	9480	09/30/20	Meterreaders through Septemeber 2020	10/30/20	\$1,121.40	\$1,121.40	05-1304	O&M TRANSMISSION LI	\$119,000.00	\$105,806.06	
							<b>\$1,121.40</b>					
<b>842</b>	<b>PAC/WEST, 8600 SW St. Helens Drive, Wilisonville, OR, 97070</b>	6592	09/29/20	PAC/WEST through September 2020	10/30/20	\$3,500.00	\$3,500.00	01-1338	ECONOMIC DEVELOPM	\$42,000.00	\$31,500.00	
							<b>\$3,500.00</b>					
<b>13</b>	<b>Sean Shearer Albany, OR, 97322</b>	10012020	10/05/20	Sean Shearer - Cell Phone Reimbursement	10/05/20	\$105.00	\$105.00	01-1317	CITY HALL UTILITIES	\$20,000.00	\$14,637.96	
							<b>\$105.00</b>					
<b>183</b>	<b>Shellie Mauney, Albany, OR, 97321</b>	09302020	10/05/20	Library Reimbursement - Shellie Mauney	10/05/20	\$40.00	\$40.00	01-1340	LIBRARY SERVICES	\$3,000.00	\$2,680.00	
							<b>\$40.00</b>					
<b>700</b>	<b>US Bank, P.O. Box 790428, St Louis, MO, 63179-0428</b>	09/21/2020	09/21/20	Lifemap - through August 2020	10/21/20	\$178.32	\$178.32	01-1212	DISABILITY INSURANC	\$8,000.00	(\$3,352.30)	
09/21/2020	09/21/20	Mid-Valley Newspaper Hearing Notice	10/21/20	\$161.20	\$161.20	01-1306	BIDS PUBLICATION	\$1,000.00	\$140.32			
09/21/2020	09/21/20	Mid-Valley Newspaper Budget Hearing Notice	10/21/20	\$698.48	\$698.48	01-1306	BIDS PUBLICATION	\$1,000.00	\$140.32			
09/21/2020	09/21/20	Republic Services - City Hall Trash Pickup	10/21/20	\$40.44	\$40.44	01-1317	CITY HALL UTILITIES	\$20,000.00	\$14,637.96			
09/21/2020	09/21/20	Republic Services - City Hall Trash Pickup	10/21/20	\$106.92	\$106.92	01-1317	CITY HALL UTILITIES	\$20,000.00	\$14,637.96			
09/21/2020	09/21/20	Verizon - Emergency Phone	10/21/20	\$36.20	\$36.20	01-1317	CITY HALL UTILITIES	\$20,000.00	\$14,637.96			
09/21/2020	09/21/20	Garten - Mail service through August 2020	10/21/20	\$1,245.78	\$1,245.78	01-1327	POSTAGE AND SHIPPI	\$6,000.00	\$3,832.29			
09/21/2020	09/21/20	Site 4 - monthly webhosting fee	10/21/20	\$15.95	\$15.95	01-1330	MATERIALS & SUPPLIE	\$25,000.00	\$22,231.39			
09/21/2020	09/21/20	Adobe - adobe pro "last one"	10/21/20	\$20.99	\$20.99	01-1330	MATERIALS & SUPPLIE	\$25,000.00	\$22,231.39			
09/21/2020	09/21/20	Amazon - KN95 Face Masks (fire)	10/21/20	\$26.25	\$26.25	01-1330	MATERIALS & SUPPLIE	\$25,000.00	\$22,231.39			
09/21/2020	09/21/20	Amazon - Protector ramps office supplies	10/21/20	\$319.52	\$319.52	01-1330	MATERIALS & SUPPLIE	\$25,000.00	\$22,231.39			
09/21/2020	09/21/20	Staples - Office Supplies	10/21/20	\$69.88	\$69.88	01-1330	MATERIALS & SUPPLIE	\$25,000.00	\$22,231.39			
09/21/2020	09/21/20	GoDddy - domain renewal	10/21/20	\$21.17	\$21.17	01-1330	MATERIALS & SUPPLIE	\$25,000.00	\$22,231.39			
09/21/2020	09/21/20	Earth2O Water	10/21/20	\$64.98	\$64.98	01-1330	MATERIALS & SUPPLIE	\$25,000.00	\$22,231.39			
09/21/2020	09/21/20	Autocad software - annual fee	10/21/20	\$1,690.00	\$1,690.00	01-1331	MAINT: OFFICE EQUIP	\$22,040.00	\$11,752.79			
09/21/2020	09/21/20	Amazon - Face shields	10/21/20	\$14.99	\$14.99	01-1361	COVID Expenses	\$0.00	(\$7,718.02)			
09/21/2020	09/21/20	Staples - Masks - COVID Expenses	10/21/20	\$23.98	\$23.98	01-1361	COVID Expenses	\$0.00	(\$7,718.02)			
09/21/2020	09/21/20	Brooklyn Equipment - wipes and sanitizer	10/21/20	\$496.66	\$496.66	01-1361	COVID Expenses	\$0.00	(\$7,718.02)			
09/21/2020	09/21/20	Verizon - Parks iPad	10/21/20	\$40.01	\$40.01	01-2302	PARK SUPPLIES & MAI	\$82,000.00	\$65			
09/21/2020	09/21/20	Republic Services - Park Trash Pickup	10/21/20	\$200.60	\$200.60	01-2302	PARK SUPPLIES & MAI	\$82,000.00	\$65			

**City of Millersburg**  
**Council Approval Report**  
**(Council Approval Report)**

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		09/21/2020	09/21/20	Opentip - chain cutter	10/21/20	\$190.48	\$190.48	01-2302	PARK SUPPLIES & MAI	\$82,000.00	\$65,360.04
		09/21/2020	09/21/20	Republic Services - Park Trash Pickup	10/21/20	\$250.04	\$250.04	01-2302	PARK SUPPLIES & MAI	\$82,000.00	\$65,360.04
		09/21/2020	09/21/20	Amazon - Nitrile gloves	10/21/20	\$299.99	\$299.99	01-2302	PARK SUPPLIES & MAI	\$82,000.00	\$65,360.04
		09/21/2020	09/21/20	Republic Services - Park Trash Pickup	10/21/20	\$200.60	\$200.60	01-2302	PARK SUPPLIES & MAI	\$82,000.00	\$65,360.04
		09/21/2020	09/21/20	Element Graphics - Shirts and Sweaters	10/21/20	\$179.00	\$179.00	01-2302	PARK SUPPLIES & MAI	\$82,000.00	\$65,360.04
		09/21/2020	09/21/20	Republic Services - Fire Station Trash Pickup	10/21/20	\$101.96	\$101.96	01-4303	UTILITIES - FIRE STATI	\$8,000.00	\$6,741.82
							<b>\$6,694.39</b>				
<b>230</b>	<b>Valley Fire Control, 217 Main SE, Albany, OR, 97321-3023</b>										
91831			10/05/20	Valley Fire Control	10/05/20	\$152.00	\$152.00	01-2302	PARK SUPPLIES & MAI	\$82,000.00	\$65,360.04
							<b>\$152.00</b>				
<b>328</b>	<b>Valley Merchant Police, Inc, PO Box 14, Albany, OR, 97321</b>										
1250			09/30/20	Valley Merchant Police through September 2020	10/30/20	\$285.00	\$285.00	01-2302	PARK SUPPLIES & MAI	\$82,000.00	\$65,360.04
							<b>\$285.00</b>				
<b>786</b>	<b>Witherspoon Industries LLC, PO Box 1047, Lebanon, OR, 97355</b>										
INV4078			10/05/20	Witherspoon Industries LLC - Cleaning through September 2020	11/05/20	\$600.00	\$600.00	01-1332	CONTRACTED SERVIC	\$81,440.00	\$79,297.70
INV4078			10/05/20	Witherspoon Industries LLC - Cleaning through September 2020	11/05/20	\$325.00	\$325.00	01-1361	COVID Expenses	\$0.00	(\$7,718.02)
							<b>\$925.00</b>				
<b>85</b>	<b>Xterma Pest Control, Inc., P.O. Box 321, Sweet Home, OR, 97386</b>										
COM0920 155			09/28/20	Xterma Pest Control - quarterly	10/08/20	\$60.00	\$60.00	01-1332	CONTRACTED SERVIC	\$81,440.00	\$79,297.70
COM0920 155			09/28/20	Xterma Pest Control - yellow jackets	10/08/20	\$95.00	\$95.00	01-2302	PARK SUPPLIES & MAI	\$82,000.00	\$65,360.04
							<b>\$155.00</b>				
							<b>\$171,027.93</b>				
							<b>Total Bills To Pay:</b>				





**MONTHLY BULLETIN OF DISPATCHED  
CALLS AND CASES  
FOR CONTRACT CITIES**

Item 4)

This Report Encompasses: 9/ 1/20 to 9/30/20

Total Incidents This Month: **125**

Incident Information:	Description
<p>CAD# 2020134707 TIME: 9/1/2020 12:30:45AM CASE# CAD Only MILB EXTRA PATROL</p>	<p>EXTRA PATROL Reported at Block of 6200 NE ROSEMARIE ST ALB</p> <hr/> <p>Extra patrol in neighborhoods resulted in finding 4 open garage doors and 2 suspicious vehicles, see calls for additional details.</p>
<p>CAD# 2020134710 TIME: 9/1/2020 12:34:31AM CASE# CAD Only MILB CAD CALL COMPLETE</p>	<p>SUSPICIOUS VEHICLE Reported at Block of 38600 NE MORNINGSTAR RD ALB</p> <hr/> <p>Two sleeping in car.</p>
<p>CAD# 2020134711 TIME: 9/1/2020 12:36:19AM CASE# CAD Only MILB CAD CALL COMPLETE</p>	<p>SUSPICIOUS VEHICLE Reported at Block of 4900 NE GRANITE AVE ALB</p> <hr/> <p>Suspicious vehicle reported. Newspaper delivery car was the suspect vehicle.</p>
<p>CAD# 2020134712 TIME: 9/1/2020 12:48:28AM CASE# CAD Only MILB CAD CALL COMPLETE</p>	<p>SUSPICIOUS CIRCUMSTANCE Reported at Block of 6300 NE RAMBLE ST ALB</p> <hr/> <p>Open garage door, unable to contact homeowner.</p>
<p>CAD# 2020134713 TIME: 9/1/2020 12:49:51AM CASE# CAD Only MILB CAD CALL COMPLETE</p>	<p>SUSPICIOUS CIRCUMSTANCE Reported at Block of 6300 NE RAMBLE ST ALB</p> <hr/> <p>Open garage door on new construction, house was clear, shut door.</p>

**Incident Information:**

**Description**

Item 4)

CAD# 2020134725  
 TIME: 9/1/2020 1:31:11AM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

SUSPICIOUS CIRCUMSTANCE Reported at Block of 2900 NE TRASK LN ALB  


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 Open garage door, owner notified

CAD# 2020134730  
 TIME: 9/1/2020 1:37:44AM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

SUSPICIOUS CIRCUMSTANCE Reported at Block of 3000 NE CLEARWATER DR ALB  


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 OPEN GARAGE DOOR, OWNER REQUESTED IT BE SHUT

CAD# 2020134736  
 TIME: 9/1/2020 2:06:27AM  
 CASE# CAD Only  
 MILB  
 WARNING EQUIPMENT VIOL/

TRAFFIC STOP Reported at Block of 38600 NE MORNINGSTAR RD ALB  


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 Operator warned for not turning on headlight as soon as left truck stop, easier directions given to Portland than GPS said

CAD# 2020134776  
 TIME: 9/1/2020 4:49:30AM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

BUSINESS CHECK Reported at Block of 900 NE OLD SALEM RD ALB  


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CAD# 2020135082  
 TIME: 9/1/2020 3:42:48PM  
 CASE# CAD Only  
 MILB

TRANSFER 911 INFO - LAW CALL Reported at Block of 2500 NE OLD SALEM RD ALB  


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CAD# 2020135145  
 TIME: 9/1/2020 5:24:42PM  
 CASE# CAD Only  
 MILB  
 MILLERSBURG

MVC NON INJURY Reported at Block of 6400 NE OLD SALEM RD ALB  


---

 Minor collision between a semi and a motor coach in the parking lot. Information was exchanged.

**Incident Information:**

**Description**

Item 4)

CAD# 2020135167  
 TIME: 9/1/2020 6:19:28PM  
 CASE# CAD Only  
 MILB

POCKET DIAL LCSO AND CRCC Reported at Block of 3000 NE KATHRYN ST ALB

CAD# 2020135252  
 TIME: 9/1/2020 9:35:37PM  
 CASE# CAD Only  
 MILB  
 MILLERSBURG

TRAFFIC STOP Reported at Block of 4500 NE OLD SALEM RD/NE PALM HARBOR DR ALB

Operator warned for headlight violation and license plate light violation.

CAD# 2020135256  
 TIME: 9/1/2020 9:44:25PM  
 CASE# CAD Only  
 MILB  
 WARNING EQUIPMENT VIOL/

TRAFFIC STOP Reported at Block of 4400 NE OLD SALEM RD ALB

Operator warned for no license plate lights.

CAD# 2020135262  
 TIME: 9/1/2020 9:53:10PM  
 CASE# CAD Only  
 MILB  
 MILLERSBURG

TRAFFIC STOP Reported at Block of 4800 NE OLD SALEM RD ALB

Operator warned for headlight violation, operator hit light while on scene and it started working.

CAD# 2020135266  
 TIME: 9/1/2020 9:58:48PM  
 CASE# CAD Only  
 MILB  
 MILLERSBURG

TRAFFIC STOP Reported at Block of 5600 NE OLD SALEM RD/NE CLEARWATER DR ALB

Operator warned for lighting violation, warned for failure to carry proof of insurance, cited for 63/50

CAD# 2020135477  
 TIME: 9/2/2020 9:52:05AM  
 CASE# CAD Only  
 MILB  
 MILLERSBURG

JUVENILE COMPLAINT Reported at Block of 3200 NE ALEXANDER LN/NE TERRI LN ALB

Caller reported a juvenile riding his mini-bike on the public street. I responded and talked with the Kiddo and his parent. I proceeded information regarding what can and cannot be operated on the street. I also gave the two ideas about where they could ride.



**Incident Information:****Description**

Item 4)

CAD# 2020136394  
TIME: 9/3/2020 3:48:39PM  
CASE# CAD Only  
MILB  
MILLERSBURG

TRAFFIC STOP Reported at Block of 2600 NE CONSER RD/NE WAVERLY DR ALB

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Driver was issued a citation for using her cell phone while driving.

CAD# 2020136808  
TIME: 9/4/2020 9:30:45AM  
CASE# 2003009  
MILB  
MILLERSBURG

Report Filed. UUV Reported At Block Of 2000 NE MILLERSBURG DR Occurred between 1430 hours on 9/3/2020 and 0830 hours on 9/4/2020 . Reported: 9/4/2020 Officer

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A blue Box Truck was stolen from the caller's property.

CAD# 2020136866  
TIME: 9/4/2020 11:36:11AM  
CASE# CAD Only  
MILB

ALARM LAW ONLY Reported at Block of 6400 NE OLD SALEM RD ALB

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No Public Narrative.

CAD# 2020136933  
TIME: 9/4/2020 1:03:06PM  
CASE# 2003047  
MILB  
MILLERSBURG

Report Filed. ABANDONED VEHICLE Reported At Block Of 6400 NE OLD SALEM RD Occurred between 1302 hours on 9/4/2020 and 1303 hours on 9/4/2020 . Reported:

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Vehicle towed as abandoned.

CAD# 2020137084  
TIME: 9/4/2020 5:04:55PM  
CASE# CAD Only  
MILB

POCKET DIAL LCSO AND CRCC Reported at Block of 3100 NE NYGREN RD ALB

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No Public Narrative.

CAD# 2020137169  
TIME: 9/4/2020 7:42:06PM  
CASE# CAD Only  
MILB

NON 911 ISSUE Reported at Block of 900 NE OLD SALEM RD ALB

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**Incident Information:**

**Description**

Item 4)

CAD# 2020137178  
 TIME: 9/4/2020 7:55:08PM  
 CASE# 2003026  
 MILB  
 REPORT TAKEN

Report Filed. ACCIDENT VEHICLE NO INJ Reported At Block Of 1400 NE OLD SALEM RD  
 Occurred between 1954 hours on 9/4/2020 and 1955 hours on 9/4/2020 . Reported:  
 Deputies responded to a non-injury crash involving two vehicles. One driver was cited for not having a valid license, failure use a turn signal and misuse of a left turn lane.

CAD# 2020137364  
 TIME: 9/5/2020 4:53:02AM  
 CASE# CAD Only  
 MILB  
 WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 3900 NE OLD SALEM RD ALB  
 Operator had parking lights on, not headlights, warning given.

CAD# 2020137396  
 TIME: 9/5/2020 8:00:30AM  
 CASE# CAD Only  
 MILB  
 MILLERSBURG

ALARM LAW ONLY Reported at Block of 3800 NE PALM HARBOR DR ALB  
 Employee error

CAD# 2020137541  
 TIME: 9/5/2020 12:47:54PM  
 CASE# CAD Only  
 MILB

POCKET DIAL LCSO AND CRCC Reported at Block of 3000 NE KATHRYN ST ALB

CAD# 2020137550  
 TIME: 9/5/2020 12:57:58PM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

PARKING COMPLAINT Reported at Block of 3000 NE ZUHLKE LN/NE CASTILLO DR ALB  
 parking complaint while family moves

CAD# 2020137799  
 TIME: 9/5/2020 10:12:06PM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

NOISE DISTURBANCE Reported at Block of 3000 NE TRASK LN/NE CLEARWATER DR ALB  
 REPORT OF A PARTY IN THE AREA. ALL WAS QUIET

**Incident Information:**

**Description**

Item 4)

CAD# 2020137851  
 TIME: 9/6/2020 12:01:55AM  
 CASE# CAD Only  
 MILB  
 CITE NO INSURANCE

TRAFFIC STOP Reported at Block of 3100 NE KATHRYN ST/NE OLD SALEM RD ALB

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Operator cited for Driving Without Insurance, warned for improper lighting equipment.

CAD# 2020137874  
 TIME: 9/6/2020 1:22:53AM  
 CASE# CAD Only  
 MILB  
 WARNING MOVING VIOLATIC

TRAFFIC STOP Reported at Block of 6400 NE OLD SALEM RD ALB

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Operator warned for unsignaled turn.

CAD# 2020137880  
 TIME: 9/6/2020 2:00:46AM  
 CASE# CAD Only  
 MILB  
 MILLERSBURG

SUSPICIOUS CIRCUMSTANCE Reported at Block of 2700 NE SONORA DR ALB

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Open garage door, owner aware.

CAD# 2020137926  
 TIME: 9/6/2020 7:39:32AM  
 CASE# CAD Only  
 MILB

WANTED SUBJ LOCATION APD CRCC Reported at Block of 700 NE FIR ST ALB

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CAD# 2020137927  
 TIME: 9/6/2020 7:41:30AM  
 CASE# 2003046  
 MILB  
 REPORT TAKEN

Report Filed. WARRANT ARREST (LW ONLY) Reported At Block Of 700 NE FIR ST  
 Occurred between 0740 hours on 9/6/2020 and 0741 hours on 9/6/2020 . Reported:

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Christian Goin was arrested for a warrant.

CAD# 2020138102  
 TIME: 9/6/2020 2:35:14PM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

SUSPICIOUS CIRCUMSTANCE Reported at Block of 3700 NE PALM HARBOR DR ALB

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A child appeared to be unattended in an open vehicle and others were concerned the child could be taken. They were not concerned with the health of the child. Medical staff was not concerned with the health of the child when they made their assessment. Parents claimed

**Incident Information:**

**Description**

Item 4)

CAD# 2020138305  
 TIME: 9/6/2020 8:30:50PM  
 CASE# CAD Only  
 MILB  
 MILLERSBURG

TRESPASS Reported at Block of 6400 NE OLD SALEM RD ALB

Female with mental health issues has no gas and was trying to get help in the wrong way.

CAD# 2020138399  
 TIME: 9/6/2020 11:15:51PM  
 CASE# CAD Only  
 MILB  
 MILLERSBURG

SUSPICIOUS PERSON Reported at Block of 000 NE NYGREN RD/NE OLD SALEM RD ALB

Male was abandoned by his date and walking home, did not want courtesy ride.

CAD# 2020138431  
 TIME: 9/7/2020 12:31:56AM  
 CASE# CAD Only  
 MILB  
 MILLERSBURG

SUSPICIOUS VEHICLE Reported at Block of 6400 NE OLD SALEM RD ALB

Vehicle parked at location where business` are closed

CAD# 2020138432  
 TIME: 9/7/2020 12:36:50AM  
 CASE# CAD Only  
 MILB  
 MILLERSBURG

SUSPICIOUS VEHICLE Reported at Block of 3400 NE MILLERSBURG DR/NE MORNINGSTAR RD ALB

Suspicious vehicle with open window and no one around, information documented for now.

CAD# 2020138444  
 TIME: 9/7/2020 1:04:28AM  
 CASE# CAD Only  
 MILB  
 MILLERSBURG

SUICIDAL SUBJECT Reported at Block of 2600 NE TUSCAN LN ALB

Report of suicidal subject, not POH material.

CAD# 2020138514  
 TIME: 9/7/2020 8:06:13AM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

CITIZEN CONTACT Reported at Block of 6400 NE OLD SALEM RD ALB

Concerned citizen waved a Deputy down on the side of the road. The citizen said he was concerned a hot air balloon was crashing. Deputies investigated and found the balloon landed safely in a field next to I5.

**Incident Information:**

**Description**

Item 4)

CAD# 2020138913  
 TIME: 9/7/2020 6:18:59PM  
 CASE# CAD Only  
 MILB

NON 911 ISSUE Reported at Block of 6200 NE MESA CT ALB

CAD# 2020139200  
 TIME: 9/7/2020 8:34:12PM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

SUSPICIOUS PERSON Reported at Block of 3400 NE LAUREN AVE/NE OLD SALEM RD ALB

Male selling a moped at the location, when a deputy arrived, the moped was still sitting along the road and nobody was around. Moped returns clear and is not reported stolen.

CAD# 2020139277  
 TIME: 9/7/2020 10:02:16PM  
 CASE# 2003080  
 MILB  
 REPORT TAKEN

Report Filed. ACCIDENT VEHICLE NO INJ Reported At Block Of 3400 NE CLEARWATER DR Occurred between 2201 hours on 9/7/2020 and 2202 hours on 9/7/2020 . Reported:

No Public Narrative.

CAD# 2020139279  
 TIME: 9/7/2020 10:03:22PM  
 CASE# CAD Only  
 MILB

MVC NON INJURY Reported at Block of 3400 NE CLEARWATER DR/NE OLD SALEM RD ALB

CAD# 2020139280  
 TIME: 9/7/2020 10:04:03PM  
 CASE# CAD Only  
 MILB

MVC NON INJURY Reported at Block of 5300 NE OLD SALEM RD/NE 54TH AVE ALB

No Public Narrative.

CAD# 2020140091  
 TIME: 9/9/2020 2:02:09AM  
 CASE# 2003094  
 MILB  
 REPORT TAKEN

Report Filed. BURGLARY 1 - BUSINESS Reported At Block Of 900 NE OLD SALEM RD Occurred between 0201 hours on 9/9/2020 and 0202 hours on 9/9/2020 . Reported:

Alarm activation at equipment rental agency. Suspect vehicle was leaving upon arrival, and was pulled over with suspects and stolen equipment inside U-Haul box van. Property returned to rental company, and U-haul too.

**Incident Information:****Description**

Item 4)

CAD# 2020140464  
 TIME: 9/9/2020 2:54:17PM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

CIVIL DISPUTE REPORT Reported at Block of 900 NE OLD SALEM RD ALB

Caller had questions about a civil dispute. A deputy responded and provided resources.

CAD# 2020140601  
 TIME: 9/9/2020 6:04:25PM  
 CASE# CAD Only  
 MILB  
 WARNING EQUIPMENT VIOL/

TRAFFIC STOP Reported at Block of 3500 NE OLD SALEM RD ALB

Warned for blacked out tail lights.

CAD# 2020140813  
 TIME: 9/10/2020 12:40:49AM  
 CASE# CAD Only  
 MILB

ANIMAL COMPLAINT Reported at Block of 2700 NE ALEXANDER LN ALB

No Public Narrative.

CAD# 2020140881  
 TIME: 9/10/2020 5:36:12AM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

ALARM LAW ONLY Reported at Block of 3900 NE WESTERN WAY ALB

No Public Narrative.

CAD# 2020140904  
 TIME: 9/10/2020 6:59:36AM  
 CASE# CAD Only  
 MILB  
 MILLERSBURG

SUSPICIOUS PERSON Reported at Block of 3200 NE SALEM AVE ALB

Unable to locate

CAD# 2020141379  
 TIME: 9/10/2020 8:01:42PM  
 CASE# CAD Only  
 MILB

911 HANG UP CALL Reported at Block of 2900 NE CLEARWATER DR ALB

No Public Narrative.

**Incident Information:**

**Description**

Item 4)

CAD# 2020141583  
 TIME: 9/11/2020 4:41:25AM  
 CASE# CAD Only  
 MILB  
 MILLERSBURG

SUSPICIOUS PERSON Reported at Block of 4700 NE OBSIDIAN AVE ALB

Report of a suspicious person and was UTL on them

CAD# 2020141593  
 TIME: 9/11/2020 5:17:46AM  
 CASE# 2003136  
 MILB  
 MILLERSBURG

Report Filed. ELUDE VEHICLE Reported At Block Of 3200 NE OLD SALEM RD Occurred between 0516 hours on 9/11/2020 and 0517 hours on 9/11/2020 . Reported: 9/11/2020

Deputy stopped to contact a suspicious vehicle in Millersburg. The operator refused to identify themselves. The deputy initiated a traffic stop and a short pursuit instilled until the pursuit was terminated.

CAD# 2020141937  
 TIME: 9/11/2020 3:23:00PM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

UUMV Reported at Block of 800 NE OLD SALEM RD ALB

A woman borrowed her friend's vehicle without permission . The car was not listed as stolen and no charges were pressed. The woman agreed to return the car. No further action.

CAD# 2020142158  
 TIME: 9/11/2020 8:33:22PM  
 CASE# CAD Only  
 MILB

POCKET DIAL LCSO AND CRCC Reported at Block of 3200 NE SALEM AVE ALB

No Public Narrative.

CAD# 2020142276  
 TIME: 9/12/2020 12:59:21AM  
 CASE# CAD Only  
 MILB  
 MILLERSBURG

ALARM LAW ONLY Reported at Block of 3900 NE WESTERN WAY ALB

Cleaning personnel activated alarm.

CAD# 2020142479  
 TIME: 9/12/2020 11:27:48AM  
 CASE# CAD Only  
 MILB

SUSPICIOUS CIRCUMSTANCE Reported at Block of 3200 NE SALEM AVE ALB

No Public Narrative.

**Incident Information:**

**Description**

Item 4)

CAD# 2020142547  
 TIME: 9/12/2020 1:29:09PM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

SUSPICIOUS PERSON Reported at Block of 2600 NE OLD SALEM RD/NE NYGREN RD ALB

---

A deputy gave a male and a female a courtesy ride. They are trying to make their way to Salem after being displaced by the fires.

CAD# 2020143078  
 TIME: 9/13/2020 11:47:44AM  
 CASE# CAD Only  
 MILB  
 MILLERSBURG

SUSPICIOUS VEHICLE Reported at Block of 3100 NE MILLERSBURG DR ALB

---

Deputies arrived and searched the area for a suspicious vehicle, but did not locate any.

CAD# 2020143266  
 TIME: 9/13/2020 6:34:38PM  
 CASE# CAD Only  
 MILB

DUII Reported at Block of 6600 NE OLD SALEM RD ALB

---

No Public Narrative.

CAD# 2020143311  
 TIME: 9/13/2020 8:02:29PM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

FOLLOW UP Reported at Block of 4600 NE OBSIDIAN AVE/NE ANTHONY LN ALB

---

Follow-up to elude that maybe related to suspicious person.

CAD# 2020143375  
 TIME: 9/13/2020 10:43:08PM  
 CASE# CAD Only  
 MILB  
 WARNING MOVING VIOLATIC

TRAFFIC STOP Reported at Block of 3400 NE ALEXANDER LN/NE OLD SALEM RD ALB

---

Electric company vehicle was driving looking at street lights to make sure they were working. The operator failed to drive within lane in doing so. Warning given

CAD# 2020143401  
 TIME: 9/13/2020 11:56:22PM  
 CASE# CAD Only  
 MILB  
 MILLERSBURG

MOTORIST ASSIST Reported at Block of 2700 NE OLD SALEM RD ALB

---

Vehicle broke down, ROs ride was picking her up.



## Incident Information:

## Description

Item 4)

CAD# 2020143403  
 TIME: 9/14/2020 12:07:27AM  
 CASE# CAD Only  
 MILB  
 FALSE ALARM POLICE

ALARM LAW ONLY Reported at Block of 2500 NE OLD SALEM RD ALB

Police alarm at a business. False alarm.

CAD# 2020143405  
 TIME: 9/14/2020 12:14:46AM  
 CASE# CAD Only  
 MILB

SUSPICIOUS VEHICLE Reported at Block of 2600 NE OLD SALEM RD/NYGREN RD ALB

No Public Narrative.

CAD# 2020143415  
 TIME: 9/14/2020 12:54:58AM  
 CASE# 2003190  
 MILB  
 MILLERSBURG

Report Filed. WARRANT ARREST (LW ONLY) Reported At Block Of 6400 NE OLD SALEM RD Occurred between 0053 hours on 9/14/2020 and 0054 hours on 9/14/2020 . Reported:

25-year-old David Hill was arrested on multiple warrants and taken to the Marion County Jail on a warrant as a result of a traffic stop. He was also cited for DWS - Violation, driving uninsured, and operating without required lighting equipment.

CAD# 2020143699  
 TIME: 9/14/2020 1:26:26PM  
 CASE# CAD Only  
 MILB

POCKET DIAL LCSO AND CRCC Reported at Block of 3000 NE KATHRYN ST ALB

No Public Narrative.

CAD# 2020143736  
 TIME: 9/14/2020 2:33:41PM  
 CASE# CAD Only  
 MILB  
 WARNING ISSUED

DOG COMPLAINT Reported at Block of 2900 NE TRASK LN ALB

No Public Narrative.

CAD# 2020143906  
 TIME: 9/14/2020 6:39:08PM  
 CASE# 2003209  
 MILB  
 MILLERSBURG

Report Filed. THEFT 2 - FROM BUILDING Reported At Block Of 2700 NE SONORA DR Occurred between 0745 hours on 9/14/2020 and 1839 hours on 9/14/2020 . Reported:

House was entered through a bathroom window, prescriptions were taken and two custom, gold colored bracelets were taken (value \$50 each).

**Incident Information:****Description**

Item 4)

CAD# 2020144131  
 TIME: 9/15/2020 4:55:22AM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

ALARM LAW ONLY Reported at Block of 1100 NE OLD SALEM RD ALB

Unknown cause of alarm activation.

CAD# 2020144207  
 TIME: 9/15/2020 9:20:39AM  
 CASE# CAD Only  
 MILB

POCKET DIAL LCSO AND CRCC Reported at Block of 3000 NE KATHRYN ST ALB

No Public Narrative.

CAD# 2020144349  
 TIME: 9/15/2020 12:51:55PM  
 CASE# 2003224  
 MILB  
 REPORT TAKEN

REPORT PENDING. Original Call Type: THEFT Reported At Block Of 900 NE OLD SALEM RD Occurred between 1251 hours on 9/15/2020 and 1251 hours on 9/15/2020 . Reported:

This is a theft of rental property that has not been returned.

CAD# 2020144470  
 TIME: 9/15/2020 3:52:18PM  
 CASE# 2003230  
 MILB  
 REPORT TAKEN

Report Filed. THEFT 3 - OTHER Reported At Block Of 2600 NE SONORA DR Occurred between 0800 hours on 9/13/2020 and 1552 hours on 9/15/2020 . Reported: 9/15/2020

Campaign sign taken from yard

CAD# 2020144618  
 TIME: 9/15/2020 8:10:08PM  
 CASE# CAD Only  
 MILB  
 MILLERSBURG

TRAFFIC HAZARD Reported at Block of 6600 NE OLD SALEM RD ALB

Deputy located hazard vehicle and had it removed.

CAD# 2020144914  
 TIME: 9/16/2020 9:44:05AM  
 CASE# CAD Only  
 MILB  
 MILLERSBURG

EXTRA PATROL Reported at Block of 5800 NE CHANDRA CT ALB

Deputies spoke with a residence about a parking complaint from the city. The resident was understanding and they were willing to comply with the cities request.

**Incident Information:**

**Description**

Item 4)

CAD# 2020145052  
 TIME: 9/16/2020 2:05:28PM  
 CASE# CAD Only  
 MILB  
 CITATION ISSUED

TRAFFIC STOP Reported at Block of 3500 NE OLD SALEM RD ALB

Driver was issued a citation for using his phone while driving.

CAD# 2020145195  
 TIME: 9/16/2020 6:16:18PM  
 CASE# 2003246  
 MILB  
 REPORT TAKEN

Report Filed. MISSING PERSON Reported At Block Of 6400 NE OLD SALEM RD Occurred between 0053 hours on 9/6/2020 and 1816 hours on 9/16/2020 . Reported: 9/16/2020

Caller reporting her adult daughter, Kimberly Hall, 30 year old female as missing. Kimberly is from the Portland area, but last contacted from the Loves Truck Stop on September 6th, 2020.

CAD# 2020145304  
 TIME: 9/16/2020 9:34:15PM  
 CASE# 2003249  
 MILB  
 REPORT TAKEN

Report Filed. UNLAW ENTRY MOTOR VEHICLE Reported At Block Of 900 NE OLD SALEM RD Occurred between 1730 hours on 9/16/2020 and 2130 hours on 9/16/2020 .

Vehicle broken into at a local bar and grill . Investigation ongoing.

CAD# 2020145315  
 TIME: 9/16/2020 10:02:25PM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

ALARM LAW ONLY Reported at Block of 3700 NE CONSER RD ALB

Commercial alarm, nobody in the area. all appears normal.

CAD# 2020145414  
 TIME: 9/17/2020 2:39:57AM  
 CASE# 2003251  
 MILB  
 REPORT TAKEN

Report Filed. WARRANT ARREST (LW ONLY) Reported At Block Of 6300 NE OLD SALEM RD/NE MORNINGSTAR RD Occurred between 0238 hours on 9/17/2020 and 0239 hours on 9/17/2020 .  
*VINCENT LEE HOLT 49 YEARS OLD CITED AND RELEASED ON MULTIPLE WARRANTS*

CAD# 2020145760  
 TIME: 9/17/2020 4:33:29PM  
 CASE# CAD Only  
 MILB

PRIVATE PROPERTY TOW Reported at Block of 5200 NE OLD SALEM RD ALB

**Incident Information:****Description**

Item 4)

CAD# 2020145839  
 TIME: 9/17/2020 6:51:20PM  
 CASE# CAD Only  
 MILB  
 MILLERSBURG

JUVENILE COMPLAINT Reported at Block of 3100 NE 54TH AVE ALB

Juvenile having troubles in first week of online school, no crimes.

CAD# 2020145986  
 TIME: 9/18/2020 12:45:20AM  
 CASE# CAD Only  
 MILB  
 EXTRA PATROL

EXTRA PATROL Reported at Block of 4200 NE CASTILLO DR ALB

Extra patrol in neighborhoods, only thing striking noticed was the lightning.

CAD# 2020146206  
 TIME: 9/18/2020 8:43:28AM  
 CASE# 2003267  
 MILB  
 MILLERSBURG

REPORT PENDING. Original Call Type: SAFEKEEPING Reported At Block Of 4100 NE KATELYN WAY Occurred between 0843 hours on 9/18/2020 and 0843 hours on 9/18/2020 .

No Public Narrative.

CAD# 2020146688  
 TIME: 9/19/2020 12:52:13AM  
 CASE# CAD Only  
 MILB  
 WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 2800 NE OLD SALEM RD ALB

Female operator warned for lighting violation

CAD# 2020146734  
 TIME: 9/19/2020 3:58:38AM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

FOLLOW UP Reported at Block of 900 NE OLD SALEM RD ALB

No Public Narrative.

CAD# 2020146799  
 TIME: 9/19/2020 8:38:53AM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

SUSPICIOUS VEHICLE Reported at Block of 3200 NE SIUSLAW AVE ALB

Suspicious vehicle ended up being a care taker for a Millersburg resident.

**Incident Information:**

**Description**

Item 4)

CAD# 2020147062  
 TIME: 9/19/2020 6:02:20PM  
 CASE# CAD Only  
 MILB  
 CITE SPEEDING VIOLATION

TRAFFIC STOP Reported at Block of 3100 NE CONSER RD ALB  


---

 Citation issued to driver for speeding, 66MPH in a 50MPH zone. Driver also issued citation for driving without privileges.

CAD# 2020147273  
 TIME: 9/20/2020 1:15:07AM  
 CASE# CAD Only  
 MILB

POCKET DIAL LCSO AND CRCC Reported at Block of 6500 NE OLD SALEM RD ALB  


---

 No Public Narrative.

CAD# 2020147287  
 TIME: 9/20/2020 1:59:05AM  
 CASE# CAD Only  
 MILB  
 MILLERSBURG

SUSPICIOUS CIRCUMSTANCE Reported at Block of 6400 NE OLD SALEM RD ALB  


---

 Possible civil dispute. Extremely intoxicated man dropped off at Love's Truck Stop and claimed his wallet was stolen.

CAD# 2020147340  
 TIME: 9/20/2020 8:04:50AM  
 CASE# CAD Only  
 MILB

911 HANG UP CALL Reported at Block of 6500 NE OLD SALEM RD ALB  


---

 No Public Narrative.

CAD# 2020147449  
 TIME: 9/20/2020 1:41:25PM  
 CASE# 2003300  
 MILB  
 MILLERSBURG

REPORT PENDING. Original Call Type: THEFT Reported At Block Of 3200 NE SIUSLAW AVE Occurred between 1341 hours on 9/20/2020 and 1341 hours on 9/20/2020 . Reported:  


---

 Millersburg resident reported 5 gallons of fuel was siphoned from his vehicle in the night. A deputy is investigating.

CAD# 2020147732  
 TIME: 9/21/2020 2:04:21AM  
 CASE# CAD Only  
 MILB  
 UNFOUNDED

TRAFFIC STOP Reported at Block of 3300 NE OLD SALEM RD/NE ARNOLD LN ALB  


---

 DMV showed no insurance. Driver provided current insurance.

**Incident Information:**

**Description**

Item 4)

CAD# 2020147737  
 TIME: 9/21/2020 2:34:49AM  
 CASE# CAD Only  
 MILB  
 CITE NO INSURANCE

TRAFFIC STOP Reported at Block of 4900 NE OLD SALEM RD/NE ALEXANDER LN ALB

---

Driver cited for no insurance.

CAD# 2020147947  
 TIME: 9/21/2020 12:34:51PM  
 CASE# 2003311  
 MILB  
 REPORT TAKEN

Report Filed. BURGLARY 2 - BUSINESS Reported At Block Of 1100 NE OLD SALEM RD Occurred between 1600 hours on 9/18/2020 and 0900 hours on 9/21/2020 . Reported:

---

A cash register with no cash was stolen from a business . A window and blinds were damaged in the process. Total value of loss and damage is about \$300.00. No leads currently.

CAD# 2020148046  
 TIME: 9/21/2020 3:31:54PM  
 CASE# 2003316  
 MILB  
 REPORT TAKEN

Report Filed. STRANGULATION - FEL DOMESTIC Reported At Block Of 5900 NE CHANDRA CT Occurred between 1530 hours on 9/21/2020 and 1531 hours on 9/21/2020 .

---

Domestic. 27 year old Salem resident, Jacob Marconi, was arrested for Domestic Strangulation, Menacing and Assault IV. He was later lodged in the Linn County Jail.

CAD# 2020148050  
 TIME: 9/21/2020 3:40:32PM  
 CASE# 2003324  
 MILB  
 REPORT TAKEN

Report Filed. THEFT 2 - FROM VEHICLE Reported At Block Of 1100 NE OLD SALEM RD Occurred between 1539 hours on 9/21/2020 and 1540 hours on 9/21/2020 . Reported:

---

Caller owns the RV storage and stated the batteries from one of the RV`'s stored there was stolen. The investigation is ongoing, and report is to follow with details.

CAD# 2020148077  
 TIME: 9/21/2020 4:17:58PM  
 CASE# CAD Only  
 MILB

POCKET DIAL LCSO AND CRCC Reported at Block of 3000 NE KATHRYN ST ALB

---

CAD# 2020148122  
 TIME: 9/21/2020 5:25:16PM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

SUSPICIOUS VEHICLE Reported at Block of 6000 NE COQUILLE CT ALB

---

No Public Narrative.

## Incident Information:

## Description

Item 4)

CAD# 2020148358  
 TIME: 9/22/2020 5:54:34AM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

SUSPICIOUS VEHICLE Reported at Block of 3300 NE MARY KAY AVE/NE ROSEMARIE ST ALB

Deputies checked on a vehicle parked on a street. It appeared as though someone has a sleeping setup in the vehicle, but no one answered the deputies knock at the door. No further action.

CAD# 2020148403  
 TIME: 9/22/2020 8:19:47AM  
 CASE# CAD Only  
 MILB  
 MILLERSBURG

PARKING COMPLAINT Reported at Block of 6200 NE RAMBLE ST/NE STROLL AVE ALB

Caller reported an RV blocking her construction. The owner agreed to move the RV with no issue.

CAD# 2020148911  
 TIME: 9/23/2020 12:02:10AM  
 CASE# CAD Only  
 MILB  
 CALL TRANSFERRED TO OTI

TRANSFER 911 INFO - LAW CALL Reported at Block of 1200 NE OLD SALEM RD ALB

CAD# 2020149151  
 TIME: 9/23/2020 11:55:26AM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

SUSPICIOUS CIRCUMSTANCE Reported at Block of 3200 NE OLD SALEM RD ALB

715: Male reported suspicious activity at the poker room in Albany on Saturday nights. Caller was asked to call when the suspicious activity is occurring.

CAD# 2020149237  
 TIME: 9/23/2020 1:56:56PM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

ASSIST OTHER AGENCY Reported at Block of 4000 NE OLD SALEM RD ALB

A deputy assisted another agency with an investigation.

CAD# 2020149323  
 TIME: 9/23/2020 4:01:04PM  
 CASE# CAD Only  
 MILB

ASSIST OTHER AGENCY Reported at Block of 3700 NE PALM HARBOR DR ALB

No Public Narrative.

**Incident Information:****Description**

Item 4)

CAD# 2020149554  
TIME: 9/23/2020 11:47:48PM  
CASE# CAD Only  
MILB  
CAD CALL COMPLETE

PARKING COMPLAINT Reported at Block of 4200 NE OLD SALEM RD ALB

Parking complaints to city hall  
Tuscan Loop - RV Moved  
Chandra Ct - Trailer was moved to in front of the residence  
Trask - RV Moved

CAD# 2020150056  
TIME: 9/24/2020 9:05:41PM  
CASE# CAD Only  
MILB  
MILLERSBURG

SUSPECT FOLLOW UP Reported at Block of 3200 NE OLD SALEM RD ALB

25-year-old, Shane Becktold was arrested for elude and dws - misd after an elude on 9- 11-20

CAD# 2020150173  
TIME: 9/25/2020 1:52:55AM  
CASE# CAD Only  
MILB  
MILLERSBURG

BUSINESS CHECK Reported at Block of 6400 NE OLD SALEM RD ALB

Checked vehicles in parking lot for stolen vehicles, none located.

CAD# 2020150179  
TIME: 9/25/2020 2:34:03AM  
CASE# CAD Only  
MILB  
MILLERSBURG

TRAFFIC STOP Reported at Block of 6300 NE OLD SALEM RD/NE MORNINGSTAR RD ALB

Operator cited for failure to drive within lane, warned for cell phone.

CAD# 2020150231  
TIME: 9/25/2020 7:24:50AM  
CASE# CAD Only  
MILB  
MILLERSBURG

FOLLOW UP Reported at Block of 5900 NE CHANDRA CT ALB

No Public Narrative.

CAD# 2020150275  
TIME: 9/25/2020 9:06:39AM  
CASE# CAD Only  
MILB  
CAD CALL COMPLETE

SUSPICIOUS VEHICLE Reported at Block of 1100 NE OLD SALEM RD ALB

A vehicle was abandoned on private property. Deputies were unable to get in contact with the vehicle's owner. The property owner was informed of how he can go about having the vehicle towed.



**Incident Information:**

**Description**

Item 4)

CAD# 2020150498  
 TIME: 9/25/2020 3:09:22PM  
 CASE# CAD Only  
 MILB

POCKET DIAL LCSO AND CRCC Reported at Block of 3000 NE KATHRYN ST ALB

No Public Narrative.

CAD# 2020150663  
 TIME: 9/25/2020 9:09:40PM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

ABANDON VEHICLE Reported at Block of 3300 NE CLEARWATER DR ALB

714- Vehicle was found with no one around it. I have tagged the vehicle as abandoned to be removed 2200 hrs. on 09-26-2020.

CAD# 2020150702  
 TIME: 9/25/2020 10:24:18PM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

EXTRA PATROL Reported at Block of 3100 NE NEHALEM AVE ALB

No Public Narrative.

CAD# 2020150743  
 TIME: 9/25/2020 11:59:08PM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

SECURITY CHECK Reported at Block of 6400 NE OLD SALEM RD ALB

No Public Narrative.

CAD# 2020150761  
 TIME: 9/26/2020 12:34:23AM  
 CASE# 2003400  
 MILB  
 REPORT TAKEN

REPORT PENDING. Original Call Type: SUSPICIOUS VEHICLE Reported At Block Of 6400 NE OLD SALEM RD Occurred between 0034 hours on 9/26/2020 and 0034 hours on

JENNIFER BRANDT, 32 year old albany resident arrested on multiple warrants as well as charges stemming from a shoplift in Albany 09-25-2020.

CAD# 2020150810  
 TIME: 9/26/2020 2:34:58AM  
 CASE# 2003402  
 MILB  
 REPORT TAKEN

REPORT PENDING. Original Call Type: UEMV Reported At Block Of 5800 NE OLD SALEM RD Occurred between 0234 hours on 9/26/2020 and 0234 hours on 9/26/2020 . Reported:

714- Deputy took unlawful entry to motor vehicle report at Gordon truck yard, Albany. Truck driver returned from route and found his 2003 Chrysler 4/dr car had been entered. Open top black colored tool bag stolen with jacket, overalls and misc. Craftsman tools stolen. Value of tools and clothing approx. \$700.00 to replace. Report taken

**Incident Information:**

**Description**

Item 4)

CAD# 2020150824  
 TIME: 9/26/2020 3:56:09AM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

SUSPICIOUS CIRCUMSTANCE Reported at Block of 4100 NE OLD SALEM RD/NE CONSER RD ALB

Female shaken up after a vehicle passed her closely while she was riding a scooter in the bike lane. Vehicle did not make contact with the female, no proof exists the vehicle was over the fog line. Female was unable to say where the vehicle was when it almost struck her. Vehicle kept traveling south on Old Salem Road and was not on scene.

CAD# 2020150835  
 TIME: 9/26/2020 6:43:50AM  
 CASE# CAD Only  
 MILB  
 CAD CALL COMPLETE

ALARM LAW ONLY Reported at Block of 3900 NE WESTERN WAY ALB

No Public Narrative.

CAD# 2020152171  
 TIME: 9/28/2020 5:02:57PM  
 CASE# CAD Only  
 MILB

POCKET DIAL LCSO AND CRCC Reported at Block of 3000 NE KATHRYN ST ALB

No Public Narrative.

CAD# 2020152369  
 TIME: 9/28/2020 11:58:37PM  
 CASE# 2003440  
 MILB  
 MILLERSBURG

REPORT PENDING. Original Call Type: MVC NON INJURY Reported At Block Of 3900 NE OLD SALEM RD Occurred between 2358 hours on 9/28/2020 and 2358 hours on 9/28/2020 .

Single vehilce drove straight through a corner into a field. Vehicle had damage and operator was not on scene when Deputy arrived

CAD# 2020153269  
 TIME: 9/30/2020 12:11:06PM  
 CASE# 2003464  
 MILB  
 REPORT TAKEN

REPORT PENDING. Original Call Type: THEFT Reported At Block Of 1100 NE OLD SALEM RD Occurred between 1211 hours on 9/30/2020 and 1211 hours on 9/30/2020 . Reported:

Theft of two RV batteries. Unknown value at this time. Report to follow

CAD# 2020153545  
 TIME: 9/30/2020 7:33:28PM  
 CASE# CAD Only  
 MILB  
 MILLERSBURG

CITY ORDINANCE VIOLATION Reported at Block of 38700 NE MORNINGSTAR RD ALB

Deputies responded to a report of someone sleeping in their vehicle on the side of the roadway. Deputies provided the person with information regarding local resources.

## Public Hearing for Adoption of Revised Development Code, Zoning Map, New Comprehensive Plan Map, and Amendments to the Comprehensive Plan.

The staff report for the public hearing on the Adoption of the Revised Development Code, Zoning Map, Comprehensive Plan Map, and Amendments to the Comprehensive Plan is posted separately—see <http://cityofmillersburg.org/city-advisory-group-meeting-material/>.

The attached *Millersburg Development Code City Council Public Hearing Draft* dated October 2020 addresses changes proposed at the Planning Commission hearing and recommended by the Planning Commission, along with correction of scriveners (formatting, spelling, etc.) errors.

MILLERSBURG DEVELOPMENT CODE  
CITY COUNCIL PUBLIC HEARING DRAFT



OCTOBER 2020

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# ARTICLE I – PURPOSE AND SCOPE

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## CHAPTER 1.01 PURPOSE AND SCOPE

### 1.01.010 Title

This document shall be known as the "Millersburg Development Code" and may be referred to as the "Development Code," "Land Use Development," or "Code." Further, the regulations contained herein this Title may be referred to as the "Development Code" or the "Code."

### 1.01.020 Purpose

This Code is enacted to:

- (1) Implement the goals and policies of the City of Millersburg Comprehensive Plan;
- (2) Promote the public health, safety, prosperity, and general welfare of the community; and
- (3) Provide methods of administering and enforcing the provisions of this Code.

### 1.01.030 Conformance Required

The use of all land, as well as the construction, reconstruction, enlargement, structural alteration, movement, use, or occupation of any structure within the City of Millersburg shall conform to the requirements of this Code.

### 1.01.040 Administration

The Development Code shall be administered by the City Manager of the City of Millersburg. Unless otherwise specifically prohibited by the Charter, the City Manager is granted the authority to delegate his/her duties under this Code.

### 1.01.050 Violations

- (1) **Enforcement.** It shall be the duty of the City Manager, or other designated agents of the City, to enforce this Code. All officials, employees, and contract employees of the City of Millersburg who have the authority to issue permits shall comply with the provisions of this Code and shall not issue or approve any permit, certificate, or license for any use, building, or purpose, which violates or fails to comply with conditions or standards imposed by this Code. Any permit, certificate or license issued in conflict with the provisions of this Code, intentionally or otherwise, shall be void.
- (2) **Penalties.** Upon failure to comply with any provision of this Code, or with any restrictions or conditions imposed hereunder, the Council may withhold any further permits and may withhold or withdraw City utility services until correction is made. Notwithstanding any such action taken by the Council, any person, firm, or corporation who violates, disobeys, omits, neglects, or refuses to comply with any of the provisions of the Code, or who resists the enforcement of such

# ARTICLE I PURPOSE AND SCOPE

## Chapter 1.01 Purpose and Scope

provisions, shall be subject to civil penalties as prescribed by the Millersburg Municipal Code for each offense. Each day that a violation is permitted to exist shall constitute a separate offense.

- (3) **Inspection and Right of Entry.** Whenever there is reasonable cause to suspect a violation of this Code, or when necessary to investigate an application or revocation of an approval under procedures prescribed in this Code, officials responsible for enforcement or administration of this Code may enter onto a site or structure for the purpose of investigation, provided it shall be done in a reasonable manner. No premises shall be entered without first attempting to obtain the consent of the owner or occupant. If consent cannot be obtained, the responsible official shall secure a search warrant from a court of competent jurisdiction before further attempts to gain entry and shall have recourse to every other remedy provided by law to secure entry.

### 1.01.060 Interpretation

- (1) **Authority.** The provisions of this Code shall be interpreted as minimum requirements. When this Code imposes a greater restriction than is required by other provisions of law, or by other regulations, resolutions, easements, covenants, or agreements between parties, the provisions of this Code shall control. When a certain provision of the Development Code conflicts with another provision of this Code, or is unclear, the correct interpretation of the Code shall be determined by the City Manager. The Manager may request that City Legal Counsel, the Planning Director, the Planning Commission, or the City Council resolve the conflict or uncertainty.
- (2) **Process.** The City shall keep a record of all such interpretations made by the City including the reasoning behind the interpretation. Requests by the public for an interpretation shall be processed as a Type I application.

### 1.01.070 Effect on Other Public and Private Regulations and Restrictions

It is not the intent of the Development Code to interfere with other laws or codes relating to the use of structures, vehicles, or land, or, relating to the construction or alteration of any buildings or improvements. It is not the intent of this Code to interfere with any easement, deed restriction, covenant, or other legally enforceable restriction imposed on the use or development of land more restrictive than the provisions of this Code. Further, it is not the intent of this Code to enforce deed restrictions, covenants, and similar legal instruments.

### 1.01.080 Conflicting Regulations

All other codes, ordinances, or parts of codes or ordinances in conflict herewith are hereby repealed.

### 1.01.090 Severability and Validity

If any article, section, sentence, clause, or phrase of this Code is held by a court of

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competent jurisdiction to be invalid, for any reason, said decision shall not affect the validity of the remainder of this Code. The City Council of the City of Millersburg, Oregon hereby declares that it would have adopted this Code, and each article, section, sentence, clause, or phrase thereof, irrespective of the fact that any one or more article, section, sentence, clause, or phrases might be declared invalid.

### 1.01.100 Fees

(1) **Purpose.** Fees are for the purpose of defraying administrative costs.

(2) **General Provisions:**

- a. **Payment.** Fees shall be payable at the time of application and shall be as set forth by Resolution of the City Council. There shall be no fee required for an application initiated by the Planning Commission or the City Council.
- b. **Failure to Pay.** The failure to submit the required fee with an application or notice of appeal, including return of checks unpaid or other failure of consideration, shall be a defect and result in an incomplete application.
- c. **Refunds.** Fees are not refundable unless the application is withdrawn prior to the notification of the application or hearing.
- d. **Fee Reduction.** The City Council may reduce or waive the fees upon showing of just cause to do.

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## CHAPTER 1.02 DEFINITIONS

### 1.02.010 Grammatical Interpretation

- (1) **Interpretation.** Words used in the masculine include the feminine and feminine the masculine. Words used in the present tense include the future, the singular number includes the plural, and the word "shall" is mandatory and not directory. Where terms or words are not defined, they shall have their ordinary accepted meanings within the context of their use.
- (2) **Headings.** If there is any conflict or inconsistency between the heading of an article, section, or paragraph of this Code and the context thereof, the said heading shall not be deemed to affect the scope, meaning, or intent of such context.
- (3) **General and Specific Terms.** The definitions in this Section include those that are applicable to the entire Development Code and those terms that apply to specific sections. Terms used in specific sections are identified as follows:
  - a. Flood. Floodplain Overlay Zone, Chapter 2.12.
  - b. Historical. Historical Property Overlay Zone, Chapter 2.13.
  - c. Sign. Signs, Chapter 3.06.
  - d. Greenway. Willamette Greenway Overlay Zone, Chapter 2.14.

### 1.02.020 Definitions

The following words and phrases, when used in this Code, shall have the meanings ascribed to them in this Chapter, except in those instances where the context clearly indicates a different meaning.

**Abut or Abutting.** Adjacent, contiguous, or adjoining exclusive of street right-of-way with a common boundary line, except that where two or more lots adjoin only a corner or corners, they shall not be considered as abutting unless the common property line between the two parcels measures at least eight feet in a single direction.

**Access.** The way or means by which pedestrians, bicycles, and vehicles shall have safe, adequate, and usable ingress and egress to property. Specific definitions include:

**Alternate.** Property access by a means other than the proposed approach or access connection. It may include an existing public right-of-way, another location on the subject street or highway, an easement across adjoining property, a different street, a service road, a local road, or an alley, and may be in the form of a single or joint approach.

**Control.** Where the right of access between a property abutting the highway and the highway has been acquired by a roadway authority, or eliminated by law, pursuant to access or approach spacing standards.

**Easement.** An access conveyed for the purposed of providing vehicle, bicycle, and/or pedestrian access from a public street to a lot or parcel across intervening



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property under separate ownership from the parcel being provided access. Cross access easement is an easement providing vehicular access between two or more separate sites, so that the driver need not enter the public street system between sites.

**Point.** A connection providing for the movement of vehicles between a lot or parcel and a public roadway.

**Reasonable.** Access that does not require excessive out-of-direction travel or pose a safety hazard.

**Spacing / Intersection Spacing.** The minimum required distance from an intersection of a public or private street to the nearest driveway or other access connection, measured from the closest edge of the pavement of the intersecting street to the closest edge of the pavement of the connection along the traveled way.

**Way.** A walkway or multi-use path connecting two rights-of-way to one another where no vehicle connection is made.

**Access Management.** Regulation of access to streets, roads, and highways from abutting property and public and private roads and driveways.

**Accessory Structure.** A subordinate building or portion of a main building, the use of which is incidental to that of the main building or to the use of the land but does not include dwellings or living quarters.

**Accessory Dwelling Unit.** An interior, attached, or detached residential structure that is used in connection with, or that is accessory to, a single-family dwelling.

**Accessory Use.** A use incidental, appropriate, and subordinate to the main use of the parcel, lot, or building.

**Accessway.** An unobstructed way or required width containing a paved drive or roadway, which provides vehicular access within a development.

**Adjacent.** In near, or close, proximity.

**Adequate Access.** Direct routes of travel between destinations; such destinations may include residential neighborhoods, parks, schools, shopping areas, and employment centers.

**Adequate Area.** Space sufficient to provide all required public services to standards defined in this Code or the City's most current Engineering Standards.

**Adverse.** Acting against or contrary to, as to cause harmful interference or conflict.

**Adverse Impact.** An impact that is detrimental to or contrary to the desired effect or so opposed as to cause harmful interference. A negative effect that is detrimental to the

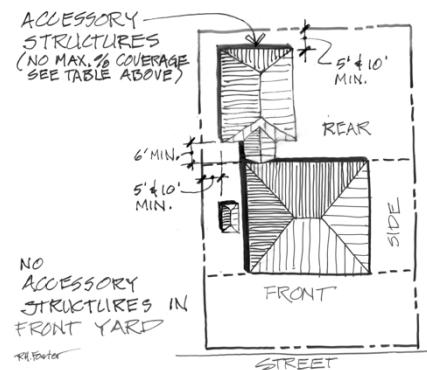


Figure 1 - Accessory Structure

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public welfare or injurious to people, property or the community environment.

**Agriculture.** The use of land, typically larger than one acre, for the primary purpose of deriving income from growing plants, crops, orchards, or fruit production.

**Alley.** A minor public or private accessway affording only secondary means of access to the back or side of property otherwise abutting a public street.

**Altered or Alteration.** Any change or repair, which is intended to prolong the life of a supporting component of a building, such as bearing walls, columns, beams or girders; or any excavation, grading, or contouring of land, which changes the topography, slope, and/or drainage flow from natural conditions.

**Alteration (Historic).** A change, addition, or modification to the exterior of a building.

**Alteration or Altered (Sign).** Any change in the size, shape, method of illumination, position, location, construction, or supporting structure of a sign. A change in sign copy or sign face alone shall not be considered an alteration.

**Antenna (Wireless Communication).** A specific device used to receive or capture incoming and/or to transmit outgoing communications transmitted from, or to be received by, other antennas.

**Attached Wireless Communications Facility (Wireless Communication).** A wireless communications facility that is affixed to an existing structure, other than a Wireless Communications Tower.

**Apartment.** A building or structure designed to house three or more dwelling units, also known as multi-family dwelling.

**Applicant.** The person making a formal application.

**Appeal.** A request for a review, by a higher review authority, of any land use decision or interpretation of any provision of this Code.

**Approval Authority.** The person or body authorized to make application decisions.

**Area of Shallow Flooding (Flood).** A designated AO or AH Zone on the Flood Insurance Rate Map (FIRM). The base flood depths range from one (1) to three (3) feet; a clearly defined channel does not exist; the path of flooding is unpredictable and indeterminate; and, velocity flow may be evident. AO is characterized as sheet flow and AH indicates ponding.

**Area of Special Flood Hazard (Flood).** The land in the floodplain within a community subject to a one percent or greater chance of flooding in any given year. It is shown on the Flood Insurance Rate Map (FIRM) as Zone A, AO, AH, A1-30, AE, A99, AR. "Special flood hazard area" is synonymous in meaning and definition with the phrase "area of special flood hazard".

**Automobile Wrecking Yard.** A building or lot used for dismantling or disassembling of motor vehicles or trailers, or the storage, sale, or dumping of dismantled, partially dismantled, obsolete, or wrecked vehicles, or their parts.

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Figure 2 - Basement

**Awning (Sign).** A shelter supported entirely from the exterior wall of a building and composed of non-rigid materials, except for the supporting framework.

**Base Flood Level or Elevation (Flood).** The flood having a one percent chance of being equaled or exceeded in any given year.

**Base flood elevation (BFE) (Flood).** The elevation to which floodwater is anticipated to rise during the base flood.

**Basement.** A portion of a building which has less than one-half or more of its height measured from finished floor to finished ceiling below the average elevation of the adjoining grade.

**Bed and Breakfast Facility.** A building or premises used for the provision of lodging and meals, usually breakfast.

**Berm.** A linear mound of soil.

**Bicycle Facilities.** Improvements that provide for the needs of bicyclists, including bikeways and bicycle parking.

**Bikeway.** The general term for the five basic types of bikeways:

**Bikes Lanes.** A hard surfaced or paved facility, either separated physically from a road or street and which is designated specifically for use by bicyclists.

**Cycle Track.** A hard surfaced or paved facility separated physically from a road or street and which is designated specifically for two-way use by bicyclists.

**Shoulder Bikeways.** Where bicyclists travel within the roadway's paved shoulder.

**Shared Bikeways.** Where bicyclists and motor vehicles share the travel lane.

**Multi-Use Paths.** Paths that are separated from vehicular traffic. They are two-way pathways used by pedestrians, bicyclists, and joggers.



R.H. Taylor

Figure 3 - Berm

road or

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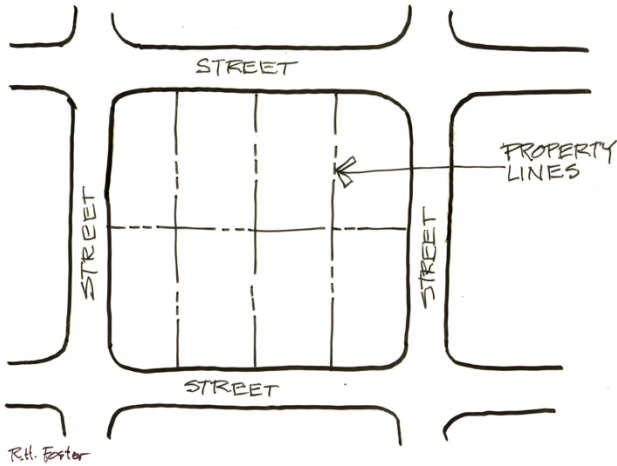


Figure 4 - Block

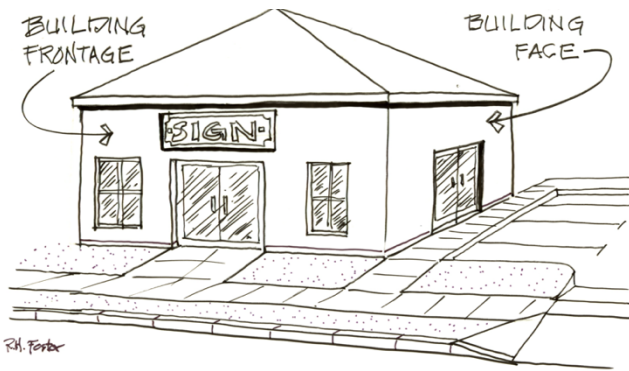


Figure 5 - Building Frontage

**Block.** A tract of land bound on four sides by streets or bounded by streets and other such features as the city limits or physical barriers such as bodies of water or canyons.

**Boarding or Rooming House.** A building where lodging, with or without meals, is provided for compensation, but shall not include Homes for Senior Living, the Aged, Nursing Homes, or Group Care Homes.

**Buffers or Buffering.** Distance, landscaping, walls, berms, or other measures used to physically separate one land use from another.

**Building.** Any structure enclosed with walls, excluding canvas or fabric, including windows and doors, having a roof and permanent foundation, conforming to the design and construction requirements of the Oregon Residential Structural Specialty Code, built and maintained for the support, shelter, or enclosure of persons, animals, chattels, or property of any kind. Trailers, with or without wheels, shall not be considered as buildings, except that manufactured homes sited in accordance with standards in this Code shall be considered a building.

**Building Frontage (Sign).** The portion of a building face most closely in alignment with an adjacent right-of-way or fronting a parking lot when so defined, as allowed in this Chapter. A gasoline service station may use the overhanging canopy as a substitute for building frontage. Given different lengths, the longest side of the building or canopy shall be used to compute the allowable sign area.

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**Building Height.** The vertical distance from the average ground level measured five feet from the foundation of a building to the highest point of the coping of a flat roof, deck line of a mansard roof, or to the middle height between the eaves and ridge of a pitch or hip roof. If a building is divided into units or segments by means of masonry walls or firewalls and parapets, each unit shall be calculated separately relative to building height.



Figure 6 - Building Height



Figure 8 - Canopy Sign

**Building Inspector.** A designated person with duties and authority to enforce all building codes and the provisions of this Code.

**Building Line.** A line that is adjacent to the front side of a main building parallel to the front lot line.

**Building Official.** An individual empowered by the City Council to administer and enforce building regulations.

**Canopy Sign (Sign).** A sign hanging from a canopy or eve, at any angle relative to the adjacent wall.

**Canopy Tree.** A deciduous shade tree with a high crown of foliage at maturity intended, planted, and maintained so as to provide shade to parking lots, parks, and other publicly accessible areas, usually in concert with other canopy trees.

**Capacity.** Maximum holding or service ability, as used for transportation, utilities, parks, and other public facilities. See also, definition of "Occupancy" in applicable building codes.

**Carpool.** Two or more persons commuting in a single vehicle.

**Carpport.** A stationary structure consisting of a roof with its supports and not more than



Figure 7 - Canopy Trees in parking lot

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one wall or storage cabinet substituting for a wall and used for covering a vehicle parking space.

**Cemetery.** Land used or intended to be used for the burial of the dead, and dedicated for cemetery purposes, including a columbarium, crematory, mausoleum, or mortuary, when operated in conjunction with and within the boundary of such cemetery.

**Change of Use.** Change in the primary type of use on a site as defined and administered by the Building Official.

**Change of Use (Greenway).** A different use of the land or water than that which existed on December 6, 1975. It includes a change which requires construction, alterations of the land, water, or other areas outside of existing buildings or structures and which substantially alters or affects the land or water. It does not include a change of use of a building or other structure which does not substantially alter or affect the land or water upon which it is situated. Change of use shall not include the completion of a structure for which a valid permit has been issued as of December 6, 1975 and under which permit substantial construction has been undertaken by July 1, 1976. The sale of property is not in itself considered to be change of use. An existing open storage area shall be considered to be the same as a building. Landscaping, construction of driveways, modifications of existing structures, or the construction or placement of such subsidiary structures or facilities as are usual and necessary to the use of existing improvements.

**City.** The City of Millersburg, Oregon.

**City Council or Council.** The legally elected City Council of the City of Millersburg, Oregon.

**City Manager.** The City Manager employed by the City Council of the City of Millersburg, Oregon or his/her designee.

**Clear Vision Area.** A triangular area on a lot at the intersection of two streets or a street and a railroad. Two sides are lines measured from the corner intersection of the right-of-way lines for a specific distance. The third side of the triangle is a line across the corner of the lot joining the ends of the other two sides. Where the right-of-way lines at the intersections have rounded corners the lines will be extended in a straight line to a point of intersection for purpose of measurement.

**Clinic.** A facility for examination and treatment of human ailments by a group of physicians, dentists, or other licensed practitioners on an out-patient basis and not involving overnight housing of patients.

**Clinic, Large Animal.** A business establishment in which veterinary services are rendered to large animals including livestock on an outpatient basis with no overnight boarding.

**Clinic, Small Animal.** A business establishment in which veterinary services are rendered to small domestic pets on an outpatient basis with no overnight boarding.

**Club.** A facility owned or operated for a social, fraternal, religious, educational, or recreational purpose, to which membership is required for participation and which is neither operated primarily for profit nor to render a service which is customarily carried

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on by a business.

**Co-Location (Wireless Communication).** A wireless communications facility comprised of a single communications tower or building supporting one or more antennas, dishes, or similar devices owned or used by more than one provider.

**Commence.** For construction activities see Start of Construction. For use, beginning of actual use.

**Commission.** The Planning Commission of the City of Millersburg, Oregon.

**Community Center.** A facility owned and operated by a governmental agency or a non-profit community organization which is open to any resident of the neighborhood in which the facility is located or to any resident of the City or surrounding area, provided that the primary purpose of the facility is for assembly, and provided further that no permanent or temporary commercial eating or drinking facilities shall be operated on the premises.

**Comprehensive Plan.** The Comprehensive Plan of the City of Millersburg, Oregon.

**Conveyance (Flood).** Refers to the carrying capacity of all or a part of the floodplain. It reflects the quantity and velocity of floodwaters. Conveyance is measured in cubic feet per second (CFS). If the flow is 30,000 CFS at a cross section, this means that 30,000 cubic feet of water pass through the cross section each second.

**County Assessor.** The County Assessor of Linn County, Oregon.

**Curb Line.** The line indicating the edge of the vehicular roadway within the overall right-of-way.

**Cultural Resource Inventory (Historic).** Historical buildings or sites identified as "significant" on the Goal 5 historical resource inventory.

**Cut.** Any act by which earth, sand, gravel, rock, or any other similar material is excavated or removed from a site or parcel of land and includes the conditions resulting there from.

**Day Care Facility.** An institution, establishment, or place, appropriately licensed by the State of Oregon and not a part of a public-school system, in which are commonly received three or more children for the purpose of being given board, care, or training apart from their parents or guardians for compensation or reward.

**Declarant.** The person who files a declaration under ORS 92.075.

**Declaration.** The instrument described in ORS 92.075 by which the subdivision or partition plat was created.

**Dedication.** The designation of land by its owner for any public use as reflected on a subdivision or partition plat, deed, or other recording with the County. The term may also be used for dedications to a private homeowners' association.

**Demolish (Historic).** To raze, destroy, dismantle, deface or in any other manner cause partial or total destruction of a landmark or any building within an historic district.

**Density.** The number of residential dwelling units per acre of land.

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**Gross density** is calculated based on the total property acreage of each tax lot multiplied by the allowed units per acre.

**Net density** is calculated on the total acres, minus any floodplain, dedicated right-of-way, or other proposed or required dedications or allocations of land to uses other than the allowed residential units, except garages and other typical residential accessory uses.

**Development.** Any human-caused change to improved or unimproved real estate, including, but not limited to, buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials excavating, or drilling operations.

**Development (Flood).** Any human-made change to improved or unimproved real estate, including but not limited to buildings or structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials.

**Discretionary.** A permit action or decision that involves substantial judgment or discretion.

**DLCD.** Oregon Department of Land Conservation and Development.

**Driveway.** A private way used by vehicles and pedestrians to gain access from an approved public access or right-of-way onto a lot or parcel of land.

**Dwelling, Multi-Family.** A building or portion thereof designed or used as three or more dwelling units.

**Dwelling, Two-Family (Duplex).** A building designed or used as two attached residential dwelling units, neither of which meets the definition of an accessory dwelling unit.

**Dwelling, Single-family.** A building designed or used as one detached dwelling unit. This definition includes manufactured housing complying with the standards of this Code.

**Dwelling Unit.** A building or portion thereof designed with one or more rooms for residential purposes by not more than one family and including a kitchen and bathroom. A recreational vehicle is not a Dwelling Unit.

**Easement.** A grant of the right to use a strip of land for designated purposes.

**Encroachment.** Advancement of a surrounding or adjacent use or structure onto another property, right-of-way, or a natural resource or hazard.

**Encroachment (Flood).** Any obstruction in the floodplain which affects flood flows.

**Existing Mobile/Manufactured Home Park or Manufactured Home Subdivision (Flood).** A parcel (or contiguous parcels) of land divided into two or more mobile/manufactured home lots for rent or sale for which the construction of facilities for servicing the lot on which the mobile/manufactured home is to be affixed (including, at a minimum, the installation of utilities, either final site grading or the pouring of concrete pads, and the construction of streets) is completed before the effective date of this Code.

**Expansion to an Existing Mobile/Manufactured Home Park or Manufactured Home Subdivision (Flood).** The preparation of additional sites by the construction of facilities



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for servicing the lots on which the mobile/manufactured homes are to be affixed (including the installation of utilities, either final site grading or pouring of concrete pads, or the construction of streets).

**Family.** An individual or two or more persons related by blood, marriage, adoption, or legal guardianship, or a group of not more than five unrelated individuals, living together as a single housekeeping unit.

**Farming.** To engage in the cultivation of crops or the raising of animals. Farm Use as defined in ORS 215.203 including non-farm uses authorized by ORS 215.213 and ORS 215.283.

**Farmland, High Value.** Lands classified by the US Natural Resource Conservation Service (NRCS) as predominantly Class I through IV soils in Western Oregon.

**FEMA.** The Federal Emergency Management Agency, the federal organization responsible for administering the National Flood Insurance Program.

**Fence, Non-sight Obscuring.** Any fence constructed in such a manner as to allow vision through at least 80 percent of the fence when viewed from either side of the fence at a 90-degree angle.

**Fence or Wall, Sight Obscuring.** Any fence or wall constructed in such a manner as to obstruct vision by at least 80 percent when viewed from a 90-degree angle.

**Fill.** Any act by which earth, sand, gravel, rock, or any other similar material is deposited, placed, pulled, or transported to raise the land to a higher level or grade.

**Fill (Flood).** The placement of any material on the land for the purposes of increasing its elevation in relation to that which exists. Fill material includes, but is not limited to, the following: soil, rock, concrete, bricks, wood stumps, wood, glass, garbage, plastics, metal, etc.

**Flag.** A piece of cloth or other flexible material attached to a staff, cord, bracket, or structure.

**Flashing Sign (Sign).** A sign any part of which pulsates or blinks on and off, except time and temperature signs and signs allowed by conditional use.

### **Flood or Flooding (Flood) -**

A general and temporary condition of partial or complete inundation of normally dry land areas from:

The overflow of inland or tidal waters.

The unusual and rapid accumulation or runoff of surface waters from any source.

Mudslides (i.e., mudflows) which are proximately caused by flooding as defined above and are akin to a river of liquid and flowing mud on the surfaces of normally dry land areas, as when earth is carried by a current of water and deposited along the path of the current.

The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water

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exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding as defined above.

**Flood elevation study (Flood)** - An examination, evaluation and determination of flood hazards and, if appropriate, corresponding water surface elevations, or an examination, evaluation and determination of mudslide (i.e., mudflow) and/or flood-related erosion hazards.

**Flood Insurance Rate Map (FIRM) (Flood)** - The official map of a community, on which the Federal Insurance Administrator has delineated both the special hazard areas and the risk premium zones applicable to the community. A FIRM that has been made available digitally is called a Digital Flood Insurance Rate Map (DFIRM).

**Flood Insurance Study (FIS) (Flood)** - See "Flood elevation study".

**Flood proofing (Flood)** - Any combination of structural and nonstructural additions, changes, or adjustments to structures which reduce or eliminate risk of flood damage to real estate or improved real property, water and sanitary facilities, structures, and their contents.

**Floodway (Flood)** - The channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height. Also referred to as "Regulatory Floodway."

**Floor Area.** The area of the building, exclusive of porches and exterior stairs, which shall extend to the exterior faces of all walls. Floor area shall include all levels within a structure, including mezzanines and additional stories above the first floor, and including basements improved for regular human occupancy. Within a residential structure, floor area does not include garages or carports.

**Floor Elevation.** The height above mean sea level of the first floor of a building that is not a basement.

**Floor, Habitable.** Any floor area intended to be used for residential living purposes, which includes working, sleeping, eating, cooking or recreating, or a combination thereof. A floor area used only for storage purposes is not a "habitable floor."

**Food Pod.** A single site that includes three or more mobile food units. (See Mobile Food Unit.)

**Free-Standing Sign (Sign).** A sign supported by one or more uprights, poles or braces placed in or upon the ground, or a sign supported by any structure primarily for the display and support of the sign.

**Frontage.** That portion of a lot or parcel which abuts a

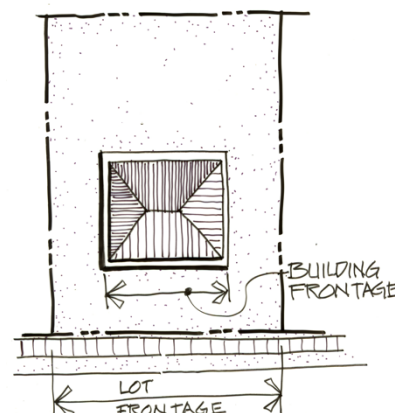


Figure 9 - Frontage - Lot and Building

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public street.

**Functionally dependent use (Flood)** - A use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities, and does not include long term storage or related manufacturing facilities.

**Garage, Private.** A detached accessory building or portion of a main building for the parking of automobiles of the occupants of the premises.

**Garage, Public.** A building other than a private garage used for the care, repair, parking, or storage of automobiles.

**Grade.** The average elevation of the finished ground at the centers of all walls of a

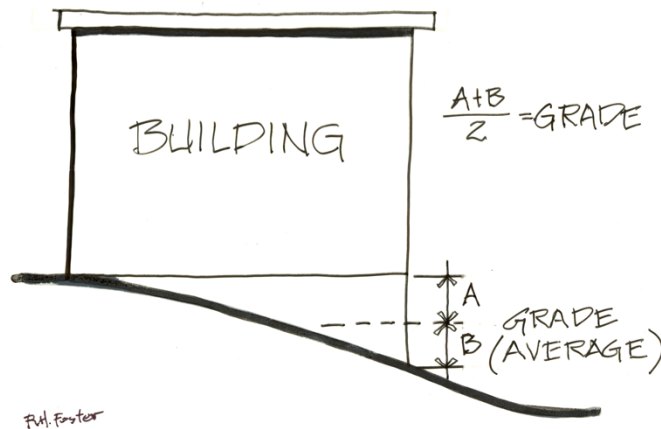


Figure 10 - Grade

building, except that if a wall is parallel to and within five feet of a sidewalk, the sidewalk elevation opposite the center of the wall shall constitute the ground elevation.

**Hazardous Material (Flood).**

Combustible, flammable, corrosive, explosive, toxic, or radioactive substance which is potentially harmful to humans and the environment.

**Highest adjacent grade (Flood)** - The highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

**Height (Sign).** Height is measured from the grade of the curb line lowest to the base of the sign to the highest point of the sign. In the absence of a curb line, the edge of the street pavement shall be used. In the absence of street pavement, the ground level shall be used to measure the height.

**Historic District (Historic).** A geographically definable area, the boundaries of which have been adopted by the City Council.

**Half-Story.** Means that part of any building wholly or partly within the roof frame and not occupying more than two-thirds of the floor area immediately below it.

**Historic structure** - Any structure that is:

Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;

Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;

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Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of Interior; or  
Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:

By an approved state program as determined by the Secretary of the Interior  
or

Directly by the Secretary of the Interior in states without approved programs.

**Home Occupation.** An occupation, profession, or craft, which is customarily incidental to or carried on in a dwelling or residential premise and not one in which use as a dwelling is largely incidental to the business use, and continually conforms to the criteria set forth in this Code.

**Hotel or Motel.** Any building or portion thereof designed or used to offer guest rooms or suites for temporary lodging, with or without meals, for compensation but excluding any institution in which human beings are housed or detained under legal restraint.

**House of Worship.** A permanently located building primarily used for religious worship. This definition shall also include accessory buildings for related religious activities and residences as allowed by state law.

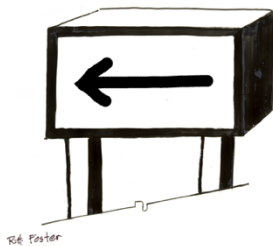


Figure 11 -Sign, Incidental

**Impervious Area.** An area with minimal infiltration of surface water into the underlying soil and shall include pavement, such as concrete, asphalt, gravel, roadways, structures, and roofs or other similar surfaces that limit water penetration.

**Incidental Signs (Sign).** A sign which is normally incidental to the allowed use of the property but can contain any message or content. Such signs can be used for, but are not limited to, nameplate signs, warning or prohibition signs, and directional signs not otherwise allowed.

**Indirect Illumination (Sign).** A source of illumination directed toward such sign so that the beam of light falls upon the exterior surface of the sign.

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### **Integrated Business Center**

**(Sign).** A group of two or more businesses which are planned or designed as a center and share a common off-street parking area or access, whether or not the businesses, buildings, or land are under common ownership.

**Interested Person.** A person who has legal standing in a land use decision and may appeal a decision by virtue of their participation in the public hearing process for that decision.

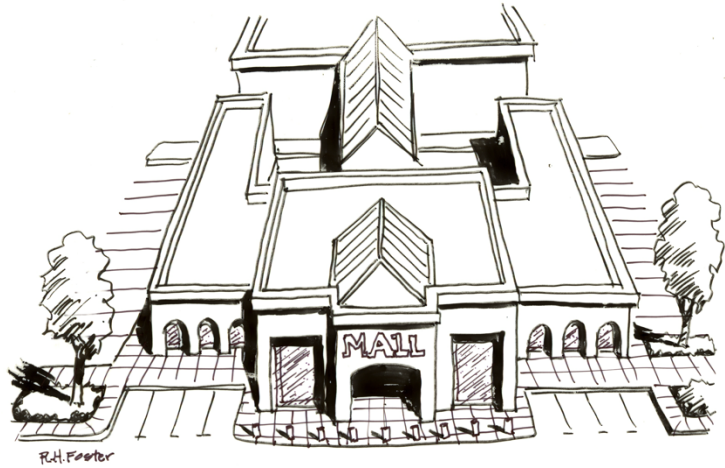


Figure 12 - Integrated Business Center

**Internal Illumination (Sign).** A source of illumination from within a sign.

**Intersection.** An at-grade connection of a public or private approach road to a public road or highway.

**Intensification (Greenway).** Any additions which increase or expand the area or amount of an existing use, or the level of activity. Remodeling of the exterior of a structure not excluded below is an Intensification when it will substantially alter the appearance of the structure. Intensification shall not include the completion of a structure for which a valid permit was issued as of December 6, 1975 and under which permit substantial construction has been undertaken by July 1, 1976. Maintenance and repair usual and necessary for the continuance of an existing use is not an intensification of use. Reasonable emergency procedures necessary for the safety or the protection of property are not an intensification of use. Seasonal increases in gravel operations shall not be considered an intensification of use.

**Junk Yards.** The use of property for the storage of salvage materials, including scrap metals or other scrap materials, or for the dismantling or "wrecking" of automobiles or other vehicles or machinery, whether or not such uses are conducted as a business for profit or otherwise.

**Kennel.** Any premises where four or more dogs, cats, or other small animals or any combination thereof, are kept commercially or permitted to remain for compensation, propagation, training, or sale, except not including a veterinary clinic or hospital.

**Landmark (Historic).** Any site, object, building, or structure designated by the City Council pursuant to provisions in Chapter 2.13.

**Landscaping.** The term includes trees, grass, shrubs, flowers, water features, garden areas, the arrangement of paths, walkways, fountains, patios, decks, fencing, street and yard furniture, ornamental concrete or stonework, decorative retaining walls, earth forms, such as grading, mounding, contouring, and terracing, exterior use of artificial

# ARTICLE I PURPOSE AND SCOPE

## Chapter 1.02 Definitions

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turf or carpeting, artificial plants, shrubs, or flowers. Both native and non-native vegetation may constitute landscaping materials. This definition pertains to complete site modifications other than buildings and parking areas and driveways.

**Land Division.** Any partition or subdivision of a lot or parcel.

**Land Use.** The activity or activities that occur on a piece of land. Activities may be individually identified as primary or accessory uses.

**Land Use Decision.** A final decision or determination made by the City of Millersburg that concerns the adoption, amendment, or application of the Statewide Planning Goals, the Comprehensive Plan, or any land use regulation (i.e., this Code) where the decision requires the interpretation or exercise of policy or legal judgment. Decisions requiring Quasi-Judicial review by the City are considered Land Use Decisions. Decisions subject to Administrative review are considered Limited Land Use Decisions, pursuant to ORS 197.015.

**Lattice Tower (Wireless Communication).** Means a support structure constructed of vertical metal struts and cross braces forming a triangular or square structure which often tapers from the foundation to the top.

**LCDC.** Oregon Land Conservation and Development Commission.

**Legislative Process.** A process that leads to the adoption of rules or policies that have broad implications for a large geographic area or for the community as a whole.

**Livestock.** Domestic animals of types customarily raised or kept on farms for profit or other purposes.

**Loading Space.** An off-street space or berth on the same lot with a building, or contiguous to a group of buildings, used for the temporary parking of a commercial vehicle while loading or unloading merchandise or materials, and which abuts upon a street, alley, or other appropriate means of access.

**Lot.** A unit of land created by a subdivision as defined in ORS 92.010 in compliance with all applicable zoning and subdivision codes; or created by deed or land sales contract if there were no applicable zoning, subdivision, or partitioning codes, exclusive of units of land created solely to establish a separate tax account. Such lots may consist of a single lot of record; a portion of a lot of record; or a combination thereof. Lots created judicially may be considered legal lots only if established as part of a formal judicial decree or settlement.

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**Lot Area.** The total horizontal area contained within the lot lines of a lot, excluding street or alley rights-of-way, and the portion of a flag lot within the pole or driveway area.

**Lot, Corner.** A lot abutting upon two or more streets at their intersection, or upon two parts of the same street, such streets or parts of the same street forming an interior angle of less than 135 degrees within the lot lines.

**Lot Coverage.** That portion of the total lot area covered by impervious surfaces, including structures and paving, expressed as a percentage of the total lot area.

**Lot Depth.** The horizontal mean average distance between the front and rear lot lines.

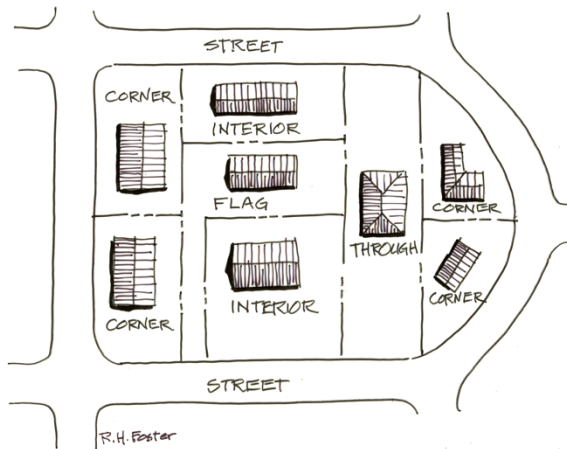


Figure 14 - Lot Configurations

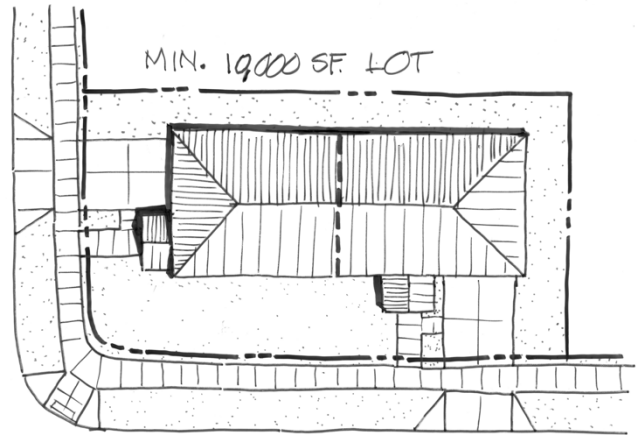
property line along a street, other than an alley. If the lot does not abut a street, the longest boundary line closest to the street, other than the pole portion of a flag lot, shall be the front lot line.

**Lot Line, Rear.** A lot line not abutting a street which is opposite and most distant from the front lot line and not intersecting a front lot line, except on a corner lot.

**Lot Line, Side.** Any lot line not a front or rear line.

**Lot, Through.** Any lot, except a corner lot, that abuts two or more streets and/or highways.

**Lot of Record.** A legally created lot held in separate ownership as shown on the records



R.H. Foster

Figure 13 - Lot, Corner

**Lot, Flag.** A lot created which is behind a lot fronting on a street and which is connected to that street by a driveway located on a narrow strip of land. The strip of land may be a portion of the lot behind the street-fronting lot, or an access easement over the street-fronting lot.

**Lot, Interior.** A lot or parcel of land other than a corner, flag, or through lot.

**Lot Line.** A line that defines a boundary of a lot, see also "Property Boundary."

**Lot Line, Front.** The boundary line of a lot that abuts a street other than a side or rear yard line. For a corner lot, the shortest

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of the County prior to the time of the passage of an ordinance or regulation establishing a new zoning district, or new standards within an existing district, within which it is located regardless of lot's compliance with standards of the new regulation.

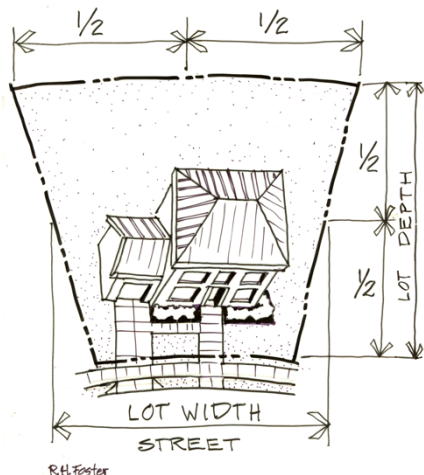


Figure 15 - Lot Depth and Width

**Lot Width.** The horizontal distance between the side lot lines measured within the lot boundaries or the mean distance between the side lot lines within the buildable area.

**Lowest Floor (Flood).** Means the lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access or storage, in an area other than a basement area, is not considered a building's lowest floor, provided that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of this Code.

**Maintain.** To cause or allow to continue in existence. When the context indicates, the word shall mean to

preserve and care for a structure, improvement, condition, or area to such an extent that it remains attractive, safe, and presentable and carries out the purpose for which it was installed, constructed, or required.

**Major Public Improvement (Historic).** The expenditure of public funds or the grant of permission by a public body to undertake change in the physical character of property within a district or on a landmark site, except for the repair or maintenance of existing public improvements.

**Manufactured Dwelling or Home.** A structure designed for movement on the public highways and for residential occupancy that has sleeping, cooking, and plumbing facilities, and was constructed in accordance with Federal Manufactured Housing Construction and Safety Standards and regulations in effect at the time of manufacture. For City zoning standards, the term does not include travel trailers and other similar recreational vehicles, nor does it include Accessory Dwelling Units as defined by the Oregon Building Codes Division.

**Manufactured dwelling (Flood) -** A structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term "manufactured dwelling" does not include a "recreational vehicle" and is synonymous with "manufactured home".

**Manufactured Home or Mobile Home Park.** Any place where four or more manufactured dwellings are located within 500 feet of one another on a lot, tract, or parcel of land under the same ownership.

**Manufactured Dwelling Park or Subdivision (Flood).** Means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.



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**Mean Sea Level (Flood).** Means, for purposes of the National Flood Insurance Program, the National Geodetic Vertical Datum (NGVD) of 1929 or other datum, to which base flood elevations shown on a community's Flood Insurance Rate Map are referenced.

**Message Sign (Sign).** A sign which can change its message electronically including, but not limited to, signs displaying time and temperature.

**Mini-Storage Warehouse.** An area or areas located within an enclosed building or structure used only in connection with a residential land use for the storage of nonflammable or non-explosive materials.

**Mobile Food Unit.** As defined by OAR 333-150-0000 as any vehicle that can be pulled or pushed down a sidewalk, street, highway, or waterway, on which food is prepared, processed or converted or which is used in selling and dispensing food to the ultimate customer. Mobile Food Units fall into the four following categories:

**Food Stands** - in a location and operating for a limited duration. Examples include a hot dog stand that operates on a street during the lunch hour or a lemonade stand in a neighborhood. Maximum size is 48 square feet. Customer access is walk up only.

**Food Carts** - in a location and operating for a limited duration. Includes both mobile carts and also temporary stands with a maximum size of 100 square feet. Examples include a food stand erected for and kept up only for the duration of an event, fair, or festival. Customer access is walk up only.

**Food Trucks/Trailers** - in which food is prepared and from which food is served. Food Trailers and Trucks park generally in parking lots and may move from the business site daily or may locate in the same site for several weeks at a time. Maximum size is 200 square feet. There is no indoor seating. Customer access can be walk up or drive-up window.

**Food Kiosks** - located on a site in a long-term or permanent manner such as a drive-up coffee stand. These may be structures or trailers. There is no kitchen or indoor seating. Customer access can be walk up or drive-up window.

**Mobile Home.** A vehicle or structure constructed for movement on the public highways, that has sleeping, cooking, and plumbing facilities, is intended for residential occupancy, and that was constructed between January 1, 1962 and June 15, 1976, and met the construction requirements of the Oregon Mobile Home law in effect at the time of construction. For City zoning standards, the term does not include travel trailers and other similar recreational vehicles, nor does it include Accessory Dwelling Units as defined by the Oregon Building Codes Division.

**Mobile Home (Flood).** Means a vehicle or structure, transportable in one or more sections, which is eight feet or more in width, is 32 feet or more in length, is built on a permanent chassis to which running gear is or has been attached and is designed to be used as a dwelling with or without permanent foundation when connected to the required utilities. Such definition does not include any recreational vehicle as defined by this Section.

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**Mobile Home Space.** A plot of land within a manufactured or mobile home park designed for the placement of one mobile home.

**Modular Home.** A structure for residential use that has sleeping, cooking, and plumbing facilities, and is constructed off-site in compliance with the Uniform Building Code (Oregon State Structural Code) and designed to be transported to a site for installation and/or assembly of modular components to form a permanent structure.

**Monopole (Wireless Communication).** Means a support structure constructed of a single, self-supporting hollow tube securely anchored to a foundation.

**Motor Vehicle.** A vehicle that is self-propelled or designed for self-propulsion.

**Multi-Faced Sign (Sign).** A sign which has two or more identical sign faces, contained in a single sign structure.

**Mural (Sign).** A covering of the surface area of a wall with paint or other artistic medium, that creates a pictorial or abstract design and usually without advertising or commercial symbolism - such as logos or trademarks - or any representation of a product or business, except to identify the artist.

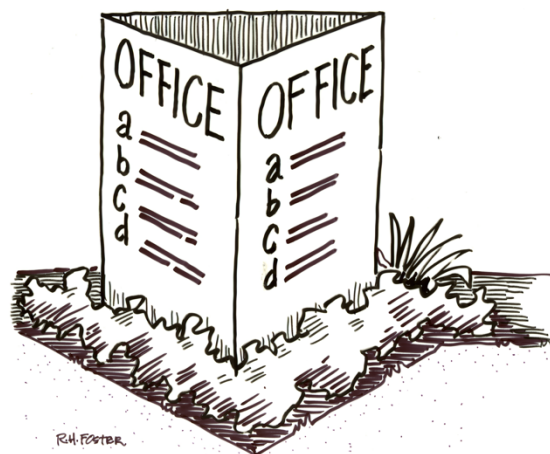


Figure 16 - Sign, Multi-Faced

**Natural Vegetative Fringe (Greenway).** The naturally vegetated area that provides a transition between the water of a river and the most landward edge of this naturally vegetated area.

**Nearby Uses.** Activities or uses within one quarter mile of a development which can be reasonably expected to be used by pedestrians and within one mile of a development which can reasonably expected to be used by bicyclist.

**Neighborhood Activity Centers.** Schools, parks, and other similar sites.

**New Construction.** Structures for which construction was initiated on or after the effective date of this Code.

**New Construction (Flood).** Any structure(s) for which the start of construction commenced on or after the original effective date of the Floodplain Overlay Zone.

**Nonconforming Sign (Sign).** Any sign which lawfully exists prior to the effective date of this Chapter but, which due to the adopted requirements, no longer complies with the height, area, and placement regulations or other provisions of these regulations.

**Nonconforming Site Conditions.** A legally established site that does not conform to the landscaping, parking, or other site development standards of the zone in which it is located.

**Nonconforming Structure.** A legally established building or other structure that does not conform with the height, setback, lot area, lot coverage, or other standards for

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structures within the zone it is located.

**Nonconforming Use.** A use of land or a building or structure which lawfully existed at the time of the adoption of this Code, or any amendment thereto, but which does not conform to the regulations imposed by this code or such amendments thereto.

**Nursing Home.** Any home, place, or institution which operates and maintains facilities providing convalescent or nursing care, or both, for period exceeding 24 hours for two or more ill or infirm patients not related to the nursing home manager, or owner, by blood or marriage. Convalescent care may include, but is not limited to, the procedures commonly employed in nursing and caring for the sick and includes rest homes and convalescent homes but does not include a boarding home for the aged, a retirement home, hotel, hospital, or a chiropractic facility licensed under the ORS.

**Obstruction (Flood).** Any dam, wall, wharf, embankment, levee, dike, pile, abutment, projection, excavation, channel bridge, conduit, culvert, building, wire, fence, rock, gravel, refuse, fill, structure or matter in, along, across or projecting into any channel, watercourse, or regulatory flood hazard area which may impede, retard, or change the direction of the flow of water, either in itself or by catching or collecting debris carried by such water, or that it is placed where the flow of water might carry the same downstream to the damage of life or property.

**Occupancy.** The purpose for which a building, or part of a building, is used or intended to be used.

**Official Zoning Map.** The map established by adoption, and occasionally amended, by the City Council on which plan locations, particularly of streets, are indicated with detail and exactness so as to furnish the basis for property acquisition, building restrictions, building permits, zoning, or other uses or activities, the original of which shall be kept on file in the office of the City Manager.

**Open Space.** Land that is not covered by buildings, paving, or other hard surfaces, unless such hard surfaces are part of an approved landscape plan, and such land is intended to remain open for visual and/or active or passive recreational use.

**Ordinary High Water (Greenway).** The level to which waters ordinarily rise, usually represented by the line of permanent vegetation. In areas without vegetation, this line may be determined with nearby permanent vegetation, either upstream or downstream or by the locations of a high bank extending out of the floodplain.

**Owner.** The owner of record of real property as shown on the latest tax rolls or deed records of the County, or a person who is purchasing a parcel or property under written contract.

**Owner (Sign).** The owner or lessee of a sign. If the owner or lessee of a sign cannot be determined, then "owner" means owner or purchaser of the land on which the sign is placed.

**Parcel.** A single unit of land that is created by a partitioning of land, or a unit of land created by deed or land sale contract prior to adoption of local planning, zoning, or partitioning regulations. Parcel does not include a unit of land created solely to

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establish a separate tax account.

**Parking Area, Private.** An open area, building, or structure, other than a street or alley, used for the parking of the automobiles of residents and guests of a building.

**Parking Area, Public.** An open area, building, or structure, other than a private parking area, street, or alley, used for the parking of automobiles and other motor vehicles, including trucks less than 12,000 pounds gross vehicle weight and available for use by persons patronizing a particular building, establishment, or area.

**Parking Space.** A durable, dustless, concrete, or asphalt paved and marked surface area, but excluding paved area necessary for access and maneuvering into and out of the space. The following are not considered parking spaces for the purposes of OAR 660-12-045(5)(c): park and ride lots, handicapped parking, and parking for carpools and vanpools.

**Partition.** To divide an area or tract of land into two or three parcels within a calendar year when such area or tract of land exists as a unit or contiguous units of land under single ownership at the beginning of such year. "Partition" does not include:

Divisions of land resulting from lien foreclosures, divisions of land resulting from contracts for the sale of real property, and divisions of land resulting from the creation of cemetery lots; or

Any adjustment of a lot line by the relocation of a common boundary where an additional parcel is not created and where the existing parcel reduced in size by the adjustment is not reduced below the minimum lot size established by any applicable zoning regulation; or

A sale or grant by a person to a public agency or public body for state highway, county road, or other right-of-way purposes provided that such road or right-of-way complies with the applicable comprehensive plan and ORS 215.213 (2)(q) to (s) and 215.283 (2)(p) to (r).

**Partition, Serial.** A series of partitions of land resulting in the creation of four or more parcels over a period of more than one calendar year.

**Pathway.** A pedestrian facility that is entirely separate from the roadway and generally serves as an on-site pedestrian system within a development or park.

**Pedestrian Connection.** A continuous, unobstructed, reasonably direct route intended and suitable for pedestrian use between two points. Pedestrian connections include but are not limited to sidewalks, walkways, accessways, stairways, and pedestrian bridges.

**Pedestrian Way.** A right-of-way for pedestrian traffic.

**Permittee.** The person who is proposing to use or develop property for which use, or development, requires a permit or the person who is using the property or development subject to a permit issued for the property.

**Person.** Every natural person, firm, partnership, association, social or fraternal organization, corporation, trust, estate, receiver, syndicate, branch of government, or

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any group or combination acting as a unit.

**Pets.** Dogs or cats, excluding large or exotic varieties normally located in the wild or displayed by zoological societies; birds, excluding poultry; turtles, fish, lizards, non-poisonous reptiles and snakes, and rodents when contained and housed within a residence and not present in sufficient numbers as to constitute a nuisance to neighbors or to constitute a business.

**Plan Map.** An officially adopted map of the City, including urban growth boundary, showing land use designations and other graphic information which is part of the City's Comprehensive Plan.

**Planned Road or Street.** A highway, road, street, or alley identified in an adopted corridor plan, comprehensive plan, or transportation system plan in accordance with administrative procedures of OAR 660-012 and ORS Chapter 197, but that has not been constructed.

**Planter Strip.** A landscape area for street trees and other plantings within the public right-of-way, usually a continuous planter area between the street and a sidewalk.

**Planned Unit Development.** A type of development of a site which, as a single project, is based on a design which incorporates all elements of land, structures, and uses in conformance with the applicable standards of this Code.

**Planning Commission.** The Planning Commission of the City of Millersburg, Oregon, as may be appointed by the City Council as established in the Millersburg Municipal Code.

**Planning Director.** The Planning Director (or his/her designee) of the City of Millersburg, Oregon, as appointed by the City Manager.

**Plat.** A map, diagram, drawing, re-plat, or other writing containing all of the descriptions, locations, specifications, dedications, provisions, and information concerning a subdivision, condominium division, or land partition.

**A tentative plat** is one that is prepared for review and considered by the City for compliance with development regulation standards.

**A final plat** is one that is prepared for recordation with the County after the City has approved the tentative plat. A final plat must substantially conform to the specifications as approved for the tentative plat.

# ARTICLE I PURPOSE AND SCOPE

## Chapter 1.02 Definitions

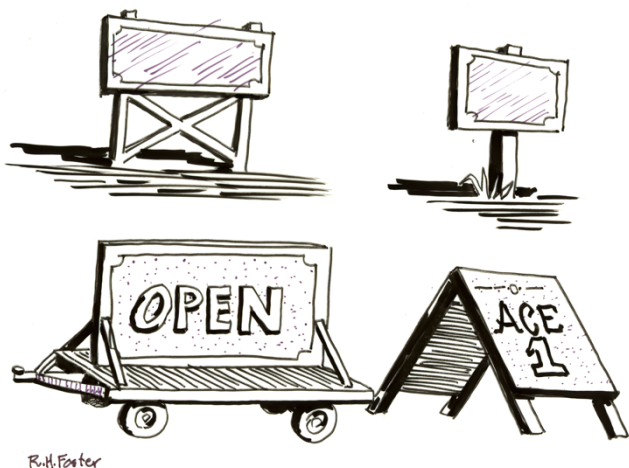


Figure 17 – Signs, Portable - Examples

**Portable Sign (Sign).** Any sign that is not originally designed to be permanently affixed to a building, structure, or the ground; a sign originally designed, regardless of its current modification, to be moved from place to place. These signs include, but are not limited to, A-frame or sandwich board signs, signs attached to wood or metal frames and designed to be self-supporting and movable, and also including trailer reader boards. Portable signs are not to be considered temporary signs as defined and used in this Code.

**Professional-Type Service.** Shall include activities of professional quality and requiring special training such as those offered by a physician, surgeon, dentist, lawyer, architect, engineer, planner, or accountant, of which may or may not require a license issued by the State of Oregon.

**Projecting Signs (Sign).** A sign projecting from a structure, the face of which is not parallel to the wall on which it is mounted.

**Property (or Lot) Boundary.** The division line between two units of land.

**Property (or Lot) Boundary Adjustment.** The relocation of a common property line between two abutting properties.

**Provider (Wireless Communication).** A company, which may or may not hold a Federal Communications Commission (FCC) license, that is in business to provide wireless communications services.

**Public Facilities and Services.** Projects, activities, and facilities which are necessary for the public health, safety, and welfare.

**Quasi-Judicial Process.** A process that leads to a decision on a land use or development application involving a single property or small group of properties. The process involves application of existing laws and regulations, or imposition of specific new regulations limited to the properties included in the application.

**Reasonably Direct.** A route that does not deviate unnecessarily from a straight line or a route that does not involve a significant amount of out-of-direction travel for likely users.

**Recreational Vehicle.** A vacation trailer, vehicle, or portable unit, as defined in ORS 801.180, 801-350, and 801, which is either self-propelled, towed, or carried by a motor vehicle, which is:



Figure 18 – Sign, Projecting

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Built on a single chassis;

400 square feet or less when measured at the largest horizontal projection;

Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

For the purpose of this definition, a recreational vehicle also includes a street legal trailer used for transporting motorized or non-motorized recreational vehicles including but not limited to boats, snowmobiles, ATV's, and motorcycles.

A recreational vehicle does not meet the definition for a manufactured home or mobile home.

**Recreational Vehicle Park.** A lot, which is designed and operated for compensation as a place for temporary or short-term parking of occupied recreational vehicles.

**Recreational Vehicle, Storage.** A lot which is designed and operated for compensation as a place for temporary or long-term storage of unoccupied recreational vehicles.

**Residential Accessory Dwelling.** A secondary dwelling unit with kitchen facilities, on the same lot as a single-family dwelling and being of substantially the same exterior design as the single-family unit, whether attached or detached. This definition includes guesthouse.

**Residential Care Facility.** As used in ORS 197, a residential care facility is a residential treatment or training home, or adult foster home, licensed by the State of Oregon, which provides care, treatment, or training for six to 15 individuals, and which may also provide housing for staff persons who provide services to those individuals. For the purposed of this Code, a residential care facility is considered to be a form of multi-family residential development.

**Residential Care Home.** As used in ORS 197, a residential care home is a residential treatment or training home, or adult foster home, licensed by the State of Oregon, which provides care, treatment, or training for five or fewer individuals, and which may also provide housing for staff persons who provide services to those individuals. For the purposed of this Code, a residential care home is considered to be a form of single-family dwelling unit.

**Retaining Wall.** A structure that holds back any material (usually earth) and prevents it from sliding or eroding away.

**Review Authority.** The individual, Board, Commission, or City Council who has authority to decide on a land use application as defined by this Code.

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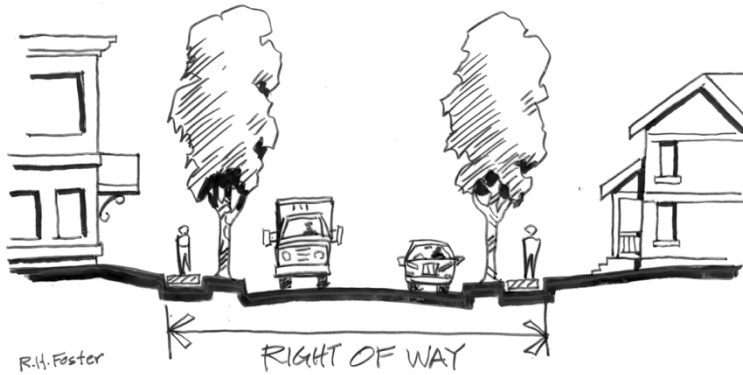


Figure 19 - Right-of-Way

**Right-of-Way.** Real property or an interest in real property owned by a roadway authority for the purpose of constructing, operating, and maintaining public facilities.

**Riparian Areas.** Those areas adjacent to a water resource that display transitions between terrestrial and aquatic zones. These areas are beneficial to a large number of organisms and provide for flood storage

amelioration, erosion control, and bank or slope stabilization. This is the zone where vegetative material is deposited, where significant shading of streams can occur, where humidity is typically higher and temperatures typically cooler. Thermal regulation, erosion control, flood control, water quality, and wildlife habitat are primary functions of riparian areas.

**Roadway.** The portion of a right-of-way that is improved for motor vehicle and bicycle travel, subject to applicable state motor vehicle licensing requirements. Roadway includes vehicle travel lanes and on-street parking areas. Roadway does not include area devoted to curbs, parking strips, or sidewalks.

**Roadway Authority.** The City or other agency with jurisdiction over a road or street.

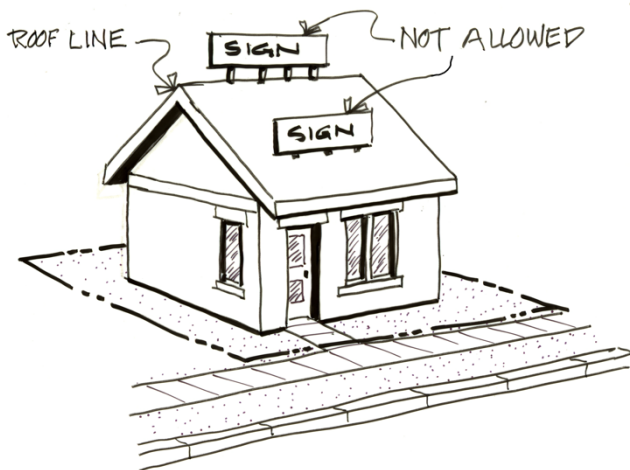


Figure 20 – Sign, Roof and Roof Line

**Roof Line (Sign).** Either the eaves of the roof, or the top of the parapet, at the exterior wall. A "mansard roof" is below the top of a parapet and is considered a wall for sign purposes.

**Roof Sign (Sign).** A sign or any portion of which is displayed above the highest point of the roof, whether or not such sign is also a wall sign.

**Rotating/Revolving Sign (Sign).** A sign, all or a portion of which moves in some manner.

**School, Elementary, Middle School, or High School.** A public, private, or parochial institution offering instruction in the several branches of learning and study in accordance with the rules and regulations of the State Department of Education.

**School, Trade, or Commercial.** A building where the instruction is given to pupils for a fee in money or otherwise which fee is the principal reason for the existence of the



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school.

**Semi-Public Use.** A structure or use intended or used for a semi-public purpose by a church, lodge, club, or any other non-profit organization.

**Senior Housing.** Housing specifically designed for, and occupied by, individuals 55 years of age and older. Housing arrangements may include independent living (apartments), assisted living including nursing, rehabilitation care, and continuing care facilities and communities.

**Service Station.** Any lot used primarily for the retail sales of motor vehicle fuels and lubricants for delivery on premises, and minor automobile repair and service.

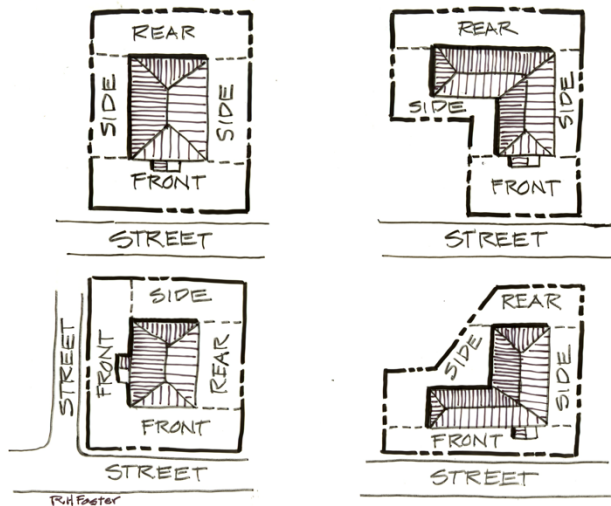


Figure 21 - Setbacks

**Setback.** A line within a property boundary defining a locational limit for buildings, structures, or other defined uses that creates an area or yard between the property line and the setback line.

**Shared Driveway.** A driveway used to access two or more parcels.

**Shared Parking.** Required parking facilities for two or more uses, structures, or lots or parcels, which are satisfied jointly with the same facilities.

**Sidewalk.** A publicly or privately paved pedestrian walkway within or adjacent to a street right-of-way or private street.

**Sign (Sign).** Any writing, including letter, word, or numeral; pictorial presentation, including illustration or decoration; emblem, symbol, or trademark; banner or pennant; or any other device, figure, or similar thing which is a structure or any part thereof, or is attached to, painted on, or in any other manner represented on a building, structure, or device; and is used to announce, direct attention to, or advertise; and is visible from any public right-of-way.

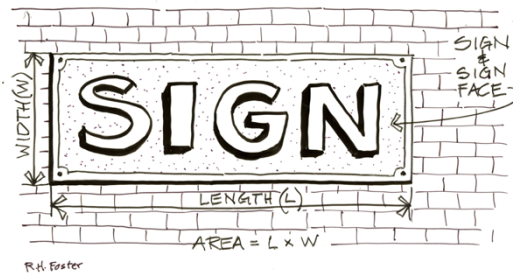


Figure 22 - Sign Area - Framed Sign

**Sign Area (Sign).** The area of a sign shall be the entire area within any type of perimeter or border which encloses the outer limits of any writing, representation, emblem, figure, or character. If the sign is enclosed in a frame or cabinet, the area is based on the inner dimensions of the frame or cabinet surrounding the sign face. When a sign is on a base material and attached without a frame,

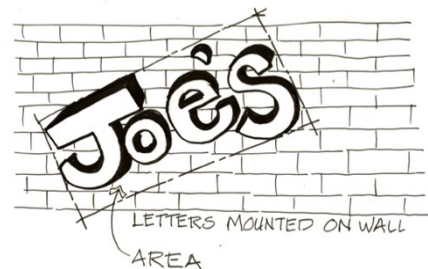


Figure 23 - Sign Area - Sign without a Frame

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such as a wood board or Plexiglas panel, the dimensions of the base material are to be used. The area of a sign having no such perimeter, border, or base material shall be computed by enclosing the entire area within a parallelogram or a triangle of the smallest size sufficient to cover the entire message of the sign and computing the area of the parallelogram or a triangle. For the purpose of computing the number of signs, all writing included within such a border shall be considered one sign, except for multi-faced signs on a single sign structure, which shall be counted as one sign per structure. The area of multi-faced signs shall be calculated by including only one-half the total area of all sign faces.

**Sign Face (Sign).** Surface of a sign containing the message. The sign face shall be measured as set forth in the definition for "Sign Area."

**Sign Structure (Sign).** The supports, uprights, braces, framework, and other structural components of the sign.

**Site Development.** Any human-caused change to improved or unimproved property, including, but not limited to, land surface mining, grading, filling, excavating, tree cutting, clearing, construction, installation or alteration of a building or other structure, paving, landscaping, establishment, or termination of an access or outdoor storage on the land.

**Site Plan or Development Plan.** A drawing or graphic depiction or plan, prepared to scale, showing accurately and with complete scaled dimensioning, all existing and proposed uses, buildings, paving, and landscaping proposed for a specific parcel of land.

**Special flood hazard area (Flood) -** See "Area of special flood hazard" for this definition.

**Space, Manufactured Home.** An area or lot reserved exclusively for the use of a manufactured home occupant.

**Start of Construction.** The date a building permit is issued, provided that the actual start of construction, repair, reconstruction, placement, or other improvement occurs within 180 days of the permit date.

**Start of Construction (Flood).** Includes substantial improvement and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, or other improvement was within 180 days from the date of the permit. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured dwelling on a foundation. Permanent construction does not include land preparation, such as clearing, grading, and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether

# ARTICLE I PURPOSE AND SCOPE

## Chapter 1.02 Definitions

or not that alteration affects the external dimensions of the building.

**Story.** That portion of a building included between the upper surface of any floor and the upper surface of the floor next above, except that the top-most story shall be that portion of a building included between the upper surface of the top-most floor and the ceiling or roof above. If the finished floor level directly above a basement or cellar is more than six feet above grade as defined herein, such basement or cellar shall constitute a story.

**Street or Road.** A public thoroughfare or right-of-way dedicated, deeded, or condemned for use as such which affords the principal means of access to abutting property including but not limited to, avenue, place, way, drive, lane, boulevard, highway, or road.

**Alley.** A narrow street through a block used primarily for access by service vehicles to the back or side of properties fronting on another street.

**Arterial.** A street used primarily for through traffic external to the City. Arterials are intersected by collector streets and typically have limited direct access to abutting properties.

**Collector.** A street used to some extent for through traffic and also for local circulation and access to abutting properties.

**Cul-de-sac (dead-end).** A short street with one end open to traffic and the other terminated by a vehicle turn-around.

**Frontage.** A minor street parallel to and adjacent to an arterial or major collector street intended to provide access to abutting properties and providing protection from through traffic.

**Half-Street.** A portion of the standard full width of a street, usually along the edge of a development where the remaining portion of the street could be provided in another development. A half-street improvement could include up to one half the total design width, plus sufficient additional width past the centerline to ensure proper design and construction of the centerline crown, as defined by the City Engineer.

**Limited Access Street.** A means of access to property that is limited by law for public roads or by posting by an owner for private roads.

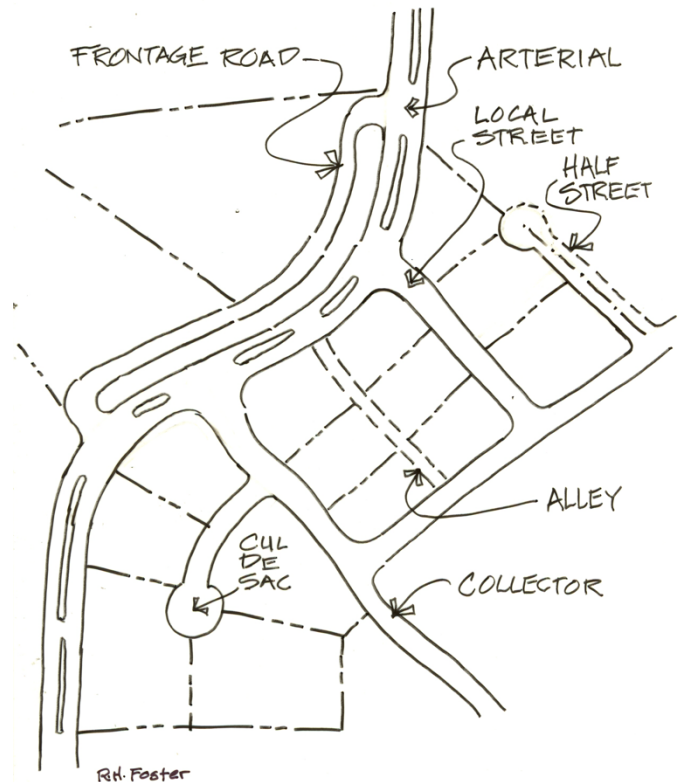


Figure 24 - Street Classifications

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**Local.** A street used exclusively for access to abutting properties.

**Stub Street.** A temporary street ending where the street will be extended through adjacent property in the future, as those properties develop. Not a permanent street-end or dead-end street.

**Through Street.** A street that connects to other streets at both ends or is planned to do so in the future, pursuant to a comprehensive plan, transportation system plan, access management plan, or land use approval.

**Structural Alteration.** Any change to the supporting members of a structure including foundations, bearing walls or partitions, columns, beams, girders, or structural change in the roof or in the exterior walls.

**Structure.** That which is built or constructed and requires a building permit, including buildings, decks, fences, towers, flag poles, signs, and other similar objects. Structure does not include at-grade paved areas or vegetative landscaping materials.

**Structure (Flood)** - For floodplain management purposes, a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured dwelling.

**Subdivide Land.** To divide land into four or more lots within a calendar year, or to affect a subdivision of land, as defined below.

**Subdivision.** Either an act of subdividing land, or an area or tract subdivided as defined in this Code. A subdivision means the division of land into more than three lots within a calendar year.

**Substantial damage (Flood)** - Damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

**Substantial Improvement.** Any repair, reconstruction, or improvement of a structure, the cost of which equals or exceeds 50% of the market value of the structure, as determined by the City's Building Official.

**Substantial improvement (Flood)** - Any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the "start of construction" of the improvement. This term includes structures which have incurred "substantial damage," regardless of the actual repair work performed. The term does not, however, include either:

Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions; or

Any alteration of a "historic structure," provided that the alteration will not preclude the structure's continued designation as a "historic structure."

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## Chapter 1.02 Definitions

**Temporary Sign (Sign).** A sign not permanently affixed to a structure on a property. These signs primarily include, but are not limited to, canvas, cloth, or paper banners or posters hung on a building wall or on a permanent pole such as on a free-standing sign support.



Figure 25 - Temporary Sign

**Tentative Plan.** A tentative plan is the application, supplemental data, and map showing the general design of a proposed subdivision or partition, submitted to the City for approval under the provisions of ORS 92 and the Millersburg Development Code.

**Transportation Facilities.** A physical facility used to move people and goods from one place to another (i.e., streets, sidewalks, pathways, bike lanes, transit stations, bus stops, rail, airports, helipads, etc.)

**Transportation Improvements.** Facility improvements include, but are not limited to:

- Normal operation, maintenance, repair, and preservation activities associated with existing transportation facilities.

- Installation of culverts, pathways, medians, fencing, guardrails, lighting, and similar types of improvements within the existing right-of-way.

- Projects specifically identified in the City's adopted Transportation System Plan.

- Landscaping as part of a transportation facility.

- Measures necessary for the safety and protection of property or the public.

- Construction of a street or road as part of an approved subdivision or partition consistent with the City's adopted Transportation System Plan.

- Construction of a street or road as part of an approved subdivision or land partition approved in accordance with the applicable land division ordinance.

**Use.** The purpose for which land or a building is arranged, designed, or intended for which either land or a building is or may be occupied.

**Utilities.** Any water, gas, sewer, storm drainage, electrical, telephone, or communication service, and all persons, companies, and agencies supplying the same.

**Urban Growth Boundary.** An adopted boundary around the City which defines the area in which the City expects to grow, where public facilities will be extended, and where joint planning responsibilities are exercised with Linn County.

**Vacations.** A procedure to revert public lands, including a right-of-way, easements, and other public places, to adjoining private property ownerships.

**Variance.** A grant of relief from the requirements of this Code which permits development in a manner that would otherwise be prohibited by this Code.

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## Chapter 1.02 Definitions

**Variance (Flood)** - A grant of relief by the City of Millersburg from the terms of a flood plain management regulation.

**Vehicle.** Any device in, upon, or by which any person or property is or may be transported or drawn upon a public highway and includes vehicles that are propelled or powered by any means. Vehicle does not include a manufactured structure.

**Violation.** The division, construction, alteration, addition to, or use of land or structures in a manner that does not fully comply with the provisions of this Code. The failure of a structure or other development to be fully compliant with the community's floodplain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in this ordinance is presumed to be in violation until such time as that documentation is provided.



Figure 26 - Wall Sign

### **Visual Compatibility Characteristics (Wireless Communication).**

Characteristics that minimize the visual impact of a tower or antennas.

**Wall Sign (Sign).** A sign attached to, erected against, or painted on a wall of a building or structure, with the exposed face of the sign in a plane approximately parallel to the face of said wall and not projecting more than twelve inches.

**Warehouse.** A place for the safekeeping of goods and materials

necessary for the proper functioning of an industrial or commercial enterprise. Also, a facility designed and intended to be used for the rental of storage units to individuals for the safekeeping of personal items.

**Watercourse (Flood).** A natural or artificial channel in which a flow of water occurs either continually or intermittently in identified floodplain.

**Water-Dependent (Greenway).** A use or activity which can be carried out only on, in, or adjacent to water areas because the use requires access to the water body for water-borne transportation, recreation, energy production, or source of water.

**Water-Related (Greenway).** Uses which are not directly dependent upon access to a water body, but which provide goods or services that are directly associated with water-dependent land or waterway use, and which, if not located adjacent to water, would result in a public loss of quality in the goods or services offered.

**Wetland Areas.** Defined as those areas that are inundated or saturated often enough to support a prevalence of vegetation adapted for life in standing water or saturated soil. Wetlands include swamps, bogs, marshes, and similar areas.

**Wetlands-Jurisdictional.** A wetland subject to rules and regulations identified in Section

# ARTICLE I PURPOSE AND SCOPE

## Chapter 1.02 Definitions

404 of the US Clean Water Act and Oregon's Fill and Removal statute.

**Wireless Communications (Wireless Communication).** The transmission, via radio frequency electromagnetic waves, between or among points specified by the user, of information of the user's choosing, without change in the form or content of the information as sent and received.

**Wireless Communications Accessory Structure/Equipment (Wireless Communication).** Equipment shelters or radio equipment necessary for the operation of wireless communications in addition to the antenna and tower.

**Wireless Communications Facility (WCF) (Wireless Communication).** A facility consisting of the equipment and structures involved in receiving and or transmitting communications or radio signals.

**Wireless Communications Equipment Shelter (Wireless Communication).** The structure in which the electronic radio equipment, electronic equipment, relay equipment, and other supporting equipment for a wireless communications facility is housed.

**Wireless Communications Tower (WCT) Support Facility (Wireless Communication).** A structure intended to support equipment used to transmit and/or receive communications signals including monopoles, guyed and lattice towers, but not excluding any other approved structure.

**Wrecking Yard.** See *Junk Yard*.

**Yard.** Any open space on the same lot with a building or group of buildings, which is unoccupied and unobstructed by any structure from the ground upward to the sky, other than by landscaping or a permitted fence, and except for the projections as permitted in this Code.

**Front Yard.** An exterior yard facing a street. For corner lots, the property line facing the garage or carport

**Rear Yard.** A yard opposite the Front Yard.

**Side Yard.** A yard that is not a Front Yard or Rear Yard.

**Street Facing Side Yard.** An exterior Side Yard facing a street that is not a Front Yard. For corner lots, usually the largest street facing dimension of the property.

**Exterior Yard.** A yard area abutting a street right-of-way created by a setback line.

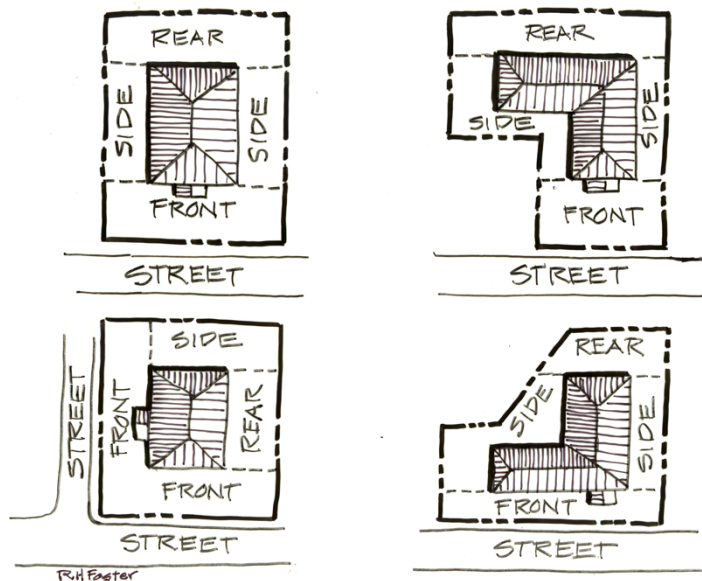


Figure 27 - Yard Locations

# ARTICLE I PURPOSE AND SCOPE

## Chapter 1.02 Definitions

**Interior Yard.** A yard area adjacent to a property line created by a setback line that may be either a Side Yard or Rear Yard abutting another property.

**Zero Setback.** A property line having no setback therefore permitting building locations on the property line and may equally divide a common wall between buildings on adjacent properties.



Figure 28 - Zero Setback - Zero Side Yard



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Chapter 1.02 Definitions

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# ARTICLE II - ZONES AND ZONING REGULATIONS



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ARTICLE II ZONES AND ZONING REGULATIONS  
Chapter 2.01 Classification of Zones

**CHAPTER 2.01 CLASSIFICATION OF ZONES**

**2.01.010 Zones**

For the purposes of this Code, and the implementation of the Millersburg Comprehensive Plan, the following zoning zones are hereby established:

*Table 1 - Classification of Zones*

Classification of Zones	
Zone	Map Symbol
Residential Low-Density	RL
Rural	RU
Residential Mixed Density	RM
Mixed-Use	MU
General Commercial	GC
Limited Industrial	LI
General Industrial	GI
Public Facility	PF
Floodplain Overlay	FPO
Historic Property Overlay	HPO
Willamette Greenway Overlay	WGO
Airport Approach Area Overlay	AAO

**2.01.020 Location of Zone Boundaries**

- (1) **Boundaries.** The boundaries for the zones listed in this Code are indicated on the Zoning Map of the City of Millersburg, which is hereby adopted by this reference and hereinafter referred to as the "Zoning Map" in this Code. The boundaries shall be modified, only in accordance with the Millersburg Comprehensive Plan land use designations and policies, with zoning map amendments, and adopted by ordinance.
- (2) **Zoning Map.** The official Zoning Map shall be maintained on file in the office of the City Manager as long as this Code remains in effect. Amendments thereto shall be endorsed on the map with the number of the ordinance by which the change was made. Failure to revise the map shall not affect the validity of any zone change.
- (3) **Boundary Resolution.** The City Council shall resolve any dispute over the exact location of a zone boundary. In interpreting the location of such boundaries on

## ARTICLE II ZONES AND ZONING REGULATIONS

### Chapter 2.01 Classification of Zones

the Millersburg Zoning Map, the City Council shall rely on the Millersburg Comprehensive Plan map and the following guidelines for the location of zone boundaries: property lines; lot lines; center lines of streets, alleys, streams, or railroads; City boundaries; notations on the Millersburg Zoning Map; or other planning criteria determined appropriate by the City Council.

## CHAPTER 2.02 INTERPRETATION OF USES

### 2.02.010 Interpretations of Uses

- (1) **Types of Uses.** Within each zone, uses are classified as “permitted,” “special,” and “conditional.” Further, uses are functionally classified by description of the particular activity, such as “single-family residence.”
- (2) **Interpretation of Uses**
  - a. The City Manager or designee shall interpret any question concerning uses, including determining the most appropriate zone and classification for uses not identified in this Code based on similarity with other uses. All interpretations will be logged and will be considered for inclusion in this Code.
  - b. Where a use is not defined in Chapter 1.02, the words of this Development Code describing such use are to be given their ordinarily accepted meaning, except where the context in which they are used otherwise clearly requires an alternative interpretation.
- (3) **Prohibited Uses.** A use not specifically identified as permitted, special permitted or conditionally permitted within a zone, or, otherwise allowed through interpretation, shall be considered a prohibited use.

ARTICLE II ZONES AND ZONING REGULATIONS  
Chapter 2.02 Interpretation of Uses

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ARTICLE II ZONES AND ZONING REGULATIONS  
Chapter 2.03 Residential Low-Density Zone (RL)

## CHAPTER 2.03 RESIDENTIAL LOW-DENSITY ZONE (RL)

### 2.03.010 Purpose

The Residential Low-density Zone is applied in existing residential areas that have developed to urban densities in the City and may be applied to other rural residential properties if municipal water and sewer facilities are provided or approved by the City. It is intended to protect and maintain areas suitable for urban residential development and related public and semi-public uses as the City grows.

### 2.03.020 Permitted Uses

The following uses, when developed under the applicable development standards in the Code, are permitted in the RL zone:

- (1) Single-family dwelling.
- (2) Residential care homes (for five or fewer individuals), licensed by the State of Oregon.
- (3) Day care facility for 12 or fewer children.
- (4) Duplex on a corner lot.
- (5) Public parks and other public or semi-public uses, excluding public or private schools, excluding water and sewage treatment facilities.
- (6) Utility substations or pumping stations, excluding outdoor storage of equipment or material.

### 2.03.030 Special Uses

The following uses, when developed under the special development requirements, are permitted in the RL zone:

- (1) Partitions, subject to the provisions in Chapter 4.02.050.
- (2) Subdivisions subject to the applicable provisions of Chapter 4.02.060.
- (3) Manufactured homes on individual lots, subject to the provisions of Chapter 3.12.030.
- (4) Home occupations, where there are no employees other than family members residing in the residence or no more than one vehicle associated with the home occupation and further subject to the provisions of Chapter 3.13.
- (5) Residential accessory structures, subject to the provisions in Chapter 3.15.
- (6) Residential accessory dwelling, subject to provisions in Chapter 3.16.
- (7) Temporary uses, subject to provisions in Chapter 3.17.
- (8) Bed and breakfast, subject to provisions in Chapter 3.18.



## ARTICLE II ZONES AND ZONING REGULATIONS

### Chapter 2.03 Residential Low-Density Zone (RL)

#### 2.03.040 Conditional Uses

The following uses require approval of a Conditional Use Permit:

- (1) Houses of worship, and subject to provisions in Chapter 3.19.
- (2) Cemeteries.
- (3) Home Occupations proposed to have employees in addition to family members residing in the residence or more than one vehicle associated with the home occupation, subject to the provisions of Chapter 3.13.

#### 2.03.050 Density Regulations

- (1) Single-family and Manufactured Homes - No more than one dwelling per lot or parcel, other than an approved accessory dwelling unit.
- (2) Duplex – No more than one duplex per corner lot or parcel.

#### 2.03.060 Dimensional Standards

Unless otherwise required by this Code, the following minimum dimensional standards shall be required for all development in the RL zone:

Table 2 - RL Dimensional Standards

RL Zone Dimensional Standards	
Minimum Lot Area	
Single-family Dwelling & Duplex	10,000 square feet
Other Uses	Sufficient to meet density and development requirements
Minimum Setbacks	
Front Yard	15 feet
Garage	25 feet to entrance
Side Yard (Interior)	5 feet
Side Yard (Street)	15 feet
Rear Yard	20 feet
Maximum Structure Height	
Primary Building	35 feet
Accessory Building Height & Setbacks	Per Section 3.15
Maximum Lot Coverage	50 %

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ARTICLE II ZONES AND ZONING REGULATIONS  
Chapter 2.03 Residential Low-Density Zone (RL)

**2.03.070 Development Standards**

All development in the RL zone shall comply with the following specific standards:

- (1) **Off-Street Parking.** Parking, driveway, and loading improvements shall comply with provisions in Chapter 3.03.
- (2) **Signs.** Signs in the RL zone shall conform to the standards contained in Chapter 3.06.
- (3) **Yards and Lots.** Yards and lots shall conform to provisions contained in Chapter 3.08.
- (4) **Residential Design Standards.** All single-family homes, duplexes, and manufactured dwellings on individual lots shall conform to the design standards in Chapter 3.12
- (5) **Non-Residential Development.** Parking lots abutting an RU, RL, or RM zone shall provide sight obscuring screening with vegetation and/or fencing to a height of at least forty-two inches above the ground to screen headlight glare into the adjacent residential property. Trash collection areas shall also be enclosed with fencing at least six feet in height.

**2.03.080 Public Services**

In an RL zone, all development and new construction requires connection to all public utilities.

ARTICLE II ZONES AND ZONING REGULATIONS  
Chapter 2.03 Residential Low-Density Zone (RL)

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## CHAPTER 2.04 RURAL ZONE (RU)

### 2.04.010 Purpose

The Rural Zone is applied in rural residential areas with standards for continued rural development until a transition to urban residential use occurs. When a property is subdivided, the property is automatically rezoned to Residential Low-density (RL).

### 2.04.020 Permitted Uses

The following uses, when developed under the applicable development standards in the Code, are permitted in the RU zone:

- (1) Single-family dwelling
- (2) Crop cultivation and the raising of fowl, bees, and domestic farm animals.
- (3) Residential care homes (for five or fewer individuals), licensed by the State of Oregon.
- (4) Day care facility for 12 or fewer children.
- (5) Public parks and other public or semi-public uses, excluding public or private schools, and water and sewage treatment facilities.
- (6) Utility substations or pumping stations, excluding outdoor storage of equipment or material.

### 2.04.030 Special Uses

The following uses, when developed under the special development requirements, are permitted in the RU zone:

- (1) Partitions, subject to the provisions in Chapter 4.02.050.
- (2) Subdivisions, subject to the applicable provisions of Chapter 4.02.060.
- (3) Manufactured homes on individual lots, subject to the provisions of Chapter 3.12.030.
- (4) Home occupations, where there are no employees other than family members residing in the residence or no more than one vehicle associated with the home occupation and further subject to the provisions of Chapter 3.13.
- (5) Residential accessory structures, subject to the provisions in Chapter 3.15.
- (6) Residential accessory dwelling, subject to provisions in Chapter 3.16.
- (7) Temporary uses, subject to provisions in Chapter 3.17.
- (8) Bed and breakfast, subject to provisions in Chapter 3.18.

### 2.04.040 Conditional Uses

The following uses require approval of a Conditional Use Permit:

# ARTICLE II ZONES AND ZONING REGULATIONS

## Chapter 2.04 Rural Zone (RU)

- (1) Houses of worship, subject to provisions in Chapter 3.19.
- (2) Cemeteries.
- (3) Home occupations proposed to have employees in addition to family members residing in the residence or more than one vehicle associated with the home occupation, subject to the provisions of Chapter 3.13.

### 2.04.050 Density Regulations

For single-family homes, including manufactured homes, no more than one dwelling per lot or parcel other than an approved accessory dwelling unit.

### 2.04.060 Dimensional Standards

Unless otherwise permitted in this Code, the following minimum dimensional standards shall be required for all development in the RU zone:

Table 3 - RU Zone Dimensional Standards

RU Zone Dimensional Standards	
Minimum Lot Area	2.5 acres
Lot Dimension Requirements	
Minimum Lot Width	300 feet
Maximum Lot Depth-to-Width Ratio	3:1
Minimum Setbacks	
Front Yard	20 feet
Garage	25 feet to entrance
Front Yard to Arterial and Collector Streets	50 feet to Centerline of Right-of-Way
Side Yard (Interior)	15 feet
Side Yard (Street)	20 feet
Rear Yard	20 feet
Maximum Structure Height	
Principal Building	35 feet
Accessory Building Height & Setbacks	Per Section 3.15
Maximum Lot Coverage	50%

### 2.04.070 Development Standards

All development in the RU zone shall comply with following specific standards:

ARTICLE II ZONES AND ZONING REGULATIONS  
Chapter 2.04 Rural Zone (RU)

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- (1) **Off-Street Parking.** Parking, driveway, and loading improvements shall comply with provisions in Chapter 3.03.
- (2) **Signs.** Signs in the RU zone shall conform to the standards contained in Chapter 3.06.
- (3) **Yards and Lots.** Yards and lots shall conform to provisions contained in Chapter 3.08.
- (4) **Residential Design Standards.** All single-family homes and manufactured dwellings on individual lots shall conform to the design standards in Chapter 3.12.
- (5) **Non-Residential Development.** Parking lots abutting an RL, RU, or RM zone shall provide sight obscuring screening with vegetation and/or fencing to a height of at least forty-two inches above the ground to screen headlight glare into the adjacent residential property. Trash collection areas shall also be enclosed with fencing at least six feet in height.

**2.04.080 Public Services and Rezoning**

When connection to municipal water and sanitary sewer service is required for a property zoned RU as a condition of approval of an application for division of land into parcels or lots of less than 2.5 acres, the property shall automatically rezone to Residential Low-density. All further development of the property shall be subject to the provisions of the Residential Low-density zone.

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Chapter 2.04 Rural Zone (RU)

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ARTICLE II ZONES AND ZONING REGULATIONS  
Chapter 2.05 Residential Mixed-Use Zone (RM)

## CHAPTER 2.05 RESIDENTIAL MIXED-USE ZONE (RM)

### 2.05.010 Purpose

The Residential Mixed-Use Zone is located where municipal water and sanitary sewer are available and is designed to allow a mix of residential uses specifically designed to meet the market demand for housing.

### 2.05.020 Permitted Uses

The following uses, when developed under the applicable development standards in the Code, are permitted in the RM zone:

- (1) Single-family dwelling.
- (2) Duplex.
- (3) Residential care homes licensed by the State of Oregon.
- (4) Day care facility for 12 or fewer children.
- (5) Nursing homes assisted living centers, convalescent homes, housing specifically designed for, and occupied by, individuals 55 years of age and older, and similar facilities, but excluding hospitals.
- (6) Public parks and other public or semi-public uses, excluding water and sewage treatment facilities.
- (7) Utility substations or pumping stations, excluding outdoor storage of equipment or materials.

### 2.05.030 Special Uses

The following uses, when developed under the special development requirements, are permitted in the RM zone:

- (1) Partitions, subject to the provisions in Chapter 4.02.050.
- (2) Subdivisions subject to the applicable provisions of Chapter 4.02.060.
- (3) Manufactured homes on individual lots, subject to the provisions of Chapter 3.12.030.
- (4) Multiple family dwellings, subject to design provisions in Chapter 3.12.040.
- (5) Manufactured home parks, subject to provisions in Chapter 3.11.
- (6) Home occupations, subject to the provisions of Chapter 3.13
- (7) Residential accessory structures, subject to the provisions in Chapter 3.15.
- (8) Residential accessory dwelling, subject to provisions in Chapter 3.16.
- (9) Attached dwellings, subject to provisions in Chapter 3.16.
- (10) Bed and breakfast, subject to provisions in Chapter 3.18.



## ARTICLE II ZONES AND ZONING REGULATIONS

### Chapter 2.05 Residential Mixed-Use Zone (RM)

- (11) Day care facilities exceeding 12 children, subject to site development review provisions in Chapter 5.05.
- (12) Temporary uses, subject to provisions in Chapter 3.17.

#### 2.05.040 Conditional Uses

The following uses require approval of a Conditional Use Permit:

- (1) Houses of worship, subject to provisions in Chapter 3.19.
- (2) Public and private schools, pre-schools, kindergartens, elementary, middle, and high schools, but prohibiting business, art, dancing, trade, technical, or similar schools.
- (3) Home occupations proposed to have employees in addition to family members residing in the residence or more than one vehicle associated with the home occupation, subject to the provisions of Chapter 3.13.
- (4) Residential care facilities licensed by the State of Oregon.

#### 2.05.050 Density Regulations

The maximum allowable density shall be six dwelling units per gross acre for single-family detached and attached homes, and 16 dwelling units per gross acre for multi-family development.

#### 2.05.060 Dimensional Standards

The following shall apply:

*Table 4 - RM Zone Dimensional Standards*

RM Zone Dimensional Standards	
Minimum Lot Area	
Single-family	5,000 square feet
Duplex	7,000 square feet
Attached Dwellings other than Duplexes	3,500 square feet per unit
Multiple Family (3 or more)	2,500 square feet per unit
Other Uses	Sufficient to meet setbacks and development requirements
Minimum Lot Dimension Requirements	
Lot Width	50 feet
Lot Depth	80 feet
Minimum Setbacks	

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## ARTICLE II ZONES AND ZONING REGULATIONS

### Chapter 2.05 Residential Mixed-Use Zone (RM)

RM Zone Dimensional Standards	
Front Yard	10 feet
Garage	25 feet to the entrance
Side Yard (Interior)	5 feet (per story)
Side Yard (Street)	10 feet
Rear Yard	15 feet
Maximum Structure Height	35 feet
Accessory Building Height & Setbacks	Per Section 3.15
Maximum Lot Coverage	60%

#### 2.05.070 Development Standards

All development in the RM zone shall comply with following specific standards:

- (1) **Off-Street Parking.** Parking, driveway, and loading improvements shall comply with provisions in Chapter 3.03.
- (2) **Signs.** Signs in the RM zone shall conform to the standards contained in Chapter 3.06.
- (3) **Yards and Lots.** Yards and lots shall conform to provisions contained in Chapter 3.08.
- (4) **Residential Design Standards.**
  - a. All single-family homes and manufactured dwellings on individual lots shall conform to the design standards in Chapter 3.12.040.
  - b. Multiple Family and Non-Residential Development.
    - i. Property abutting an RL, RM, or RU zone shall provide sight obscuring screening with light and vision obscuring fencing or vegetation to a height of at least 42 inches above the ground, but not exceeding six feet unless otherwise allowed.
    - ii. Parking lots abutting an RL, RM, or RU zone shall provide sight obscuring screening with vegetation and/or fencing to a height of at least 42 inches above the ground to screen headlight glare into the adjacent residential property. Trash collection areas shall also be enclosed with a sight-obscuring fence or wall at least six feet in height.
- (1) **Landscaping and Natural Features:** A minimum of fifteen percent of the total site area shall be landscaped, including all open areas not covered by buildings or pavement. Natural features, such as topography, trees, and native vegetation, existing on a site prior to development, may be incorporated into the site design and count towards landscaping requirements.

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Chapter 2.05 Residential Mixed-Use Zone (RM)

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# ARTICLE II ZONES AND ZONING REGULATIONS

## Chapter 2.06 Mixed-Use Zone (MU)

### CHAPTER 2.06 MIXED-USE ZONE (MU)

#### 2.06.010 Purpose

The Mixed-Use Zone is applied to existing mixed residential and commercial areas and is intended to provide areas appropriate for centralized commercial facilities to serve the needs of area residents and employees.

#### 2.06.020 Permitted Uses

The following uses, when developed under the applicable development standards in the Code, are permitted in the MU zone:

- (1) Residential care homes and facilities licensed by the State of Oregon.
- (2) Day care facility for 12 or fewer children.
- (3) Nursing homes assisted living centers, convalescent homes, housing specifically designed for, and occupied by, individuals 55 years of age and older, and similar facilities.
- (4) Medical facilities including hospitals and research.
- (5) Retail trade establishments engaged in selling goods or merchandise to the general public for personal or household consumption such as retail groceries, hardware stores, department stores, and sporting goods stores.
- (6) Retail service establishments offering services and entertainment to the general public for personal or household consumption such as eating and drinking establishments, motels and hotels (but excluding recreational vehicle parks and campgrounds), personal instructional facilities (instructional classes), banks, real estate, and financial services.
- (7) Business service establishments engaged in rendering services to other businesses on a fee or contract basis such as building maintenance, employment services, and consulting services.
- (8) Professional offices and clinics for medical, dental, legal, engineering, and other professions.
- (9) Banks, credit unions, investment firms; real estate offices, mortgage companies, title companies, and similar financial-related offices.
- (10) Dwelling units shall be permitted subject to one of the following provisions:
  - a. A dwelling unit may be established if it is necessary and clearly accessory and subordinate to a permitted commercial use.
  - b. A dwelling unit not accessory and subordinate to a permitted commercial use may be established on the second or upper floors of a permitted commercial use.
- (11) Eating and drinking establishments and located within an office building and

## ARTICLE II ZONES AND ZONING REGULATIONS

### Chapter 2.06 Mixed-Use Zone (MU)

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without drive-in/drive-through service.

- (12) Public and private utility buildings and structures, including but not limited to pumping stations, electric substations, telephone exchanges, and communications antennas or towers, excluding outdoor storage of equipment or materials.
- (13) Publicly owned and operated facilities or structures, including government offices and stations, fire stations, and public use buildings.
- (14) Public parks and other public or semi-public uses, excluding water and sewage treatment facilities.
- (15) Interim farm use, subject to the provisions in Chapter 3.21.040, except crops may be cultivated for commercial sales or use.
- (16) Laundry or dry cleaning.

#### **2.06.030 Special Uses**

The following uses, when developed under the applicable development standards of this Code and special development requirements, are permitted in the MU zone:

- (1) Partitions, subject to the provisions in Chapter 4.02.050.
- (2) Subdivisions, subject to the applicable provisions of Chapter 4.02.060.
- (3) Planned unit developments, subject to applicable provisions in Chapter 3.23.
- (4) Multiple family dwellings, subject to Site Development Review provisions in Chapter 5.05.
- (5) Home occupations, subject to the provisions of Chapter 3.13.
- (6) Bed and breakfast, subject to provisions in Chapter 3.18.
- (7) Day care facilities exceeding 12 children, subject to Site Development Review provisions in Chapter 5.05.
- (8) Temporary uses, subject to provisions in Chapter 3.17.

#### **2.06.040 Conditional Uses**

The following uses require approval of a Conditional Use Permit:

- (1) Houses of worship, subject to provisions in Chapter 3.19.
- (2) Public and private schools, pre-schools, kindergartens, elementary, middle, and high schools, including business, art, dancing, trade, technical, or similar schools.
- (3) Home occupations proposed to have employees in addition to family members residing in the residence or more than one vehicle associated with the home occupation, subject to the provisions of Chapter 3.13.

## ARTICLE II ZONES AND ZONING REGULATIONS

### Chapter 2.06 Mixed-Use Zone (MU)

#### 2.06.050 Density Regulations

The maximum allowable density shall be 32 dwelling units per gross acre for multi-family development.

#### 2.06.060 Dimensional Standards

Unless otherwise permitted in this Code, the following minimum dimensional standards shall be required for all development in the MU zone:

Table 5 - MU Zone Dimensional Standards

MU Zone Dimensional Standards	
Minimum Lot Area	
All Development	5,000 square feet
Minimum Lot Dimension Requirements	
Lot Width	50 feet
Lot Depth	100 feet
Minimum Setbacks	
Front Yard	0 feet
Side Yard	0 feet
Side Yard (adjacent to "R" zone)	5 feet + 5 feet per story
Side Yard (street)	10 feet
Rear Yard	0 feet
Rear Yard (adjacent to "R" zone)	5 feet + 5 feet per story
Maximum Structure Height	65 feet (or higher with Conditional Use Permit)
Accessory Building Height & Setbacks	Per Section 3.15
Maximum Lot Coverage	90%

#### 2.06.070 Development Standards

All development in the MU zone shall comply with following specific standards:

- (1) **Off-Street Parking.** Parking, driveway, and loading improvements shall comply with provisions in Chapter 3.03.
- (2) **Signs.** Signs in the MU zone shall conform to the standards contained in Chapter 3.06.
- (3) **Yards and Lots.** Yards and lots shall conform to provisions contained in Chapter 3.08.

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Chapter 2.06 Mixed-Use Zone (MU)

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- (4) **Site Development Review.** All new development and expansion of an existing structure or use in the MU zone shall be subject to the Site Development Review procedures of Chapter 5.05.
- (5) **Landscaping.** Any required or established front yard shall be landscaped with trees, shrubs, and groundcover, and maintained pursuant to provisions in Chapter 3.09.
- (6) **Multiple Family and Non-Residential Development.** Parking lots abutting an RL, RU, or RM zone shall provide sight obscuring screening with vegetation and/or fencing to a height of forty-two (42) inches above the ground to screen headlight glare into the adjacent residential property. Trash collection areas shall also be enclosed with fencing at least six feet in height.
- (7) **Outdoor Storage and Display.** Outdoor storage and display of merchandise, material, or equipment shall be permitted only when such storage is incidental to a permitted use located on the same property and provided that:
  - a. The storage area shall be completely enclosed by sight obscuring fences, walls, or buildings or a combination thereof. Said walls or fences shall be not less than six feet in height.
  - b. There shall be no outdoor storage of merchandise, materials, equipment, or other goods to a height greater than that of any enclosing fence, wall, or building.
  - c. Outdoor display of limited commercial goods may be permitted in front of the building, such as adjacent to the sidewalk, provided that the sidewalk is not obstructed, or the sidewalk is widened to create additional space outside of the normal 5-foot walkway.
- (8) **Mixing Uses.** Residential and commercial uses shall be mixed either on the entire site, within a building or both. No more than 90% of the total of gross floor area of the first four floors of all buildings within a development shall be a single use. In no case shall residential uses exceed 50% of the total floor area of the first four floors of a development.



## ARTICLE II ZONES AND ZONING REGULATIONS

### Chapter 2.07 Commercial Office Zone (CO)

## CHAPTER 2.07 COMMERCIAL OFFICE ZONE (CO)

### 2.07.010 Purpose

The Commercial Office Zone is primarily designed to attract professional offices, with limited supporting commercial retail activities, to serve the community.

### 2.07.020 Permitted Uses

The following uses, when developed under the applicable development standards in the Code, are permitted in the CO zone:

- (1) Business service establishments engaged in rendering services to other businesses on a fee or contract basis such as building maintenance, employment services, and consulting services.
- (2) Professional offices and clinics for medical, dental, legal, engineering, and other professions.
- (3) Banks, credit unions, investment firms; real estate offices, mortgage companies, title companies, and similar financial-related offices.
- (4) Retail trade establishments engaged in selling goods or merchandise to the general public for personal or household consumption, not to exceed 2,000 square feet in area and located within an office building.
- (5) Eating and drinking establishments located within an office building and without drive-in/drive-through service.
- (6) Interim farm use, subject to the provisions in Chapter 3.21.040, except crops may be cultivated for commercial sales or use.
- (7) Utility substations or pumping stations, excluding outdoor storage of equipment or materials.

### 2.07.030 Special Uses

The following uses, when developed under the applicable development standards of this Code and special development requirements, are permitted in the CO zone:

- (1) Partitions, subject to the provisions in Chapter 4.02.050.
- (2) Subdivisions, subject to the applicable provisions of Chapter 4.02.050.
- (3) Home occupations within a pre-existing residence, subject to the provisions of Chapter 3.13.
- (4) Temporary uses, subject to provisions in Chapter 3.17.
- (5) Bed and breakfast, subject to provisions in Chapter 3.18 and located within a pre-existing residence.
- (6) Wireless communication facilities, subject to provisions in Section 3.27.

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# ARTICLE II ZONES AND ZONING REGULATIONS

## Chapter 2.07 Commercial Office Zone (CO)

### 2.07.040 Conditional Uses

The following uses require approval of a Conditional Use Permit and are subject to a Site Development Review:

- (1) Public and private utility buildings and structures, including but not limited to electric substations, telephone exchanges, and communications antennas or towers.
- (2) Publicly owned and operated facilities or structures, including government offices and stations, fire stations, public use buildings, and recreation sites excluding water and sewage treatment facilities.

### 2.07.050 Dimensional Standards

Unless otherwise permitted in this Code, the following minimum dimensional standards shall be required for all development in the CO zone:

Table 6 - CO Zone Dimensional Standards

CO Zone Dimensional Standards	
Minimum Lot Area	
All Development	5,000 square feet
Minimum Setbacks	
Front Yard	0 feet
Side Yard	0 feet
Side Yard (adjacent to "R" zone)	5 feet + 5 feet per story
Side Yard (street)	10 feet
Rear Yard	0 feet
Rear Yard (adjacent to "R" zone)	5 feet + 5 feet per story
Maximum Structure Height	
Principal and Accessory Building	35 feet (or higher with Conditional Use Permit)
Maximum Lot Coverage	90%

### 2.07.060 Development Standards

All development in the CO zone shall comply with following specific standards:

- (1) **Off-Street Parking.** Parking, driveway, and loading improvements shall comply with provisions in Chapter 3.03.
- (2) **Signs.** Signs in the C Zone shall conform to the standards contained in Chapter 3.06.

## ARTICLE II ZONES AND ZONING REGULATIONS

### Chapter 2.07 Commercial Office Zone (CO)

- (3) **Yards and Lots.** Yards and lots shall conform to provisions contained in Chapter 3.08.
- (4) **Site Development Review.** All new development and expansion of an existing structure or use in the Commercial Office Zone shall be subject to the Site Development Review procedures of Chapter 5.05.
- (5) **Landscaping.** Any required or established front yard shall be landscaped with trees, shrubs, and groundcover, and maintained pursuant to provisions in Chapter 3.09.
- (6) **Outdoor Storage and Display.** Outdoor storage and display of merchandise, material, or equipment shall be prohibited.

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Chapter 2.07 Commercial Office Zone (CO)

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## ARTICLE II ZONES AND ZONING REGULATIONS

### Chapter 2.08 General Commercial Zone (GC)

#### CHAPTER 2.08 GENERAL COMMERCIAL (GC)

##### 2.08.010 Purpose

The General Commercial Zone is applied to areas suitable to meet a wide range of commercial activities to serve the community.

##### 2.08.020 Permitted Uses

The following uses, when developed under the applicable development standards in the Code, are permitted in the GC zone:

- (1) Retail trade establishments engaged in selling goods or merchandise to the general public for personal or household consumption such as retail groceries, hardware stores, department stores, and sporting goods stores.
- (2) Retail service establishments offering services and entertainment to the general public for personal or household consumption such as eating and drinking establishments, motels and hotels (but excluding recreational vehicle parks and campgrounds), personal instructional facilities (instructional classes), banks, real estate, and financial services.
- (3) Business service establishments engaged in rendering services to other businesses on a fee or contract basis such as building maintenance, employment services, and consulting services.
- (4) Professional offices and clinics for medical, dental, legal, engineering, and other professions.
- (5) Banks, credit unions, investment firms; real estate offices, mortgage companies, title companies, and similar financial-related offices.
- (6) Automobile service station, including towing service and vehicle washing and polishing facilities and services.
- (7) Automobile, truck, motorcycle, trailer, agricultural equipment, recreational vehicle and boat sales, lease, and rentals.
- (8) Vehicle repair and maintenance, including electric motor repair, paint and body shop, tire recapping, and similar automotive repair facilities.
- (9) Construction businesses such as floor laying, building equipment, masonry and stone, plumbing, electrical, metal work, or painting.
- (10) Part and accessory sales for automobiles, trucks, motorcycles, trailers, agricultural equipment, recreational vehicles, and boats, which include the installation, repair or modification of such parts and accessories; but specifically prohibiting junk yards, wrecking yards, or auto salvage and restoration yards. Part and accessory sales which do not include the installation, repair, or modification of such items are allowed as a permitted activity.
- (11) Retail tire sales.

## ARTICLE II ZONES AND ZONING REGULATIONS

### Chapter 2.08 General Commercial Zone (GC)

- (12) Laundry or dry cleaning.
- (13) Warehouse for short term storage, including mini-warehouses.
- (14) Lumber yard and contracting supplies for lumber, stone, masonry, or metal.
- (15) Cabinet shop.
- (16) Interim farm use, subject to the provisions in Chapter 3.21.040, except crops may be cultivated for commercial sales or use.
- (17) Utility substations or pumping stations, excluding outdoor storage of equipment or materials.

#### **2.08.030 Special Uses**

The following uses, when developed under the applicable development standards of this Code and special development requirements, are permitted in the GC zone:

- (1) Partitions, subject to the provisions in Chapter 4.02.050.
- (2) Subdivisions, subject to the applicable provisions of Chapter 4.02.060.
- (3) Home occupations within a pre-existing residence, subject to the provisions of Chapter 3.13.
- (4) Temporary uses, subject to provisions in Chapter 3.17.
- (5) Bed and breakfast, subject to provisions in Chapter 3.18 and located within a pre-existing residence.
- (6) House of worship, subject to provisions in Chapter 3.19.
- (7) Recreational vehicle park, subject to provisions in Section 3.24.
- (8) Wireless communication facilities, subject to provisions in Section 3.27.

#### **2.08.040 Conditional Uses**

The following uses require approval of a Conditional Use Permit and are subject to a Site Development Review:

- (1) Dwelling units shall be permitted subject to one of the following provisions:
  - a. A dwelling unit may be established if it is necessary and clearly accessory and subordinate to a permitted commercial use.
  - b. A dwelling unit not accessory and subordinate to a permitted commercial use may be established on the second or upper floors of a permitted commercial use.
- (2) All manufacturing, warehousing, wholesaling, compounding, assembling, processing, storing, researching, or testing uses provided all operations except off-street parking and temporary activities, with or without outdoor storage.
- (3) Public and private utility buildings and structures, including but not limited to electric substations, telephone exchanges, and communications antennas or

## ARTICLE II ZONES AND ZONING REGULATIONS

### Chapter 2.08 General Commercial Zone (GC)

towers.

- (4) Publicly owned and operated facilities or structures, including government offices and stations, fire stations, public use buildings, and recreation sites excluding water and sewage treatment facilities.
- (5) Houses of worship, subject to provisions in Chapter 3.19.

#### 2.08.050 Dimensional Standards

Unless otherwise permitted in this Code, the following minimum dimensional standards shall be required for all development in the GC zone:

Table 7- GC Zone Dimensional Standards

GC Zone Dimensional Standards	
Minimum Lot Area	
All Development	5,000 square feet
Minimum Setbacks	
Front Yard	0 feet
Side Yard	0 feet
Side Yard (adjacent to "R" zone)	5 feet + 5 feet per story
Side Yard (street)	10 feet
Rear Yard	0 feet
Rear Yard (adjacent to "R" zone)	5 feet + 5 feet per story
Maximum Structure Height	
Principal and Accessory Building	35 feet or higher with Conditional Use Permit
Maximum Lot Coverage	90%

#### 2.08.060 Development Standards

All development in the GC zone shall comply with following specific standards:

- (1) **Off-Street Parking.** Parking, driveway, and loading improvements shall comply with provisions in Chapter 3.03.
- (2) **Signs.** Signs in the GC zone shall conform to the standards contained in Chapter 3.06.
- (3) **Yards and Lots.** Yards and lots shall conform to provisions contained in Chapter 3.08.
- (4) **Site Development Review.** All new development and expansion of an existing structure or use in the General Commercial Zone shall be subject to the site

## ARTICLE II ZONES AND ZONING REGULATIONS

### Chapter 2.08 General Commercial Zone (GC)

development review procedures of Chapter 5.05.

- (5) **Landscaping.** Any required or established front yard shall be landscaped with trees, shrubs, and groundcover and maintained pursuant to provisions in Chapter 3.09.
- (6) **Outdoor Storage, Display, and Dining.**
- a. Outdoor storage and display of merchandise, material, or equipment, when not otherwise allowed by a Conditional Use, shall be permitted only when such storage is incidental to a permitted use located on the same property, and provided that:
    - I. The storage area shall be completely enclosed by sight obscuring fences, walls, or buildings or a combination thereof. Said walls or fences shall be not less than six feet in height.
    - II. Outdoor display of limited commercial goods may be permitted in front of the building, such as adjacent to the sidewalk, provided that the sidewalk is not obstructed, or the sidewalk is widened to create additional space outside of the normal five-foot walkway.
  - b. Outdoor dining areas are allowed providing required parking spaces or accessways are not used.
- (7) **Residential Screening.** Property abutting an RL, RU, or RM zone shall be screened with a sight-obscuring fence not less than six feet in height. This requirement shall not include the front yard.
- (8) **Automobile Sales.** Use of modular or portable offices is not allowed. Outdoor display areas must be paved.



## ARTICLE II ZONES AND ZONING REGULATIONS

### Chapter 2.09 Limited Industrial Zone (LI)

#### CHAPTER 2.09 LIMITED INDUSTRIAL ZONE (LI)

##### 2.09.010 Purpose

The Limited Industrial Zone is applied to areas suitable for limited manufacturing and warehousing activities which have minimal emissions or nuisance characteristics potentially detrimental to the public health, safety, or general welfare that would impact adjacent non-industrial areas.

##### 2.09.020 Permitted Uses

The following uses, when developed under the applicable development standards in the Code, are permitted in the LI zone:

- (1) All manufacturing, warehousing, wholesaling, compounding, assembling, processing, storing, researching, or testing uses, including personal storage facilities such as mini-storage warehouses provided all operations except off-street parking and temporary activities shall be conducted entirely within an enclosed building or screened per requirements in Section 2.09.060(6).
- (2) Uses of a nature that are consistent with the purpose statement of the zone. The intent is to permit flexibility in allowing appropriate uses generated by emerging technologies. For example, server farms or call centers would be consistent with provision.
- (3) Public and private utility buildings and structures, including but not limited to fire stations, electric substations, telephone exchanges, and communications antennas or towers.
- (4) Utility substations or pumping stations, excluding outdoor storage of equipment or materials.
- (5) Welding, machining, fabrication, blacksmith shop, and similar facilities.
- (6) Construction businesses such as floor laying, building equipment, masonry and stone, plumbing, electrical, metal work, or painting.

##### 2.09.030 Special Uses

The following uses, when developed under the applicable development standards of this Code and special development requirements, are permitted in the Limited Industrial zone:

- (1) Partitions, subject to the provisions in Chapter 4.02.050.
- (2) Subdivisions, subject to the applicable provisions of Chapter 4.02.060.
- (3) Home occupations within a pre-existing residence, subject to the provisions of Chapter 3.13.
- (4) Temporary uses, subject to provisions in Chapter 3.17.

# ARTICLE II ZONES AND ZONING REGULATIONS

## Chapter 2.09 Limited Industrial Zone (LI)

- (5) Bed and breakfast within a pre-existing residence, subject to provisions in Chapter 3.18.
- (6) Wireless communication facilities, subject to provisions in Section 3.27.
- (7) Interim farm use, subject to the provisions in Chapter 3.21.040, except crops may be cultivated for commercial sales or use.

### 2.09.040 Conditional Uses

The following uses require approval of a conditional use permit and are subject to Site Development Review:

- (1) Publicly owned and operated facilities or structures, including government offices and stations, public use buildings, and recreation sites excluding water and sewage treatment facilities.
- (2) Agricultural chemical, fertilizer, insecticide storage, and distribution, excluding ammonium nitrate.
- (3) Lumber yard and contracting supplies for lumber, stone, masonry, or metal.

### 2.09.050 Dimensional Standards

Unless otherwise permitted in this Code, the following minimum dimensional standards shall be required for all development in the LI Zone:

Table 8 - LI Zone Dimensional Standards

LI Zone Dimensional Standards	
Minimum Lot Area	
All Development	Sufficient to meet setbacks and development requirements
Minimum Setbacks	
All Yards	0 feet
All Yards Adjacent to "R" Zones	10 feet + 5 feet per story
Maximum Structure Height	
Principal and Accessory building	50 feet (or higher with a Conditional Use Permit)
Maximum Lot Coverage	90%

### 2.09.060 Development Standards

All development in the LI zone shall comply with the following specific standards:

- (1) **Off-Street Parking.** Parking, driveway, and loading improvements shall comply with provisions in Chapter 3.03.

## ARTICLE II ZONES AND ZONING REGULATIONS

### Chapter 2.09 Limited Industrial Zone (LI)

- (2) **Signs.** Signs in the LI zone shall conform to the standards contained in Chapter 3.06.
- (3) **Yards and Lots.** Yards and lots shall conform to provisions contained in Chapter 3.08.
- (4) **Site Development Review.** All new development and expansion of an existing structure or use in the Limited Industrial Zone shall be subject to the site development review procedures of Chapter 5.05.
- (5) **Landscaping.** Any required or established yard shall be landscaped with trees, shrubs, and groundcover and maintained pursuant to provisions in Chapter 3.09.
- (6) **Residential Screening.** Property abutting an RL, RU, or RM zone shall be screened with a sight-obscuring fence not less than six feet in height. This requirement shall not include the front yard.

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Chapter 2.09 Limited Industrial Zone (LI)

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## ARTICLE II ZONES AND ZONING REGULATIONS

### Chapter 2.10 General Industrial Zone (GI)

#### CHAPTER 2.10 GENERAL INDUSTRIAL ZONE (GI)

##### 2.10.010 Purpose

The General Industrial Zone is applied to areas well suited for all types of industrial development that require excellent highway and rail access and are free from conflict with other non-compatible land uses. The GI zone is intended to protect and preserve these areas for industrial development to assist in supporting the area's economy.

##### 2.10.020 Permitted Uses

The following uses, when developed under the applicable development standards in the Code, are permitted in the GI zone:

- (1) Manufacturing and Assembly, Secondary Processing
  - a. Food processing, including canning, freezing, drying, dairy products, and similar food processing and preserving, beverage bottling facility, including warehousing and distribution, but excluding processes which involve the slaughter of animals.
  - b. Textile mill products, including apparel and other finished products made from fabrics and similar materials.
  - c. Furniture and fixtures, including retail wood products.
  - d. Printing, publishing, and allied industries.
  - e. Rubber and miscellaneous plastics.
  - f. Leather and leather goods but excluding a tannery.
  - g. Cement, glass, clay, and stone products manufacturing.
  - h. Production, processing, finishing, fabricating, handling, recycling, storage and use of alkali, alkaline earth, metals and their alloys.
  - i. Research and Development facilities.
  - j. Electrical and electronic equipment, machinery and supplies but excluding lead-acid batteries.
  - k. Measuring, analyzing, and controlling instruments; photographic, medical, and optical goods; watches and clocks.
  - l. Recycling centers less than 5,000 square feet.
  - m. Freight terminals and rail transfer facilities, including loading docks, storage, warehousing and wholesale distribution, and cold storage.
  - n. Other manufacturing, wholesaling, or distributing activities similar to those listed.
- (2) Wholesale trade and distribution facilities, but excluding trade and distribution involving:

## ARTICLE II ZONES AND ZONING REGULATIONS

### Chapter 2.10 General Industrial Zone (GI)

- a. Metals and minerals.
  - b. Scrap and waste material.
  - c. Farm-product raw materials.
  - d. Chemicals and allied products.
  - e. Petroleum and petroleum products.
- (3) Public and private utility facilities, including fire stations, water and sewage treatment facilities, substations, pumping stations, and similar facilities with outdoor equipment storage permitted.
  - (4) Fleet vehicle maintenance and storage.
  - (5) Heavy equipment parts and repair, including non-passenger vehicle tires.
  - (6) Tractor, farm equipment, heavy construction equipment, and logging equipment, rental, sales, and service.
  - (7) Truck dispatch operations.
  - (8) Welding, machining, fabrication, blacksmith shop, and similar facilities.
  - (9) Uses of a nature that are consistent with the purpose statement of the zone. The intent is to permit flexibility in allowing appropriate uses generated by emerging technologies. For example, server farms or additive manufacturing would be consistent with provision.
  - (10) Interim farm use, subject to the provisions in Chapter 3.21.040, except crops may be cultivated for commercial sales or use.
  - (11) Construction businesses such as floor laying, building equipment, masonry and stone, plumbing, electrical, metal work, or painting.

#### **2.10.030 Special Uses**

The following uses, when developed under the applicable development standards of this Code and special development requirements, are permitted in the General Industrial zone:

- (1) Partitions, subject to the provisions in Chapter 4.02.050.
- (2) Subdivisions, subject to the applicable provisions of Chapter 4.02.060.
- (3) Temporary uses, subject to provisions in Chapter 3.17.
- (4) Wireless communication facilities, subject to provisions in Section 3.27.

#### **2.10.040 Conditional Uses**

The following uses require approval of a Conditional Use Permit:

- (1) Extraction and processing of minerals, rock, or other earth products.
- (2) Recycling centers greater than 5,000 feet of enclosed area, automotive dismantling, wrecking and salvage yard, and refuse transfer facilities.

# ARTICLE II ZONES AND ZONING REGULATIONS

## Chapter 2.10 General Industrial Zone (GI)

- (3) Petroleum products storage and distribution, including asphalt plants.
- (4) Manufacturing, processing, storage of explosives, or EPCRA Section 302 - Extremely Hazardous Substances.
- (5) Feed and seed facilities, grain elevators and storage; including agricultural chemical, fertilizer, insecticide storage and distribution, excluding ammonium nitrate.
- (6) Wholesale and distribution involving these activities.

### 2.10.050 Dimensional Standards

Unless otherwise permitted in this Code, the following minimum dimensional standards shall be required for all development in the GI zone:

Table 9 - GI Zone Dimensional Standards

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, RL, 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, 10 feet on the west side and 20 feet on the east side incorporating trail as identified in the most currently adopted Transportation System Plan
Maximum Structure Height	
Principal and Accessory building	No limit
Maximum Lot Coverage	100%

### 2.10.060 Development Standards

All development in the GI zone shall comply with the following specific standards:

- (1) **Off-Street Parking.** Parking, driveway, and loading improvements shall comply with provisions in Chapter 3.03.

## ARTICLE II ZONES AND ZONING REGULATIONS

### Chapter 2.10 General Industrial Zone (GI)

- (2) **Signs.** Signs in the GI zone shall conform to the standards contained in Chapter 3.06.
- (3) **Yards and Lots.** Yards and lots shall conform to provisions contained in Chapter 3.08.
- (4) **Site Development Review.** All new development and expansion of an existing structure or use in the General Industrial Zone shall be subject to the site development review procedures of Chapter 5.05.
- (5) **Landscaping.** Any required or established yard shall be landscaped with trees, shrubs, and groundcover and maintained pursuant to provisions in Chapter 3.09.
- (6) **Residential Screening.** Property abutting an RL, RU, or RM zone shall be screened with a sight-obscuring fence not less than six feet in height. This requirement shall not include the front yard.
- (7) **Environmental performance standards** may limit placement of certain uses in the zone if the site is located within 300 feet of residentially zoned land.



## ARTICLE II ZONES AND ZONING REGULATIONS

### Chapter 2.11 Public Facilities Zone (PF)

#### CHAPTER 2.11 PUBLIC FACILITIES ZONE (PF)

##### 2.11.010 Purpose

The purpose of the Public Facilities zone is to provide areas appropriate for specific public and semi-public uses and to ensure their compatibility with adjacent uses. It is intended that this zone be applied to individual parcels shown to be an appropriate location for a certain public or semi-public use.

##### 2.11.020 Permitted Uses

The following uses are permitted in the PF zone and subject to Site Design Review:

- (1) Educational facilities, including:
  - a. Kindergartens;
  - b. Elementary, Middle Schools, and High Schools;
  - c. Stadiums and Athletic Fields;
  - d. Playgrounds; and
  - e. Open Space
- (2) Municipal service facilities, including:
  - a. Fire and Police stations;
  - b. City Hall;
  - c. Sewage Treatment Facilities;
  - d. Water Treatment Facilities;
  - e. Public Works Shops;
  - f. Wireless Telecommunication Facilities;
  - g. Libraries; and
  - h. Parks and Open Space.

##### 2.11.030 Special Uses

The following uses, when developed under the special development requirements, are permitted in the PF zone:

- (1) Partitions, subject to the provisions in Chapter 4.02.050.
- (2) Subdivisions, subject to the applicable provisions of Chapter 4.02.060.
- (3) Wireless Communication Facilities, subject to provisions in Section 3.27.
- (4) Temporary uses, subject to provisions in Chapter 3.17.

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ARTICLE II ZONES AND ZONING REGULATIONS  
Chapter 2.11 Public Facilities Zone (PF)

**2.11.040 Conditional Uses**

The following uses require approval of a Conditional Use Permit:

- (1) Fraternal and civic organizational facilities.
- (2) Hospitals and overnight clinics.
- (3) Semi-public facilities such as houses of worship, cemeteries, monasteries, and convents.
- (4) RV Park in accordance with the provisions of Section 3.24.
- (5) Cemeteries.

**2.11.050 Dimensional Standards**

The following dimensional standards shall be required for all development in the PF zone:

*Table 10 - PF Zone Dimensional Standards*

PF Zone Dimensional Standards	
Minimum Lot Area	Sufficient to allow the use and comply with setback requirements.
Minimum Setbacks	
Front Yard – Non-residential	None
Front Yard - Residential	15-feet
Side Yard – Non-residential	None
Side Yard - Residential	15 feet
Rear Yard – Non-residential	None
Rear Yard – Residential	15 feet
Maximum Structure Height	60 feet
Maximum Lot Coverage	80%

**2.11.060 Development Standards**

All development in the PF Zone shall comply with following specific standards:

- (1) **Off-Street parking.** Off-street parking shall conform to the standards of Section 3.03.
- (2) **Signs.** Signs in the Public Facility Zone shall conform to the provisions of Section 3.06.
- (3) **Design Review.** All new development or expansion of existing structure or use in the shall be subject to the Site Design Review procedures of Section 5.05.

## ARTICLE II ZONES AND ZONING REGULATIONS

### Chapter 2.11 Public Facilities Zone (PF)

- (4) **Landscaping.** Landscaping improvements shall be installed and maintained in all yard areas accordance with Section 3.09.

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## ARTICLE II ZONES AND ZONING REGULATIONS

### Chapter 2.12 Flood Plain Overlay Zone (FPO)

## CHAPTER 2.12 FLOODPLAIN OVERLAY ZONE (FPO)

### 2.12.010 Purpose

The purpose of the Floodplain Overlay Zone is to promote public health, safety, and general welfare, and to minimize public and private losses due to flooding in flood hazard areas by provisions designed to:

- (1) Protect human life and health;
- (2) Minimize expenditure of public money for costly flood control projects;
- (3) Minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;
- (4) Minimize prolonged business interruptions;
- (5) Minimize damage to public facilities and utilities such as water and gas mains; electric, telephone and sewer lines; and streets and bridges located in special flood hazard areas;
- (6) Help maintain a stable tax base by providing for the sound use and development of flood hazard areas so as to minimize blight areas caused by flooding;
- (7) Notify potential buyers that the property is in a special flood hazard area
- (8) Notify those who occupy special flood hazard areas that they assume responsibility for their actions
- (9) Participate in and maintain eligibility for flood insurance and disaster relief.
- (10) Implement the floodplain policies in the City of Millersburg Comprehensive Plan.

### 2.12.020 Methods of Reducing Flood Losses.

In order to accomplish its purposes, this Chapter includes methods and provisions for:

- (1) Restricting or prohibiting development which is dangerous to health, safety, and property due to water or erosion hazards, or which result in damaging increases in erosion or in flood heights or velocities;
- (2) Requiring that development vulnerable to floods, including facilities which serve such uses, be protected against flood damage at the time of initial construction;
- (3) Controlling the alteration of natural floodplains, stream channels, and natural protective barriers, which help accommodate or channel flood waters;
- (4) Controlling filling, grading, dredging, and other development which may increase flood damage;
- (5) Preventing or regulating the construction of flood barriers which will unnaturally divert flood waters or may increase flood hazards in other areas.

## ARTICLE II ZONES AND ZONING REGULATIONS

### Chapter 2.12 Flood Plain Overlay Zone (FPO)

#### 2.12.030 Definitions

Unless specifically defined below, words or phrases used in this ordinance shall be interpreted so as to give them the meaning they have in common usage.

**Area of shallow flooding (Flood).** A designated Zone AO, AH, AR/AO or AR/AH on a community's Flood Insurance Rate Map (FIRM) with a one percent or greater annual chance of flooding to an average depth of one to three feet where a clearly defined channel does not exist, where the path of flooding is unpredictable, and where velocity flow may be evident. Such flooding is characterized by ponding or sheet flow.

**Area of special flood hazard** - The land in the floodplain within a community subject to a one percent or greater chance of flooding in any given year. It is shown on the Flood Insurance Rate Map (FIRM) as Zone A, AO, AH, A1-30, AE, A99, AR. "Special flood hazard area" is synonymous in meaning and definition with the phrase "area of special flood hazard".

**Base flood.** The flood having a one percent chance of being equaled or exceeded in any given year.

**Base flood elevation (BFE).** The elevation to which floodwater is anticipated to rise during the base flood.

**Development.** Any human-made change to improved or unimproved real estate, including but not limited to buildings or structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials.

**Fill (Flood).** The placement of any material on the land for the purposes of increasing its elevation in relation to that which exists. Fill material includes, but is not limited to, the following: soil, rock, concrete, bricks, wood stumps, wood, glass, garbage, plastics, metal, etcetera.

#### **Flood or Flooding.**

A general and temporary condition of partial or complete inundation of normally dry land areas from:

The overflow of inland or tidal waters.

The unusual and rapid accumulation or runoff of surface waters from any source.

Mudslides (i.e., mudflows) which are proximately caused by flooding as defined above and are akin to a river of liquid and flowing mud on the surfaces of normally dry land areas, as when earth is carried by a current of water and deposited along the path of the current.

The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding as defined above.

## ARTICLE II ZONES AND ZONING REGULATIONS

### Chapter 2.12 Flood Plain Overlay Zone (FPO)

**Flood elevation study.** An examination, evaluation and determination of flood hazards and, if appropriate, corresponding water surface elevations, or an examination, evaluation and determination of mudslide (i.e., mudflow) and/or flood-related erosion hazards.

**Flood Insurance Rate Map (FIRM).** The official map of a community, on which the Federal Insurance Administrator has delineated both the special hazard areas and the risk premium zones applicable to the community. A FIRM that has been made available digitally is called a Digital Flood Insurance Rate Map (DFIRM).

**Flood Insurance Study (FIS).** See "Flood elevation study".

**Flood proofing.** Any combination of structural and nonstructural additions, changes, or adjustments to structures which reduce or eliminate risk of flood damage to real estate or improved real property, water and sanitary facilities, structures, and their contents.

**Floodway.** The channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height. Also referred to as "Regulatory Floodway."

**Functionally dependent use.** A use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities, and does not include long term storage or related manufacturing facilities.

**Highest adjacent grade.** The highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

**Historic structure.** Any structure that is:

Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;

Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;

Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of Interior; or

Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:

By an approved state program as determined by the Secretary of the Interior  
or

Directly by the Secretary of the Interior in states without approved programs.

**Lowest floor.** The lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access or storage in an area other than a basement area is not considered a building's

## ARTICLE II ZONES AND ZONING REGULATIONS

### Chapter 2.12 Flood Plain Overlay Zone (FPO)

lowest floor, provided that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of this ordinance.

**Manufactured dwelling.** A structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term "manufactured dwelling" does not include a "recreational vehicle" and is synonymous with "manufactured home".

**Manufactured dwelling park or subdivision.** A parcel (or contiguous parcels) of land divided into two or more manufactured dwelling lots for rent or sale.

**Mean sea level.** For purposes of the National Flood Insurance Program, the National Geodetic Vertical Datum (NGVD) of 1929 or other datum, to which Base Flood Elevations shown on a community's Flood Insurance Rate Map are referenced.

**New construction.** For floodplain management purposes, "new construction" means structures for which the "start of construction" commenced on or after the effective date of a floodplain management regulation adopted by the City of Millersburg and includes any subsequent improvements to such structures.

**Recreational Vehicle.** A vacation trailer, vehicle, or portable unit, as defined in ORS 801.180, 801-350, and 801, which is either self-propelled, towed, or carried by a motor vehicle, which is:

Built on a single chassis;

400 square feet or less when measured at the largest horizontal projection;

Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

For the purpose of this definition, a recreational vehicle also includes a street legal trailer used for transporting motorized or non-motorized recreational vehicles including but not limited to boats, snowmobiles, ATV's, and motorcycles.

A recreational vehicle does not meet the definition for a manufactured home or mobile home.

**Special flood hazard area.** See "Area of special flood hazard" for this definition.

**Start of construction.** Includes substantial improvement and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, or other improvement was within 180 days from the date of the permit. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured dwelling on a foundation. Permanent construction does not include land preparation, such as clearing, grading, and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the



## ARTICLE II ZONES AND ZONING REGULATIONS

### Chapter 2.12 Flood Plain Overlay Zone (FPO)

main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

**Structure.** For floodplain management purposes, a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured dwelling.

**Substantial damage.** Damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

**Substantial improvement.** Any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the "start of construction" of the improvement. This term includes structures which have incurred "substantial damage," regardless of the actual repair work performed. The term does not, however, include either:

Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions; or

Any alteration of a "historic structure," provided that the alteration will not preclude the structure's continued designation as a "historic structure."

**Variance.** A grant of relief by the City of Millersburg from the terms of a flood plain management regulation.

**Violation.** The failure of a structure or other development to be fully compliant with the community's floodplain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in this ordinance is presumed to be in violation until such time as that documentation is provided.

#### 2.12.040 Application of Special Flood Hazard Areas

This code shall apply to all special flood hazard areas within the jurisdiction of the City of Millersburg. The degree of flood protection required by this Code is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur on rare occasions. Flood heights may be increased by manmade or natural causes. This Code does not imply that land outside the areas of special flood hazards or uses permitted within such areas will be free from flooding or flood damages. This Code shall not create liability on the part of the City of Millersburg, any officer or employee thereof, or the Federal Insurance Administration for any flood damages that result from reliance on this Code or any administrative decision lawfully made thereunder.

#### 2.12.050 Basis for Establishing the Special Flood Hazard Areas

The special flood hazard areas identified by the Federal Insurance Administration in a

## ARTICLE II ZONES AND ZONING REGULATIONS

### Chapter 2.12 Flood Plain Overlay Zone (FPO)

scientific and engineering report entitled the "The Flood Insurance Study for the City of Millersburg, Oregon," dated June 15, 1982, including any amendments or revisions, with accompanying Flood Insurance Rate Maps. The Flood Insurance Study and FIRM panels are on file at the Millersburg City Hall, 4222 NE Old Salem Road, Albany OR 97321

#### **2.12.060 Coordination with State of Oregon Specialty Codes**

Pursuant to the requirement established in ORS 455 that the City of Millersburg administers and enforces the State of Oregon Specialty Codes, the City of Millersburg does hereby acknowledge that the Oregon Specialty Codes contain certain provisions that apply to the design and construction of buildings and structures located in areas of special flood hazard. Therefore, this code is intended to be administered and enforced in conjunction with the Oregon Specialty Codes.

#### **2.12.070 Compliance and Penalties**

All development within special flood hazard areas is subject to the terms of this ordinance and required to comply with its provisions and all other applicable regulations.

#### **2.12.080 Abrogation and Severability**

- (1) This ordinance is not intended to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this ordinance and another ordinance, easement, covenant, or deed restriction conflict or overlap, whichever imposes the more stringent restrictions shall prevail.
- (2) This ordinance and the various parts thereof are hereby declared to be severable. If any section clause, sentence, or phrase of the Ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way effect the validity of the remaining portions of this Ordinance.

#### **2.12.090 Interpretation**

In the interpretation and application of this ordinance, all provisions shall be:

- (1) Considered as minimum requirements;
- (2) Liberally construed in favor of the governing body; and
- (3) Deemed neither to limit nor repeal any other powers granted under state statutes.

#### **2.12.100 Warning and Disclaimer of Liability**

- (1) The degree of flood protection required by this ordinance is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur on rare occasions. Flood heights may be increased by man-made or natural causes. This ordinance does not imply that land outside the areas of special flood hazards or uses permitted within such areas will be free from flooding or flood damages.
- (2) This ordinance shall not create liability on the part of the City of Millersburg, any

## ARTICLE II ZONES AND ZONING REGULATIONS

### Chapter 2.12 Flood Plain Overlay Zone (FPO)

officer or employee thereof, or the Federal Insurance Administrator for any flood damages that result from reliance on this ordinance or any administrative decision lawfully made hereunder.

#### 2.12.110 Administration

- (1) The City Manager is hereby appointed to be the Floodplain Administration to administer, implement, and enforce this ordinance by granting or denying development permits in accordance with its provisions. The Floodplain Administrator may delegate authority to implement these provisions.
- (2) Duties of the floodplain administrator, or their designee, shall include, but not be limited to:
  - a. Review all development permits to determine that:
    - I. The permit requirements of this ordinance have been satisfied;
    - II. All other required local, state, and federal permits have been obtained and approved.
    - III. Review all development permits to determine if the proposed development is located in a floodway. If located in the floodway assure that the floodway provisions of this ordinance in Section 2.12.230 are met; and
    - IV. Review all development permits to determine if the proposed development is located in an area where Base Flood Elevation (BFE) data are available either through the Flood Insurance Study (FIS) or from another authoritative source. If BFE data are not available, then ensure compliance with the provisions of Section 2.12.150; and
    - V. Provide to building officials the Base Flood Elevation (BFE) applicable to any building requiring a development permit.
    - VI. Review all development permit applications to determine if the proposed development qualifies as a substantial improvement as defined in Section 2.12.030.
    - VII. Review all development permits to determine if the proposed development activity is a watercourse alteration. If a watercourse alteration is proposed, ensure compliance with the provisions in Section 2.12.130(A).
    - VIII. Review all development permits to determine if the proposed development activity includes the placement of fill or excavation.
  - b. Information Maintenance. The following information shall be obtained and maintained and shall be made available for public inspection as needed:
    - I. Obtain, record, and maintain the actual elevation (in relation to mean sea level) of the lowest floor (including basements) and all attendant utilities of all new or substantially improved structures where Base Flood

## ARTICLE II ZONES AND ZONING REGULATIONS

### Chapter 2.12 Flood Plain Overlay Zone (FPO)

Elevation (BFE) data is provided through the Flood Insurance Study (FIS), Flood Insurance Rate Map (FIRM), or obtained in accordance with Section 2.12.150.

- II. Obtain and record the elevation (in relation to mean sea level) of the natural grade of the building site for a structure prior to the start of construction and the placement of any fill and ensure that the requirements of Section 2.12.230 and Section 2.12.100(B) 1.b., are adhered to.
  - III. Upon placement of the lowest floor of a structure (including basement) but prior to further vertical construction, obtain documentation, prepared and sealed by a professional licensed surveyor or engineer, certifying the elevation (in relation to mean sea level) of the lowest floor (including basement).
  - IV. Where base flood elevation data are utilized, obtain As-built certification of the elevation (in relation to mean sea level) of the lowest floor (including basement) prepared and sealed by a professional licensed surveyor or engineer, prior to the final inspection.
  - V. Maintain all Elevation Certificates (EC) submitted to City of Millersburg;
  - VI. Obtain, record, and maintain the elevation (in relation to mean sea level) to which the structure and all attendant utilities were floodproofed for all new or substantially improved floodproofed structures where allowed under this ordinance and where Base Flood Elevation (BFE) data is provided through the FIS, FIRM, or obtained in accordance with Section 2.12.150.
  - VII. Maintain all floodproofing certificates required under this ordinance;
  - VIII. Record and maintain all variance actions, including justification for their issuance;
  - IX. Obtain and maintain all hydrologic and hydraulic analyses performed as required under Section 2.12.230.
  - X. Record and maintain all Substantial Improvement and Substantial Damage calculations and determinations as required under Section 2.12.100(G).
  - XI. Maintain for public inspection all records pertaining to the provisions of this ordinance.
- (1) Community Boundary Alteration. The Floodplain Administrator shall notify the Federal Insurance Administrator in writing whenever the boundaries of the community have been modified by annexation or the community has otherwise assumed authority or no longer has authority to adopt and enforce floodplain management regulations for a particular area, to ensure that all Flood Hazard Boundary Maps (FHBM) and Flood Insurance Rate Maps (FIRM) accurately represent the community's boundaries. Include within such notification a copy of

## ARTICLE II ZONES AND ZONING REGULATIONS

### Chapter 2.12 Flood Plain Overlay Zone (FPO)

a map of the community suitable for reproduction, clearly delineating the new corporate limits or new area for which the community has assumed or relinquished floodplain management regulatory authority.

- (2) Watercourse Alterations. Notify adjacent communities, the Department of Land Conservation and Development, and other appropriate state and federal agencies, prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Insurance Administration. This notification shall be provided by the applicant to the Federal Insurance Administration as a Letter of Map Revision (LOMR) along with either:
- a. A proposed maintenance plan to assure the flood carrying capacity within the altered or relocated portion of the watercourse is maintained; or
  - b. Certification by a registered professional engineer that the project has been designed to retain its flood carrying capacity without periodic maintenance.

The applicant shall be required to submit a Conditional Letter of Map Revision (CLOMR) when required under Section 2.12.100(E). Ensure compliance with all applicable requirements in Section 2.12.100(E) and Section 2.12.130(A).

- (3) Requirements to Submit New Technical Data. A community's base flood elevations may increase or decrease resulting from physical changes affecting flooding conditions. As soon as practicable, but not later than six months after the date such information becomes available, a community shall notify the Federal Insurance Administrator of the changes by submitting technical or scientific data in accordance with Section 44 of the Code of Federal Regulations (CFR), Sub-Section 65.3. The community may require the applicant to submit such data and review fees required for compliance with this section through the applicable FEMA Letter of Map Change (LOMC) process.
- (4) The Floodplain Administrator shall require a Conditional Letter of Map Revision prior to the issuance of a floodplain development permit for:
- a. Proposed floodway encroachments that increase the base flood elevation; and
  - b. Proposed development which increases the base flood elevation by more than one foot in areas where FEMA has provided base flood elevations but no floodway.
- (5) An applicant shall notify FEMA within six months of project completion when an applicant has obtained a Conditional Letter of Map Revision (CLOMR) from FEMA. This notification to FEMA shall be provided as a Letter of Map Revision (LOMR).
- (6) Substantial Improvement and Substantial Damage Assessments and Determinations. Conduct Substantial Improvement (SI) (as defined in Section 2.0) reviews for all structural development proposal applications and maintain a record of SI calculations within permit files in accordance with Section 2.12.100(B)2. Conduct Substantial Damage (SD) (as defined in Section 2.0) assessments when structures are damaged due to a natural hazard event or other causes. Make SD determinations whenever structures within the special flood

# ARTICLE II ZONES AND ZONING REGULATIONS

## Chapter 2.12 Flood Plain Overlay Zone (FPO)

hazard area, as established in Section 2.12.040, are damaged to the extent that the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

### 2.12.120 Establishment of a Development Permit

- (1) Floodplain Development Permit Required. A development permit shall be obtained before construction or development begins within any area horizontally within the special flood hazard area established in Section 2.12.040. The development permit shall be required for all structures, including manufactured dwellings, and for all other development, as defined in Section 2.12.030, including fill and other development activities.
- (2) Application for a Development Permit. Application for a development permit may be made on forms furnished by the Floodplain Administrator and may include, but not be limited to, plans in duplicate drawn to scale showing the nature, location, dimensions, and elevations of the area in question; existing or proposed structures, fill, storage of materials, drainage facilities, and the location of the foregoing. Specifically, the following information is required:
  - a. In riverine flood zones, the proposed elevation (in relation to mean sea level), of the lowest floor (including basement) and all attendant utilities of all new and substantially improved structures; in accordance with the requirements of Section 2.12.100(b)2.
  - b. Proposed elevation in relation to mean sea level to which any non-residential structure will be floodproofed.
  - c. Certification by a registered professional engineer or architect licensed in the State of Oregon that the floodproofing methods proposed for any non-residential structure meet the floodproofing criteria for non-residential structures in Section 2.12.180(C).
  - d. Description of the extent to which any watercourse will be altered or relocated.
  - e. Base Flood Elevation data for subdivision proposals or other development when required per Sections 2.12.100(B) 1, and 2.12.140.
  - f. Substantial improvement calculation for any improvement, addition, reconstruction, renovation, or rehabilitation of an existing structure.
  - g. The amount and location of any fill or excavation activities proposed.

### 2.12.130 Variance Procedure

- (1) The issuance of a variance is for floodplain management purposes only. Flood insurance premium rates are determined by federal statute according to actuarial risk and will not be modified by the granting of a variance.
- (2) Conditions for Variances

## ARTICLE II ZONES AND ZONING REGULATIONS

### Chapter 2.12 Flood Plain Overlay Zone (FPO)

- a. Generally, variances may be issued for new construction and substantial improvements to be erected on a lot of one-half acre or less in size contiguous to and surrounded by lots with existing structures constructed below the base flood level, in conformance with the provisions of Section 2.12.120(B)3. and 5.; and, Section 2.12.120(C). As the lot size increases beyond one-half acre, the technical justification required for issuing a variance increases.
  - b. Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
  - c. Variances shall not be issued within any floodway if any increase in flood levels during the base flood discharge would result.
  - d. Variances shall only be issued upon:
    - I. A showing of good and sufficient cause;
    - II. A determination that failure to grant the variance would result in exceptional hardship to the applicant;
    - III. A determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public, or conflict with existing laws or ordinances.
  - e. Variances may be issued by a community for new construction and substantial improvements and for other development necessary for the conduct of a functionally dependent use provided that the criteria of Section 2.12.120(B)2 to 4., are met, and the structure or other development is protected by methods that minimize flood damages during the base flood and create no additional threats to public safety.
- (3) Variance Notification. Any applicant to whom a variance is granted shall be given written notice that the issuance of a variance to construct a structure below the Base Flood Elevation will result in increased premium rates for flood insurance and that such construction below the base flood elevation increases risks to life and property. Such notification and a record of all variance actions, including justification for their issuance shall be maintained in accordance with Section 2.12.100(B)2.

#### **2.12.140 General Standards**

In all special flood hazard areas, the following standards shall be adhered to:

- (1) Alteration of Water Courses. Require that the flood carrying capacity within the altered or relocated portion of said watercourse is maintained. Require that maintenance is provided within the altered or relocated portion of said watercourse to ensure that the flood carrying capacity is not diminished. Require compliance with Sections 2.12.100(D) and (E).
- (2) Anchoring

## ARTICLE II ZONES AND ZONING REGULATIONS

### Chapter 2.12 Flood Plain Overlay Zone (FPO)

- a. All new construction and substantial improvements shall be anchored to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy.
  - b. All manufactured dwellings shall be anchored per Section 2.12.200.
- (3) Construction Materials and Methods
- a. All new construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage.
  - b. All new construction and substantial improvements shall be constructed using methods and practices that minimize flood damage.
- (4) Utilities and Equipment
- c. Water Supply, Sanitary Sewer, and On-site Waste Disposal Systems
    - I. All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the system.
    - II. New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the systems and discharge from the systems into flood waters.
    - III. On-site waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding consistent with the Oregon Department of Environmental Quality.
  - d. Electrical, Mechanical, Plumbing and Other Equipment. Electrical, heating, ventilating, air-conditioning, plumbing, duct systems, and other equipment and service facilities shall be elevated at or above the base flood level or shall be designed and installed to prevent water from entering or accumulating within the components and to resist hydrostatic and hydrodynamic loads and stresses, including the effects of buoyancy, during conditions of flooding. In addition, electrical, heating, ventilating, air-conditioning, plumbing, duct systems, and other equipment and service facilities, if replaced as part of a substantial improvement shall meet all the requirements of this section.
  - e. Tanks
    - I. Underground tanks shall be anchored to prevent flotation, collapse and lateral movement under conditions of the base flood.
    - II. Above-ground tanks shall be installed at or above the base flood level or shall be anchored to prevent flotation, collapse, and lateral movement under conditions of the base flood.

#### **2.12.150 Subdivision Proposals and Other Proposed Developments**

- (1) All new subdivision proposals and other proposed new developments (including proposals for manufactured dwelling parks and subdivisions) greater than 50 lots or five acres, whichever is the lesser, shall include within such proposals, Base Flood



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Elevation data.

- (2) All new subdivision proposals and other proposed new developments (including proposals for manufactured dwelling parks and subdivisions) shall:
  - a. Be consistent with the need to minimize flood damage.
  - b. Have public utilities and facilities such as sewer, gas, electrical, and water systems located and constructed to minimize or eliminate flood damage.
  - c. Have adequate drainage provided to reduce exposure to flood hazards.

#### **2.12.160 Use of Other Base Flood Data**

- (1) When Base Flood Elevation data has not been provided in accordance with Section 2.12.040 the local floodplain administrator shall obtain, review, and reasonably utilize any Base Flood Elevation data available from a federal, state, or other source, in order to administer Sections 2.12.130 to 2.12.160. All new subdivision proposals and other proposed new developments (including proposals for manufactured dwelling parks and subdivisions) must meet the requirements of Section 2.12.140.
- (2) Base Flood Elevations shall be determined for development proposals that are 5 acres or more in size or are 50 lots or more, whichever is lesser in any A zone that does not have an established base flood elevation. Development proposals located within a riverine unnumbered A Zone shall be reasonably safe from flooding; the test of reasonableness includes use of historical data, high water marks, FEMA provided Base Level Engineering data, and photographs of past flooding, etc. where available. Failure to elevate at least two feet above grade in these zones may result in higher insurance rates.

#### **2.12.170 Structures Located in Multiple or Partial Flood Zones**

In coordination with the State of Oregon Specialty Codes:

- (1) When a structure is located in multiple flood zones on the community's Flood Insurance Rate Maps (FIRM) the provisions for the more restrictive flood zone shall apply.
- (2) When a structure is partially located in a special flood hazard area, the entire structure shall meet the requirements for new construction and substantial improvements.

#### **2.12.180 Specific Standards for Riverine (Including All Non-Coastal) Flood Zones**

These specific standards shall apply to all new construction and substantial improvements in addition to the General Standards contained in Section 2.12.130 of this ordinance.

- (1) Flood Openings. All new construction and substantial improvements with fully enclosed areas below the lowest floor (excluding basements) are subject to the following requirements. Enclosed areas below the Base Flood Elevation, including

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crawl spaces shall:

- a. Be designed to automatically equalize hydrostatic flood forces on walls by allowing for the entry and exit of floodwaters;
  - b. Be used solely for parking, storage, or building access;
  - c. Be certified by a registered professional engineer or architect or meet or exceed all of the following minimum criteria:
    - I. A minimum of two openings,
    - II. The total net area of non-engineered openings shall be not less than one (1) square inch for each square foot of enclosed area, where the enclosed area is measured on the exterior of the enclosure walls,
    - III. The bottom of all openings shall be no higher than one foot above grade.
    - IV. Openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they shall allow the automatic flow of floodwater into and out of the enclosed areas and shall be accounted for in the determination of the net open area.
    - V. All additional higher standards for flood openings in the State of Oregon Residential Specialty Codes Section R322.2.2 shall be complied with when applicable.
- (2) Garages. Attached garages may be constructed with the garage floor slab below the Base Flood Elevation (BFE) in riverine flood zones, if the following requirements are met:
- a. If located within a floodway the proposed garage must comply with the requirements of Section 2.12.230.
  - b. The floors are at or above grade on not less than one side;
  - c. The garage is used solely for parking, building access, and/or storage;
  - d. The garage is constructed with flood openings in compliance with Section 2.12.170(A) to equalize hydrostatic flood forces on exterior walls by allowing for the automatic entry and exit of floodwater.
  - e. The portions of the garage constructed below the BFE are constructed with materials resistant to flood damage;
  - f. The garage is constructed in compliance with the standards in Section 2.12.130; and
  - g. The garage is constructed with electrical, and other service facilities located and installed so as to prevent water from entering or accumulating within the components during conditions of the base flood.
- (3) Detached garages must be constructed in compliance with the standards for accessory structures in Section 2.12.220 or non-residential structures in Section

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2.12.180(C) depending on the square footage of the garage.

#### **2.12.190 For Riverine (Non-Coastal) Special Flood Hazard Areas with Base Flood Elevations**

In addition to the general standards listed in Section 2.12.130 the following specific standards shall apply in Riverine (non-coastal) special flood hazard areas with Base Flood Elevations (BFE): Zones A1-A30, AH, and AE.

- (1) Before Regulatory Floodway. In areas where a regulatory floodway has not been designated, no new construction, substantial improvement, or other development (including fill) shall be permitted within Zones A1-30 and AE on the community's Flood Insurance Rate Map (FIRM), unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point within the community.
- (2) Residential Construction
  - a. New construction and substantial improvement of any residential structure shall have the lowest floor, including basement, elevated to one (1) foot above the Base Flood Elevation (BFE).
  - b. Enclosed areas below the lowest floor shall comply with the flood opening requirements in Section 2.12.170(A).
- (3) Non-Residential Construction. New construction and substantial improvement of any commercial, industrial, or other non-residential structure shall:
  - a. Have the lowest floor, including basement elevated at or above the Base Flood Elevation (BFE) together with attendant utility and sanitary facilities,
  - b. Be floodproofed so that below the base flood level the structure is watertight with walls substantially impermeable to the passage of water;
  - c. Have structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy.
  - d. Be certified by a registered professional engineer or architect that the design and methods of construction are in accordance with accepted standards of practice for meeting provisions of this section based on their development and/or review of the structural design, specifications and plans. Such certifications shall be provided to the Floodplain Administrator as set forth Section 2.12.100(B)2.
- (4) Non-residential structures that are elevated, not floodproofed, shall comply with the standards for enclosed areas below the lowest floor in Section 2.12.170(B).
- (5) Applicants floodproofing non-residential buildings shall be notified that flood insurance premiums will be based on rates that are one foot below the floodproofed level (e.g. a building floodproofed to the base flood level will be rated as one foot below).

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### 2.12.200 Below Grade Crawl Spaces

Where a structure contains a below grade crawl space, the following shall apply:

- (1) The building must be designed and adequately anchored to resist flotation, collapse, and lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy. Hydrostatic loads and the effects of buoyancy can usually be addressed through the required flood openings stated in Section 2.12.170(A). Because of hydrodynamic loads, crawlspace construction is not allowed in areas with flood velocities greater than five feet per second unless the design is reviewed by a qualified design professional, such as a registered architect or professional engineer. Other types of foundations are recommended for these areas.
- (2) The crawlspace is an enclosed area below the Base Flood Elevation (BFE) and, as such, must have openings that equalize hydrostatic pressures by allowing the automatic entry and exit of floodwaters. The bottom of each flood vent opening can be no more than one foot above the lowest adjacent exterior grade.
- (3) Portions of the building below the BFE must be constructed with materials resistant to flood damage. This includes not only the foundation walls of the crawlspace used to elevate the building, but also any joists, insulation, or other materials that extend below the BFE. The recommended construction practice is to elevate the bottom of joists and all insulation above BFE.
- (4) Any building utility systems within the crawlspace must be elevated above BFE or designed so that floodwaters cannot enter or accumulate within the system components during flood conditions. Ductwork, in particular, must either be placed above the BFE or sealed from floodwaters.
- (5) The interior grade of a crawlspace below the BFE must not be more than two feet below the lowest adjacent exterior grade.
- (6) The height of the below-grade crawlspace, measured from the interior grade of the crawlspace to the top of the crawlspace foundation wall, must not exceed four feet at any point. The height limitation is the maximum allowable unsupported wall height according to the engineering analyses and building code requirements for flood hazard areas.
- (7) There must be an adequate drainage system that removes floodwaters from the interior area of the crawlspace. The enclosed area should be drained within a reasonable time after a flood event. The type of drainage system will vary because of the site gradient and other drainage characteristics, such as soil types. Possible options include natural drainage through porous, well-drained soils and drainage systems such as perforated pipes, drainage tiles or gravel or crushed stone drainage by gravity or mechanical means.
- (8) The velocity of floodwaters at the site shall not exceed five feet per second for any crawlspace. For velocities in excess of five feet per second, other foundation types should be used.

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#### 2.12.210 Manufactured Dwellings

- (1) New or substantially improved manufactured dwellings supported on solid foundation walls shall be constructed with flood openings that comply with Section 2.12.170(B);
- (2) The bottom of the longitudinal chassis frame beam shall be at or above Base Flood Elevation;
- (3) New or substantially improved manufactured dwellings shall be anchored to prevent flotation, collapse, and lateral movement during the base flood. Anchoring methods may include, but are not limited to, use of over-the-top or frame ties to ground anchors (Reference FEMA's "Manufactured Home Installation in Flood Hazard Areas" guidebook for additional techniques), and;
- (4) Electrical crossover connections shall be a minimum of 12 inches above Base Flood Elevation (BFE).

#### 2.12.220 Recreational Vehicles

Recreational vehicles placed on sites are required to:

- (1) Be on the site for fewer than 180 consecutive days,
- (2) Be fully licensed and ready for highway use, on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions; or
- (3) Meet the requirements of Section 2.12.200, including the anchoring and elevation requirements for manufactured dwellings.

#### 2.12.230 Accessory Structures

Relief from elevation or floodproofing requirements for residential and non-residential structures in Riverine (Non-Coastal) flood zones may be granted for accessory structures that meet the following requirements:

- (1) Accessory structures located partially or entirely within the floodway must comply with requirements for development within a floodway found in Section 2.12.230.
- (2) Accessory structures must only be used for parking, access, and/or storage and shall not be used for human habitation;
- (3) In compliance with State of Oregon Specialty Codes, accessory structures on properties that are zoned residential are limited to one-story structures less than 200 square feet, or 400 square feet if the property is greater than two acres in area and the proposed accessory structure will be located a minimum of 20 feet from all property lines. Accessory structures on properties that are zoned as non-residential are limited in size to 120 square feet.
- (4) The portions of the accessory structure located below the Base Flood Elevation must be built using flood resistant materials;
- (5) The accessory structure must be adequately anchored to prevent flotation,

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collapse, and lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy, during conditions of the base flood.

- (6) The accessory structure must be designed and constructed to equalize hydrostatic flood forces on exterior walls and comply with the requirements for flood openings in Section 2.12.170(B);
- (7) Accessory structures shall be located and constructed to have low damage potential;
- (8) Accessory structures shall not be used to store toxic material, oil, or gasoline, or any priority persistent pollutant identified by the Oregon Department of Environmental Quality unless confined in a tank installed in compliance with Section 2.12.130(D)3.
- (9) Accessory structures shall be constructed with electrical, mechanical, and other service facilities located and installed so as to prevent water from entering or accumulating within the components during conditions of the base flood.

#### 2.12.240 Floodways

Located within the special flood hazard areas established in Section 2.12.040 are areas designated as floodways. Since the floodway is an extremely hazardous area due to the velocity of the floodwaters which carry debris, potential projectiles, and erosion potential, the following provisions apply:

- (1) Prohibit encroachments, including fill, new construction, substantial improvements, and other development within the adopted regulatory floodway unless:
  - a. Certification by a registered professional civil engineer is provided demonstrating through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed encroachment shall not result in any increase in flood levels within the community during the occurrence of the base flood discharge; or
  - b. A community may permit encroachments within the adopted regulatory floodway that would result in an increase in base flood elevations, provided that a Conditional Letter of Map Revision (CLOMR) is applied for and approved by the Federal Insurance Administrator, and the requirements for such revision as established under Volume 44 of the Code of Federal Regulations, section 65.12 are fulfilled.
- (2) If the requirements of Section 2.12.230(A) are satisfied, all new construction, substantial improvements, and other development shall comply with all other applicable flood hazard reduction provisions of Sections 2.12.130 to 2.12.160.

#### 2.12.250 Standards for Shallow Flooding Areas

Shallow flooding areas appear on FIRMs as AO zones with depth designations or as AH zones with Base Flood Elevations. For AO zones the base flood depths range from one to three feet above ground where a clearly defined channel does not exist, or where the path of flooding is unpredictable and where velocity flow may be evident. Such

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flooding is usually characterized as sheet flow. For both AO and AH zones, adequate drainage paths are required around structures on slopes to guide floodwaters around and away from proposed structures.

#### **2.12.260 Standards for AH Zones**

Development within AH Zones must comply with the standards in Sections 2.12.130, 2.12.170 and 2.12.240.

#### **2.12.270 Standards for AO Zones**

In AO zones, the following provisions apply in addition to the requirements in Sections 2.12.130 and 2.12.240:

- (1) New construction and substantial improvement of residential structures and manufactured dwellings within AO zones shall have the lowest floor, including basement, elevated above the highest grade adjacent to the building, at minimum to or above the depth number specified on the Flood Insurance Rate Maps (FIRM) or at least two feet if no depth number is specified. For manufactured dwellings the lowest floor is considered to be the bottom of the longitudinal chassis frame beam.
- (2) New construction and substantial improvements of non-residential structures within AO zones shall either:
  - a. Have the lowest floor (including basement) elevated above the highest adjacent grade of the building site, at minimum to or above the depth number specified on the Flood Insurance Rate Maps (FIRMS) at least two feet if no depth number is specified; or
  - b. Together with attendant utility and sanitary facilities, be completely floodproofed to or above the depth number specified on the FIRM or a minimum of two feet above the highest adjacent grade if no depth number is specified, so that any space below that level is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and the effects of buoyancy. If this method is used, compliance shall be certified by a registered professional engineer or architect as stated in Section 2.12.180(C)4.
- (3) Recreational vehicles placed on sites within AO Zones on the community's Flood Insurance Rate Maps (FIRM) shall either:
  - a. Be on the site for fewer than 180 consecutive days, and
  - b. Be fully licensed and ready for highway use, on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions; or
  - c. Meet the elevation requirements of Section 2.12.240, and the anchoring and other requirements for manufactured dwellings of Section 2.12.200.

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Item 8)

- (4) In AO zones, new and substantially improved accessory structures must comply with the standards in Section 2.12.220.
- (5) In AO zones, enclosed areas beneath elevated structures shall comply with the requirements in Section 2.12.170(A).



## ARTICLE II ZONES AND ZONING REGULATIONS

### Chapter 2.13 Historical Property Overlay Zone (HPO)

## CHAPTER 2.13 HISTORICAL PROPERTY OVERLAY ZONE (HPO)

### 2.13.010 Purpose

The purpose of the Historical Property Overlay Zone is to:

- (1) Promote the historic, educational, architectural, cultural, economic, and general welfare of the public through the preservation, restoration, and protection of those buildings, structures, sites, zones, and objects of historic interest within the City;
- (2) Foster civic pride in the accomplishments of the past; and
- (3) Carry out the provisions of the Land Conservation and Development Commission Goal 5.

### 2.13.020 Conformance Required

No land shall be used, and no building, site, object, zone, or structure of significance, or part thereof, shall be demolished, moved, or altered, nor shall any new construction take place within a zone or on a landmark site except in conformity with this Code.

### 2.13.030 Definitions

The following definitions shall apply to this Section: otherwise:

**Alteration.** A change, addition, or modification to the exterior of a building.

**Cultural Resource Inventory.** Historical buildings or sites identified as significant on the Goal 5 historical resource inventory.

**Demolish.** To raze, destroy, dismantle, deface, or in any other manner cause partial or total destruction of a landmark or any building within an historic zone.

**Historic Zone.** A geographically definable area, the boundaries of which have been adopted by the City Council pursuant to provisions in Section 2.13.050.

**Landmark.** Any site, object, building, or structure designated by the City Council pursuant to provisions in Section 2.13.050.

**Major Public Improvement.** The expenditure of public funds or the grant of permission by a public body to undertake change in the physical character of property within a zone or on a landmark site, except for the repair or maintenance of existing public improvements.

### 2.13.040 Historic Landmark Committee

There is hereby established a Millersburg Historic Landmark Committee charged with carrying out the functions of this chapter where identified.

The City Council appoints the Planning Commission as the Committee until such time as Council determines the need for an independently Historic Landmark Committee. The Committee will meet and operate in accordance with all standards of local and state law. When the Planning Commission is serving as the Committee, it shall meet

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## Chapter 2.13 Historical Property Overlay Zone (HPO)

separately from a Planning Commission meeting with an independent agenda, meeting notice, and minutes. This can occur on the same night as a Planning Commission meeting, preceding or following the Commission meeting.

### 2.13.050 Landmark and Zone Designation

- (1) **Process.** The process for designating a landmark or historic zone may be initiated by the Council, the Planning Commission acting as the Historic Landmark Committee, or by any interested person who submits an application for designation to the City Recorder. At the time of application, the City shall provide the property owner and applicant with information regarding the benefits and restriction of designation.
- (2) **Information.** The following information shall be required in an application:
  - a. The applicant's name and address;
  - b. The owner's name and address, if different from the applicant;
  - c. A written description of the boundaries of the proposed zone or the location of the proposed landmark;
  - d. A map illustrating the boundaries of the proposed zone or the location of the proposed landmark;
  - e. A statement explaining the following:
    - i. The reason(s) why the proposed zone or landmark should be designated;
    - ii. The reason(s) why the boundaries of the proposed zone are appropriate for designation;
    - iii. The potential impact, if any, the designation of the proposed zone or landmark would have on the residents or other property owners in the area.
  - f. Any other information deemed necessary by the City.
- (3) **Application Review and Decision.** The City Recorder shall set the application on the agenda of the Historic Landmarks Committee which will review the application against applicable criteria and develop a recommendation to the City Council. This will occur within 60 days of the application being filed unless extended by the request of the applicant. Following the Historic Landmark Committee's consideration, the City Recorder will set the matter on a Council agenda within 45 days of the Historic Landmark Committee's action. The Council shall hold a public hearing at which time testimony will be received with the recommendation from the Historic Landmark Committee, and the applicant and any citizens wishing to give input. The Council shall make a written record with findings approving, approving with conditions, disapproving, or postponing final action on the request.
- (4) **Decision Criteria.** The Historic Landmark Committee and the Council shall consider the following criteria in determining whether to approve a proposed landmark or zone:
  - a. Association with the life or activities of a person, group, organization, or

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- institution that has made a significant contribution to the City, county, state, or nation;
- b. Association with an event that has made a significant contribution to the City, county, state, or nation;
  - c. Association with broad patterns of political, economic, or industrial history in the City, county, state, or nation;
  - d. Significance as an example of a particular architectural style, building type, and/or convention;
  - e. Significance due to quality of composition, detailing, and/or craftsmanship;
  - f. Significance as an example of a particular material and/or method of construction;
  - g. Significance because the resource retains its original design features, materials, and/or character;
  - h. Significance as the only remaining, or one of the few remaining resources of a particular style, building type, design, material, or method of construction;
  - i. Significance as a visual landmark;
  - j. Significance because existing land-use surrounding the resource contribute to the integrity of the historic period represented;
  - k. Significance because the resource contributes to the continuity or historic character of the street, neighborhood, and/or community;
  - l. Significance because the property is 50 years old or older in conjunction with other criteria listed above;
  - m. The resource is listed on the National Register of Historic Places.
- (5) **Removal of Designation.** The process for removing a landmark or historic zone designation may be initiated by the Council, the Historic Landmark Committee, or by any interested person who submits to the City Recorder an application for removal of the designation. The Council may amend or rescind its designation by following procedures required by this Code for designating a landmark, including the adoption of appropriate findings.

#### 2.13.060 Demolition and Moving

- (1) **City Manager Approval.** No person shall move, demolish, or cause to be demolished a landmark or a significant resource in an historic zone, unless a permit to do so has first been obtained from the City Manager, or designee, following approval by the City Council. Application for a permit shall be on a form provided by the City.
- (2) **Alternative Actions.** At the time a demolition or moving application is made the City Manager or designee shall review alternatives to demolition or moving with the owner of the structure or resource, including local, state, and federal

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preservation programs.

- (3) **Review Process.** An application to move, demolish, or cause to be demolished a landmark or a significant resource in an historic zone shall be processed in accordance of the procedure identified in Section 2.13.050(3) above.
- (4) **Decision Criteria.** In determining whether the requested demolition or moving is appropriate, the Historic Landmark Committee and the City Council shall consider the following:
  - a. Plans, drawings, and photographs submitted by the applicant.
  - b. Information presented at the public hearing concerning the proposal.
  - c. The purpose of this Code as set forth in this Chapter.
  - d. The criteria used in the original designation of the resource.
  - e. If within an historic zone, the resource's contribution to the zone and the subsequent integrity of the zone if the resource is demolished or moved.
  - f. Whether denial of the request will involve substantial hardship to the applicant.
  - g. Whether issuance of the permit would act to the substantial detriment of the public welfare and be contrary to the purpose and scope of this Code.
  - h. The economic, social, environmental and energy consequences of demolishing or moving the resource compared to preserving it.
  - i. The physical condition of the resource.
  - j. The recommendation from the Historic Landmarks Committee.
- (5) **Postponement.** The Historic Landmarks Committee or the City Council may postpone taking final action on a request for issuance of a demolition or moving permit for a period fixed by the Committee or Council as follows:
  - a. No more than 60 days following the date of a public hearing. Further postponements may be made for a period not to exceed a total of 120 days from the date of hearing, if the Committee or Council makes the findings specified in item (b) of this Subsection.
  - b. Further postponements as stated above may only be made if the Committee or Council finds:
    - i. There is a program or project underway that could result in public or private acquisition of the landmark or resource; and
    - ii. There is a reasonable ground for believing the program or project may be successful.
  - c. After granting a further postponement, the Commission may order the Manager to issue the permit if it finds:
    - i. All programs or projects to save the resource have been unsuccessful;

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- ii. The application for demolition or moving has not been withdrawn; and
  - iii. The application otherwise complies with City Codes and state law.
- (6) **Additional Requirements.** During a period of postponement, the Committee or Council may require the property owner to:
- a. List the resource for sale with a real estate agent for a period of not less than 90 days. The real estate agent shall advertise the resource in local and state newspapers of general circulation in the area for a minimum of 10 days over a 5-week period.
  - b. Give public notice by posting the hearing notice on-site in addition to a "For Sale" sign which shall read: HISTORIC BUILDING TO BE MOVED OR DEMOLISHED - FOR SALE. Lettering on the sign shall be at least one foot in height. The sign shall be provided by the City and be posted in a prominent and conspicuous place within ten feet of a public street abutting the premises on which the resource is located. The applicant is responsible for assuring that the sign is posted for a continuous 90-day period in conjunction with a. above.
  - c. Prepare and make available any information related to the history and sale of the property to all individuals, organizations, and agencies who inquire.
  - d. Assure that the owner has not rejected the highest bona fide offer for sale and removal of the resource.
- (7) **Press Notification.** Prior to issuance of a demolition permit, the City Manager shall issue a press release to local and state newspapers of general circulation in the county. The press release shall include, but not limited to, a description of the significance of the resource, the reasons for the proposed demolition or removal, and possible options for preserving the resource.
- (8) **Permit Conditions.** As a condition for approval of a demolition permit, the Council may:
- a. Require photographic documentation, preparation of architectural drawings, and other graphic data or history as it deems necessary to preserve an accurate record of the resource.
  - b. Require that specific artifacts, materials, or equipment be protected and saved. The owner may keep all such materials. The applicant shall be provided with a list of persons capable of salvaging the resource.
- (9) **Dangerous Building.** This Code shall not be construed to make it unlawful for any person, without prior approval of the Council, to comply with an order by an authority having jurisdiction to remove or demolish any landmark determined to be dangerous to life, health, or property.

#### 2.13.070 Exterior Alteration and New Construction

- (1) **Scope.** No person shall alter a landmark or any significant resource in an historic zone nor shall any new building or structure be constructed in an historic zone or on a landmark site unless approval is first obtained under this section. In addition,

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no major public improvements shall be made on a landmark site or in an historic zone unless approved by the City Manager or Historic Landmark Commission as provided below.

- (2) **Application Process.** Application for alteration of a landmark or new construction in an historic zone or on a landmark site shall be made to the City Manager. The application shall be on a form provided by the City.
- (3) **Approval Requirements.** The City Manager shall approve the alteration request if:
  - a. There is no change in the appearance or material of the resource as it exists; or
  - b. The proposed alteration duplicates or restores the affected exterior features and materials as determined from historic photographs, original building plans, or other evidence of original features or materials.
- (4) **Historic Landmarks Committee Action.** If a request for alteration does not meet the provisions of Subsection (3) of this Section, the City Manager shall forward the application to the Historic Landmarks Committee. The Committee, after notice and public hearing, shall approve or disapprove issuance of the requested permit. The Committee may attach conditions to the approval which must be adhered to for the approval to remain valid.
- (5) **Decision Criteria.** The Committee shall consider the following criteria in determining whether to approve an alteration request:
  - a. The purpose of this Code.
  - b. The use of the resource, the reasonableness of the proposed alteration, and the relationship of these factors to the public interest in the preservation of the resource.
  - c. The value and significance of the resource.
  - d. The physical condition of the resource.
  - e. The effect of requested changes related to the original exterior design, arrangement, proportion, detail, scale, color, texture, and/or materials.
  - f. Pertinent aesthetic factors as identified by the Commission.
  - g. Economic, social, environmental, and energy consequences of the proposed alteration.
  - h. Any design guidelines adopted by the Commission.
- (6) **Repair and Maintenance Provisions.** Nothing in this Code shall be construed to prevent the ordinary maintenance or repair of any exterior architectural feature which does not involve a change in design, material, or appearance of such feature or which the City Manager shall determine is required for the public safety due to an unsafe or dangerous condition.

## ARTICLE II ZONES AND ZONING REGULATIONS

### Chapter 2.14 Willamette Greenway Overlay ZONE (WGO)

## CHAPTER 2.14 WILLAMETTE GREENWAY OVERLAY ZONE (WGO)

### 2.14.010 Purpose

The purpose of the Willamette Greenway Overlay provision is to:

- (1) Protect the natural, scenic, and recreation qualities of lands along the Willamette River.
- (2) Implement the goals and policies of the State of Oregon's Willamette River Greenway Program.
- (3) Implement the goals and policies of the Millersburg Comprehensive Plan.
- (4) Establish standards and requirements for the use of lands within the Willamette River Greenway in the City of Millersburg.
- (5) Provide for the review of any intensification of use, change of use, or development on properties located within the Willamette River Greenway in the City of Millersburg.

### 2.14.020 Greenway Management Definitions

The following definitions shall apply to this WGO zone:

**Change of Use.** A different use of the land or water than that which existed on December 6, 1975. It includes a change which requires construction, alterations of the land, water, or other areas outside of existing buildings or structures and which substantially alters or affects the land or water. It does not include a change of use of a building or other structure which does not substantially alter or affect the land or water upon which it is situated. Change of use shall not include the completion of a structure for which a valid permit has been issued as of December 6, 1975 and under which permit substantial construction has been undertaken by July 1, 1976. The sale of property is not in itself considered to be change of use. An existing open storage area shall be considered to be the same as a building.

Landscaping, construction of driveways, modifications of existing structures, or the construction or placement of such subsidiary structures or facilities as are usual and necessary to the use of existing improvements shall not be considered a change of use for the purpose of this Section.

**Intensification.** Any additions which increase or expand the area or amount of an existing use, or the level of activity. Remodeling of the exterior of a structure not excluded below is an intensification when it will substantially alter the appearance of the structure. Intensification shall not include the completion of a structure for which a valid permit was issued as of December 6, 1975 and under which permit substantial construction has been undertaken by July 1, 1976. Maintenance and repair usual and necessary for the continuance of an existing use is not an intensification of use. Reasonable emergency procedures necessary for the safety or the protection of

# ARTICLE II ZONES AND ZONING REGULATIONS

## Chapter 2.14 Willamette Greenway Overlay Zone (WGO)

property are not an intensification of use. Seasonal increases in gravel operations shall not be considered an intensification of use.

**Natural Vegetative Fringe.** The naturally vegetated area that provides a transition between the water of a river and the most landward edge of this naturally vegetated area.

**Ordinary High-Water Line.** The level to which waters ordinarily rise, usually represented by the line of permanent vegetation. In areas without vegetation, this line may be determined with nearby permanent vegetation, either upstream or downstream or by the locations of a high bank extending out of the floodplain.

**Water-Dependent.** A use or activity which can be carried out only on, in, or adjacent to water areas because the use requires access to the water body for water-borne transportation, recreation, energy production, or source of water.

**Water-Related.** Uses which are not directly dependent upon access to a water body, but which provide goods or services that are directly associated with water-dependent land or waterway use, and which, if not located adjacent to water, would result in a public loss of quality in the goods or services offered.

### 2.14.030 Application

- (1) The provisions of this Section shall apply to all lands within the Willamette River Greenway Boundary of the City of Millersburg as shown on the official City zoning map as may be amended. If needed, interpretation of the exact location of the boundary shall be made by the Planning Commission utilizing aerial photos and other resources.
- (2) The provisions of this Section shall apply to lands within the Willamette River Greenway Boundary of the City of Millersburg in addition to the standards and requirements of the Flood Hazard Standards that may apply to such lands. Nothing in this Section shall be construed to constitute a waiver or suspension of the provisions of a Primary Zoning District or Flood Hazard Standard within the Willamette River Greenway. In the case of any conflict between the provisions of this section and the provisions of any other section of this Code, the more restrictive provisions shall apply.

### 2.14.040 Permitted Uses

All activities, uses of land, and site development requirements set forth in the Primary Zone within the Greenway shall be permitted subject to approval of a Greenway Conditional Use Permit for all proposed development, change of use or intensification of land or water uses, except for the following which need not have a Greenway Conditional Use Permit:

- (1) Customary dredging and channel maintenance conducted under permit from the State of Oregon.
- (2) Seasonal increases in gravel operations as provided under permit from the State of Oregon.



## ARTICLE II ZONES AND ZONING REGULATIONS

### Chapter 2.14 Willamette Greenway Overlay ZONE (WGO)

- (3) The placing by a public agency of signs, markers, aids, etc., to serve the public.
- (4) Activities to protect, conserve, enhance, and maintain public recreational, scenic, historical, and natural uses of public lands, except that a substantial increase in the level of development of existing public recreational, scenic, historical, or natural uses on public lands shall require review as provided by this section.
- (5) Emergency erosion control operations. Standard erosion control operations are required to have a Greenway Conditional Use Permit.
- (6) Farm uses.
- (7) Reasonable emergency procedures necessary for the safety or protection of property.
- (8) Maintenance and repair usual and necessary for the continuance of an existing use.
- (9) Landscaping, construction of driveways, repair or maintenance of existing structures, and small additions or equipment added to existing structures, provided that such activities are conducted in conjunction with uses already existing on the same property and that they are accomplished in a manner compatible with the purpose of this section.
- (10) The propagation of timber or the cutting of timber which is done for public safety.
- (11) Water intakes and utilities that are not defined as a change of use or intensifications of use are required to have a Greenway Conditional Use Permit.

#### **2.14.050 Greenway Conditional Use Permit**

Except as provided in Section 2.14.040, a Greenway Conditional Use Permit shall be obtained before any development, change, or intensification of use commences within the Willamette River Greenway Boundary. Information contained in the application and supplied by the applicant shall include the following in addition to that required by the Flood Hazard Standards of Chapter 2.12 and the Conditional Use provisions of Chapter 5.04.

- (1) The proximity of the activity to the Willamette River at low and high-water level and the location of the top of the terrace bank on the site plan.
- (2) The location of any existing vegetative fringe along the riverbank or other significant vegetation on the site plan.
- (3) Statements, drawings, or photos of the proposed external appearance of proposed activity as viewed from the river.
- (4) Statements demonstrating compliance with the provisions of this Section.
- (5) Any additional information determined by the Planning Commission to be necessary to demonstrate compliance with this Section.

## ARTICLE II ZONES AND ZONING REGULATIONS

### Chapter 2.14 Willamette Greenway Overlay Zone (WGO)

#### 2.14.060 Use Management Considerations and Criteria

In reviewing an application for a Greenway Conditional Use Permit, compliance with the following additional considerations and criteria shall be determined:

- (1) Significant fish and wildlife habitats shall be protected.
- (2) Significant natural and scenic areas, viewpoints, and vistas shall be preserved.
- (3) Areas of ecological, scientific, historical, and archaeological significance shall be protected, preserved, restored, or enhanced to the maximum extent possible.
- (4) The quality of the air, water, and land resources in and adjacent to the Greenway shall be maintained to state standards in the development, change of use, or intensification of use of land within the State of Oregon Greenway Management Standard.
- (5) Areas of annual flooding, floodplains, and wetlands shall be preserved in their natural state to the maximum extent possible to protect water retention, overflow, and other natural functions.
- (6) The natural vegetative fringe along the river shall be maintained to the maximum extent that is practical in order to assure scenic quality, protection of wildlife, protection from erosion, and screening of uses from the river.
- (7) The proposed development, change, or intensification of use is compatible with existing uses on the site and the surrounding area.
- (8) Areas considered for development, change, or intensification of use which have erosion potential shall be protected from loss by means which are compatible with the provisions of the Greenway Management Standard.
- (9) Extraction of aggregate deposits shall be conducted in a manner designed to minimize adverse effects on water quality, fish and wildlife, vegetation, bank stabilization, stream flow, visual quality, noise, and safety and to guarantee necessary reclamation.
- (10) Any public recreational use or facility shall not substantially interfere with the established uses on adjoining property.
- (11) Maintenance of public safety and protection of public and private property, especially from vandalism and trespass, shall be provided to the maximum extent practicable.
- (12) A minimum building setback line of 150 feet from the ordinary high-water line of the Willamette River will be maintained to minimize adverse impacts on the scenic qualities of lands along the river except for buildings and structures in conjunction with a water-related or a water-dependent use.
- (13) Public access to and along the river shall be limited to public lands where appropriate. This access shall be located and designated to minimize trespass and other adverse effects on adjoining property.

## ARTICLE II ZONES AND ZONING REGULATIONS

### Chapter 2.14 Willamette Greenway Overlay ZONE (WGO)

- (14) The development shall be directed away from the river to the greatest possible extent.
- (15) The development, change, or intensification of use shall provide the maximum possible landscaped area or vegetation between the activity and the river.

#### **2.14.070 Greenway Review**

- (1) The Planning Commission shall administer and implement this Section by granting or denying a Greenway Conditional Use Permit in accordance with the provisions and procedures of Chapter 5.04.
- (2) The Planning Commission shall review the Greenway Conditional Use Permit application to determine that the requirements of this Code have been met. The Planning Commission may impose conditions, restrictions, or limitations upon a permit in order to accomplish the provisions of this Code.

#### **2.14.080 Notification**

In addition to the notification requirements of this Code, written notice including the Greenway Conditional Use Permit application will be sent immediately to the Oregon Department Parks and Recreation. Notice to the Department will be sent by certified mail - return receipt requested. The City shall allow 10 days from the date of mailing to respond before a decision is made.

ARTICLE II ZONES AND ZONING REGULATIONS  
Chapter 2.14 Willamette Greenway Overlay Zone (WGO)

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## ARTICLE II ZONES AND ZONING REGULATIONS

### Chapter 2.15 Airport Approach Area Overlay Zone (AAO)

## CHAPTER 2.15 AIRPORT APPROACH AREA OVERLAY ZONE (AAO)

### 2.15.010 Purpose

The purpose of the Airport Approach Overlay (AAO) Zone is to apply additional development standards to properties that lie within the air approaches to the Albany Airport. These development requirements are intended to prevent establishment of air space obstructions in air approaches.

The referenced maps with zones and sound level limits are found at the end of this section.

### 2.15.020 Regulations and Standards

Property and development within the AAO Zone shall be subject to the following:

- (1) **Application.** The AAO development standards may be combined with any Primary Zone when located within the designated air approach areas.
- (2) **Height Restrictions.** No structure, mast antenna, or wire shall be erected, altered, or maintained; and no tree shall be allowed to grow to a height in excess of the height limit established within each of the following described zones.
  - a. **Visual Approach Zone.** Slopes 20 feet outward for each foot upward beginning at the ends of the primary surface (200 feet from the end of the pavement) and at the same elevation as the primary surface and extending to a horizontal distance of 5,000 feet along the extended runway centerline.
  - b. **Transitional Zones.** Slope seven feet outward for each foot upward beginning at the sides of and at the same elevation as the primary surface and the approach surface and extending to a height of 150 feet above the airport elevation which is 222 feet above mean sea level. In addition to the foregoing, there are established height limits sloping seven feet outward for each foot upward beginning at the sides of and at the same elevation as the approach surface and extending to where they intersect the conical surface.
  - c. **Horizontal Zone.** Established at 150 feet above the airport elevation or at a height of 372 feet above mean sea level.
  - d. **Conical Zone.** Slopes 20 feet outward for each foot upward beginning at the periphery of the horizontal zone and at 150 feet above the airport elevation and extending to a height of 350 feet above the airport elevation.
- (3) **Other Interference Prohibited.** Notwithstanding any other provisions of this Code, no use may be made of land or water within any zone established by this Code in such a manner as to create electrical interference with navigational signals or radio communication between the airport and aircraft, make it difficult for pilots to distinguish between airport lights and others, result in glare in the eyes of pilots using the airport, impair visibility in the vicinity of the airport, create bird strike

## ARTICLE II ZONES AND ZONING REGULATIONS

### Chapter 2.16 Airport Approach Area Overlay Zone (AAO)

hazards, or otherwise in any way endanger or interfere with the landing, takeoff, or maneuvering of aircraft intending to use the airport.

- (4) **Noise Construction Standards.** Within the designated airport, noise contours which are projected future noise levels and are indicated in the applicable map, the following regulations shall apply:
- a. In the 55 to 60 LDN (Loudness Day Night) area as depicted and defined on the applicable map, a declaration of anticipated noise levels shall be attached to any development permit and recording of such declaration may be required for permit approval on each parcel within such area.
  - b. Development of "noise sensitive property" (residentially zoned areas, group quarters used for sleeping, motels, hotels, schools, churches, hospitals, libraries) within the 60 LDN area and above as depicted on the applicable map, shall be subject to the provisions of Site Development Review outlined in Chapter 5.05 and may be required to include additional sound buffering features within the development as a condition of approval.

# ARTICLE II ZONES AND ZONING REGULATIONS

## Chapter 2.15 Airport Approach Area Overlay Zone (AAO)

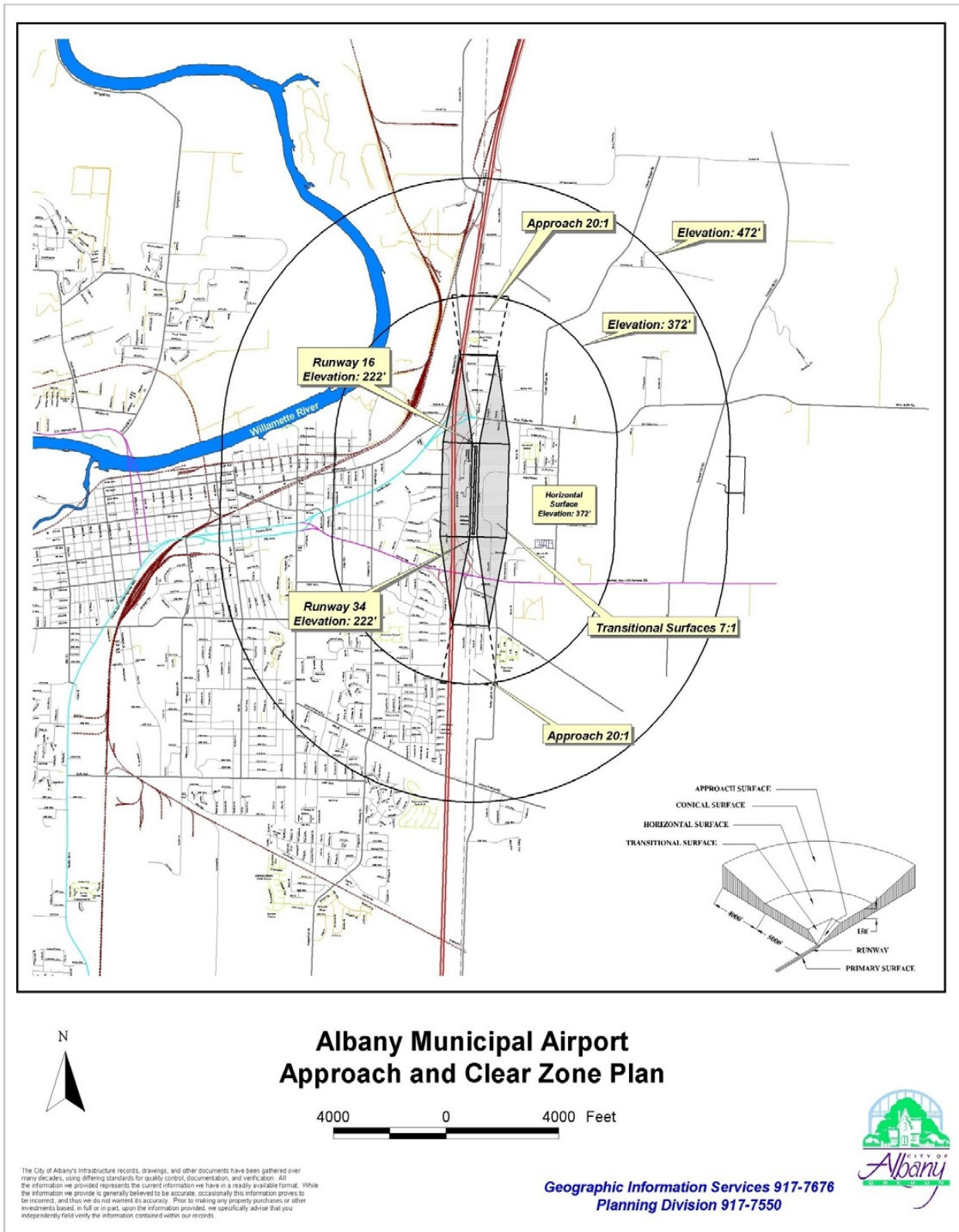


Figure 29 - Airport Approach and Clear Zones

# ARTICLE II ZONES AND ZONING REGULATIONS

## Chapter 2.16 Airport Approach Area Overlay Zone (AAO)

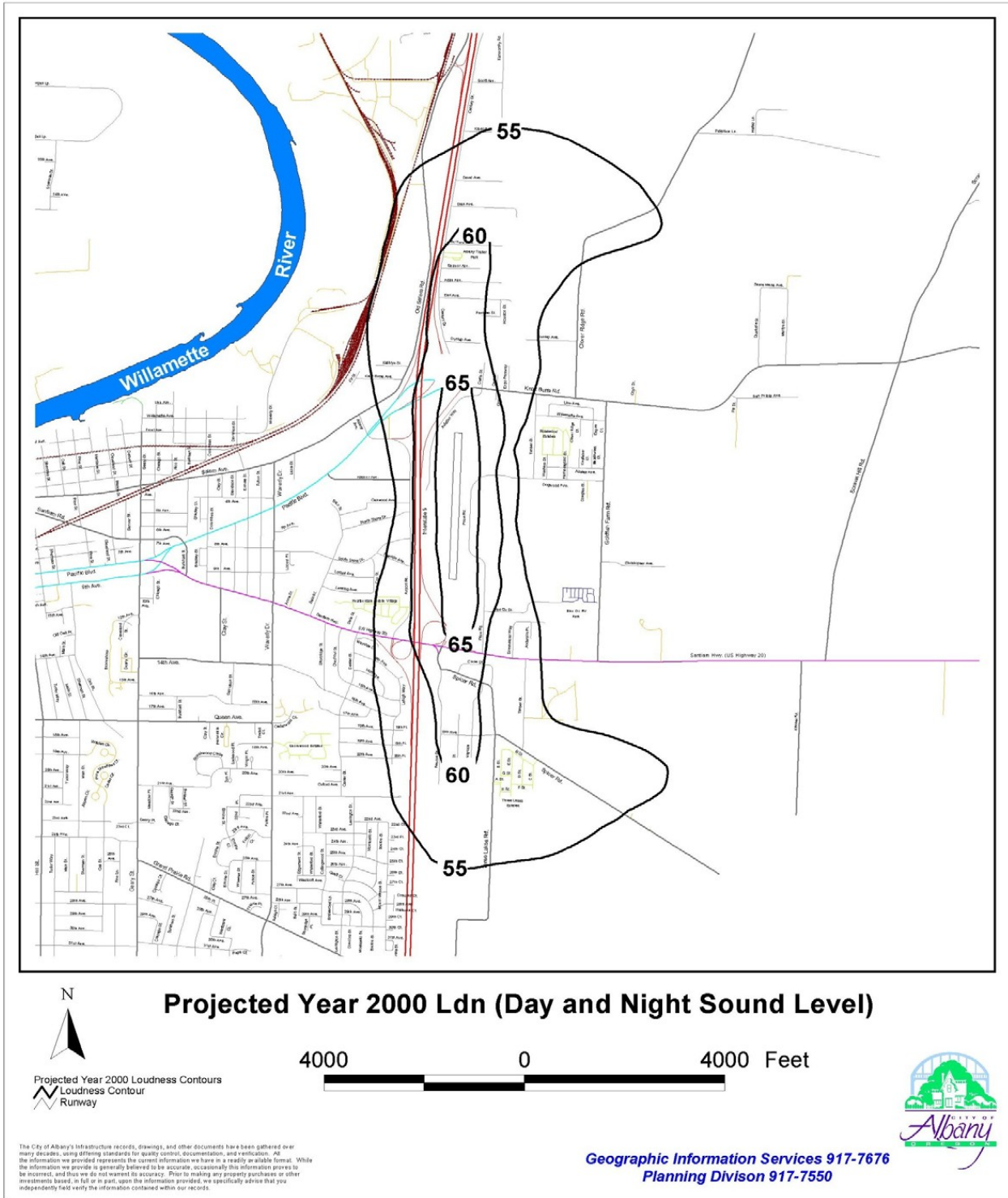


Figure 30 - Airport Sound Levels



ARTICLE II ZONES AND ZONING REGULATIONS  
Chapter 2.15 Airport Approach Area Overlay Zone (AAO)

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## ARTICLE III - GENERAL PROVISIONS



## CHAPTER 3.01 – PURPOSE AND GENERAL PROVISIONS

### 3.01.010 Purpose

The purpose of this Article is to:

- (1) Carry out the Comprehensive Plan with respect to development standards and policies.
- (2) Ensure that natural features of the landscape, such as landforms, natural drainage-ways, trees, and wooded areas, are preserved as much as possible and protected during construction.
- (3) Promote and maintain healthy environments and minimize development impacts upon surrounding properties and neighborhoods.

### 3.01.020 Application of Standards

- (1) **Application.** The standards set forth in this Article shall apply to partitions; subdivisions; developments; commercial and industrial projects; single-family dwellings, duplexes, and multi-family dwellings.
- (2) **Alternatives to Standards.** The application of these standards to a particular development shall be modified as follows:
  - a. Development standards which are unique to a particular use, or special use, shall be set forth within the zone or in this Chapter.
  - b. Those development standards which are unique to a particular zone shall be set forth in the Chapter governing that zone.

### 3.01.030 Application of Public Facility Standards

Standards for the provision and utilization of public facilities or services available within the City of Millersburg 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 prior to occupancy or operation, or unless future provision is assured through a bond, deposit, agreement, or similar instrument approved by the City.

ARTICLE III DEVELOPMENT REQUIREMENTS  
 Chapter 3.01 General Provisions

Table 11 - Public Facilities Improvement Requirements

Public Facilities Improvement Requirements							
Land Use Activity	Fire Hydrant	Street Improvement	Water Hookup	Sewer Hookup	Storm Drain	Street Lights	Bike and Pedestrian
Single-family Home & Duplex	No, Unless required by Fire Code	C-2	C-3	C-3	Yes	No	C-2
Multi-Family Dwelling	Yes	Yes	Yes	Yes	Yes	Yes	Yes (3+ units)
New Commercial Building	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Commercial Expansion	C-1	C-4	Yes	Yes	Yes	Yes	No
New Industrial Building	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Industrial Expansion	C-1	C-4	Yes	Yes	Yes	Yes	Yes
Partition (without public utilities)	No, unless required by Fire Code	C-2	C-3	C-3	No, must accommodate drainage on-site	No	No
Partition (with public utilities)	No, Unless required by Fire Code	C-2	Yes	Yes	Yes	No	C-2
Subdivision, PUD & Mnf. Home Park	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Legend: No = Not required Yes = Required C = Conditional, as noted below.							
Notes: (continued on next page)							
1. C-1: Fire Hydrants for Commercial or Industrial Expansions: As required in accordance with the Oregon Fire Code.							

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ARTICLE III DEVELOPMENT REQUIREMENTS  
Chapter 3.01 General Provisions

<b>Public Facilities Improvement Requirements</b>							
<b>Land Use Activity</b>	<b>Fire Hydrant</b>	<b>Street Improvement</b>	<b>Water Hookup</b>	<b>Sewer Hookup</b>	<b>Storm Drain</b>	<b>Street Lights</b>	<b>Bike and Pedestrian</b>
2.	C-2: Street Improvements for Single-family Dwellings and Partitions: <ul style="list-style-type: none"> <li>a. New single-family dwellings on an existing parcel less than 2.5 acres in size and fronting an existing street which does not have a full street improvement including sidewalks, as required in the City's most recently adopted engineering standards and Chapter 3.02, shall dedicate the needed right-of-way and shall install the full improvement along a parcel's frontage.</li> <li>b. If there is no adjacent improvement, a street frontage fee, in accordance with the City's adopted connection fees, will be required in lieu of constructing the improvement.</li> <li>c. If a street extension to serve the residence is necessary, the owner must provide the necessary right-of-way dedication and street improvement to City street standards along the full frontage of the parcel.</li> <li>d. A partition creating parcels of 2.5 acres or larger does not require street improvements.</li> </ul>						
3.	C-3: Septic systems. In the RU zone, well and septic systems are allowed. In the RL and RM zones, connection to public utilities is required.						
4.	C-4: Street Improvements for Commercial or Industrial Expansions: The City will require improvement to full City standards when the use meets any of the following criteria: <ul style="list-style-type: none"> <li>a. The use generates an average of 100+ trips per day per 1,000 gross square feet of building as documented in the <i>Trip Generation Manual</i> of the Institute of Transportation Engineers, or another qualified source; or</li> <li>b. The use includes daily shipping and delivery trips by vehicles over 20,000 pounds gross vehicle weight.</li> </ul>						

ARTICLE III DEVELOPMENT REQUIREMENTS  
Chapter 3.01 General Provisions

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## CHAPTER 3.02 STREET STANDARDS

### 3.02.010 Purpose

- (1) To provide for safe, efficient, convenient multi-modal movement in the City of Millersburg.
- (2) To provide adequate access to all proposed developments in the City of Millersburg.
- (3) To provide adequate area in all public rights-of-way for sidewalks, bikeways, sanitary sewers, storm sewers, water lines, natural gas lines, power lines, and other utilities commonly and appropriately placed in such rights-or-way.
- (4) For purposes of this Chapter:
  - a. "Adequate access" means direct routes of travel between destinations; such destinations may include residential neighborhoods, parks, schools, shopping areas, and employment centers.
  - b. "Adequate area" means space sufficient to provide all required public services to standards defined in this Code or the City's most current Engineering Standards.

### 3.02.020 Scope

The provisions of this Chapter shall be applicable to:

- (1) The creation, dedication, or construction of all new public or private streets, bikeways, or accessways in all subdivision, partitions, or other developments in the City of Millersburg.
- (2) 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.
- (3) The construction or modification of any utilities, sidewalks, or bikeways in public rights-of-way or street easements.

### 3.02.030 General Provisions

The following provision shall apply to the dedication, construction, improvement, or other development of all public streets in the City of Millersburg. Unless otherwise modified through provisions in this Chapter, all streets shall be designed in conformance with the specific requirements of the City's Transportation System Plan developed in accordance with and the most current Engineering Standards.

- (1) **Street Layout.** The location, width, and grade of streets shall be considered in their relation to existing and planned streets, to topographical conditions, to public convenience and safety, and to the proposed use of the land to be served by the streets.



## ARTICLE III DEVELOPMENT REQUIREMENTS

### Chapter 3.02 Street Standards

- (2) **Continuation.** Development proposals shall provide for the continuation of all streets, bikeways, and accessways within the development and to existing streets, bikeways, and accessways outside the development.
- (3) **Alignment.** All streets other than local streets or cul-de-sacs, shall be in alignment with existing streets by continuation of the centerlines to the maximum extent feasible. The staggering of street alignments resulting in "T" intersections shall be avoided wherever practical. However, when not practical, the staggering of street alignments resulting in "T" intersections shall meet with the approval of the City Engineer and ensure compliance with accepted traffic safety standards.
- (4) **Future Street Extensions.** When it appears possible to continue a street, bicycle path, and/or pedestrian accessway into a future subdivision, adjacent acreage, or area attractors such as schools and shopping centers, these facilities shall be platted to a boundary of the subdivision or development. Further, the street may be platted without a turnaround unless the Public Works Department or local Fire District finds a turnaround is necessary for reasons of traffic safety.

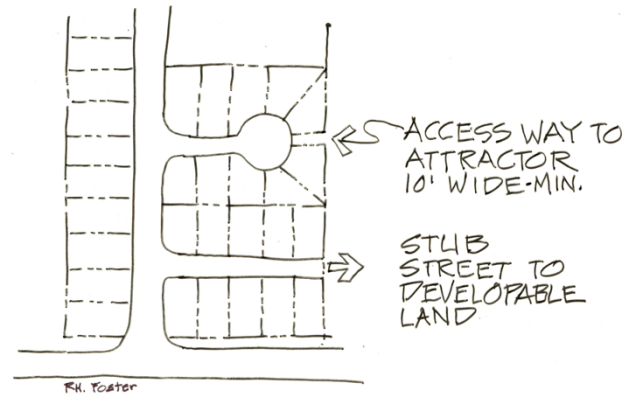


Figure 31 - Accessway and Street Extensions

- (5) **Intersection Angles.** Streets shall be laid out to intersect at angles as near to right angles as practical, except where topography requires lesser angles. Intersections of less than 60 degrees shall require approval of the City Engineer. All tangent calculations and curb radii shall comply with the City's most current Engineering Standards.
- (6) **Existing Streets.** Whenever existing public streets adjacent to or within a tract are of inadequate width, additional right-of-way shall be provided at the time of subdivision, partitioning, or development.
- (7) **Half-Streets.** Half-streets, while generally not acceptable, may be approved where essential to the reasonable development of an area and when the City finds it to be practical to require the dedication of the other half when the adjoining property is developed. Whenever a half-street is adjacent to a tract to be developed, the other half of the street shall be dedicated. Reserve strips and street plugs may be required to preserve the objectives of half-streets. The City Engineer may require additional width beyond the half-street when warranted for safety reasons and accordance with the City's most current Engineering Standards.
- (8) **Cul-de-sacs.** Cul-de-sacs are not encouraged and allowed only where no other reasonable alternative exists. Where permitted, a cul-de-sac shall have maximum lengths of 800 feet and terminate with a circular turn-around. Cul-de-sacs over 400

# ARTICLE III DEVELOPMENT REQUIREMENTS

## Chapter 3.02 Street Standards

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feet in length shall provide accessways to provide connectivity to adjacent streets and uses, unless physical constraints preclude a pedestrian/bicycle accessway. The Fire Code may establish additional standards.

- (9) **Street Names.** Street names and numbers shall conform to the established pattern in the City.
- (10) **Grades and Curves.** Grades shall conform with the City's most current Engineering Standards.
- (11) **Marginal Access Streets.** If a development abuts or contains an existing or proposed arterial street, the City may require marginal access streets, reverse frontage lots with suitable depth, screen planting contained in a non-access reservation along the rear or side property line, or such other treatment as may be necessary for adequate protection of residential properties and to afford separation of through and local traffic.
- (12) **Lots Abutting a Partial Street.** Development of property abutting an existing public street which does not meet the minimum right-of-way standards, shall include sufficient yard setback equal to the minimum yard requirements of the zoning district, plus, the additional land required to meet the minimum right-of-way width.
- (13) **Unimproved Street.** Development of property adjacent to an unimproved right-of-way shall require the installation of an improved surface to meet fire code requirements and the payment of connection charges. At the City's option, submittal of a waiver of non-remonstrance to participate in future street improvements may be required in lieu of connection charges.
- (14) **Street Cross Section Design Guidelines.** Unless modified per Section 3.02.050 the following cross-section design guidelines shall apply:

# ARTICLE III DEVELOPMENT REQUIREMENTS

## Chapter 3.02 Street Standards

Table 12 - Street Cross-Section Design Guidelines

Street Cross-Section Design Guidelines								
Functional Classification	Right-of-Way <sup>1</sup>	Design Widths						
		Minimum Curb-To-Curb Paving <sup>2</sup>	Within Curb-To-Curb Area				Landscape Buffer (Both Sides)	Sidewalks (Both Sides)
			Motor Vehicle Travel Lane	Median and/or Center Turn Lane	Bike Lane (Both Sides)	On-Street Parking		
<b>Arterial</b>								
2 Lanes	60 ft	36 ft	12 ft	N/A	6 ft	N/A	5 ft	5 ft
2 Lanes + Center Turn	80 ft	50 ft	12 ft	14 ft	6 ft	N/A	5 ft	5 ft
<b>Collector – Residential</b>								
No parking	60 ft	36 ft	12 ft	N/A	6 ft	N/A	0-5 ft	5 ft
Parking both sides	60 ft	50 ft	12 ft		6 ft	7 ft	N/A	5 ft
<b>Local – Residential</b>								
Parking one side	50 ft	32 ft	Unstriped	N/A	N/A	Unstriped	4 ft	5 ft
Parking both sides	50 ft	36 ft	Unstriped			Unstriped	None or 4 ft	5 ft
Alley <sup>4</sup>	20–24 ft	18–20 ft	N/A			N/A	N/A	Optional
<b>Local – Industrial</b>								
Parking both sides	60 ft	40 ft	Unstriped	N/A	N/A	Unstriped	Behind <sup>5</sup>	5-6 ft
<b>Local – Commercial Service/Alley</b>								
No Parking	30 ft	20 ft	Unstriped	N/A	N/A	N/A	N/A	4 ft <sup>6</sup>
Parking one side	40 ft	28 ft	Unstriped			Unstriped		
<b>Trails and Shared-Use Path</b>								
Collector with Shared-Use Path <sup>3</sup>	60 ft	36 ft	12 ft	N/A	6 ft	N/A	4.5 ft	5 ft one side, 10 ft multi-use path other side
Trails	10–20 ft	10–12 ft	N/A	N/A	N/A	N/A	2–7 ft	N/A
Notes:								
1. Right-of-way may be wider than the suggested cross-section; this limits fences from abutting the sidewalk and allows for flexibility in cases of unforeseen growth or development.								
2. Curbs are generally six inches wide.								
3. Collector with Shared-Use Path includes sidewalk on one side of street and path on other side of street.								
4. Not appropriate standards for commercial streets.								
5. Street trees shall be located on the outside edges of the right-of-way.								
6. Sidewalk required on one side only.								

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# ARTICLE III DEVELOPMENT REQUIREMENTS

## Chapter 3.02 Street Standards

### 3.02.040 Access Standards

Table 13 - Access Spacing

<b>Street Access Spacing</b>			
<b>Functional Classification</b>	<b>Posted Speed</b>	<b>Minimum Spacing between Driveways<sup>1,2</sup></b>	<b>Minimum Spacing between Intersections<sup>1,2</sup></b>
State Managed Arterial	35-45 mph	ODOT Standard	ODOT Standard
Arterial	35-45 mph	300 feet <sup>3</sup>	600 feet
Collector	25-30 mph	50 feet <sup>3</sup>	300 feet
Local Residential	25 mph	Access to each lot permitted subject to provisions below	125 feet
Local Industrial	25 mph	Access to each lot permitted	300 feet
Notes:			
<ol style="list-style-type: none"> <li>1. Desirable design spacing; existing spacing will vary. Each parcel is permitted one driveway regardless of the minimum driveway spacing standard although shared access is encouraged.</li> <li>2. Spacing standards are measured centerline to centerline.</li> <li>3. Circular driveways are allowed. In this case there shall be no more than two driveways and each driveway width shall not exceed 15 feet.</li> </ol>			

1. Single-family Residence and Duplex Access Standards:
  - a. For the frontage of a lot of at least 10,000 square feet and abutting a residential street: Two 20-foot parking spaces must be available on the street frontage. Driveways must be set back at least five feet from the side property line. Driveways must be set back 20 feet from the tangent of the property lines as they intersect adjacent to a corner lot. Driveways shall be at least 10 feet in width. All other frontage may be used for driveways.
  - b. For the frontage of a lot less than 10,000 square feet or abutting a collector or arterial street: One 26-foot driveway or a circular driveway with the lane 12-15 feet wide.
  - c. Driveways shall be limited to off-street parking and the parking and storage of recreational vehicles.
  - d. Driveway grades shall not exceed 15%.

### 3.02.050 Modification of Right-of-Way and Improvement Width

The City may allow modification to the public street standards of Section 3.102.040 when **both** of the following criteria are satisfied:

- (1) The modification is necessary to provide design flexibility in instances where:

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### Chapter 3.02 Street Standards

- a. Unusual topographic conditions require a reduced width or grade separation of improved surfaces; or
  - b. Parcel shape or configuration precludes accessing a proposed development with a street which meets the full standards of this Chapter; or
  - c. A modification is necessary to preserve trees or other natural features determined by the City to be significant to the aesthetic character of the area.
- (2) Modification of the standards of Section 3.102.040 shall only be approved if the City finds that the specific design proposed provides adequate vehicular access based on anticipated traffic volumes.

#### **3.02.060 Construction Specifications**

Construction specifications for all public streets shall comply with the criteria of the most recently adopted engineering standards of the City of Millersburg.

#### **3.02.070 Sidewalks**

Public sidewalk improvements are required for all property development in the City of Millersburg.

- (1) Sidewalks may be deferred:
- a. At the discretion of the City where future road or utility improvements are planned and expected to be completed within 10 years.
  - b. On property where a new dwelling is being constructed, there are no sidewalks existing on properties on either side, and no elevations or profiles have been established for future street or sidewalk improvements along the adjacent or the subject property's frontage.
  - c. The property owner is obligated to provide the sidewalk when requested by the City or is obligated to pay their proportionate share if sidewalks are installed by the City at a later date.
- (2) Sidewalks shall be constructed within the street right-of-way. Sidewalk easements shall only be accepted where the City Engineer determines that full right-of-way acquisition is impractical.
- (3) Sidewalks shall connect to and align with existing sidewalks. Sidewalks may transition to another alignment as part of the approval process.
- (4) Sidewalk width and location, including placement of any landscape strip, shall comply with City of Millersburg Engineering Standards.
- (5) Planter strips and the remaining right-of-way shall be landscaped and maintained as part of the yard of abutting properties. Maintenance of sidewalks and planters shall be the continuing obligation of the abutting property owner.
- (6) Mid-block Sidewalks. The City may require mid-block sidewalks for long blocks or to provide access to schools, parks, shopping centers, public transportation stops, or

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other community services.

- (7) Internal pedestrian circulation and accessways shall be provided within all commercial, multi-family, and planned unit developments.

### 3.02.080 Bikeways

Bikeways are required along Arterial and Collector streets. Bikeways shall comply with City Engineering Standards. Developments adjoining existing or proposed bikeways shall include provisions for connection and extension of such bikeways through dedication of easements or rights-of-way.

### 3.02.090 Private Streets

Streets and other rights-of-ways that are not dedicated for public use shall comply with the following:

- (1) **Application.** At least three, and no more than sixteen, dwelling units may be served by a private street. Private street standards shall also apply if at least three, and no more than sixteen, dwelling units may be created through a series of separate partitions.
- (2) **Construction Standards.** Private streets shall be subject to the following construction standards:
  - a. **Construction Standards.** All private streets shall be constructed in conformance with public street cross-section requirements, the City's current Engineering Standards and adopted Standard Construction Specifications (Chapter 3.02).
  - b. **Public and Private Utilities.** Unless otherwise required by the City Engineer, the private street shall include easements for public and private utilities.
  - c. **Turn-around.** Private streets serving more than one ownership shall provide a turn-around if in excess of 150 feet and having only one outlet. Turn-arounds shall comply with the design provisions of the applicable fire district.
  - d. **Maintenance.** Provision for the maintenance of the street shall be provided in the form of a maintenance agreement, homeowners association, or another instrument acceptable to the City. The applicable document shall be recorded against the deed record of each parcel, and if appropriate, placed on the final partitioning plat.

### 3.02.100 Private Access Easement

A private access easement created as the result of an approved land division shall conform to the following.

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### Chapter 3.02 Street Standards

- (1) **Width.** Private access easement shall only be allowed where the applicable criteria of Chapter 3.08 are satisfied. The access easement shall comply with the following standards or as required by the Oregon Fire Code whichever is more restrictive:
- Minimum easement width: 25 feet
  - Minimum paved width: For private access of 150' of less and serving one dwelling - 12 feet; serving two dwellings - 16 feet. For private access of more than 150' - 20 feet.
  - Maximum length: 200 feet
  - No more than three dwelling units shall have their sole access to the easement. Easements serving more than three homes shall comply with provisions for a private street.

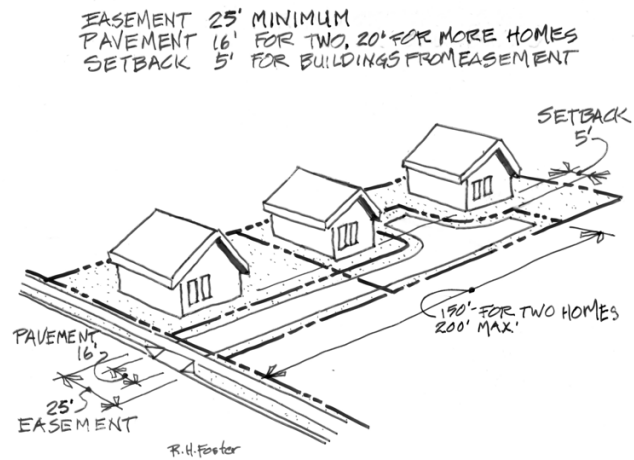


Figure 32 - Private Access Easement

- (2) **Surface Improvement.** The surface width noted in (1)(b) above shall be improved with either asphalt or concrete for the entire length of the private access easement.
- (3) **Maintenance.** Provision for the maintenance of a private access driveway shall be provided in the form of a maintenance agreement, homeowners association, or similar instrument acceptable to the City. The applicable document shall be recorded against the deed record of each parcel, and if appropriate, placed on the final partitioning plat.
- (4) **Turn-around.** A turn-around shall be required for any access easement which is the sole access, and which is either in excess of 150 feet or which serves more than one dwelling. Turn-arounds shall comply with the design provisions of the applicable fire district.
- (5) **Fire Lanes.** All private access easements shall be designated as fire lanes and signed for "no parking."

#### 3.02.110 Lots and Parcels Served by Private Streets and Access Easements

The following shall apply to all lots and parcels that are accessed by either a private street or private access easement:

- (1) **Lot and Parcel Size.** The easement containing the private street or private access easement shall be excluded from the lot or parcel size calculation.
- (2) **Setbacks.** The line fronting along a private street or private access easement shall

# ARTICLE III DEVELOPMENT REQUIREMENTS

## Chapter 3.02 Street Standards

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be considered a property line. Setbacks to the garage and home shall be measured from this easement line.

- (3) **Lot Depth and Width.** Where required by the underlying zone, the lot width shall be measured along the easement boundary and the lot depth shall be measured from the easement boundary to the rear lot line.

### 3.02.120 Traffic Impact Analysis

The purpose of this subsection is to coordinate the review of land use applications with roadway authorities and to implement Section 660-012-0045(2)(e) of the state Transportation Planning Rule, which requires the City to adopt a process to apply conditions to development proposals in order to minimize impacts and protect transportation facilities. The following provisions also establish when a proposal must be reviewed for potential traffic impacts; when a Traffic Impact Analysis must be submitted with a development application in order to determine whether conditions are needed to minimize impacts to and protect transportation facilities; the required contents of a Traffic Impact Analysis; and who is qualified to prepare the analysis.

- (1) **When a Traffic Impact Analysis is Required.** The City or other road authority with jurisdiction may require a Traffic Impact Analysis (TIA) as part of an application for development, a change in use, or a change in access. A TIA shall be required where a change of use or a development would involve one or more of the following:
- a. A change in zoning or a plan amendment designation;
  - b. Operational or safety concerns documented in writing by a road authority;
  - c. An increase in site traffic volume generation by 300 Average Daily Trips (ADT) or more;
  - d. An increase in peak hour volume of a particular movement to and from a street or highway by 20 percent or more;
  - e. An increase in the use of adjacent streets by vehicles exceeding the 20,000-pound gross vehicle weights by 10 vehicles or more per day;
  - f. Existing or proposed approaches or access connections that do not meet minimum spacing or sight distance requirements or are located where vehicles entering or leaving the property are restricted, or such vehicles are likely to queue or hesitate at an approach or access connection, creating a safety hazard;
  - g. A change in internal traffic patterns that may cause safety concerns; or
  - h. A TIA required by ODOT pursuant to OAR 734-051.
- (2) **Traffic Impact Analysis Preparation.** A professional engineer registered by the State of Oregon, in accordance with the requirements of the road authority, shall prepare the Traffic Impact Analysis.



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ARTICLE III DEVELOPMENT REQUIREMENTS  
Chapter 3.03 Off-Street Parking and Loading

## CHAPTER 3.03 OFF-STREET PARKING AND LOADING

### 3.03.010 Purpose

The purpose of this Chapter is to provide adequate areas for the parking, maneuvering, loading, and unloading of vehicles for all land uses in the City of Millersburg.

### 3.03.020 Scope

- (1) **Application.** Except as modified or restricted elsewhere within this Code, the provisions of this Chapter shall apply to the following types of development:
  - a. Any new building or structure erected after the effective date of this Code.
  - b. The construction or provision of additional floor area, seating capacity, or other expansion of an existing building or structure.
- (2) **Change of Use Exception.** A change in the use of an existing building or structure to another use identified in the zone shall not require additional parking spaces or off-street loading areas, if according to the parking space requirements, the new use requires 150% of the same amount of parking as the prior use, or less.

### 3.03.030 Location

Off-street parking and loading areas shall be provided on the same lot with the main building or structure or use except that:

- (1) **Yards.** Off-street parking areas may be located in a required yard setback for multi-family residential, commercial, and industrial uses with an approved 10-foot landscaped buffer.
- (2) **Residential.** In residential zones, automobile parking for dwellings and other uses permitted in a residential zone may be located on another lot if such lot is within 200 feet of the lot containing the main building, structure, or use. In no case shall the parking requirements at the off-site location be reduced, unless otherwise approved as joint-use parking.
- (3) **Parking.** Driveways may be used for off-street parking for single-family and two-family dwellings. No parking of vehicles, trailers, boats, or recreational vehicles shall be allowed in a front yard except on a driveway.
- (4) **Non-Residential.** In non-residential zones, parking may be located off the site of the main building, structure or use if it is within 500 feet of such site. In no case shall the parking requirements at the off-site location be reduced, unless otherwise approved as joint-use parking.

### 3.03.040 Joint Use

Parking area may be used for a loading area during those times when the parking area is not needed or used. Parking areas may be shared between uses where hours of operation or use are staggered such that peak demand periods do not occur

## ARTICLE III DEVELOPMENT REQUIREMENTS

### Chapter 3.03 Off-Street Parking and Loading

simultaneously. The requirements of this Chapter may be reduced accordingly. Such joint use shall not be approved unless satisfactory evidence is presented which demonstrates the access and parking rights of all parties.

#### 3.03.050 General Provisions Off-Street Parking and Loading

- (1) **Parking Required.** The provision and maintenance of off-street parking and loading space is a continuing obligation of the property owner. No building permit shall be issued until plans are presented that show property that is and will remain available for exclusive use as off-street parking and loading space. The subsequent use of property for which the building permit is issued shall be conditional upon the unqualified continuance and availability of the amount of parking and loading space required by this Code.
- (2) **Interpretation of Parking Requirements.** Requirements for types of buildings and uses not specifically listed herein shall be determined by the Planning Director based upon the requirements of comparable uses listed and expectations of parking and loading need.
- (3) **Multiple Use Facilities.** In the event several uses occupy a single structure or parcel of land, the total requirements for off-street parking shall be the sum of the requirements of the uses computed separately, unless a reduction is approved for shared parking pursuant to Section 3.03.040.
- (4) **Storage Prohibited.** Required parking spaces shall be available for the parking of operable passenger automobiles of residents, customers, patrons, and employees only, and shall not be used for storage of vehicles or materials.

#### 3.03.060 Off-Street Vehicle and Bicycle Parking Requirements

- (1) **Vehicle Parking Spaces.** Provisions for Off-Street vehicle and bicycle parking shall comply with the following minimum requirements:

# ARTICLE III DEVELOPMENT REQUIREMENTS

## Chapter 3.03 Off-Street Parking and Loading

Table 14 - Vehicle and Parking Space Requirements

<b>Vehicle and Bicycle Parking Space Requirements</b>				
	<b>Land Use Activity</b>	<b>Vehicle Spaces</b>	<b>Bicycle Spaces</b>	<b>Measurement</b>
A.	1, 2, and 3 family dwellings	2 spaces per dwelling unit	0	None
B.	Multi-family dwellings (4 or more units)	Studio – 1 space/unit 1-2 bedroom – 1.5 spaces/unit 3+ bedroom – 2 spaces/unit	0.25	Per dwelling unit
C.	Hotel, motel, boarding house	1 space per guest room plus 1 space for the owner or manager	1	Per 20 guest rooms
D.	Club, lodge	Spaces sufficient to meet the combined minimum requirements of the uses being conducted, such as hotel, restaurant, auditorium, etc.	2	Per 20 vehicle spaces
E.	Hospital, nursing home	1 space per two beds and 1 space per 2 employees	0.5	Per five beds
F.	Churches, auditorium, stadium, theater	1 space per 4 seats or every 8 feet of bench length, or 36 sq. ft. of area w/o fixed seats	1	Per 20 vehicle spaces
G.	Elementary, junior high school	2 spaces per classroom	2	Per classroom
H.	High school	1 space per classroom and one space per employee	1	Per classroom
I.	Bowling alley, skating rink, community center	1 space per 100 sq. ft. plus 1 space per two employees	1	Per 20 vehicle spaces
J.	Retail store, except as provided in "K"	1 space per 500 sq. ft. plus 1 space per 2 employees	1	Per 20 vehicle spaces
K.	Service or repair shop, retail store handling exclusively bulky merchandise such as automobiles or furniture	1 space per 800 sq. ft. of gross floor area, plus 1 space per 2 employees	1	Per 30 vehicle spaces
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

# ARTICLE III DEVELOPMENT REQUIREMENTS

## Chapter 3.03 Off-Street Parking and Loading

<b>Vehicle and Bicycle Parking Space Requirements</b>				
	<b>Land Use Activity</b>	<b>Vehicle Spaces</b>	<b>Bicycle Spaces</b>	<b>Measurement</b>
M.	Eating and drinking establishments including food pods	Greater of 1 space per 4 seats, or, 1 space per 400 sq. ft. 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

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Chapter 3.03 Off-Street Parking and Loading

- (2) **Bicycle Spaces.** Bicycle parking development requirements
  - a. **Space Size.** Each bicycle parking space shall be a minimum of six feet long and two feet wide and be accessible by a minimum five-foot aisle.
  - b. **Location.** All bicycle parking shall be within 100 feet of a building entrance(s) and located within a well-lit area. Any long-term bicycle parking spaces shall be sheltered from precipitation.
- (3) **Maximum Vehicle Parking Spaces.** The minimum spaces identified under item (1) in this Section, shall not be increased by more than 30%.

### 3.03.070 Off-Street Loading Requirements

Commercial or industrial buildings between 10,000 to 25,000 square feet in area shall require a loading space. One additional space shall be required for each additional 25,000 square feet of gross floor area, or any portion thereof. The minimum loading space dimensions shall be 12 feet wide, 30 feet long, and 14 feet high.

### 3.03.080 Parking and Loading Area Development Requirements

All parking and loading areas shall be developed and maintained as follows:

- (1) **Surfacing.** All driveways, parking, and loading areas shall have a durable hard surface of asphaltic cement or concrete. Surface improvements shall conform to the following:
  - a. **Paving Improvements.** Paving shall comply with adopted Engineering Standards of the City of Millersburg.
  - b. **Timing.** Unless modified by a variance or a site development review, or bonded per City requirements, all driveways and off-street parking and loading areas shall be improved prior to occupancy of the primary structure.
  - c. **Surfacing Options for Industrial Zone.** The City Engineer may allow the use of a graveled parking area in the industrial zones, provided all customer and employee parking areas are paved and provided surface drainage is addressed per Engineering Standards and at least 20-feet of each access driveway connecting with a public street is paved.
- (2) **Parking Spaces.** Parking spaces shall be a minimum 9-feet wide and 20-feet in length. Up to 20% of the parking area may contain "compact spaces" with dimensions of 8.5-feet in width and 18-feet in length.
- (3) **Driveways.** The following standards shall apply to all driveways:
  - a. Access spacing shall be in compliance with Section 3.02.040 -Access Standards
  - b. Internal Driveways for Multi-Family, Commercial, Industrial, and Public Uses.

# ARTICLE III DEVELOPMENT REQUIREMENTS

## Chapter 3.03 Off-Street Parking and Loading

Table 15 - Internal Driveway Requirements

Internal Driveways for Multi-family, Industrial, and Public Uses	
<b>Without Adjacent Parking</b>	
Direction	Driveway Width
One-way	12 feet
Two-way	26 feet
<b>With Adjacent Parking</b>	
Parking Angle	Driveway Width
0 to 40	12 feet*
41 to 45	13 feet*
46 to 55	15 feet*
56 to 70	18 feet*
71 to 90	24 feet
*One-way only driveways	

- (4) **Lighting.** Any light used to illuminate a parking or loading area shall be arranged to be directed entirely onto the loading or parking area, shall be deflected away from any residential use and shall not cast a glare or reflection onto moving vehicles on public rights-of-way.
- (5) **Driveway Required.** Groups of more than four parking spaces shall be so located and served by a driveway that their use will require no backing movements or maneuvering within a street right-of-way.
- (6) **Traffic Safety.** Service drives to off-street parking areas shall be designed and constructed to facilitate the flow of traffic, provide maximum safety of traffic access and egress, and the maximum safety of pedestrians and vehicular traffic on the site.
- (7) **Curbing.** Parking spaces along the outer boundaries of a parking area shall be contained by a curb or a bumper rail at least 4" high, located a minimum of three feet from the property line, to prevent a motor vehicle from extending over an adjacent property or a street.
- (8) **Landscaping.**
  - a. Parking lots abutting residential zones shall be screened from abutting residential zones by a combination of fences, walls, and landscaping adequate to screen lights, provide privacy and provide separation for the abutting residences.

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Chapter 3.03 Off-Street Parking and Loading

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- b. See Chapter 3.09 for additional landscaping requirements.

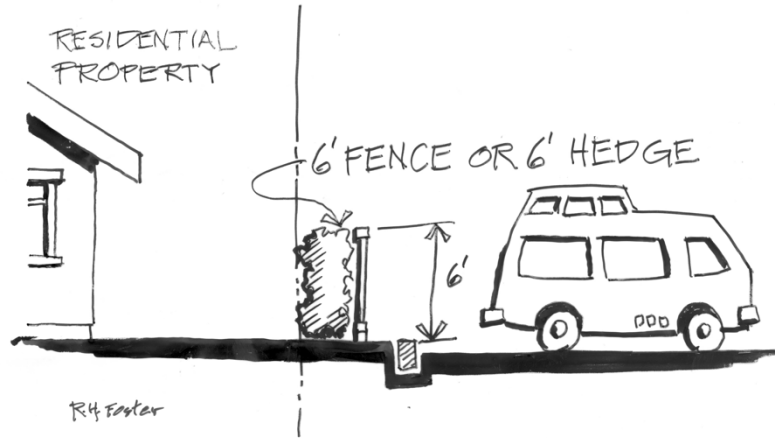


Figure 33 - Buffering Parking Lots from Residential Uses



## ARTICLE III DEVELOPMENT REQUIREMENTS

### Chapter 3.04 Storm Drainage and Grading

## CHAPTER 3.04 STORM DRAINAGE AND GRADING

### 3.04.010 Purpose

To provide for the drainage of surface water from all residential, commercial, and industrial development; to minimize erosion; to reduce degradation of water quality due to sediments and pollutants in storm water runoff.

### 3.04.020 Scope

The provisions of this Chapter shall apply to all partitions, subdivisions, multi-family developments, commercial developments, and industrial development; and to the reconstruction or expansion of such developments.

### 3.04.030 Plan for Storm Drainage and Erosion Control

It is the obligation of the property owner to provide proper drainage and protect all runoff and drainage ways from disruption or contamination. On-site and off-site drainage improvements may be required. Property owners shall provide proper drainage and shall not direct drainage across another property except within a continuous drainage way. Paving and catch basin outflows may require detention cells and/or discharge permits. Maintaining proper drainage is a continuing obligation of the property owner.

No construction of any facilities in a development included in Chapter 3.01.030 shall be permitted until a storm drainage and erosion control plan, designed in accordance with the most recently adopted City Engineering Standards, for the project is prepared by an engineer registered in the State of Oregon and is approved by the City. This plan shall contain at a minimum:

- (1) The methods to be used to minimize the amount of runoff, siltation, and pollution created from the development both during and after construction.
- (2) Plans for the construction of storm sewers, open drainage channels, and other facilities which 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.
- (3) Calculations used by the engineer in sizing storm drainage facilities.

### 3.04.040 General Standards

- (1) **Design Standards.** All development shall be planned, designed, constructed, and maintained to:
  - a. Protect and preserve existing natural drainage channels to the maximum practicable extent;
  - b. Protect development from flood hazards;
  - c. Provide a system by which water within the development will be controlled

# ARTICLE III DEVELOPMENT REQUIREMENTS

## Chapter 3.04 Storm Drainage and Grading

without causing damage or harm to the natural environment, or to property or persons within the drainage basin;

- d. Assure that waters drained from the development are substantially free of pollutants, through such construction and drainage techniques as sedimentation ponds, reseeding, phasing of grading, and water quality facilities;
  - e. 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;
  - f. Avoid placement of surface detention or retention facilities in road rights-of-way.
- (2) **Public Easements.** In the event a development or any part thereof is traversed by any water course, channel, stream or creek, gulch, or other natural drainage channel, adequate easements for storm drainage purposes shall be provided to the City. This shall not imply maintenance by the City.
- (3) **Obstruction of Channel.** Channel obstructions are not allowed except as approved for the creation of detention or retention facilities approved under the provisions of this Code and in compliance with City Engineering Standards.
- (4) **Conveyance of Flows.** All new development within the City shall make provisions for the continuation or appropriate projection of existing storm sewer lines or drainage ways serving surrounding areas. Drainage extensions may be required through the interior of a property to be developed where the City determines that the extension is needed to facilitate upstream flows
- (5) **City Inspection.** Prior to acceptance of a storm sewer system by the City, the storm sewers shall be flushed and inspected by the City. All costs shall be borne by the developer.

### 3.04.050 Grading

- (1) **Grading permits** are required for the following activities and shall be subject to the most recently adopted City Engineering Standards.
- a. Grading in excess of 50 cubic yards;
  - b. Grading potentially impacting, riparian areas, drainageways, flood hazard areas, or greenways;
  - c. Grading that could possibly impact adjacent properties;
  - d. Grading proposed over public storm drains, sanitary sewers, or water lines;
  - e. Grading requiring tree removal;
  - f. Other areas with potential impacts as determined by the City;
  - g. Land partitions and subdivisions.
- (2) **Building Permit:** If the approved grading activity is associated with a building

## ARTICLE III DEVELOPMENT REQUIREMENTS

### Chapter 3.04 Storm Drainage and Grading

permit, a final grading inspection shall be required prior to issuance of certificate of occupancy.

- (3) **NDPES Permit** Required. A National Pollutant Discharge Elimination System (NPDES) permit must be obtained from the Department of Environmental Quality (DEQ) for construction activities (including clearing, grading, and excavation) that disturbs one or more acres of land.

## CHAPTER 3.05 UTILITY LINES AND FACILITIES

### 3.05.010 Purpose

To provide adequate services and facilities appropriate to the scale and type of development.

### 3.05.020 Standards

- (1) **Design and Location.** The location, design, installation, and maintenance of all utility lines and facilities shall be carried out with minimum feasible disturbances of soil and site.
- (2) **Private Utilities.** All development which has a need for electricity, gas, and communications services shall install them pursuant to the requirements of the district or company serving the development. Except where otherwise prohibited by the utility district or company, all such facilities shall be underground.
- (3) **Water Service Required.** All development which has a need for public water shall install the facilities pursuant to the requirements of the City. Installation of such facilities shall be coordinated with the extension of necessary sanitary sewer services and storm drainage facilities.
- (4) **Sanitary Sewer Required.** All development which has a need for public sanitary sewers shall install the facilities pursuant to the requirements of the City. Installation of such facilities shall be coordinated with the extension of necessary water services and storm drainage facilities.
- (5) **Subsurface Sewage Disposal.** Installation of sub-surface disposal systems shall only be allowed per City's Municipal Code regulations.
- (6) **Streetlights.** When required, the installation of streetlights shall be pursuant to the requirements of the City Engineering Standards and the requirements of the utility company serving the development.
- (7) **Easements, General.** Easements shall be provided along property lines as deemed necessary by the City, special districts, and utility companies. Easements for special purpose uses shall be of a width deemed appropriate by the responsible agency. Such easements shall be designated on the final plat of all subdivisions and partitions.

### 3.05.030 Public Facility Improvements

All public facility improvements shall be designed and constructed in compliance with adopted City of Millersburg Engineering Standards. The City Engineer or designee shall determine compliance with these standards. These standards are considered requirements and may not be altered pursuant to provisions in this Development Code.

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Chapter 3.05 Utility Lines and Facilities

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## CHAPTER 3.06 SIGNS

### 3.06.010 Purpose

The purpose of this Chapter is to provide equitable rights, reduce conflicts, promote traffic and pedestrian safety, increase the aesthetic value and economic viability of the City, all by classifying and regulating the location, size, type, and number of signs and related matters, in a content-neutral manner.

### 3.06.020 Definitions

For the purposes of this Chapter, the following definitions shall apply:

**Alteration or Altered:** Any change in the size, shape, method of illumination, position, location, construction, or supporting structure of a sign. A change in sign copy or sign face alone shall not be considered an alteration.

**Awning:** A shelter supported entirely from the exterior wall of a building and composed of non-rigid materials, except for the supporting framework.

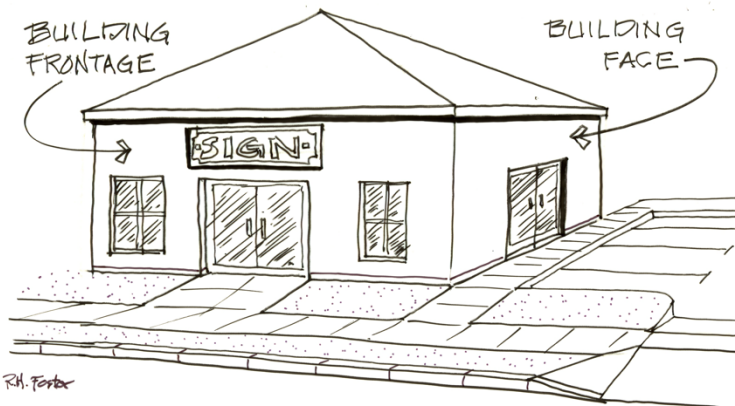


Figure 34 - Building Frontage

**Building Frontage:** The portion of a building face most closely in alignment with an adjacent right-of-way or fronting a parking lot when so defined, as allowed in this chapter. A gasoline service station may use the overhanging canopy as a substitute for building frontage when computing the allowable sign area. The longest side of the building or canopy shall be used to compute the allowable sign area.

# ARTICLE III DEVELOPMENT REQUIREMENTS

## Chapter 3.06 Signs

**Canopy Sign:** A sign hanging from a canopy or eve, at any angle relative to the adjacent wall.

**Flashing Sign:** A sign any part of which pulsates or blinks on and off, except time and temperature signs and message signs allowed by conditional use.

**Free-Standing Sign:** A sign supported by one or more uprights, poles, or braces placed in or upon the ground, or a sign supported by any structure primarily for the display and support of the sign.



Figure 35 – Sign, Canopy

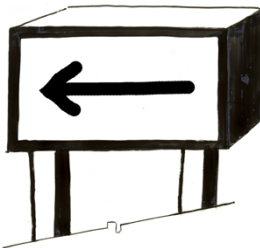


Figure 36 – Sign, Incidental

**Height:** Height is measured from the grade of the curb line lowest to the base of the sign to the highest point of the sign. In the absence of a curb line, the edge of the street pavement shall be used. In the absence of street pavement, the ground level shall be used to measure the height.

**Incidental Signs:** A sign which is normally incidental to the allowed use of the property but can contain any message or content. Such signs can be used for, but are not limited to, nameplate signs, warning or prohibition signs, and directional signs not otherwise allowed.

**Indirect Illumination:** A source of illumination directed toward such sign so that the beam of light falls upon the exterior surface of the sign.

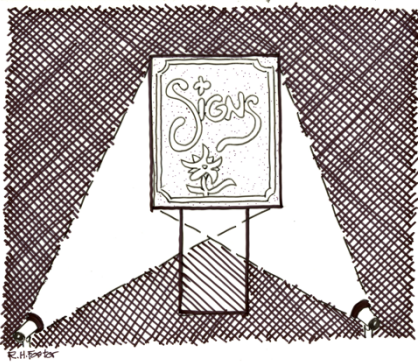


Figure 37 - Sign with Indirect Illumination

**Integrated Business Center:** A group of two or more businesses which are planned or designed as a center, and share a common off-street parking area or access, whether or not the businesses, buildings, or land are under common ownership.

**Internal Illumination.** A source of illumination from within a sign.

**Message Sign:** A sign which can change its message electronically including, but not limited to, signs displaying time and temperature.

# ARTICLE III DEVELOPMENT REQUIREMENTS

## Chapter 3.06 Signs

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**Multi-Faced Sign:** A sign which has two or more identical sign faces, contained in a single sign structure.

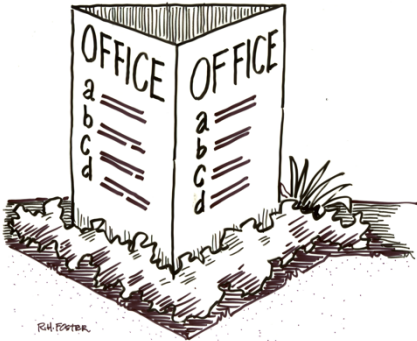


Figure 38 – Sign, Multi-Faced

**Mural:** A covering of the surface area of a wall with paint or other artistic medium, that creates a pictorial or abstract design and usually without advertising or commercial symbolism - such as logos or trademarks - or any representation of a product or business, except to identify the artist.

**Nonconforming Sign:** Any sign which lawfully exists prior to the effective date of this Chapter but, which due to the adopted requirements, no longer complies with the height, area and placement regulations or other provisions of these regulations.

**Owner:** The owner or lessee of the sign. If the owner or lessee of the sign cannot be determined, then "owner" means owner or purchaser of the land on which the sign is placed.



Figure 39 -Sign, Portable - Examples

**Portable Sign:** Any sign that is not originally designed to be permanently affixed to a building, structure, or the ground; a sign originally designed, regardless of its current modification, to be moved from place to place. These signs include, but are not limited to, A-frame or sandwich board signs, signs attached to wood or metal frames and designed to be self-supporting and movable, and also including trailer reader boards. Portable signs are not to be considered temporary signs as defined and used in this Code.



Figure 40 - Projecting Sign

**Projecting Signs:** A sign projecting from a structure, the face of which is not parallel to the wall on which it is mounted.

**Roof Line:** Either the eaves of the roof, or the top of the parapet, at the exterior wall. A "mansard roof" is below the top of a parapet and is considered a wall for sign purposes.

**Roof Sign:** A sign or any portion of which is displayed above the highest point of the roof, whether or not such sign also is a wall sign.

**Rotating/Revolving Sign:** A sign, all or a portion of which, moves in some manner.



# ARTICLE III DEVELOPMENT REQUIREMENTS

## Chapter 3.06 Signs

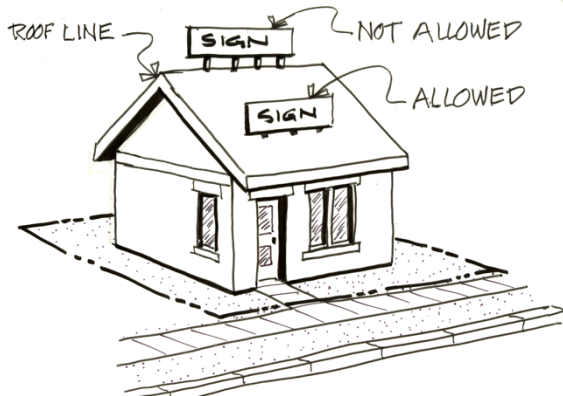
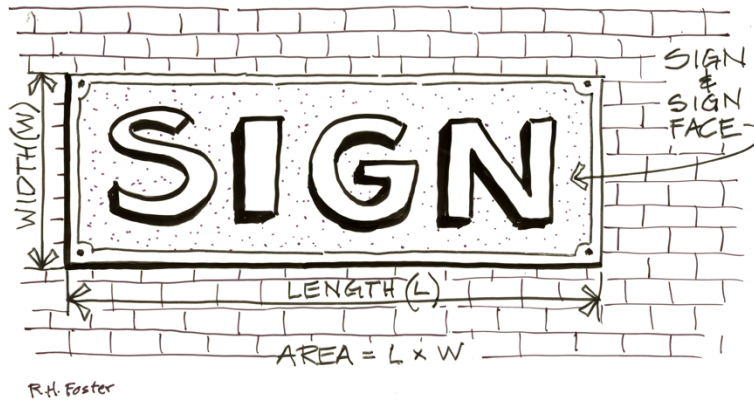


Figure 41- Sign, Roof and Roof Sign

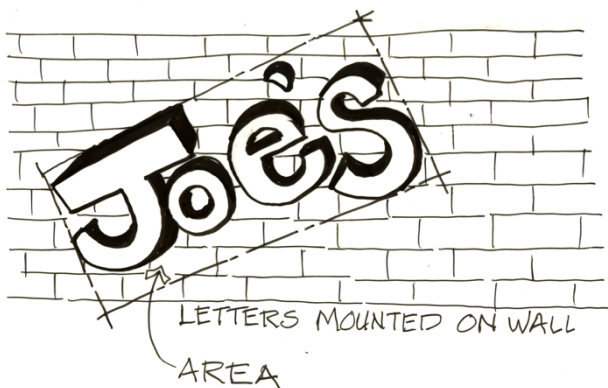
**Sign:** Any writing, including letter, word, or numeral; pictorial presentation, including illustration or decoration; emblem, symbol or trademark; banner or pennant; or any other device, figure, or similar thing which is a structure or any part thereof, or is attached to, painted on, or in any other manner represented on a building, structure, or device; and is used to announce, direct attention to, or advertise; and is visible from any public right-of-way.

**Sign Area:** The area of a sign shall be the entire area within any type of perimeter or border which encloses the outer limits of any writing, representation, emblem, figure, or character. If the sign is enclosed in a frame or cabinet, the area is based on the inner dimensions of the frame or cabinet surrounding the sign face. When a sign is on a base material and attached without a frame, such as a wood board or Plexiglas panel, the dimensions of the base material are to be used. The area of a sign having



R.H. Foster  
Figure 43 - Sign Area - Framed

no such perimeter, border, or base material shall be computed by enclosing the entire area within a parallelogram or a triangle of the smallest size sufficient to cover the entire message of the sign and computing the area of the parallelogram or a triangle. For the purpose of computing the number of signs, all writing included within such a border shall be considered one sign, except for multi-faced signs on a single sign structure, which shall be counted as one sign per structure. The area of multi-faced signs shall be calculated by including only one-half the total area of all sign faces.



R.H. Foster  
Figure 42 - Sign Area - Not Framed

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**Sign Face:** Surface of a sign containing the message. The sign face shall be measured as set forth in the definition for "Sign Area."



Figure 44 - Temporary Sign

**Sign Structure:** The supports, uprights, braces, framework, and other structural components of the sign.

**Temporary Business:** A business of a temporary nature.

**Temporary Sign.** A sign not permanently affixed to a structure on a property. These

signs primarily include, but are not limited to, canvas, cloth, or paper banners or posters hung on a building wall or on a permanent pole such as on a free-standing sign support.



Figure 45 - Wall Sign

**Wall Sign:** A sign attached to, erected against or painted on a wall of a building or structure, with the exposed face of the sign in a plane approximately parallel to the face of said wall.

### 3.06.030 Review Procedures

- (1) **Permit Required.** Unless otherwise authorized by provisions in this Chapter, sign permits shall be required for all residential, commercial, industrial, and public/semi-public uses. No property owner, lessee, or contractor shall construct or alter any sign without first obtaining a valid sign permit.
- (2) **Current Signs.** Owners of conforming or nonconforming signs existing as of the date of adoption of this Code are not required to obtain a permit.
- (3) **Application Requirements.** An application for a sign permit shall be made on a form provided by the City. The application shall include, at a minimum, a sketch drawn to scale indicating the proposed sign, identifying existing signs on the premises, the sign's location and graphic design and other information established by the City to process the request.
- (4) **Approval.** The City shall issue a permit for a sign unless the sign is in violation of the provisions of these or other provisions of the Millersburg Development Code. Sign permits mistakenly issued in violation of these or other provisions of the Development Code are void. The City may revoke a sign permit if it finds there was a material and misleading false statement of fact in the application for the permit.

### 3.06.040 General Provisions

- (1) **Conflicting Standards.** Signs shall be allowed subject to the provisions of this Chapter, except when these provisions conflict with the specific standards for signs in the subject zone.
- (2) **Signs Subject to State Approval.** In addition to City sign regulations, all signs visible

## ARTICLE III DEVELOPMENT REQUIREMENTS

### Chapter 3.06 Signs

to the traveling public from State highways are subject to the regulations also permit requirements of the Highway Division of the State of Oregon Department of Transportation. Where the regulations of the State and City differ, the more restrictive regulations shall govern.

- (3) **Design, Construction, and Maintenance.** All signs shall be designed, constructed, and maintained according to the following standards:
- a. All signs shall comply with the applicable provisions of Building Code in effect at the time of the sign permit application and all other applicable structural, electrical, and other similar regulations. The issuance of a sign permit under these regulations does not relieve the applicant of complying with all other permit requirements.
  - b. Except for banners, flags, temporary signs, and window signs conforming in all respects with the requirements of these regulations, all signs shall be constructed of permanent materials and shall be permanently attached to the ground, a building, or other structure by direct attachment to a rigid wall, frame, or structure.
  - c. All signs shall be maintained in a good structural condition and readable at all times.
  - d. The owner shall be responsible for its erection and maintenance and its compliance with the provisions of these regulations or other laws or Codes regulating signs.
- (4) **Holiday Displays.** Nothing in these regulations shall prohibit displays between Thanksgiving and January 3rd.

#### 3.06.050 Nonconforming Signs

- (1) **Alteration of Nonconforming Sign Faces.** When a nonconforming sign face is damaged or destroyed by fire, flood, wind, or similar calamity, such sign face may be restored to its original condition within 180-days of such calamity. However, a sign structure or support mechanisms so damaged shall not be replaced except in conformance with the provisions of these regulations.
- (2) **Outdoor Advertising Sign Relocation.** If development of land between Old Salem Road and I-5 requires relocating an outdoor advertising sign existing on the date of this code adoption, the sign may be relocated on the east side of Old Salem Road within 250 feet of its original location.
- (3) **Permits for Properties with Nonconforming Signs.** No permits shall be issued for new or altered signs unless all signs of the individual property or business comply with these regulations.

ARTICLE III DEVELOPMENT REQUIREMENTS  
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**3.06.060 Signs Generally Permitted**

The following signs and sign work are permitted in all zones. No permit shall be required, and the sign shall not be included when determining compliance with total allowed area:

- (1) Painting, change of sign face or copy, and maintenance of signs legally existing on the effective date of this Code. If structural changes are made, the sign shall conform in all respects with these regulations.
- (2) Signs posted by or under governmental authority including legal notices, traffic, danger, no trespassing, emergency, and signs related to public services or safety.
- (3) Incidental signs that do not exceed six square feet in area.
- (4) Flags on permanent flag poles which are designed to allow raising and lowering of the flags.
- (5) Signs within a building.
- (6) Signs painted or hung on the inside of windows.
- (7) One residential name plate not exceeding three square feet in area.
- (8) Murals for commercial and industrial uses. Otherwise, that portion of the mural considered advertising shall be included in the sign area calculation. The calculation shall be in accordance with provisions in the "sign area" definition.
- (9) Temporary signs placed on private property used in conjunction with political campaigns and elections. Political signs shall be displayed no earlier than 90-days before an election and shall be removed within three days after the election.

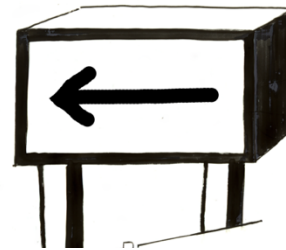


Figure 46 - Sign, Incidental

**3.06.070 Prohibited Signs**

The following signs are prohibited in all zones:

- (1) Balloons or similar types of tethered objects.
- (2) Portable signs, except where allowed as a part of a permitted temporary business permitted by Municipal Code.
- (3) Roof signs.

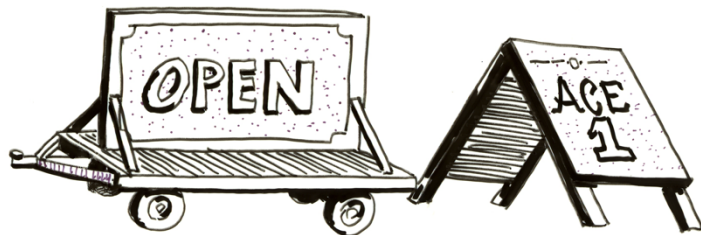


Figure 47 - Signs, Portable

or otherwise

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- (4) Signs that emit odor, visible matter, or sound; however, an intercom system for customers remaining in their vehicles, such as used in banks and "drive through" restaurants, shall be allowed.
- (5) Signs that use or employ side guy lines of any type.
- (6) Signs that obstruct any fire escape, required exit, window, or door opening used as a means of egress.
- (7) Signs closer than 36-inches horizontally or vertically from any overhead power line or public utility guy wire.
- (8) The use of a vehicle or trailer parked on a public right-of-way or public property, or on private property so as to be visible from a public right-of-way which has attached thereto or located thereon any sign or advertising device for the basic purpose of providing advertisement of products or directing people to a business or activity. This provision applies where the primary purpose of the vehicle is for advertising purposes and is not intended to prohibit any form of vehicular sign, which is primarily used for business purposes other than advertising.
- (9) Rotating/revolving signs, except by conditional use permit per Section 3.06.120.
- (10) Flashing signs, except by conditional use permit per Section 3.06.120.
- (11) Private signs that project into or over driveways and public rights-of-way, except signs under a canopy that project over a public sidewalk and the bottom of the sign is at least 8-feet above the sidewalk.
- (12) Signs that obstruct a required vision clearance area, obstruct a vehicle driver's view of official traffic control signs, or which present a traffic hazard.
- (13) Signs that interfere with, imitate, or resemble any official traffic control sign, signal or device, emergency lights, or appear to direct traffic.
- (14) Signs attached to any pole, post, utility pole, or placed on its own stake and placed into the ground in the public right-of-way.
- (15) Message signs, except by conditional use permit per Section 3.06.120.
- (16) Any sign on unimproved property, unless as an incidental sign.
- (17) Signs mounted on fences in accordance with Section 3.07.080.

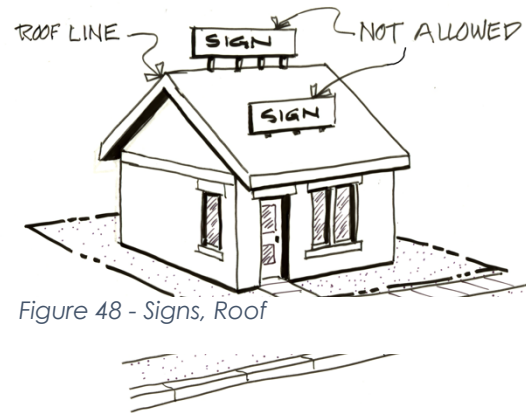


Figure 48 - Signs, Roof

#### 3.06.080 Residential Signs - Single-family and Duplex

- (1) **Area and Number.** Only one sign shall be permitted per dwelling unit. The maximum sign area shall be eight square feet.
- (2) **Location.** The sign may be located on a wall or within any yard area. Signs placed within a yard shall be limited to a maximum height of four feet as measured from

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the adjacent ground level to the highest point of the sign and shall not interfere with the clear vision area.

- (3) **Lighting.** The use of interior lighted signs and flashing lights shall be prohibited. No light may be directed onto an adjacent residence.

### 3.06.090 Residential Signs – Other Developments

The following sign regulations shall apply to multi-family developments, manufactured home parks, and subdivisions:

- (1) **Area and Number.** Any combination of signs not exceeding 32 square feet in area, provided the total sign area on a free-standing sign shall be limited to a maximum of 24 square feet.
- (2) **Sign Height.** The maximum sign height for a free-standing sign shall be five feet.
- (3) **Lighting.** Signs shall be illuminated only by indirect lighting. The use of interior lighted signs and flashing lights shall be prohibited.

### 3.06.100 Public and Semi-Public Signs

The following regulations apply to signs for public and semi-public uses:

- (1) **Area and Number.** Any combination of signs not exceeding 120 square feet in area, provided the total sign area on a free-standing sign shall be limited to a maximum of 80 square feet.
- (2) **Sign Height.** The maximum sign height for a free-standing sign shall be 12 feet.
- (3) **Lighting.** Signs shall be illuminated only by indirect lighting. The use of interior lighted signs and flashing lights shall be prohibited.

### 3.06.110 Commercial and Industrial Signs

The following regulations apply to signs for commercial and industrial uses:

- (1) Signs for Businesses not in Integrated Business Centers:
  - a. **Total Sign Area.** One and one-half square feet of total allowed sign area for each lineal foot of building frontage facing the street, up to a maximum total allowed area of 150 square feet.
  - b. **Type, Number, and Sign Size.** Within the total allowed area, one free standing sign per street frontage, and a total of no more than two wall or canopy signs. Regardless of total allowed area, each free-standing sign shall be limited to a maximum of 48 square feet in area.

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c. **Sign Height.** The maximum sign height shall be as follows:

- i. Wall and canopy signs: Shall not project above the parapet or roof eaves.
- ii. Free-standing signs: Maximum height of 12 feet above finished ground level.



Figure 49 - Sign Height

d. **Sign Location.** Signs shall be located as follows:

- i. Wall signs: May project up to 1.5 feet from the building.
- ii. Free-standing sign: No limitation except shall not project over street right-of-way and shall comply with requirements for vision clearance areas and special street setbacks.

(2) Signs for Integrated Business Centers:

a. **Total Sign Area.** For wall and canopy signs on individual businesses within an integrated business center, one and one-half square feet of total allowed sign area for each lineal foot of building frontage for the individual business, up to a total maximum of 150 square feet per business. Individual businesses may not assign their unused allowed area to other businesses in the integrated business center.

b. **Free-Standing Sign.** In addition to this allowed area, for each integrated business center, one free-standing sign per street frontage not exceeding 100 square feet in area.

c. **Sign Height.** The maximum sign height shall be as follows:

- i. Wall and canopy signs: Shall not project above the parapet or roof eaves.
- ii. Free-standing signs: Maximum total height of 12 feet above grade.



Figure 50 - Sign, Integrated Business Center - Example

d. **Sign Location.** Signs shall be located as follows:

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- i. Wall signs: May project up to 1.5 feet from the building.
  - ii. Free-standing sign: No limitation except shall not project over street right-of-way and shall comply with requirements for vision clearance areas and special street setbacks.
- (3) **Additional Signs.** Within the limitations of this subsection, the signs below do not require a permit and are not included in calculating allowed area and number of signs:
- a. Directional signs, such as "Exit" or "Entrance", are allowed either as wall or free-standing signs. Such signs shall be limited to four square feet in area and two per driveway. Free-standing directional signs shall be limited to a height of four feet.
  - b. Order signs describing products and/or order instructions to a customer, such as menu boards on the exterior of a drive-thru restaurant are allowed as follows: One per business limited to 32 square feet in area and a maximum height of eight feet. Any order sign greater than 10 square feet in area and/or six feet in height must be screened from adjacent streets by a sight obscuring fence, wall, or hedge.
- (4) **Temporary Business Signs.** Temporary businesses may display temporary or portable signs, other than trailer mounted reader boards or any sign that includes flashing or rotating lights or moving parts. The cumulative size of all such signs may not exceed 32 square feet. All temporary signs must be placed within 10 feet of the structure or vehicle used for the temporary business and may not be placed within any public right-of-way.

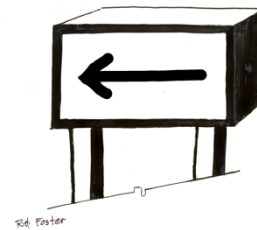


Figure 51 - Sign, Incidental

**3.06.120 Conditional Use Permits - Signs**

A conditional use approval shall be required for rotating/revolving signs, flashing signs, or message signs located in a Commercial, Industrial, or Public Facility zones, or Mixed-Use Zone within 100 feet of the Interstate 5 right-of-way. A conditional use to Chapter 3.06 shall be processed according to the conditional use procedures in Chapter 5.04, but shall be subject to the following criteria:

- (1) The proposed sign, when conditioned, will not significantly increase or lead to street level sign clutter, or to signs adversely dominating the visual image of the area.
- (2) The proposed sign, as conditioned, will not adversely impact the surrounding area to a significant degree.
- (3) The proposed sign will not present a traffic or safety hazard.
- (4) If the application is for a flashing and/or message sign, no rotary beacon lights, zip lights, strobe lights, or similar devices shall be allowed. No chaser effect or other flashing effects consisting of external lights, lamps, bulbs, or neon tubes are



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allowed. Only flashing effects by way of internal illumination are allowed.

- (5) If the application is for a rotating/revolving sign, such sign cannot flash or be illuminated by intermittent light. Rotating/revolving signs shall revolve at a speed no greater than five revolutions per minute.
- (6) The total allowed sign area for a business shall be reduced by 25% if the business has a flashing, rotating/revolving, or message sign.
- (7) The proposed sign will comply with all other regulations, including, but not limited to, height and placement restrictions.

#### **3.06.130 Variances - Signs**

Any allowance for signs not complying with the standards set forth in these regulations shall be by variance. Variances to Chapter 3.06 shall be processed according to the variance procedures in Chapter 5.03 but shall be subject to the following criteria:

- (1) There are unique circumstances of conditions of the lot, building, or traffic pattern such that the existing sign regulations create an undue hardship;
- (2) The requested variance is consistent with the purpose of the Chapter as stated in Section 3.06.010;
- (3) The granting of the variance compensates for those circumstances in a manner equitable with other property owners and is thus not a special privilege to the business. The variance requested shall be the minimum necessary to compensate for those conditions and achieve the purpose of this Chapter;
- (4) The granting of the variance shall not decrease traffic safety nor detrimentally affect any other identified items of public welfare;
- (5) The variance will not result in a special advertising advantage in relation to neighboring businesses or businesses of a similar nature. The desire to match standard sign sizes (for example, franchise store signs) shall not be listed or considered as a reason for a variance; and
- (6) The variance request shall not be the result of a self-imposed condition or hardship, including the existence of corporate or business signage standards which conflict with this code.

## CHAPTER 3.07 FENCING AND SCREENING

### 3.07.010 Placement of Fencing on Public Rights-of-Way or Easements

Fences may be constructed on public rights-of-way and/or easements subject to certain restrictions. Construction of fences on public rights-of-way or easements requires permission from the appropriate public agency. The City allows placement of fences on public rights-of-way and certain easements, provided that action does not impair the City's ability to address its public functions and the permit holder agrees to remove the fence upon request.

### 3.07.020 General Requirements

- (1) A wall is considered a fence and shall be built consistent with the applicable fencing requirements.
- (2) No fence shall be permitted in the sidewalk area or in a location which may impair the construction of a public sidewalk, pathway, or walkway.
- (3) Fences greater than six feet in height require the owner to secure a building permit as required by the Building Official.
- (4) In the event any fence restricts access to or use of rights-of-way and easements, it shall be the fence owner's responsibility to provide access upon City request or other affected agency or utility provider request.
- (5) A property owner who restricts access to any utility meter or fire hydrant shall provide access through the fence by a gate.
- (6) Fence installation shall not impair the clear vision triangle clearance requirements at street and alley intersections.
- (7) Fence heights shall be measured from undisturbed ground level, top of sidewalk, or street grade (crest or crown of the road), whichever is highest. Height of fences or walls within 20 feet of a street right-of-way shall include the measured height of the fence or wall and any retaining wall, berm, or other structure within the same 20 feet.

### 3.07.030 Fencing Requirements for the Residential Zones

- (1) Height, location: Fences, walls, and hedges may be located in any required yard or along the edge of any yard, subject to the maintenance of any required vision clearance area.
- (2) Fences and walls shall not exceed a height of three and one-half feet within the required front setback of any

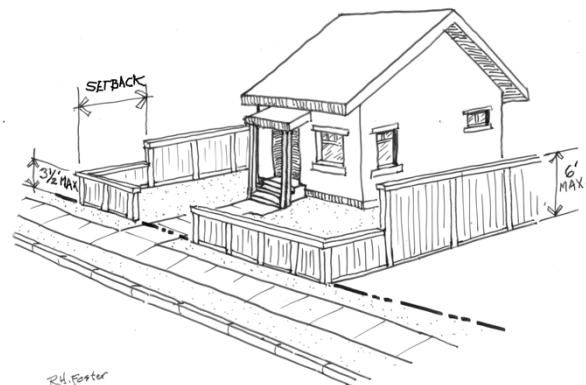


Figure 52 - Fence Locations and Height

## ARTICLE III DEVELOPMENT REQUIREMENTS

### Chapter 3.07 Fencing and Screening

property line adjacent to the street, except corner properties, which by definition have two front yards, may have a fence no taller than six feet in the front yard adjacent to the street that does not contain the main door entrance when the fence does not extend in front of the building and one of the following conditions is met:

- a. If the adjoining street is improved with sidewalks and a planter strip, the fence may be on or behind the property line.
  - b. If the adjoining street is improved with sidewalks but no planter strip, the fence is located a minimum of three feet from the sidewalk and is on or behind the property line.
  - c. If the adjoining street is improved with curbs and gutters but no sidewalks, the fence is located 10 feet from the face of the curb and is on or behind the property line.
  - d. If the adjoining street is unimproved, the fence is no closer than three feet from the property line.
- (3) A fence or wall may not exceed six feet in height. A fence constructed on, as a part of, or adjacent to (within three feet of) a retaining wall shall not exceed a total height of 14 feet.

#### 3.07.040 Fencing Requirements for Commercial and Industrial Zones

- (1) Industrial or commercial fencing installed adjacent to residential areas must be sight obscuring. Fences that do not exceed six feet in height may be located or maintained on any property line within this zone, except within the clear vision triangle area and along the frontage of presentation streets. Commercial or industrial fencing intended to be placed on Old Salem Road or Conser Road frontage is subject to design review.

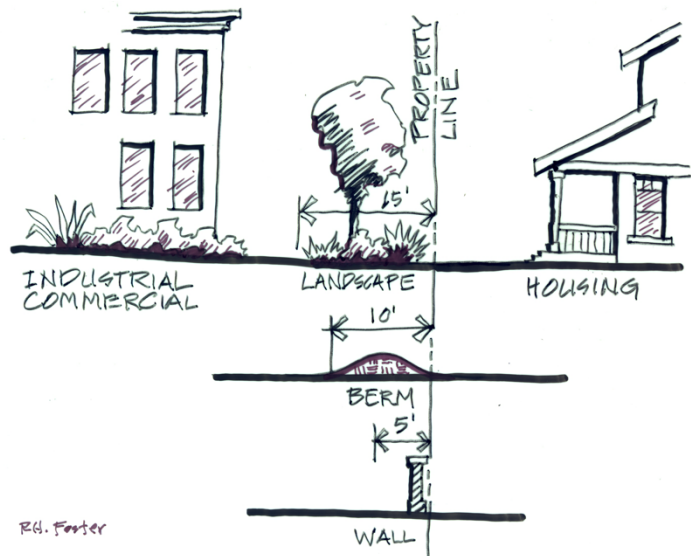


Figure 53 - Fencing Options in Commercial and Industrial Zones

- (2) Fences intended for security purposes may be installed to a height of eight feet on any property line within the commercial and industrial zones, except within vision triangle areas and along the frontage of presentation streets. Barbed wire may be used as the top section for security fences, provided the barbed wires are a minimum of 72-inches above grade and do not project over public rights-of-way.

# ARTICLE III DEVELOPMENT REQUIREMENTS

## Chapter 3.07 Fencing and Screening

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- (3) Fencing placed along Old Salem Road or Conser Road is subject to site plan review.

### 3.07.050 Pathway Fencing

- (1) When residential construction includes a pathway or walkway intended to be constructed adjacent to these pedestrian type features, the applicant shall install, along the full length of the property frontage intersecting or encountering these features, a fence composed of metal, rock, or vinyl material with the supporting wood treated posts placed on an adequate concrete footing. Pathway or walkway type fencing shall be installed in such a fashion as to provide better visibility from adjacent homes or buildings and to assure public safety and avoid a tunneling effect associated with tall fences bordering narrow pathways.
- (2) See-through pathway fencing shall not exceed five feet in height and solid fencing shall not exceed four feet in height the length of the property frontage intersecting or encountering the pathway, walkway, or greenbelt.

### 3.07.060 Fences Required for Sight-Obscuring Purposes

- (1) Sight obscuring fences shall be constructed of an aluminum mesh fencing with slats or other solid non-vision-type fencing of such design and material that will retain its attractiveness with nominal maintenance.
- (2) The following uses are declared to require sight obscuring fences: junkyards, wrecking yards, equipment or vehicle salvage storage yards, auction blocks, lumberyards, sanitary landfills, recycling collection stations and other uses determined to be similar in nature to the aforementioned as determined by the Planning Director or designee.

### 3.07.070 Walls and Berms Serving Fencing Purposes

- (1) Wall materials shall be constructed of impervious concrete or stucco or other appropriate sound attenuating material.
- (2) Wall heights shall be in accordance with zoning height prescriptions.
- (3) Wall[s] shall be offset by a minimum relief distance of three feet every 100 linear feet. Relief shall be by materials, color, structural elements, or off-sets and jogs. If walls are used in combination with a berm, the wall shall be placed behind the berm, and under no circumstances, placed on the berm, except where as designed as a condition of approval. A proposed wall is subject to design review where it will be evaluated for design, color, and texture. The wall and/or wall and berm combination shall be located outside the public rights-of-way, except when required to be placed in the right-of way by the City.
- (4) Walls may require a building permit. Wall installation is also subject to site plan review and appropriate building codes, permits, and inspections.
- (5) Berm heights shall be in accordance with zoning height prescriptions.

## ARTICLE III DEVELOPMENT REQUIREMENTS

### Chapter 3.07 Fencing and Screening

(6) Berms will be fully landscaped.

#### **3.07.080 Fence Advertising or Signage**

Fences shall not be used for advertising purposes. Accordingly, no signage may be installed on fencing except for advisory purposes (such as "no trespassing") consistent with the sign code provisions in this Code. No such sign shall exceed two square feet, and no such sign shall be located closer than 20 feet from any other sign posted on the same fence.

## CHAPTER 3.08 YARD AND LOT STANDARDS

### 3.08.010 New Buildings Shall be on a Lot

Every building erected shall be located on a lot as herein defined.

### 3.08.020 Yards Apply Only to One Building

No required yard or other open space or required driveway provided around or for any building or structure for the purpose of complying with the provisions of this Code shall be considered as providing a yard or open space for any other building. No yard or other required space on an adjoining lot shall be considered as providing a yard or open space on the lot whereon the building is to be erected.

### 3.08.030 Front Yard Projections

The following features, when not more than one story high, may project into the front yard setback area, provided the projection shall come no closer than 10 feet from the property line: planter boxes, chimneys and flues, steps, cornices, eaves, gutters, belt courses, leaders, sills, pilasters, lintels, and other ornamental features, uncovered porches, covered but unenclosed porches.

### 3.08.040 Side Yard Projections

- (1) Cornices, eaves, gutters, and fire escapes may project into a required side yard not more than one-third of the width of the required side yard.
- (2) Chimneys, flues, belt courses, leaders, sills, pilasters, lintels, and ornamental features may project not more than 1.5 feet into a required side yard, provided the chimneys and flues shall not exceed six feet in width.
- (3) Uncovered decks and patios attached to the main building, and no more than three feet in height when measured directly beneath the outside edge of the deck or patio, may be extended to the side yard property line.

### 3.08.050 Rear Yard Projections

- (1) Chimneys, flues, belt courses, leaders, sills, pilasters, lintels, gutters, and other ornamental features, may project not more than 1.5 feet into a required rear yard, provided the chimneys and flues shall not exceed six feet in width.
- (2) A fire escape, balcony, outside stairway, cornice, or other unenclosed, unroofed projections may project not more than five feet into a required rear yard.
- (3) The following features, when not more than one story high, may project into the rear yard setback area: planter boxes, chimneys and flues, steps, cornices, eaves, gutters, belt courses, leaders, sills, pilasters, lintels, and other ornamental features, uncovered porches, covered but unenclosed porches.
- (4) No permitted projection into a required rear yard shall extend within 10 feet of the

# ARTICLE III DEVELOPMENT REQUIREMENTS

## Chapter 3.08 Yard and Lot Standards

center line of an alley or within five feet of a rear lot line if no alley exists.

### 3.08.060 Vision Clearance

A clear vision area shall be maintained where streets and private points of access intersect. The clear vision area shall conform to the following:

(1) **Measurement.** A clear vision area at an intersection shall be the triangular area established according to the following procedure:

- a. A line extending a certain number of feet, as identified in the sections (2), (3), (4), and (5) below, from the point of intersection along the curb (or edge of pavement if no curb) of a public street right-of-way;
- b. A line extending a certain number of feet from the intersection along the curb line (or edge of pavement if no curb) of intersecting access; and,
- c. A third line that creates the triangular clear vision area by connecting the ends of the lines described in (a) and (b), above.

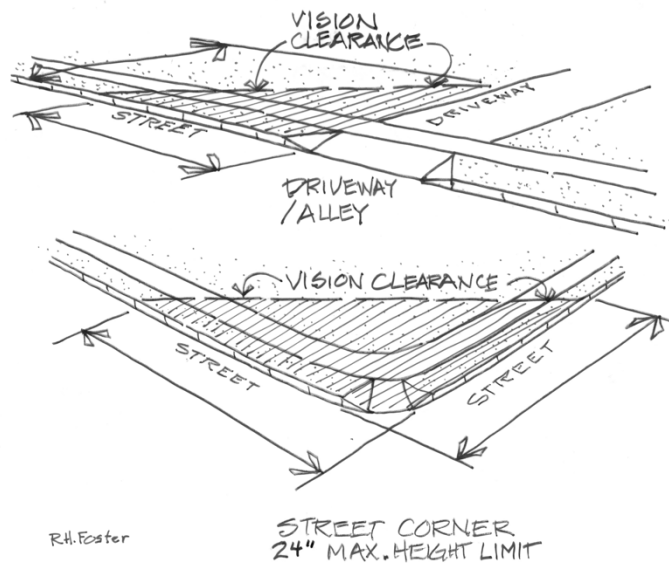


Figure 54 - Vision Clearance Area

- (2) **Street-Driveway.** The clear vision area for a street-driveway intersection shall be 10 feet along the driveway from its intersection with the street curb (or edge of pavement if no curb) and 20 feet along the street curb (or edge of pavement if no curb) at the point of intersection with the driveway.
- (3) **Street-Alley.** The clear vision area for street-alley intersections shall be 10 feet along the alley from its intersection with the street curb (or edge of pavement if no curb) and 20 feet along the street curb (or edge of pavement if no curb) at the point of intersection with the alley.
- (4) **Street-Private Access Easement.** The clear vision area for street-access easement intersections shall be 10 feet along the access easement from its intersection with the street curb (or edge of pavement if no curb) and 20 feet along the street curb (or edge of pavement if no curb) at the point of intersection with the access easement.
- (5) **Corner Lots (Street-Street Intersection).** The clear vision area for corner lots on local residential streets shall be measured along the curb line (or edge of pavement if no curb) as shown in Table 16 below.

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## Chapter 3.08 Yard and Lot Standards

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Table 16 - Street-Street Intersection Vision Clearance Dimensions

Vision Clearance Dimensions		
Intersected Street Classification	Posted Speed	Distance
Local Residential	All	20 feet
Collector or Arterial	25 mph	95 feet
	30 mph	120 feet
	35 mph	140 feet
	40 mph	165 feet
	45 mph	190 feet
	50 mph	215 feet

- (6) **Prohibited Development.** A clear vision area shall contain no planting, fence, wall, structure, or temporary or permanent obstruction exceeding 24 inches in height, measured from the top of the curb or, where no curb exists, from the established street centerline grade, except that the following may be allowed in the clear vision area:
- a. Trees, provided all branches and foliage are removed to a height of eight feet above grade;
  - b. Telephone, power, and cable television poles; and
  - c. Telephone switch boxes provided they are less than 10 inches wide at the widest dimension.



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Chapter 3.08 Yard and Lot Standards

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## CHAPTER 3.09 LANDSCAPING STANDARDS

### 3.09.010 Purpose

Natural vegetation, landscaping, street trees, fences, and walls—together, these elements of the natural and built environment contribute to the visual quality, environmental health, and character of the community. Trees provide climate control through shading during summer months and wind screening during winter. Trees and other plants can also buffer pedestrians from traffic. Walls, fences, trees, and other landscape materials also provide vital screening and buffering between land uses. Landscaped areas help to control surface water drainage and can improve water quality, as compared to paved or built surfaces. A well landscaped and maintained yard or property promotes a sense of community wellbeing.

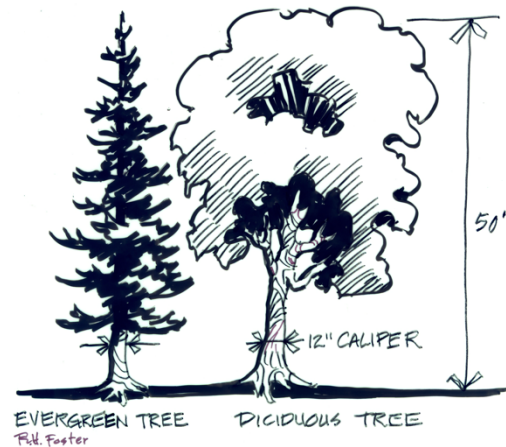


Figure 55 - Tree Types

### 3.09.020 Applicability

Whenever landscaping is required in a zone, it shall be installed in accordance with these standards. When the standards of a zone specify locations or amounts of landscaping, those locations or amounts can be used to meet the standards of this section.

### 3.09.030 Standards

(1) **General Requirements.** Landscaping requirements by type of use are listed below:

- a. **Landscaping Required – Residential other than in the Mixed-Use (MU) Zone.** All front setbacks (exclusive of accessways and other permitted intrusions) must be landscaped or have landscaping guaranteed in accordance with this Code before an occupancy permit will be issued or final building permit approved. In all residential zones except Rural (RU), the minimum landscaping acceptable for every 50 lineal feet of street frontage (or portion thereof, deducting the width of the driveway) is:
  - i. One tree at least six feet tall when planted.
  - ii. Four one-gallon shrubs or accent plants.
  - iii. The remaining area treated with attractive ground cover (e.g., lawn, bark, rock, ivy, and evergreen shrubs).
- b. **Landscaping Required – Mixed-Use and Non-Residential Zones.** All required

## ARTICLE III DEVELOPMENT REQUIREMENTS

### Section 3.09 Landscaping Standards

front and interior setbacks (exclusive of accessways and other permitted intrusions) must be landscaped or have landscaping guaranteed in accordance with this Code before an occupancy permit will be issued. Minimum landscaping acceptable for every 1,000 square feet of required setbacks in all commercial-industrial zones is as follows:

- i. One tree at least six feet tall when planted for every 30 feet of street frontage.
  - ii. Five 5-gallon or eight 1-gallon shrubs, trees, or accent plants.
  - iii. The remaining area treated with suitable living ground cover, lawn, or decorative treatment of bark, rock, or other attractive ground cover.
  - iv. When the yard adjacent to a street of an industrially zoned property is across a right-of-way (excluding Old Salem Road right-of-way) from other industrially or commercially zoned property, only 30% of such setback area must be landscaped.
- c. **Alternate Plan – Non-Residential.** As part of a Site Design Review application approval, placement of the required setback landscaping in public right-of-way may be approved when the following conditions are met:
- i. The site contains existing development that includes substantial building(s), and is subject to improvement requirements due to a change of use or vacancy; and
  - ii. The appropriate government agency grants written permission for use of the right-of-way; and
  - iii. The applicant provides written assurance that on-site setback landscaping will be installed within 90 days in the event permission to use the right-of-way is revoked; and
  - iv. The Commission finds the required setback landscaping can feasibly be installed on the property without creating other violations of this Code; and
  - v. The Commission finds providing the landscaping in the public right-of-way in the interim fulfills the intent this Code established in Section 3.09.010.
- (2) **Parking Lot Landscaping.** The purpose of landscaping in parking lots is to provide shade, reduce stormwater runoff, and direct traffic. Incorporation of approved vegetated post-construction stormwater quality facilities in landscaped areas is encouraged. Parking lots must be landscaped in accordance with the following minimum standards:
- a. **Planter Bays.** Parking areas shall be divided into bays of not more than 12 parking spaces. At both ends of each parking bay, there shall be curbed planters at least five feet wide, excluding the curb. Gaps in the curb may be allowed for connections to approved post-construction stormwater quality facilities. Each planter shall contain one canopy tree at least 10 feet high at time of planting and decorative ground cover containing at least two shrubs

# ARTICLE III DEVELOPMENT REQUIREMENTS

## Section 3.09 Landscaping Standards

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for every 100 square feet of landscape area. Neither planter bays nor their contents may impede access on required public sidewalks or paths, or handicapped-accessible parking spaces.

- b. **Parking Space Buffers.** Parking areas shall be separated from the exterior wall of a structure by pedestrian walkways or loading areas or by a five-foot strip of landscaping materials.
- c. **Alternate Plan.** An alternate plan may be submitted as part of a Site Design Review application providing landscaping of at least 5% of the total parking area exclusive of required landscaped yard areas and that separates parking areas of more than 100 spaces into clusters divided by landscape strips. Each planter area shall contain one tree at least ten feet tall and decorative ground cover containing at least two shrubs for every 100 square feet of landscape area. Landscaping may not impede access on required public sidewalks or paths, or handicapped-accessible parking spaces.

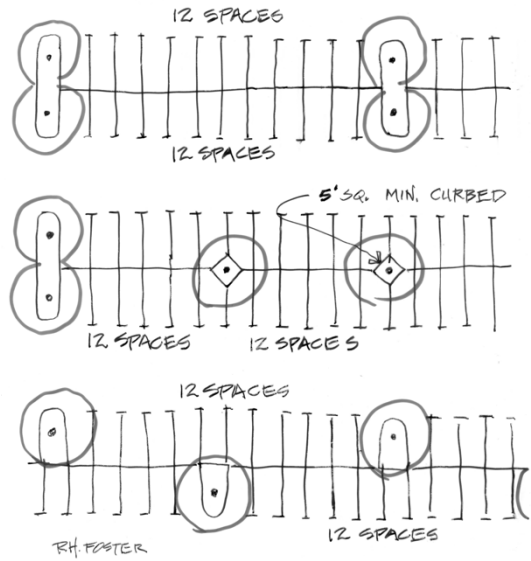


Figure 56 - Parking Lot Landscaping - View 1

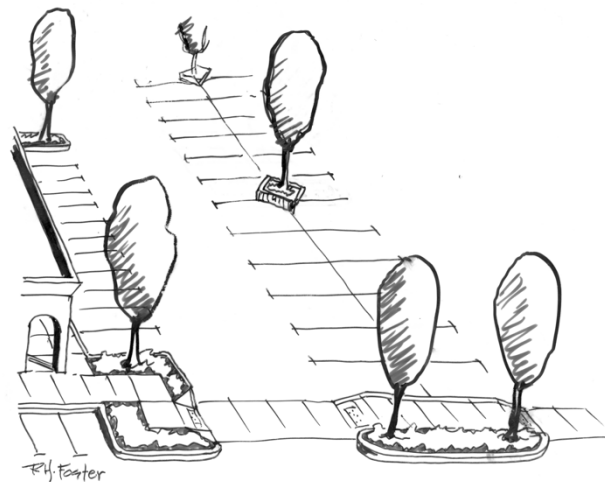


Figure 57 - Parking Lot Landscaping - View 2

- d. **Landscape Protection.** Required landscaped areas adjacent to graveled areas must be protected by large boulders or by another acceptable means of protection.
- (3) **Irrigation of Required Landscaping.** All required landscaped areas must be provided with an irrigation system unless a licensed landscape architect, landscape construction professional, or certified nurseryman submits written verification that the proposed plants do not require irrigation. Irrigation systems installed in the public right-of-way require an encroachment permit.
  - (4) **Identification of Existing Trees.** In all proposed developments, existing trees over 25 inches in circumference (eight inches in diameter) as measured 4.5 feet above mean ground level from the base of the trunk shall be noted on all development plans, with notations indicating whether they are to be removed or utilized in the

## ARTICLE III DEVELOPMENT REQUIREMENTS

### Section 3.09 Landscaping Standards

development. To obtain the circumference of a tree with multiple trunks, add the individual trunk circumferences, which are greater than six inches in circumference. Clusters of trees in open space and floodplain areas may be noted in approximate locations. No trees 6.5 feet in circumference (approximately 25 inches in diameter) or greater may be removed without a permit per Millersburg Municipal Code Section 7.30.040.

#### 3.09.040 Landscape Plans

- (1) With the exceptions noted below, all development applications involving buildings and parking areas must include landscape plans. The following uses are required to meet the landscaping requirements of this code but are not required to submit landscape plans:
  - a. Single-family dwellings, duplexes, and triplexes.
  - b. Accessory buildings.
  - c. Changes internal to an existing structure.
  - d. Building additions involving less than 500 square feet.
- (2) **Street Tree Species Allowed Within Right-of-Ways.** Only trees included in the list of approved City street trees are allowed.
- (3) **Trees Requiring Approval.** It is unlawful to plant willow, cottonwood, or poplar trees anywhere in the City unless the City Engineer approves the site as one where the tree roots will not be likely to interfere with public sewers.
- (4) **Height Requirements in Rights-of-Way.** Trees or shrubs growing in the right-of-way or on private property adjacent to a street right-of-way must be trimmed to maintain a minimum canopy height of eight feet above sidewalks or 14 feet above streets or alleys.
- (5) **Planting in Roadways Having No Gutter, Curb.** No trees, shrubs, or plantings more than 18 inches tall shall be planted in the public right-of-way abutting roadways having no established curb and gutter.
- (6) **Completion Guarantees.** Final occupancy of a development that required land use approval may be allowed prior to the complete installation of all required landscaping and irrigation only under the following circumstances:
  - a. A security guarantee is provided to the City in accordance with this Code.
  - b. The required landscaping and irrigation shall be installed within six months of the date the final occupancy permit is issued. If an occupancy permit is not required, the landscaping and irrigation shall be installed within six months of the date of the land use approval.
  - c. To verify that the landscaping, and irrigation if required, has been installed per the approved plan, an inspection shall be made prior to any security being returned.
  - d. Required post-construction stormwater quality facilities incorporated into the

ARTICLE III DEVELOPMENT REQUIREMENTS  
Section 3.09 Landscaping Standards

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required landscaped areas have been completed (or financially assured) consistent with the requirements of the Municipal Code and applicable post-construction stormwater quality permits.

**3.09.050 Maintenance of Landscaped Areas**

It shall be the continuing obligation of the property owner to maintain required landscaped areas in an attractive manner free of weeds and noxious vegetation. In addition, the minimum amount of required living landscape materials shall be maintained. Private post-construction stormwater quality facilities located in landscaped areas shall be maintained consistent with the terms of any operation and maintenance agreements between the property owner and the City.

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Chapter 3.10 Special Use Standards

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**CHAPTER 3.10 SPECIAL USE STANDARDS**

**3.10.010 Applicability of Special Use Standards**

Special uses included in Chapter 3.11 to Chapter 3.27 are uses which, due to their effect on surrounding properties, must be developed in accordance with special standards. These special use standards may differ from the development standards established for other uses for property within the same zone. When a dimensional standard for a special use differs from that of the underlying zone, the standard for the special use shall apply.



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Chapter 3.10 Special Use Standards

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## CHAPTER 3.11 MANUFACTURED DWELLING PARKS

### 3.11.010 Development Standards

Oregon Revised Statutes (ORS), Chapter 446 and Oregon Administrative Rules (OAR), Chapter 918, and Chapter 10 of the Oregon Manufactured Dwelling and Park Specialty Code (OMDS) specify the standards and regulations for Manufactured Dwelling Parks in the State of Oregon.

- (1) **Permitted Housing.** Only Class "A" manufactured dwellings are permitted in Manufactured Dwelling Parks adjacent to areas that are predominantly developed with single-family residential dwellings. Class "A" or "B" manufactured dwellings are permitted in all other Manufactured Dwelling Parks. No manufactured dwelling shall be more than 10 years in age at time of placement.
- (2) **Minimum Site Area.** The minimum area for a park shall be one acre.
- (3) **Density.** Maximum density of the park shall not exceed seven units per gross acre.
- (4) **Access.** Manufactured Dwelling Park access shall occur from a public Collector or Arterial street.
- (5) **Permitted Uses:** Manufactured Dwelling Parks may contain manufactured dwellings and accessory structures, community laundry and recreation facilities, and other common buildings for use by park residents only, and one residence other than a manufactured dwelling for the use of a caretaker or a manager responsible for maintaining or operating the park.
- (6) **Conditions.** Upon granting site plan approval for a manufactured dwelling park, the Planning Commission may require establishment of deed covenants, conditions, and restrictions (CC&Rs) or other conditions including but not limited to any of the following where such are deemed necessary for the mitigation of adverse impacts on an adjacent area:
  - a. Limit the type of units to be installed.
  - b. Additional landscaping or screening on the park boundary.
  - c. Increased setbacks from park boundaries.
- (7) **Improvement Standards.** Park standards shall conform to the Oregon Manufactured Dwelling and Park Specialty Code within the Park boundary and shall conform to City Standards when abutting public streets.
- (8) **Streets.** Public streets located within the Park and the first 100 feet of private Park streets connecting to a public street shall conform to City standards. Other private streets within the Park shall be no less than 30 feet in paved width in accordance with Table 10-C of the OMDS.
- (9) **Perimeter Setbacks.** Distance of a manufactured dwelling or accessory structure from an exterior park boundary shall be 20 feet.

## ARTICLE III DEVELOPMENT REQUIREMENTS

### Chapter 3.11 Manufactured Dwelling Parks

- (10) **Landscaping.** All common areas within a Manufactured Dwelling Park shall be landscaped and maintained by the Park owner in conformance with an approved landscape and irrigation plan submitted as part of the application. This plan shall be drawn to scale. The plan will show the location of existing trees, vegetation proposed to be removed, vegetation proposed to be retained, the location and design of landscaped areas, the varieties and sizes of trees and plant materials to be planted, contour lines indicating any earth sculpting to be used, approved vegetated post-construction stormwater quality facilities within the landscape area, and other pertinent landscape information.

All common areas within a Manufactured Dwelling Park, exclusive of required buffer areas, buildings, and streets, shall be landscaped and maintained in accordance with the following minimum standards per each 1,000 square feet of open area.

- a. One 10-foot tree or two trees at least five feet in height.
  - b. Three shrubs or perennials.
  - c. The remaining area must be landscaped in an attractive ground cover.
  - d. Long expanses of fence or wall along public streets shall be designed to prevent visual monotony through the use of offsets, landscaping, and change in materials. Fencing closer than 15 feet to the public right-of-way shall be subject to the zoning district's restrictions on front yard fencing. Landscaping shall include street trees within a public right-of-way in accordance with adopted street tree regulations of the City.
- (11) **Perimeter Property Screening.** The entire perimeter of the Manufactured Dwelling Park shall be screened except for driveways and clear vision areas. The following minimum standards shall apply:
- a. One row of evergreen shrubs shall be planted which will grow to form a continuous hedge at least six feet in height and be at least 80% opaque, as seen from a perpendicular line of sight, within two years of planting; or
  - b. A minimum of a six-foot high wood fence or masonry wall shall be constructed, measured as provided in Chapter 3.07, providing a uniform sight obscuring screen; or
  - c. An earth berm combined with evergreen plantings or wood fence or masonry wall shall be provided which shall form a sight and noise buffer at least six feet in height.
  - d. The remaining area treated with attractive, living ground cover (i.e., lawn, ivy, evergreen shrubs, etc.).
- (12) **Utilities.** All Manufactured Dwelling Parks must provide each lot or space with storm drainage, municipal sanitary sewer, electric, telephone, and municipal water, with easements dedicated where necessary to provide such services. All such utilities shall be located underground. Utilities shall be connected in accordance with state requirements and the manufacturer's specifications.

ARTICLE III DEVELOPMENT REQUIREMENTS  
Chapter 3.12 Design Standards for Homes  
on Individual Lots

**CHAPTER 3.12 DESIGN STANDARDS FOR HOMES ON  
INDIVIDUAL LOTS**

**3.12.010 Scope**

The provisions of this Chapter are applicable to all site-built, modular, and manufactured homes sited on individual lots in the City of Millersburg. Manufactured homes sited in approved mobile/manufactured home parks or manufactured home subdivisions are not affected by the provision of this Code.

**3.12.020 General Standards – All Single-family and Duplex Homes**

All new site-built single-family and duplex homes and modular homes constructed or located within the City shall have a two-car garage for each dwelling unit and shall also utilize at least two of the following design features to provide visual relief along the front of the dwelling:

- (1) Dormers
- (2) Gables
- (3) Recessed entries
- (4) Covered porch entry
- (5) Cupolas
- (6) Pillars or posts
- (7) Bay or bow windows
- (8) Eaves (minimum 12" projection)
- (9) Off-set on building face or roof (minimum 16")

**3.12.030 General Standards – Manufactured Homes**

Manufactured homes are permitted in all residential zones, in accordance with the following general standards, and the design standards set forth in Section 3.12.020. The minimum lot area, setback, and height standards of the subject zone shall also apply to manufactured homes sited on individual lots.

- (1) **Size.** The manufactured home shall be multi-sectional and have at least 1,000 square feet of gross floor area.
- (2) **Performance Standards.** The exterior thermal envelope must meet the standards specified by State law for single-family dwellings, as defined in ORS 455.010.
- (3) **Removal of Towing Equipment.** All towing hitches, wheels, running lights, and other towing related equipment shall be removed within 30 days after installation of the manufactured home.

## ARTICLE III DEVELOPMENT REQUIREMENTS

### Chapter 3.12 Design Standards for Homes on Individual Lots

- (4) **Foundations.** The manufactured home shall be placed on an excavated and back filled foundation with no more than 12 inches of enclosing material exposed above grade. Where the building site has a sloped grade, no more than 12 inches of the inclosing material shall be exposed on the uphill side of the home. If the home is placed on a basement, the 12-inch limitation shall not apply. Furthermore, the 12-inch limitation shall not apply if the requirements of the Flood Hazard District mandate that the home be elevated more than 12 inches above grade. The foundation shall meet building code and Flood Hazard Area (if applicable) standards. The base of the manufactured home shall be enclosed continuously at the perimeter with either concrete, concrete block, brick, stone, or a combination thereof.
- (5) **Utilities.** The manufactured home shall be provided with storm drainage, sanitary sewer, electric, telephone, and potable water utility services with easements dedicated where necessary to provide such services. All such utilities shall be located underground unless waived by the City Building Official where underground service would require an exception to local prevalent conditions. Manufactured homes shall not be occupied purposes unless connected to local water, sewer, and electrical systems.
- (6) **Historical Sites.** No manufactured home shall be located on property containing a historic landmark, or on a lot or parcel immediately adjacent to property containing a historic landmark. For the purpose of this Chapter, a historic landmark is property designated by the Millersburg Comprehensive Plan as containing a significant historical resource.
- (7) **Roofing.** The manufactured home must have a composition asphalt, fiberglass, shake, or tile roof with a nominal pitch of four feet in height for each twelve 12 feet in width.
- (8) **Exterior Siding and Finish.** The exterior siding of the manufactured home must have the same appearance as materials commonly used on residential dwellings.
- (9) **Garage.** A garage of like material and color of the manufactured home is required. The garage shall be placed on the property prior to occupancy of the manufactured home.
- (10) **Off-Street Parking.** Parking and improvements shall be as specified in Chapter 3.03.

#### 3.12.040 General Standards – Multi-Family Housing

For multi-family dwellings the site design plan submitted to the Planning Commission for its approval shall demonstrate compliance with the following design criteria:

- (1) Gross housing density shall not exceed 16 dwelling units per acre, except in the Mixed-Use Zone where density shall not exceed 32 dwelling units per acre.
- (2) No single building shall contain more than eight dwelling units except in the Mixed-Use zone.

# ARTICLE III DEVELOPMENT REQUIREMENTS

## Chapter 3.12 Design Standards for Homes on Individual Lots

- (3) All buildings shall have an off-set or jog of at least five feet no more than every 30 feet apart. All rooflines shall be broken by perpendicular features, dormers, or other architectural breaks no more than 30 feet apart. All buildings shall have architectural features breaking up expanses of wall so that no wall is longer than 30 feet without an intervening architectural feature. Features shall include porches, stairways, recessed doors, off-sets in the building façade of at least five feet, and other features found by the Planning Commission to meet this intent.
- (4) A variety of building materials shall be used to break up large lengths of wall and add architectural interest. This shall include different paint colors and different materials such as masonry, rock, flagstone, varying wood styles, or wood features such as columns and trim. T1-11 or similar siding, or vinyl siding are not allowed.
- (5) Impervious surface shall not cover more than 75% of the lot. All non-impervious land shall be permanently landscaped.
- (6) Side and rear yards shall be buffered from adjacent uses by fencing or hedges built, planted, and maintained in accordance with Section 3.09 of this Article.
- (7) The plan shall show the location of all existing and proposed buildings and structures, parking areas, drainage facilities, utility services, access points, lighting, signs, landscaping, and other such data as may have a bearing on the adjacent properties.
- (8) No exposed air conditioning units, including wall mount, window mount, or compressor units will be visible from a street.
- (9) All staircases must be covered with a roof.



Figure 58 - Example of Compliance with Multi-Family Design Standards

ARTICLE III DEVELOPMENT REQUIREMENTS  
Chapter 3.12 Design Standards for Homes  
on Individual Lots

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## CHAPTER 3.13 HOME OCCUPATIONS

### 3.13.010 Standards

Home occupations are allowed as an accessory use on any property on which there is a residence, without a permit when the following standards are met. Additional staffing or vehicles may be allowed in accordance with Chapter 5.13.

- (1) **Staffing.**
  - a. If no person is employed other than a member of the family residing on the premises, the home occupation is allowed as a permitted use
  - b. If persons other than a member of the family residing on the premises are proposed to be employed, a Conditional Use Permit is required.
  - c. Additional individuals may be employed by or associated with the home occupation, so long as they do not report to work, pick up, or deliver at the home occupation site.
  - d. The home occupation site shall not be used as a headquarters for the assembly of employees for instruction or other purposes, including dispatch of employees to other locations and picking up paychecks.
- (2) **Character.** The character and primary use function of the residence and premises shall not be changed by the use of colors, materials design, construction, lighting, landscaping, or lack of landscaping.
- (3) **Noise.** A home occupation shall not create noise of a type, duration, or intensity that is detectable to normal sensory perception, off the premises of the home occupation.
- (4) **Equipment and Process Restrictions.** No home occupation conducted within a single-family detached residence or an accessory structure shall create vibration, glare, fumes, odors, or electrical interference detectable to the normal sensory perception, off the property. In the case of electrical interference, nothing shall be used which creates visual or auditory interference in any radio or television off the premises.
- (5) **Hazards.** No equipment, process, or material shall be used which will change the fire rating or structure separation, fire wall, or ventilation requirements for the structure in which the home occupation is located. No hazardous materials shall be used or stored on the property on which a home occupation located in quantities not typical of those customarily used in conjunction with activities or primary uses allowed in the zoning district.
- (6) **Signs.** Signing shall be as provided in Chapter 3.06.
- (7) **On-Premise Client Contact.** Customer and client contact shall be primarily by telephone, mail, or online, and not on the premises of the home occupation, except those home occupations, such as tutoring, counseling, or personal



## ARTICLE III DEVELOPMENT REQUIREMENTS

### Chapter 3.13 Home Occupations

services, which cannot be conducted except by personal contact. Services or sales conducted on the premises shall be by appointment only, and shall not be oriented toward, or attract, off-the-street customer or client traffic.

- (8) **Prohibited Businesses.** The repair and/or maintenance of automobiles, trucks, recreational vehicles, trailers, motorcycles, farm equipment, boats, and, lawn mowers, and other small engine equipment shall be prohibited.
- (9) **Vehicles.** Only one motor vehicle and one trailer primarily utilized with the home occupation may be parked on the property or adjacent street.
- (10) **Storage and Use of Yard Areas.** Storage of tools, equipment, and materials, and display of merchandise and all other activities associated with a home occupation, except as provided above for parking, shall be contained and conducted wholly within covered and enclosed structures and shall not be visible from the exterior of the containing structure(s). Home occupations which involve the care of children by a babysitter, as defined in Section 1.02.020, may use yard areas for playground equipment.
- (11) **Day Care.** Day care facilities with 12 or fewer children shall not be subject to the provisions in this Section.

#### 3.13.020 Process

Home occupations are allowed as an accessory use to any residential use in the City, subject to provisions in Chapter 5.13 Home Occupations proposed to have employees in addition to family members residing in the residence or more than one vehicle associated with the home occupation, subject to the provisions of Chapter 5.13. The standards of this Section shall govern all home occupations.

#### 3.13.030 Non-Compliance

Any home occupation which does not comply with the requirement of this Section and the provisions of the underlying zone shall be a violation of this Ordinance and shall be subject to the penalties and remedies of this Code.

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ARTICLE III DEVELOPMENT REQUIREMENTS  
Chapter 3.14 Manufactured Home, Trailer,  
And Vehicular Sales, Services

## CHAPTER 3.14 MANUFACTURED HOME, TRAILER, AND VEHICULAR SALES, SERVICE, AND RELATED USES

### 3.14.010 Scope

The provisions of this Chapter shall apply to the following uses:

- (1) Automobile service stations;
- (2) Automobile, truck, manufactured home, recreation vehicle or trailer sales;
- (3) Boat and marine accessory sales;
- (4) Motorcycle sales;
- (5) Retail tire shop, sales, service and repair;
- (6) Towing service.

### 3.14.020 Standards

In addition to other development standards established elsewhere in this Code, the following standards shall apply to the development of all uses listed in Section 3.14.010:

- (1) **Paving Required.** All parking areas, loading areas, or areas used for storage of boats, automobiles, manufactured homes, recreational vehicles, trucks, trailers, motorcycles or other vehicles shall be paved with a concrete or asphalt surface. Alternative surfaces can be considered through a conditional use process.
- (2) **Screening.** The lot shall be screened from adjoining residentially zoned properties in accordance with the provisions of Chapter 3.07.
- (3) **Outdoor Display Restrictions.** All merchandise and supplies, other than vehicles, mobile homes, trailers, and other vehicles for sale, shall be stored within a building.
- (4) **Modular Buildings.** May not be used for office, sales, storage, or temporary buildings except the City Manager can approve a temporary use, as found in Section 3.17, which can be used in the case of the loss of a primary building while remodeling, restoration, or replacement work of on-site buildings is taking place.

### 3.14.030 Yard Exceptions for Accessory Service Station Structures and Equipment

In a zone where automobile service stations are permitted, free-standing gasoline pumps and pump islands, identification signs, and lighting standards may occupy a required front or street side yard exclusive of a clear vision zone unless otherwise prohibited by this Code. In any zone, gasoline pumps and pump islands shall not be located so that any part of a vehicle being served shall extend into any public street right-of-way, alley, or private drive used for access or egress to private property. Where an interior yard is not required and a structure is not located at the property line, it shall

## ARTICLE III DEVELOPMENT REQUIREMENTS

### Chapter 3.14 Manufactured Home, Trailer, And Vehicular Sales, Services

be set back at least five feet from the property line to accommodate access to the building.

#### **3.14.040 Process**

The uses listed in this Chapter shall be reviewed for compliance with the standards of this Chapter pursuant to the Site Development Review process set forth in Chapter 5.05.

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ARTICLE III DEVELOPMENT REQUIREMENTS  
Chapter 3.15 Residential Accessory Structures

## CHAPTER 3.15 RESIDENTIAL ACCESSORY STRUCTURES

### 3.15.010 Single-family Residences

Residential accessory structures for attached or detached single-family homes and duplexes, excluding Accessory Dwelling Units as defined in Chapter 3.16, shall comply with all requirements for a principal structure, except where specifically modified by this section. Accessory structures shall not be used for human habitation except as specified in this section. Accessory structures shall comply with the following standards:

- (1) **Dimensions and Design Requirements.** Residential accessory structures shall be subject to the following requirements:

*Table 17 - Residential Accessory Structures Standards*

<b>Residential Accessory Structures Standards</b>				
<b>Structure Size (1)</b>	<b>Exterior Finish</b>	<b>Location on Property</b>	<b>Setbacks (side and rear)</b>	<b>Maximum Height*</b>
Up to 200 sf	No Requirements	Side or Rear Yard	5 feet	10 feet
200 to 1,200 sf	(2)	Side or Rear Yard	10 feet	25 feet
Over 1,200 sf	(2)	Side or Rear Yard	10 feet	25 feet
<i>* Measured from the midpoint of the roof</i>				
Notes:				
1. Up to 11,000 square feet of lot size, maximum accessory structure size is 1,200 square feet; over 11,000 square feet of lot size, the structure may be increased an additional 100 square feet for each 1,000 square feet of lot size.				
2. For any accessory structure located on a lot of 2.5 acres or less, the exterior siding shall have the same general materials and color as the primary dwelling. Otherwise, there are no restrictions.				
3. Total lot coverage standards as required per zone also apply to all accessory structures, including those not requiring a building permit.				

## ARTICLE III DEVELOPMENT REQUIREMENTS

### Chapter 3.15 Residential Accessory Structures

- (2) **Setbacks.** Accessory structures shall comply with the following setbacks:
- Front and/or Street Side Yard: Comply with requirements of underlying zone.
  - Side Yard: see table.
  - Rear Yard: see table.
  - Accessory structures shall be detached from all other buildings by at least six feet unless a variance is approved.

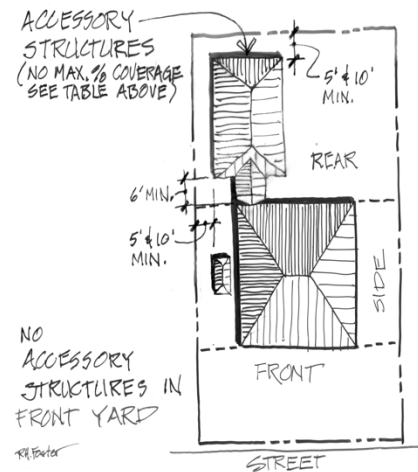


Figure 59 - Accessory Structure placement

- (3) **Multiple Accessory Structures.** There shall be no limit to the number of structures, provided the structures in combination comply with the area coverage requirements. When there is more than one accessory structure within a yard, all provisions in this Chapter shall apply and shall be based on the total square footage of all accessory structures within the yard.
- (4) **Prohibited Structures.** The use of metal shipping containers or semi-truck trailers as an accessory structure shall be prohibited.
- (5) **Sales.** No sales shall be made from an accessory structure unless it has been approved as a Home Occupation under the conditional use provisions of Article V and the home occupation standards of Article III.
- (6) **Exceptions.**
- Farm accessory buildings in the Rural Residential zones on lots over 2.5 acres are exempt from the size requirements.
  - Accessory structures under 200 square feet do not require a Building Permit.
  - Boats, trailers, detached campers, recreational vehicles, fifth-wheelers, motorized dwellings, travel trailers, tent trailers, tents, and similar recreational facilities may be stored, but not used for continuous human habitation. Temporary habitation is limited to 30 consecutive days or a total of 60 days in a 12-month period within the City limits. The City Manager may grant an extension upon receiving a written justification in accordance with Section 3.17.

#### 3.15.020 Multi-Family Developments

There shall be no limit to the size, number, or location of accessory structures for multi-family developments, provided the accessory structures shall comply with all setback, height restrictions, and other dimensional and design requirements for the primary structure(s) and lot coverage requirements. All accessory structures shall be of like exterior materials, finish, and color as the primary structure.

## CHAPTER 3.16 SPECIAL RESIDENTIAL DWELLINGS

### 3.16.010 Accessory Dwelling Units

Where permitted as a special use, an Accessory Dwelling Unit (ADU) shall meet the following use and development standards:

- (1) **Location.** An ADU may be located on any lot with a single-family home or duplex. The ADU shall be located within the side or rear yard and physically separated from the primary residence by a minimum distance of six feet. A covered walkway, which contains no habitable space, may connect the two buildings without violation of the setback requirements. An ADU may also be located internal to the primary structure, including, but not limited to, an attic or a basement.
- (2) **Number.** Only one ADU shall be permitted per lot or parcel.
- (3) **Design.** The ADU must have the same roof pitch and material, color, and siding material as the primary residence. As an alternative, an applicant who wishes to use a design that differs from these requirements may apply for a conditional use permit. In the case of an ADU proposed to have material, color, and siding material better in terms of quality than the existing residence, the Planning Director may authorize the material, color, and siding material as part of the Building Permit process.
- (4) **Area.** The floor area of the ADU shall be no more than 650 square feet and not less than 250 square feet.
- (5) **Setbacks.** Shall be in accordance with Section 3.15.010.
- (6) **Height.** The maximum height shall be 20 feet for detached ADUs. Attached ADUs shall use the height limit from the underlying zone. Two-story ADUs are not permitted though an ADU can be placed over an accessory structure such as a workshop or a garage, in which case the height limit is that of the underlying zone.
- (7) **Lot Coverage.** The ADU shall be included in the lot coverage calculation.
- (8) **Metal shipping containers.** Metal shipping containers converted into dwelling units are not permitted.
- (9) **Foundation.** All structures shall be placed on a continuous foundation similar to the foundation used for the primary home.
- (10) **Parking.** No additional off-street parking is required for an ADU.

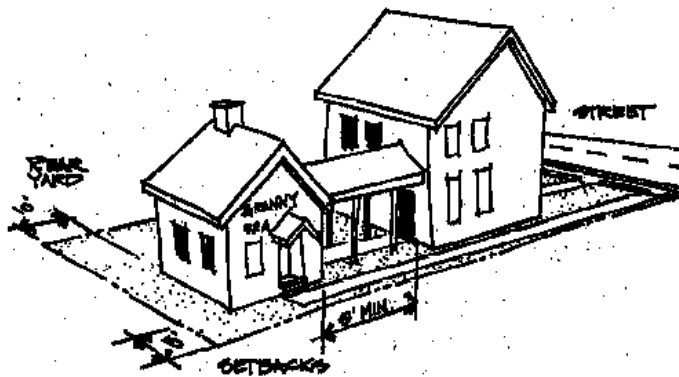


Figure 60 - Detached Accessory Dwelling Unit

# ARTICLE III DEVELOPMENT REQUIREMENTS

## Chapter 3.16 Special Residential Dwellings

(11) **Lot Coverage.** The ADU shall be included in the lot coverage calculation.

### 3.16.020 Attached Dwellings

Attached dwelling units are single-family homes on individual platted lots that are attached to a similar unit on one or two sides. Where permitted as a special use, attached dwelling units shall meet the following use and development standards:

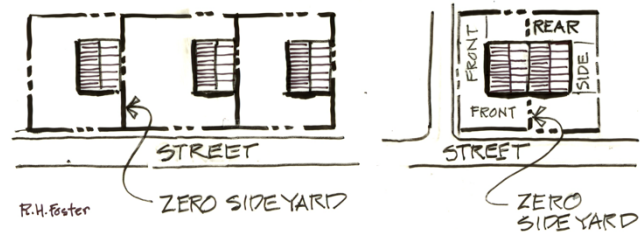


Figure 61 - Zero Side Yard Dwelling Examples

- (1) **Permitted Development.** Any number of attached dwellings may be built contiguous with one or both sides of a separate platted lot with one dwelling per lot.
- (2) **Setbacks.**
  - a. Zero side yard units shall comply with the setback requirements for the front yard, rear yard, and yard adjacent to a street in the applicable zone.
  - b. Interior side yard requirements of the applicable zone shall be met when any part of an exterior wall faces, but is not contiguous to, a side lot line. Otherwise, the interior side yard requirements shall not apply.
- (3) **Building Separation.** Buildings on adjacent properties, but not attached to each other, shall be separated by a distance of at least 10 feet.

## CHAPTER 3.17 PERMITTED TEMPORARY USES

### 3.17.010 Purpose

The purpose of these regulations is to provide standards for the establishment of temporary businesses and similar uses within the City of Millersburg.

### 3.17.020 Permitted Uses

Where allowed, the following temporary uses shall be permitted subject to the following limitations and requirements:

- (1) **Tree and Fireworks Sales.** Christmas tree or fireworks sales are permitted subject to the following:
  - a. The sales shall be limited to Commercial or Industrial zones, except that sales may occur on those properties containing public or semi-public uses, such as schools or churches, regardless of the underlying zone.
  - b. Unless otherwise excepted by provisions in this Section, the sales activity shall be subject to provisions in Section 3.17.020(3).
  - c. Temporary uses located within Residential zones shall not operate beyond 9:00 PM.
- (2) **Mobile Food Units.** Mobile Food Units of all types are subject to the provisions of Chapter 3.25.
- (3) **Non-Food Related Commercial Activities.** Amusement and recreational services and retail sales and services are permitted in the Commercial zone, subject to the following:
  - a. The business may be operated from a vehicle, temporary structure, or a vacant building.
  - b. The activity is located on the same lot for no more than 90 days in any calendar year.
  - c. The required parking for the primary uses on the same lot is not reduced below Code requirements.
  - d. The use does not block driveways, driveway entrances, or parking aisles.
  - e. The activity conforms to all signage requirements in Section 3.06.
  - f. The activity conforms to all setback requirements applicable to the lot and zone.
  - g. The operator of a temporary use shall obtain all permits required by other agencies including those required for food handling and sales, and the sale of fireworks.
- (4) **Temporary Construction Facilities.** Mobile offices, temporary power equipment, and temporary structures used by personnel and to store equipment during



## ARTICLE III DEVELOPMENT REQUIREMENTS

### Chapter 3.17 Permitted Temporary Uses

construction, provided the structures are located on the construction site and not used as dwellings. There is no restriction as to the zoning.

- (5) **Yard Sales and Auctions.** Yard sales or auctions in any zone, provided there are not more than four sales in a calendar year, with each sale not to exceed three consecutive days. Merchandise and signs shall remain on private property. This Section does not limit the number of times, or duration, that public agencies may conduct sales or auctions regard agency land, equipment, supplies, or other materials.
- (6) **Additional Permitted Temporary Uses.** The City Council may, by resolution, authorize additional permitted temporary uses during a specific event or festival and set forth reasonable types of uses, appropriate zones for such uses, and any time restrictions the Council finds necessary to protect the health, safety, and welfare of the public.
- (7) **RVs as Temporary Habitation.** The use of boats, trailers, detached campers, recreational vehicles, fifth-wheelers, motorized dwellings, travel trailers, tent trailers, tents, and similar recreational facilities for temporary habitation is limited to 30 days in a 12-month period within the City limits. No property may have more than one recreational vehicle, fifth-wheel, travel trailer, tent trailer, tent, or any combination thereof, occupied concurrently. Each occupied recreational vehicle accrues one day toward the 30-day limit for each night it is occupied. For example, a trailer occupied for 10 days and a tent for 4 days, results in 14 days of occupation. At the City's sole discretion, the City may grant one 30-day extension upon receiving a written request at least 10 days prior to the expiration of the 30-day period. Exceptions shall require written authorization from the City.

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ARTICLE III DEVELOPMENT REQUIREMENTS  
Chapter 3.18 Bed and Breakfast Establishments

## CHAPTER 3.18 BED AND BREAKFAST ESTABLISHMENTS

### 3.18.010 Purpose

The purpose of this Chapter is to provide development guidelines and operating requirements for a bed and breakfast establishment within the City.

### 3.18.020 General Land Use Provisions

The following general development provisions shall apply:

- (1) **Location.** The establishment shall be located along, or within 300 feet, of a collector or arterial street.
- (2) **Rooms.** The bed and breakfast establishment shall be limited to a maximum of two guest rooms in the RL zones and four guest rooms in the RM and commercial zones.
- (3) **Room Restrictions.** No guest room shall be located within a basement.
- (4) **Building Modification.** The guest rooms utilized by the establishment shall be part of the primary residential use and not specifically constructed for rental purposes. In no case shall the residential character be modified or altered to accommodate an establishment.
- (5) **Parking.** In addition to the parking requirements for the residence, one additional parking space shall be required for each guest room. The parking space(s) shall comply with the following improvement provisions:
  - a. No parking shall be permitted within the designated front yard setback.
  - b. Parking located within the side yard or rear yards shall be screened from adjacent residential zoned property shall be screened. Screening shall be provided by a six-foot sight-obscuring wood or chain-link fence or vegetative hedge.
- (6) **Signs.** Signs shall be limited to one non-illuminated wall-mounted sign not to exceed eight square feet in area.

### 3.18.030 Operation Requirements

The following shall continually apply to the operation of the establishment:

- (1) **Owner/Operator.** The establishment shall be maintained and operated solely by the on-premise owner of the residence containing the bed and breakfast.
- (2) **Retail Activity.** No retail or other sales shall be permitted unless clearly incidental and directly related to the conduct of the establishment (e.g., coffee cups or t-shirts with the business logo).
- (3) **Receptions.** The establishment shall not be used by the public or paying guests for the hosting of receptions, weddings, private parties, or similar functions.

## ARTICLE III DEVELOPMENT REQUIREMENTS

### Chapter 3.18 Bed and Breakfast Establishments

- (4) **Meals.** Meals shall be limited to breakfast and snacks and shall be served only to overnight guests. The operator shall be responsible for obtaining necessary food service permits.
- (5) **Safety.** The improvements, maintenance, and operation of the establishment shall continually comply with applicable building code, fire safety, and health regulations.

#### **3.18.040 Approval Process**

Establishment of a bed and breakfast operation shall require approval of a Site Development Review per Chapter 5.05; a separate Home Occupation application or permit shall not be required.

## CHAPTER 3.19 HOUSES OF WORSHIP

### 3.19.010 Development Provisions

Where permitted as a special use, a house of worship shall meet the following use and development standards:

- (1) **Setbacks.** In, or abutting, every residential zone or use there shall be a 20-foot setback.
- (2) **Landscaping.** All required yard areas shall be landscaped.
- (3) **Street Access.** Unless permitted by the City, no more than two vehicle driveways per street frontage shall be permitted.
- (4) **Parking.** No off-street parking shall be permitted within a required yard area of within 10 feet of a residential zone or use.
- (5) **Lighting Standard.** Shielding from adjacent residential property.
- (6) **Screening of Off-street Parking.** Where any portion of an off-street parking area is within 15 feet of a lot zoned or used for residential purposes, the perimeter of the parking area facing such residential zone or use shall be screened by a site obscuring fence, wall, or hedge.
- (7) **Bus Storage.** The storage of buses used to transport members of the congregation is permitted, provided the buses are not parked closer than 20 feet to a property that is lot zoned or used for residential purposes.

### 3.19.020 Approval Process

Establishment of a house of worship shall require approval of a Site Development Review per requirements in Chapter 5.05.

ARTICLE III DEVELOPMENT REQUIREMENTS  
Chapter 3.19 Houses of Worship

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## CHAPTER 3.20 RESIDENTIAL CARE FACILITIES

### 3.20.010 Standards

A Residential Care Facility, other than a private residence for more than 12 children or for more than five adults, is a Permitted Use in residential zones and may be allowed in accordance with the Conditional Use provisions of Chapter 5.04 provided there is compliance with the following additional standards:

- (1) The facility is served by the municipal water and sewer systems.
- (2) Access shall be from a designated arterial or collector street.
- (3) Requirements for front, rear, side, and street side yards may be increased to minimize potential impacts to adjacent single-family residences.
- (4) Additional landscaping, privacy fencing, buffers, or other screening devices may be required to screen or protect the facility or adjacent properties.
- (5) Outdoor areas shall be provided in accordance with State standards for each type of use. The outdoor area shall be adequately fenced in order to provide for the safety and privacy of those at the facility.
- (6) The Care Home shall be readily accessible for people with disabilities, and have fire or other emergency access.
- (7) The Care Home shall meet all applicable State licensing requirements. Proof that these requirements are met shall be provided.

ARTICLE III DEVELOPMENT REQUIREMENTS  
Chapter 3.20 Residential Care Facilities

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## CHAPTER 3.21 GENERAL STANDARDS

### 3.21.010 Lots of Record

- (1) A parcel is a legal lot of record for purposes of this Code when the lot conforms to all zoning requirements, subdivision requirements, and Comprehensive Plan provisions, if any, in effect on the date when a recorded separate deed or contract creating the separate lot or parcel was signed by the parties to the deed or contract.
- (2) Lots in recorded plats may be combined under a single ownership for the purpose of developing the combined property, subject to approval of a property line adjustment.
- (3) The use or development of any legal lot of record shall be subject to the regulations applied to the property when such development or use is commenced, irrespective of the lot width, street frontage, depth, or area, but subject to all other regulations.

### 3.21.020 Lots Abutting a Partial Street

New structures which are proposed to be constructed on lots abutting an existing public street which does not meet the minimum standards of Section 3.02 for right-of-way width shall provide setbacks sufficient to allow for the future widening of the right-of-way. Building permits shall not be issued unless a yard setback equal to the minimum yard requirements of the zoning district plus the required minimum additional right-of-way width is provided.

### 3.21.030 Protection of Runoff Capacity of Natural Drainage Channels

A property owner shall not allow the water carrying capacity of any drainageway within his property to deteriorate and subsequently contribute to flood hazard. The property owner shall remove excess debris from the channel including dead vegetation and sediment. Neither shall any fill or garbage be dumped in any drainageway. Failure to maintain the water carrying capacity of the drainageway shall empower the City to enter the property and take whatever action is necessary to ensure that the carrying capacity of the drainageway is not impaired and then assess the real property and improvements for the cost of the City's actions. Grading permits may be required and are subject to provisions in Chapter 3.04.

### 3.21.040 Farm Uses and Livestock

If permitted as described below, or otherwise permitted as a commercial or industrial activity, the following limitations shall apply:

- (1) **Crops, Orchards, and Gardens.** The growing of crops, orchard products, vegetables, or similar food items for personal use shall be permitted.
- (2) **Livestock.** The breeding, raising, boarding, or selling of horses, cows, bulls, mules,



## ARTICLE III DEVELOPMENT REQUIREMENTS

### Chapter 3.21 General Standards

sheep, goats, alpacas, llama, emus, bees, or other similar farm animals, with the exception of swine which are not allowed, for domestic or commercial purposes, shall be allowed in accordance with the limitations below. The following animal use area regulations shall apply on lots of less than five acres:

- a. Cows, horses, sheep, or goats cannot be kept on lots having an area of less than one acre.
  - b. The minimum area for such animals (other than their young under the age of six months) on less than five acres shall be as follows:
    - i. Horses: One per acre, plus one additional for every additional 15,000 square feet.
    - ii. Cows: One per acre, plus one additional for every additional 10,000 square feet.
    - iii. Goat or sheep: Five per acre, plus one additional for every additional 2,000 square feet.
  - c. The area of a property may be utilized one time only for the computation of the above allowable animal usage.
  - d. When there is a residence on the property, 10,000 square feet shall be deducted from the square footage of the property for calculation of allowable animal usage.
  - e. Animal runs, stables, barns, and corrals shall not be located closer than 100 feet from property lines.
  - f. Animals shall be appropriately contained or housed, and proper sanitation shall be maintained at all times. All animal food (not including hay) shall be stored so as to be rodent proof.
- (3) **Chickens and Rabbits.** The keeping of chickens or rabbits in all residential zones may be approved subject to the following provisions.
- a. The minimum property size is 10,000 square feet.
  - b. No person shall keep any rooster or other animals that produce annoying sounds.
  - c. Products generated by the housed animals, other than eggs as regulated in Section (4) below, shall not be sold from a residential property.
  - d. Each property shall be allowed no more than five animals. Animals cannot be housed within a residence or garage, except that young chickens less than 12 weeks of age may be housed in a garage.
  - e. The animals shall be provided with a covered, predator-proof housing that is thoroughly ventilated, of sufficient size to admit free movement of the animals, designed to be easily accessed, cleaned, and maintained by the owners.
  - f. The housing shall be at least three-square feet per animal in size and shall

# ARTICLE III DEVELOPMENT REQUIREMENTS

## Chapter 3.21 General Standards

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conform to the requirements of a non-habitable one-story accessory structure specified in Section 3.15 with the exception that the height of the animal housing shall not exceed an eave height of 10 feet.

- g. The housing shall be so constructed or repaired as to prevent mice or other rodents from being harbored underneath, within, or within the walls of the enclosure.
  - h. The animals shall be shut into the housing at night, from sunset to sunrise.
  - i. During daylight hours the adult animals shall have access to the housing and, weather permitting, shall have access to an outdoor enclosure adequately fenced to contain the animals and to prevent access to the animals by dogs or other predators.
  - j. The outdoor, open-air portion of the enclosure shall provide at least 10 square feet per animal.
  - k. Animals shall be kept in a fenced enclosure at all times. Fencing shall comply with Section 3.07. A sight-obscuring fence shall be used to visually screen the housing and fenced enclosure from any adjacent property or abutting street.
  - l. All portions of the housing and fenced enclosure shall be located in the rear yard and setback as follows:
    - i. At least eight feet behind the rear building plane;
    - ii. At least 10 feet from any side or rear property line; and
    - iii. At least 25 feet from any abutting sidewalk or road right-of-way.
  - n. A property owner that houses animals shall not cause, permit, or allow a nuisance to others. Any nuisance violation that is not abated upon notification may be cause for removal of all animals.
  - o. A property owner's non-compliance with these standards is subject to citation and/or removal of all animals. A property owner who has been ordered by the City to remove all animals on their property may not be allowed to keep livestock or poultry on that property in the future.
  - p. It is the continuing responsibility of the owner to properly contain and restrain all animals and to maintain proper sanitation at all times, and further provided that such raising activities are not part of nor conducted in conjunction with any livestock sales yard, slaughter house, or animal by-product business.
  - q. The above standards are the minimum. Additional site area or other standards may be required to comply with specific site conditions or Health and Sanitation Standards.
- (4) Stands selling produce or eggs produced on-site are permitted subject to the following standards:
- a. The stand is no more than 200 square feet in size.

## ARTICLE III DEVELOPMENT REQUIREMENTS

### Chapter 3.21 General Standards

- b. The stand may not be located in the right-of-way or block a driveway.

#### 3.21.050 General Exception to Building Height Limitations

Projections such as chimneys, spires, domes, elevator shaft housing, towers, aerials, flagpoles, and other similar objects not used for human occupancy may be constructed to a height not to exceed 1.25 times the height limit for the zone.

#### 3.21.060 Height Exceptions for Public Buildings

Public or quasi-public buildings, religious buildings, hospitals, and educational institutions when permitted in a zone may be constructed to a height not to exceed 1.75 times the height limit for the zone, provided all the required yards are increased one foot for each two feet of additional building height above the height regulation for the zone.

#### 3.21.070 Additions to Existing Structures

When structures exist at the time a zone is adopted which do not comply with an individual yard setback restriction, additions to such structures not conforming to the yard setbacks shall be allowed, provided:

- (1) The setback distance will not be decreased by the addition.
- (2) The addition conforms to all other provisions of the zoning district.
- (3) The addition shall not be greater than 40% of the square footage on the ground level of the existing structure.

#### 3.21.080 Miscellaneous Exceptions to Setback Requirements

Setback limitations stipulated elsewhere in this Code may be modified as follows:

- (1) **Bus Shelters.** Bus shelters which are intended for use by the general public and are under the ownership and/or control of a city, county, state or municipal corporation shall be exempt from setback requirements, provided they do not violate clear-vision provisions in Section 3.08.060.
- (2) **Underground Structures.** Side and rear yards of underground structures may be reduced to three feet except:
  - a. Where the perimeter wall of the structure is above the natural elevation of the adjacent ground, in which case the setback provisions of the zone shall apply.
  - b. All openings into the structure, including doors, windows, skylights, plumbing, intake, and exhaust vents, shall meet the minimum setbacks of the zone.
- (3) **Public Dedication.** Setback restrictions of this Code shall not apply to existing structures where the setback is reduced by a public dedication.
- (4) **Special Right-of Way.** The placement of buildings and the establishment of yards shall conform the right-of-way widths for existing and proposed street alignments shown on the Millersburg Transportation System Plan as follows:

ARTICLE III DEVELOPMENT REQUIREMENTS  
Chapter 3.21 General Standards

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Table 18 - Right of Way Widths

<b>Right-of-Way Widths</b>	
<b>Type of Street</b>	<b>Right-of-Way Widths</b>
<b>Arterials</b>	
Old Salem Road	80 feet
Conser Road	60 feet
Millersburg Drive	60 feet
Morning Star Road	60 feet
Future Arterial Streets	60-80 feet
<b>Collectors</b>	
Woods Road	60 feet
Alexander Lane	60 feet
Future Collector Streets	60 feet
<b>Local Access Streets</b>	
Existing and Future Local Access Streets	50-60 feet
<b>Industrial Service Streets</b>	
Existing and Future Industrial Service Streets	60 feet

- (5) **Commercial & Industrial Setbacks.** In commercial or industrial districts where an interior yard is not required and a structure is not located at the property line, it shall be set back at least five feet from the property line to accommodate access to the building.
- (6) **Drainageway Setback Provisions**
  - a. All fish-bearing streams and all year-round flowing streams shall have a minimum setback of 50 feet from the top of each bank. Additional setbacks may be required for riparian areas, wetlands, and floodplains. Building permit applications and land use applications to the City shall clearly indicate the boundary limits for riparian areas, wetlands, and floodplains. Alteration of these areas, other than for continuation of agricultural use, by grading or placement of structures or impervious surfaces is prohibited unless approved by the City in accordance with the procedures of this Code and State law.
  - b. All other intermittent drainageways and watercourses shall have a minimum setback that includes the vegetative fringe, top of bank, or a minimum 15 feet from the center of the drainageway whichever is greater.

**3.21.090 Permitted Uses - All Zones**

The following uses and activities are permitted in all zones:

- (1) Placement and maintenance of underground or above ground wires, cables, pipes, guys, support structures, pump stations, drains, and detention basins within rights-of-ways by public agencies and utility companies for telephone, TV cable, or

## ARTICLE III DEVELOPMENT REQUIREMENTS

### Chapter 3.21 General Standards

electrical power transmission, or transmission of natural gas, petroleum products, geothermal water, water, wastewater, sewage, and rainwater.

- (2) Railroad tracks and related structures and facilities located within rights-of-ways controlled by railroad companies.
- (3) Surfaced travel lanes, curbs, gutters, drainage ditches, sidewalks, transit stops, landscaping, and related structures and facilities located within rights-of-ways controlled by a public agency.
- (4) Expansion of public right-of-way and widening or adding improvements within the right-of-way, provided the right-of-way is not expanded to more width than prescribed for the street in the Public Facilities segment of the Comprehensive Plan.

#### 3.21.100 Nonconforming Uses

- (1) **Continuation.** A nonconforming use may be continued although not in conformity with the regulations for the zone in which the use is located.
- (2) **Discontinuation.** If a nonconforming use is discontinued for a period of more than one year, the use shall not be resumed unless the resumed use conforms with the requirements of the Code.
- (3) **Restoration.** If a nonconforming use is damaged or destroyed by fire, other casualty, or natural disaster, and the repair or replacement of the damaged or destroyed structure or structures is less than 80% of the appraised value, such use may be restored or replaced provided physical restoration or replacement is lawfully commenced within one year of the damage or destruction. The City may administratively grant a one time, one-year extension to this requirement.
- (4) **Alteration and Change of Use.** Alterations or changes in a nonconforming use may be permitted to reasonably continue the use. Such alterations or changes are subject to the Nonconforming Use provisions in Chapter 5.14.
- (5) **Exemptions.** Nonconforming single-family homes may be modified or expanded in compliance with development requirements of the Residential Low-density zone without the need to comply with the requirements and procedures in Chapter 5.14.

## CHAPTER 3.22 WETLAND AND RIPARIAN AREAS

### 3.22.010 Definitions

**Wetland Areas** are defined as those areas that are inundated or saturated often enough to support a prevalence of vegetation adapted for life in standing water or saturated soil. Wetlands include swamps, bogs, marshes, and similar areas.

**Riparian Areas** are those areas adjacent to a water resource that display transitions between terrestrial and aquatic zones. These areas are beneficial to a large number of organisms and provide for flood storage amelioration, erosion control, and bank or slope stabilization. This is the zone where vegetative material is deposited, where significant shading of streams can occur, where humidity is typically higher and temperatures typically cooler. Thermal regulation, erosion control, flood control, water quality, and wildlife habitat are primary functions of riparian areas.

### 3.22.020 Development Requirements and Process

- (1) **Regulation.** Development within significant wetland or riparian areas is prohibited unless replacement or enhancement mitigation is accepted by the regulatory agencies. The Oregon Division of State Lands (DSL) is the coordinating agency for wetland permits. The US Army Corp of Engineers (Corps) is the federal regulatory agency administering Section 404 of the National Clean Waters Act. There are also other States and federal coordinating agencies including DLCD.
- (2) **Applicant Notice.** All applications for Use Permits, Subdivisions, or Partitions of land within the City of Millersburg shall provide the City with information on the possible presence of wetlands or riparian areas on the property. The City shall provide written notice to the applicant that there may be a potential need for States and federal permits due to the possible presence of wetlands or riparian areas on the property.
- (3) **City Notice.** ORS 227.350 specifies that cities shall provide notice of proposed wetlands development to the Division of State Lands. The City shall provide notice to the DSL, the applicant, and the owner of record, within five working days of the acceptance of any complete application for the following activities that are wholly or partially within areas identified as wetlands on the Statewide Wetlands Inventory Map or other sources utilized by the City
  - a. Subdivisions;
  - b. Building permits for new structures;
  - c. Other development permits and approvals that allow physical alteration to the land involving excavation and grading, including permits for removal or fill, or both, or development in floodplains and floodways;
  - d. Conditional use permits and variances that involve physical alterations to the land or construction of new structures; and

## ARTICLE III DEVELOPMENT REQUIREMENTS

### Chapter 3.22 Wetlands And Riparian Areas

- e. Planned unit development approvals.
- (4) The provisions of Subsection (3) of this Section do not apply if a permit from the DSL has been issued for the proposed activity.
- (5) Approval of any activity described in Subsection (2) above shall include one of the following notice statements:
  - a. Issuance of a permit under ORS 196.600 to 196.905 by the State of Oregon Department of State Lands required for the project before any physical alteration takes place within the wetlands;
  - b. Notice from the division that no permit is required;
  - c. Notice from the division that no permit is required until specific proposals to remove, fill, or alter the wetlands are submitted.
- (6) If the division fails to respond to any notice provided under Subsection (2) of this section within 30 days of notice, City approval may be issued with written notice to the applicant and the owner of record that the proposed action may require State or federal permits.
- (7) The City may issue conditional local approval for property identified as having wetlands or riparian areas by providing the applicant and the owner of record of the affected property a written notice of the possible presence of wetlands and the potential need for State and federal permits and providing the division with a copy of the notification.
- (8) Notice of activities authorized within an approved wetland conservation plan shall be provided to the division within five days following local approval.
- (9) Failure by the City to provide notice as required in this Section will not invalidate City approval.
- (10) These requirements shall apply to the property in addition to the standards of primary zone when a designated wetland or riparian area has been identified on the property.

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Chapter 3.23 Planned Unit Development (PUD)

## CHAPTER 3.23 PLANNED UNIT DEVELOPMENT (PUD)

### 3.23.010 Purpose

The purpose of Planned Unit Development regulations is to encourage and allow more creative and imaginative design of land developments than is possible under the design standards of underlying zones. Planned Unit Developments are intended to allow substantial flexibility in planning and designing a development. This flexibility often is in the form of relief from compliance with conventional zoning ordinance site and design requirements. This flexibility must result in a development that is better planned, contains more amenities, and ultimately more desirable to live in than one produced in accordance with typical subdivision controls.

While greater density or more lenient siting requirements may be granted, the Planned Unit Development should contain features not normally required of traditional developments. This requires greater scrutiny on the part of the City to assess a proposal. To realize these objectives and enable thorough analysis of a Planned Unit Development, more information is demanded about the proposal than would be required if development were being pursued under conventional subdivision requirements.

### 3.23.020 Objectives

Through proper planning and design, each Planned Unit Development should include features which further, and are in compliance with, the following objectives:

- (1) To design developments that are architecturally and environmentally innovative, and that achieves better utilization of land than is possible through strict application of standard zoning and subdivision controls.
- (2) To encourage land development that, to the greatest extent possible, preserves natural vegetation, respects natural topographic and geologic conditions, and refrains from adversely affecting flooding, soil, drainage, and other natural conditions.
- (3) To combine and coordinate architectural styles, building forms, and structural/visual relationships within an environment that allows mixing of different land uses in an innovative and functionally efficient manner.
- (4) To provide for abundant, accessible, and properly located open and recreation space.
- (5) To ensure that development occurs at proper locations, away from environmentally sensitive areas, and on land physically suited to construction.
- (6) To enable land developments to be completely compatible and congruous with adjacent and nearby land developments.



## ARTICLE III DEVELOPMENT REQUIREMENTS

### Chapter 3.23 Planned Unit Development (PUD)

#### 3.23.030 Ownership

The site of the Planned Unit Development must be under single ownership and/or unified control.

#### 3.23.040 Uses Permitted

A Planned Unit Development is allowed only in the Mixed-Use Zone. In a Planned Unit Development only the following uses are permitted:

- (1) Residential Uses.
- (2) Recreational facilities including, but not limited to, tennis courts, swimming pools, and playgrounds.
- (3) Open space.
- (4) Schools, libraries, community halls, and houses of worship.
- (5) Offices, buildings, and facilities required for the operation, administration, and maintenance of any Planned Unit Development and for recreation purposes, such as golf courses, recreation rooms, and vehicle storage areas.
- (6) Commercial uses identified as permitted uses in the Mixed-Use Zone provided:
  - a. Commercial establishments shall be designed to be an integral part of the general plan of development for the Planned Unit Development and provide facilities related to the needs of the prospective residents.
  - b. Commercial establishments and their parking areas shall not occupy more than one acre per 50 dwelling units.
  - c. Commercial establishments will be located, designed, and operated to efficiently serve frequent trade and to serve the needs of persons residing in the Planned Unit Developments.
  - d. Commercial establishments will not, by reason of their location, construction, or operation, have adverse effects on residential uses within or adjoining the district, or create traffic congestion or hazards to vehicular or pedestrian traffic.

#### 3.23.050 Development Requirements

Planned Unit Developments shall comply with the following requirements:

- (1) **Relationship to Standards of the Underlying Zoning District.** In cases of conflict between standards of the underlying zone and the Planned Unit Development provisions, the Planned Unit Development provisions shall apply.
- (2) **Minimum Site Area.** If the Planned Unit Development will result in common open space being privately maintained, the Planned Unit Development shall contain sufficient area to provide a minimum of 50 residential units based on the density requirements of this Section.
- (3) **Site Adaptation.** To the maximum extent possible, the plan and design of the

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Chapter 3.23 Planned Unit Development (PUD)

development shall assure that natural or unique features of the land and environment is preserved.

- (4) **Residential Density.** Permitted density of development in all Planned Unit Developments shall be determined in accordance with the following procedures:
  - a. Determine total gross site area (G.S.A.)
  - b. Multiply the G.S.A. by .85 to determine the Net Site Area (N.S.A.).
  - c. Deduct from the N.S.A. any proposed commercial areas or nonresidential uses to determine Net Developable Site Area (N.D.S.A). Open space areas and hillside areas which will be in open space areas are not required to be deducted.
  - d. Determine maximum density of development in accordance by multiplying the NDSA by 10 units per acre.
- (5) **Lot Area.** Except as otherwise required by these provisions, the minimum lot area, width, frontage, and yard requirements otherwise applying to individual buildings in the zone in which a Planned Unit Development is proposed do not apply within a Planned Unit Development.
- (6) **Lot Arrangement.** All residential buildings shall be located adjacent to an open space area, recreational area, or recreational facility. If direct access to these areas is not provided for each residential building, then a walkway or sidewalk accessing such facilities shall be located no more than 200-feet from any residential building.
- (7) **Housing Types.** With the exception of manufactured homes, single-family homes, and duplexes, which are not allowed in the Mixed-Use Zone, there are no restrictions as to housing types, provided multiple family units shall be limited to no more than 50% of the units.
- (8) **Structure Setback Provisions.** Yard setbacks for lots on the perimeter of the project shall be a minimum of 20 feet. Detached structures on individual lots shall maintain a minimum front, side, or rear yard setback of five feet. A minimum yard setback of 25 feet shall be required for any garage structure whose opening faces onto a public street. Otherwise, the minimum setbacks of the underlying zone do not apply.
- (9) **Common Open Space.** At least 20% of the gross acreage shall be devoted to open space, outdoor recreational areas, or recreational facilities. At least one-half of the designated open space shall contain slopes less than 10%. Open space may include pedestrian access routes, bicycle trails, natural or landscaped buffer areas, recreational facilities and buildings, and similar areas reserved for common use. Streets and on-street parking spaces shall not be considered open space.

If buildings, structures, or other improvements are to be made in the common open space, the developer shall provide a bond or other adequate assurance that the buildings, structures, and improvements will be completed. The City shall release the bond or other assurances when the buildings, structures, and other

## ARTICLE III DEVELOPMENT REQUIREMENTS

### Chapter 3.23 Planned Unit Development (PUD)

improvements have been completed according to the development plan.

(10) **Circulation.**

- a. Roads and pedestrian and bikeway paths shall be an integrated system designed to provide efficient and safe circulation to all users. Pedestrian/bikeway paths shall be integrated into the open space areas.
- b. Pedestrian/bikeways shall be clearly signed and have adequate crossing facilities where warranted.

(11) **Off-Street Parking.** Off-street parking requirements shall be as specified in Chapter 3.03 of this Code. Parking may be provided on each lot or in clustered parking areas. Additional off-street parking for guests and recreational vehicles may be required if warranted by reduced lot sizes and/or traffic volumes.

(12) **Utilities.** In addition to other requirements set forth herein, the following shall apply:

- a. All sewer and water provisions shall be approved by the City before construction of such improvements.
- b. All utility services shall be placed underground.
- c. Provisions shall be made for fire prevention, including service water lines, fire hydrant location, and emergency access for fire-fighting equipment.
- d. Provision shall be made for control of site stormwater drainage in accordance with the most recently adopted City Engineering Standards.

(13) **Homeowners Association.** A non-profit incorporated homeowners association, or an alternative acceptable to the City, shall be required for improving, operating, and maintaining common facilities, including open space, drives, service and parking areas, and recreation areas. The following shall be observed in the formation of a homeowners association:

- a. A homeowners association shall be set up before approval of the final plat, or any portion thereof.
- b. Membership shall be mandatory for each homeowner and any successive buyer.
- c. The open space restrictions shall be in perpetuity.
- d. The homeowners association shall be responsible for liability insurance, applicable taxes, and the maintenance of recreational and other facilities.
- e. Homeowners shall pay their pro-rated share of the cost or the assessment levied by the association shall become a lien on the property.
- f. The association shall be able to adjust the assessment to meet changes needed.
- g. No change in open space use or dissolution of homeowners association shall occur without a public hearing before the Planning Commission and approval by the City Council.

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Chapter 3.23 Planned Unit Development (PUD)

- h. The property, all lots and owners thereof, the association, and all members thereof, shall be subject to the Oregon Planned Community Act, ORS 94.550.

**3.23.060 Conditions of Approval**

The Planning Commission may impose reasonable conditions upon its approval. Such conditions may include conditions necessary to ensure that public services and facilities are available to serve the proposed development; to protect the natural environment and conserve natural resources; to ensure compatibility with adjacent uses of land; to ensure compliance with the design standards contained within this Section; and, to ensure the Planned Unit Development will be developed as approved by the City.

**3.23.070 Modification of an Approved Planned Unit Development**

A new public hearing shall be required if any one of the following changes is proposed to an approved Planned Unit Development site plan:

- (1) An increase or decrease in the number of dwelling units by more than 5%.
- (2) A decrease in the open space or recreational space by more than 5%.

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Chapter 3.24 Recreational Vehicle Park Standards

**CHAPTER 3.24 RECREATIONAL VEHICLE PARK STANDARDS**

**3.24.010 Purpose**

Oregon Revised Statutes Chapter 446 and Oregon Administrative Rules Chapter 918, Division 650 specify the standards and regulations for Recreational Vehicle (RV) use in the State of Oregon. Approved RV parks shall comply with the State of Oregon Standards and the standards of this Section:

- (1) Where Permitted: RV Parks may be permitted in the Limited Industrial Zone - LI adjacent to a City Arterial Street in accordance with the Conditional Use procedures of Section 5.04.
- (2) Each RV space shall be not less than 1,000 square feet exclusive of any common park areas.
- (3) Roadways shall be paved and designed to permit easy access to each RV space. Road widths shall meet the requirements for local residential streets. All other design features shall meet fire apparatus access road requirements
- (4) Each RV space shall be paved and designed to provide runoff of surface water. All unpaved areas shall be landscaped, and the Park shall be screened on all sides by a 6-foot-high sight-obscuring hedge or fence.
- (5) The total number of parking spaces in the Park shall be equal to 1.25 spaces per RV space. All parking spaces shall be paved.
- (6) Each RV space shall be provided with electrical service, piped potable water, and sewage disposal service. All RVs with service connections staying in the Park shall be connected to these services.
- (7) The Park shall be maintained in a neat appearance at all times. There shall be no outside storage of materials or equipment. Trash receptacles shall be provided at convenient locations and in adequate number and capacity.
- (8) RVs are limited to a stay of no more than six months in any 12-month period.
- (9) The Park shall provide toilets, lavatories, and showers for each sex in ratios specified by the State of Oregon for each recreational vehicle space. The toilets and showers shall afford privacy, and the showers shall be provided with private dressing rooms. Facilities for each sex shall be located in separate buildings, or, if in the same building, shall be separated by a soundproof wall.
- (10) The Park shall provide one utility building or room containing three clothes washing machines, one clothes drying machine, and 50 square feet of space for each 50 recreational vehicle spaces.
- (11) Public building spaces shall be lighted at all times of night and day; shall be ventilated; shall be provided with heating facilities which shall maintain a room temperature no lower than 65° F; shall have a floor of waterproof material; shall have sanitary ceiling, floor, and wall surfaces; and shall be provided with

## ARTICLE III DEVELOPMENT REQUIREMENTS

### Chapter 3.24 Recreational Vehicle Park Standards

adequate floor drains to permit easy cleaning.

#### **3.24.020 Design and Submission Requirements:**

- (1) Professional Design Team: The applicant for proposed for Recreational Vehicle Parks shall certify in writing that the services of a registered architect, landscape architect, or registered engineer licensed by the State of Oregon have been utilized in the design and development of the project.
- (2) Plot Plans Required: The Site Plan Review application for a new or expansion of an existing RV Park shall contain the following information in addition to that required in Section 5.05 for Site Development Reviews:
  - a. Name and type of Park, address, owner, design team members, scale, date, and north point of plan.
  - b. A vicinity plan showing streets and properties within 500 feet of the development site.
  - c. Plot plan of park boundaries and the location, dimensions, and number of RV spaces. Number each space and demonstrate that planned spaces can reasonably accommodate a variety of RV types.
  - d. Location and dimensions of existing and proposed structures, together with the usage and approximate location of all entrances, heights, and gross floor areas.
  - e. Location and dimensions of roads, accessways, parking, loading facilities, garbage receptacles, and walkways.
  - f. Extent, location, arrangement, and proposed improvements of all open space, landscaping, fences, and walls.
  - g. Location of lighting fixtures for park spaces and grounds.
  - h. Location and area of recreation spaces and buildings in square feet.
  - i. Locations where park water, sewer, drainage, and utility systems connect to City systems.
  - j. Location of existing and proposed fire and irrigation hydrants.
  - k. Enlarged plot plan of a typical RV space, showing location of the stand, patio, storage space, accessory structures, parking, sidewalk, utility connections, and landscaping.
  - l. Architectural drawings and sketches demonstrating the planning and character of the proposed development.
  - m. A construction time schedule and development phasing plan.
  - n. Detailed plans required. Prior to application for a building permit to construct a new Park or to expand an existing Park, the applicant shall submit five copies of the following detailed plans:
    - i. A legal survey.

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### Chapter 3.24 Recreational Vehicle Park Standards

- ii. Plans of new structures.
- iii. Water and sewer systems.
- iv. Utility easements.
- v. Road, sidewalk, and patio construction.
- vi. Drainage system, including existing and proposed finished grades.
- vii. Recreational improvements including swimming pool plans approved by the Oregon State Board of Health.
- viii. Landscaping and irrigation plans.



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Chapter 3.24 Recreational Vehicle Park Standards

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Chapter 3.25 Mobile Food Units and Vendors

## CHAPTER 3.25 MOBILE FOOD UNITS AND VENDORS

### 3.25.010 Food Vendor Classifications and Vendors

- (1) All vendors shall meet these requirements and regulations of the City.
- a. The use shall be limited to the preparation and/or sale of food and beverages.
  - b. The structure shall retain the ability to be moved and will not involve any structure requiring a building permit except a Food Kiosk or Food Pod.
  - c. The use shall not be conducted within public rights-of-way unless a permit is issued by the City for this purpose.
  - d. The use shall be conducted on private or public property only with written consent of the property owner.
  - e. Business operations for a food stand or a food cart shall only be conducted between 7:00 AM and 7:00 PM except the hours can be extended earlier or later by the City Manager upon a finding the extended hours will not create negative impacts on surrounding properties due to noise, light, traffic, and similar factors.
  - f. The use shall conform to all setback standards, vision clearance requirements, and other standards of the zone in which it is located.
  - g. The use shall not block driveways, entrances, fire lanes, or parking aisles. Food trucks or trailers may not be placed in a landscaped area required by this Code.
  - h. The use may be connected to water and sewer by approved temporary connections only. No discharge will be made into any stormwater system.
  - i. Signs associated with the mobile food unit shall be limited to six square feet total surface area of all sign faces. Menu boards are not signs but are limited to six square feet total surface area. All other signs must be approved per the requirements of Section 3.06.
  - j. A trash receptacle shall be located within 10 feet of the use and shall be emptied and maintained by the operator of the mobile food cart.
  - k. The operator of the units shall possess valid county certification of compliance with health and sanitation standards as applicable.
- Failure to comply with these standards may result in enforcement action including requiring a cease and desist order, which will require the business operation to cease and the stand, cart, or vehicle to be removed from the site.
- (2) The Location and Development Standards are summarized in the following tables:

# ARTICLE III DEVELOPMENT REQUIREMENTS

## Chapter 3.25 Mobile Food Units and Vendors

Table 19 - Mobile Food Unit Location Standards

<b>Mobile Food Unit Location Standards</b>				
<b>Location Standard</b>	<b>Food Stand</b>	<b>Food Carts and Food Vans/Trailers</b>	<b>Food Pods</b>	<b>Food Kiosks</b>
Permitted in RL – Low-density	Yes	No	No	No
Permitted in RU – Rural	Yes	No	No	No
Permitted in RM – Mixed Density	Yes	Yes	No	No
Permitted in MU – Mixed-Use	Yes	Yes	No	No
Permitted in CP – Office	Yes	Yes	No	No
Permitted in GC - Commercial	Yes	Yes	Yes	Yes
Permitted in LI – Industrial	Yes	Yes	Yes	Yes
Permitted in GI - Industrial	Yes	Yes	Yes	Yes
Permitted in P – Public	Yes	Yes	Yes	No

Table 20 - Mobile Food Unit Development Standards

<b>Mobile Food Unit Development Standards</b>				
<b>Development Standards</b>	<b>Food Stand</b>	<b>Food Carts and Food Vans/Trailers</b>	<b>Food Pods</b>	<b>Food Kiosks</b>
Permitted in landscape areas	Yes	Yes	No	No
Permitted on paved areas <sup>1</sup>	Yes	Yes	Yes	Yes
Permitted in parking lot aisles, driveways, or fire lanes	No	No	No	No
Permitted on undeveloped lots	Yes	Yes	Yes	No
Drive-through allowed <sup>2</sup>	No	No	Yes	Yes
Utility connection allowed <sup>3</sup>	No	Yes	Yes	Yes
Utility connection required <sup>3</sup>	No	No	No	Yes
Required to meet design standards of zone	No	No	No	Yes
Parking required	No	No	Yes <sup>4</sup>	Yes <sup>4</sup>

# ARTICLE III DEVELOPMENT REQUIREMENTS

## Chapter 3.25 Mobile Food Units and Vendors

<b>Mobile Food Unit Development Standards</b>				
<b>Development Standards</b>	<b>Food Stand</b>	<b>Food Carts and Food Vans/Trailers</b>	<b>Food Pods</b>	<b>Food Kiosks</b>
Limited daily duration <sup>5</sup>	Yes	Yes	N/A	N/A
Limited number of days <sup>6</sup>	Yes	Yes	N/A	N/A
Site Development Review Required	No	No	Yes	Yes
<p>Notes:</p> <ol style="list-style-type: none"> <li>1. Parking on gravel surfaces limited to a maximum of 180 days in any 365-day period.</li> <li>2. Subject to approval through Site Development Review process.</li> <li>3. No discharge of liquids onto the ground or into the stormwater system allowed</li> <li>4. See parking standards – Chapter 3.03.</li> <li>5. Business operations for a food stand or a food cart shall only be conducted between 7:00 AM and 7:00 PM except the hours can be extended earlier or later by the City Manager upon a finding the extended hours will not create negative impacts on surrounding properties due to noise, light, traffic, and similar factors.</li> <li>6. The use and structure may only be in place 90 days in any 180-day period.</li> </ol>				

## ARTICLE III DEVELOPMENT REQUIREMENTS

### Chapter 3.26 Commercial Design Standards

## CHAPTER 3.26 COMMERCIAL DESIGN STANDARDS

### 3.26.010 Purpose

The purpose of Commercial Design Standards is to create commercial developments and areas presenting a relatively attractive vista to those passing by or patronizing the commercial businesses, thereby enhancing the ability to attract business investment and the livability of the community.

### 3.26.020 Applicability

The Commercial Design Standards apply to:

- (1) All new construction of commercial and office buildings in all zones;
- (2) All additions to existing commercial or office buildings exceeding 25% of the floor area of the existing building;
- (3) All remodels, resurfacing, or repainting changing the color of existing building facade;
- (4) All paving or expansion of existing parking lots not including resurfacing or repair of existing pavement; and,
- (5) All revisions to existing landscaping when the revision involves more than 25% of the existing landscaped area.

### 3.26.030 Commercial Design Standards

- (1) Buildings with exterior walls greater than 50 feet in horizontal length shall be constructed using the installation of a combination of architectural features and a variety of building materials. Walls that can be viewed from adjacent public streets including Interstate 5 shall be designed with windows totaling a minimum of 10 percent 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.
- (2) Architectural features shall include at least three of the following: recesses, projections, wall insets, arcades, window display areas, awnings, balconies, window projections, landscape structures, or other features that complement the design intent of the structure and are approved in the Site Design Review process.
- (3) The predominant building materials shall be brick, wood, stone, and tinted/textured concrete masonry units, or glass products, or a combination thereof. Other materials such as smooth-faced concrete block, undecorated tilt-up concrete panels, or prefabricated steel panels shall not exceed 25% of the material used for walls adjacent to the street or 75% of any other wall. All roof types are allowed including metal roofs; however, flat roofs shall be surrounded by a vertical extension of the adjacent wall.

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Chapter 3.26 Commercial Design Standards

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- (4) Exterior colors shall be of low reflectance and shall be earth tone or dark shades of primary or secondary colors. The use of high intensity colors such as black, neon, metallic, or fluorescent for the facade and/or roof of the building is prohibited except as approved for building trim.
- (5) As an alternative, an applicant who wishes to use a design that differs from these requirements may apply for a Conditional Use Permit.

## ARTICLE III DEVELOPMENT REQUIREMENTS

### Chapter 3.27 Wireless Communication Facilities

## CHAPTER 3.27 WIRELESS COMMUNICATION FACILITIES

### 3.27.010 Introduction and Purpose

- (1) This section provides the standards and regulations for Wireless Communication Facilities (WCFs), including antennas and all the structures associated with the receiving or capturing of incoming and/or transmitting outgoing communications transmitted from, or to be received by, other antennas. Wireless Communications Facilities will often be referred to as "WCFs" and/or "facilities" within this Chapter.
- (2) The provisions of this Chapter do not apply to radio or television reception antennas, satellite, or microwave parabolic antennas not used by wireless communications service providers, to any antenna support structure or antenna lawfully in existence within the City on the effective date of this Chapter, receiving antennas for Direct Broadcast Service (DBS) 39 inches or less in diameter, or commercial radio, or television broadcasting facilities.
- (3) The purposes of this Chapter include the following:
  - a. To establish standards that regulate the placement, appearance, and impact of wireless communication facilities (WCFs), while providing residents with the ability to access and adequately utilize the services that these facilities support. Because of the physical characteristics of wireless communication facilities, the impact imposed by these facilities may affect not only the neighboring residents, but the community as a whole. The standards are intended to ensure that the visual and aesthetic impacts of wireless communication facilities are mitigated to the greatest extent possible, especially in or near sensitive areas and environments, including residential areas.
  - b. To minimize potential adverse health, safety, public welfare, or visual impacts of WCFs, through careful design, siting, construction, landscaping, and innovative visual compatibility techniques.
  - c. To encourage shared use/co-location of WCFs as a primary option rather than construction of additional single use towers.
  - d. To encourage utilization of technology and business practices that will either eliminate or reduce the need for construction of new tower facilities.
  - e. To protect the health, safety, public welfare, and property of the community, by ensuring that WCFs are sound and carefully designed, constructed, modified, maintained, and removed when no longer used or are determined to be structurally unsound.
  - f. To protect the public interest and existing public and private investment in infrastructure for wireless communications services. For example, the introduction of new non-regulated WCFs may not adversely affect (e.g., interfere with signal transmitted by) a previously existing use.

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Chapter 3.27 Wireless Communication Facilities

- g. To promote investment in new WCFs and technology that will benefit local end users (consumers) of wireless communications services.

**3.27.020 Technical Definitions and Terminology for Wireless Communications**

**“Antenna”** for wireless communications means a specific device used to receive or capture incoming and/or to transmit outgoing communications transmitted from, or to be received by, other antennas. Antennas regulated by this Chapter include omni-directional (or “whip”) antennas, directional (or “panel”) antennas, parabolic (or “dish”) antennas, and any other devices designed for the reception and/or transmission of radio-frequency (RF) signals or other communication technologies, except as otherwise limited in this Chapter.

**“Attached Wireless Communications Facility”** means a wireless communications facility that is affixed to an existing structure, other than a wireless communications tower.

**“Co-Location”** means a wireless communications facility comprised of a single communications tower or building supporting one or more antennas, dishes, or similar devices owned or used by more than one provider.

**“Lattice Tower”** means a support structure constructed of vertical metal struts and cross braces forming a triangular or square structure which often tapers from the foundation to the top.

**“Monopole”** means a support structure constructed of a single, self-supporting hollow tube securely anchored to a foundation.

**“Provider”** means a company, which may or may not hold a Federal Communications Commission (FCC) license, that is in business to provide wireless communications services.

**“Visual Compatibility Characteristics”** means characteristics that minimize the visual impact of a tower or antennas.

**“Wireless Communications”** means the transmission, via radio frequency electromagnetic waves, between or among points specified by the user, of information of the user's choosing, without change in the form or content of the information as sent and received.

**“Wireless Communications Accessory Structure/Equipment”** means equipment shelters or radio equipment necessary for the operation of wireless communications in addition to the antenna and tower.

**“Wireless Communications Facility (WCF)”** means a facility consisting of the equipment and structures involved in receiving and or transmitting communications or radio signals.

**“Wireless Communications Equipment Shelter”** means the structure in which the electronic radio equipment, electronic equipment, relay equipment, and other supporting equipment for a wireless communications facility is housed.



# ARTICLE III DEVELOPMENT REQUIREMENTS

## Chapter 3.27 Wireless Communication Facilities

**“Wireless Communications Tower (WCT) Support Facility”** means a structure intended to support equipment used to transmit and/or receive communications signals including monopoles, guyed and lattice towers, but not excluding any other approved structure.

### 3.27.030 Review Procedures: Use Permits and Review Processes

As noted in the table below, Wireless Communications Facilities are permitted by a variety of use permits and review processes, depending on the type or scope of development activity.

Table 21 - Wireless Communication Facility Permits

Wireless Communication Facility Permits	
Type of Use Permit and Review Process	Type or Scope of Development Activity
Outright Permitted other than Required Building Permits	Co-Location on an existing WCF
Administrative Review (Type I)	<ul style="list-style-type: none"> <li>Attachment to an existing structure within the parameters of the zone requirements</li> <li>Modifications to an existing WCF accessory structure or equipment within the parameters of the zone requirements</li> </ul>
Conditional Use (Type III)	<ul style="list-style-type: none"> <li>New WCF</li> <li>Modifications of an existing WCF that exceed the standards of the zone</li> </ul>
Conditional Use and Variance (Type III)	<ul style="list-style-type: none"> <li>New WCF or modification of an existing WCF that exceeds the height standard of a zone</li> </ul>
<p>Notes:</p> <ol style="list-style-type: none"> <li>Height standards for each zone are found in Article II.</li> <li>The maximum permissible height, even though the variance process, is 150 feet for a WCF in any zone.</li> <li>In the Industrial zones, the maximum permissible height for a WCF is 150 which does not require a variance.</li> </ol>	

# ARTICLE III DEVELOPMENT REQUIREMENTS

## Chapter 3.27 Wireless Communication Facilities

### 3.27.040 Siting Requirements

- (1) WCFs shall be sited in accordance with the following priorities. If the applicant proposes a facility of lower priority, the applicant shall demonstrate that each of the higher priorities has been considered and found to be not feasible.
- (2) Priority #1: Co-location on an existing WCF.
- (3) Priority #2: Use of an attached WCF.
- (4) Priority #3: Siting of a new Wireless Communications Tower (WCT), in a visually obscure location, using design techniques maximizing "Visual Compatibility Characteristics."
- (5) Priority #4: Siting of a new WCT in a visually prominent location (e.g., along arterials and collectors, on hills and ridges), using design techniques maximizing "Visual Compatibility Characteristics."
- (6) Priority #5: Siting of a WCT in a visually prominent location (e.g., along arterials and collectors, on hills and ridges), not employing design techniques maximizing "Visual Compatibility Characteristics."
- (7) Exemptions: Wireless communications facilities for emergency services (police, fire, and emergency management) are exempt from the above requirements if the siting agency can demonstrate the need for an exemption based on public safety and welfare issues. The review authority may also exempt local, state, and federal facilities, as well as facilities owned and operated by federally licensed amateur radio station operators (i.e., "ham" radio operations).

### 3.27.050 Standards and Requirements

- (1) **Code Compliance Requirements.** All WCFs shall meet all requirements established by the provisions of this Code, other applicable City codes, and other applicable standards.
- (2) **State and Federal Requirements.** All WCFs shall comply with all applicable federal (e.g., Federal Communication Commission and Federal Aviation Administration) and State standards.
- (3) Height.
  - a. A WCF may not exceed the height standards of a zone, except where permitted through the variance process.
  - b. Except in the Industrial zones, the maximum permissible height (even through the variance process) is 150 feet for a WCF in any zone.
  - c. In the Industrial zones, the maximum permissible height for a WCF is 150 feet which does not require a variance.
  - d. The height of a WCF shall be measured as per building code standard procedures from the center of the base of the proposed facility to the topmost portion of the WCF (e.g., the tip of the highest antenna or other transmission or reception device).

## ARTICLE III DEVELOPMENT REQUIREMENTS

### Chapter 3.27 Wireless Communication Facilities

- e. Airport Overlay Zones: All lands within the airport overlay zones (e.g., approach surface, transitional zone) shall be subject to additional height restrictions and development standards.
- (4) Co-Location.
- a. New WCFs, if technically feasible, will be designed and constructed for at least three antennas/providers to co-locate on the facility and to allow antennas mounted at varying heights. At a minimum, WCFs up to 120 feet in height shall accommodate at least two facilities/providers.
  - b. A facility may be attached to any existing structure as long as the height of that structure is not increased by more than 10 feet and so long as it meets all relevant requirements of this Chapter, consistent with applicable building codes.
  - c. A free-standing WCF shall be approved only if the applicant demonstrates that it is not feasible to site the facility on an existing structure. The application shall contain documentation that alternative sites within a radius of least 2,000 ft have been considered and are technologically unfeasible or unavailable. The application also must document why co-location is impractical on existing structures for one or more of the following reasons: structural support limitations; safety considerations; lack of available space; failure to meet service coverage area needs; or unreasonable economic constraints.
- (5) Construction.
- a. All facilities must meet the requirements of the Uniform Building Code (UBC), the International Building Code (IBC) and/or the Oregon Structural Specialty Code, and all other relevant and applicable building codes.
  - b. Noise-generating equipment shall be sound-buffered by means of baffling, barriers, or other suitable means to reduce the sound level measured at the property line to no more than 30 dBA above the level of ambient background noise when adjacent to residential uses and 45 dBA above the level of ambient background noise in other areas.
  - c. It is prohibited to attach any communications facility or portion thereof to a tree.
  - d. WCFs shall be set back at least 25% of the tower height from all property lines or shall meet the setbacks of the underlying zone, whichever is greater.
  - e. Design: Where possible new facilities will be located in such a manner that they blend in with the background around them, using techniques to ensure visual compatibility characteristics.
    - (i) All new WCF towers shall be a monopole or lattice tower structure constructed out of metal or other nonflammable material. The height and mass of the structure shall not exceed that which is essential for its intended use and public safety.

# ARTICLE III DEVELOPMENT REQUIREMENTS

## Chapter 3.27 Wireless Communication Facilities

- (ii) All accessory structures (i.e., vaults, equipment rooms, utilities, and equipment enclosures) shall be concealed, buffered, or screened with mature vegetation and/or sight obscuring fencing, shall be consistent with the underlying zone, or may be placed underground. Underground placement of equipment shelters is encouraged and should be considered in each case.
  - (iii) WCFs shall be painted in a non-reflective color to match the existing or attached structure and/or to blend into the surrounding environment to the greatest extent possible as seen from abutting uses, roadways or other public ways. Alternative colors or treatments of the external surfaces of any and all components of a WCF may be approved through the conditional use process to minimize the visual impact of the facilities, and such approved alternatives shall become part of the conditions of approval.
- (6) **Landscaping/Screening.** All ground-level facilities associated with a WCF shall be landscaped and/or screened in accordance with the provisions of Article III of this Code. The facilities must be fully screened before operations can begin.
- (7) **Lighting.** No lighting shall be permitted on a WCF except as required for security and as required by the Federal Aviation Administration.
- (8) Location.
- a. No communications facility shall be installed on an exposed ridge line unless it blends with the surrounding existing natural and man-made environment in such a manner as to be visually compatible with the environment.
  - b. No communication facility shall be installed within 250 feet of a residential zone.
- (9) **Signs.** Signs shall comply with the requirements set forth in this Code.
- (10) **Twenty-Four Hour Emergency Contact Information.** As part of the submittal requirements, all owners of WCFs shall provide 24-hour contact information to the City so as to facilitate emergency response. Such information must be kept current and on file with the City, Sheriff's Office, and Fire District.
- (11) **Facilities on City-Owned Property.** When a proposed WCF would be sited on property owned by the City, the City shall exercise its zoning authority under this Code independently from and without regard to the terms and conditions of any agreement allowing the facility.

### 3.27.060 Attached Communications Facilities

All attached facilities shall be located and designed to appear an integral part of the structure.

- (1) Roof mounted antennas and all building mounted accessory equipment shall be located no closer to the nearest edge of the roof than the height of the antenna or accessory equipment, whichever is greater.

## ARTICLE III DEVELOPMENT REQUIREMENTS

### Chapter 3.27 Wireless Communication Facilities

- (2) Wall mounted antennas shall be architecturally integrated into the building.
- (3) Wall mounted antennas shall protrude no more than 4 feet from the face of the wall.
- (4) Accessory structures for attached facilities, such as equipment shelters, cabinets, or other enclosed structures containing electronic equipment, shall be camouflaged or otherwise constructed using visual compatibility techniques, as defined in this Section to the greatest extent possible.
- (5) All proposals shall demonstrate adequate structural strength to support the additional weight and stress of a proposed antenna attachment in compliance with all applicable building code provisions.

#### 3.27.070 Abandonment of Facilities

- (1) When a WCF ceases to operate, the owner or service provider shall provide notice to the City within 30 days. Failure to notify the City within 30 days, may result in removal of such a facility 90 days following the cessation of operations or thereafter.
- (2) An antenna support structure that has not had an antenna or antenna array mounted upon it for a period of 170 successive days, or if the antenna or antenna array mounted thereon are not operated for a period of 170 successive days, shall be considered abandoned, and the owner thereof shall remove such structure and any accompanying equipment enclosure to a depth of four feet below the surface of the ground within 90 days from the date of written notice from the City. During this 90-day period, the owner may apply, and, for good reason, be granted an extension of time on such terms as the City Manager shall determine.
- (3) If such structure and equipment enclosure are not so removed, the City may seek and obtain a court order directing such removal and imposing a lien upon the real property upon which the structure(s) are situated in an amount equal to the City's cost of removal.
- (4) The City may also declare such an abandoned facility a nuisance and pursue enforcement and all available remedies under the appropriate provisions of this Code.

#### 3.27.080 Application

- (1) **Application Requirements.** The applicable submittal requirements for the type of land use review process that is necessitated by the specific proposal submitted, and the requirements of the zone of the subject property, apply to applications for the siting of communications facilities. In addition, the following information is required.
- (2) **Development Plan Required.** All applications shall be accompanied by a development plan drawn to scale showing the following:
  - a. Use or uses.

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Chapter 3.27 Wireless Communication Facilities

- b. Location of the proposed facility and relevant dimensions.
  - c. Height of the proposed facility.
  - d. Setbacks for the proposed facility.
  - e. A photo simulation of the proposed WCF for the maximum number of provider antenna arrays.
  - f. Dimensions and location of areas to be reserved for vehicular and pedestrian access and circulation.
  - g. A landscaping plan that indicates how the facility will be screened from adjoining uses.
  - h. A fencing plan that indicates the location, height, and design of any proposed fencing.
  - i. A lighting plan that indicates the type and location of any proposed lighting.
  - j. A sign plan that indicates the size, location, and design of any proposed signage.
  - k. Drawings demonstrating the materials, color, and design of the proposed facility.
  - l. A map showing all existing wireless communication facility sites operated by the provider within two miles of the City of Millersburg boundary, or the top of the nearby ridges, whichever is greater, including a description of the facility at each location.
  - m. A propagation study indicting proposed facility and the adjacent hand-off sites.
  - n. If provider proposes to construct a new facility (tower), the application shall include findings demonstrating it is not legally or technically feasible to co-locate.
- (3) **Additional Documentation.**
- a. Documentation of the efforts that have been made to co-locate on existing or previously approved towers.
  - b. Each provider shall make a good faith effort to contact the owner(s) of all existing or approved towers and shall provide a list of all owners contacted in the area, including the date, form of contact and the result of contact.
  - c. Documentation as to why co-locating on an existing or proposed tower or attachment to existing structures within 2000 feet of the proposed site is not feasible.
- (4) **Narrative Required.**
- A written statement shall include the following information:
- a. The name and contact information for the applicant/provider;

## ARTICLE III DEVELOPMENT REQUIREMENTS

### Chapter 3.27 Wireless Communication Facilities

- b. Twenty-four hour emergency contact information (during construction and after the WCF becomes operational) to facilitate emergency response;
- c. A description of the character of the proposed facility;
- d. Analysis of how the application meets the review criteria for all applicable application processes;
- e. Applicants/Providers shall provide evidence of legal access to the proposed WCF.
- f. The applicant/provider shall provide evidence that legal access to the facility site will be maintained for the duration of the facility's operation.
- g. Where a proposed WCF is located on a property not owned by the provider, the applicant/provider shall present documentation that the owner of the property has granted an easement or entered into a lease or other authorization for the proposed facility and that vehicular access is provided to the facility.
- h. For new free-standing towers, the applicant/provider shall provide evidence that describes the WCFs structural capacity to carry the antennas of at least three wireless communications providers.
- i. The applicant/provider shall provide evidence of steps the applicant/provider will take to avoid interference with normal radio and television reception in the surrounding area, with other communications service providers' signals, and communications of any public safety agency or organization, per FCC requirements.
- j. The applicant/provider shall demonstrate that the WCF will provide service within the City.
- k. If the applicant/provider proposes a new tower or co-located facility, the applicant/provider shall provide evidence that the facility's height is the lowest height at which the gap in coverage can be filled.
- l. All applications shall include evidence that at least one provider will use the proposed facility to provide wireless communications service to City residents immediately upon construction completion of the facility.
- m. All applications shall include a statement recognizing the grounds for denial of permits and removal of facilities listed below:
  - i. Applications shall include a written agreement that Wireless Communications Facilities owned by the applicant/provider, that do not have operating antennas for a period of six months, shall be considered abandoned and shall be removed by the operator within 60 days thereafter.
  - ii. Applications shall include a written agreement from the property owner that if the applicant/provider fails to remove an abandoned WCF, the property owner has full legal and fiscal responsibility for the WCF

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removal.



# ARTICLE IV LAND DIVISIONS



## ARTICLE IV LAND DIVISION

### Section 4.01 Applicability

## CHAPTER 4.01 LAND DIVISION REQUIREMENTS

### 4.01.010 Applicability

Sections 4.02 and 4.03 address specific requirements related to the division of land, including partitions and subdivisions. These provisions concern the process of dividing land and do not alter the requirements and standards of the underlying zone(s).

Procedures related to land divisions, including property line adjustments, are contained in Article V – Review Procedures.

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# ARTICLE IV LAND DIVISIONS

## Chapter 4.02 Standards

### CHAPTER 4.02 STANDARDS

#### 4.02.010 Purpose

The purpose of this Chapter is to provide for the orderly, safe, and efficient division of land within the City.

#### 4.02.020 Scope

The provisions of this Chapter shall apply to all partitions and subdivisions within the City of Millersburg. The following shall determine the appropriate process and design standards:

- (1) **Partition.** A land division creating two or three parcels within a calendar year shall be processed as a Partition and subject to the design and improvement standards for a Partition.
- (2) **Subdivision.** A land division creating four or more lots within a calendar year shall be processed as a Subdivision and subject to the design and improvement standards for a Subdivision.
- (3) **Serial Partition.** If a Partition results in the creation of a large parcel that can be subsequently divided so that there is the potential to create more than three parcels from the original, the request shall be subject to the criteria, standards, design, and improvement standards for a Subdivision.

#### 4.02.030 Standards for Lots or Parcels

The following standards shall apply to all Partitions and Subdivisions.

- (1) **Minimum Lot Area.** Minimum lot area shall conform to the requirements of the zoning district in which the parcel is located. Access easements, or the access strip to a flag lot, shall not be included in the calculation of lot area for purposes of determining compliance with any minimum lot size provision of this Code.
- (2) **Lot Width and Depth.** The depth of a lot or parcel shall not be more than three times the width. Lots or parcels created for commercial, industrial, or public uses shall be exempt from width to depth ratio provisions.
- (3) **Access.** All new lots or parcels shall provide a minimum of 40 feet of frontage on an existing or proposed public street, or 25 feet of frontage along a cul-de-sac except residential lots or parcels may be accessed by a private street or private access easement developed in accordance with the

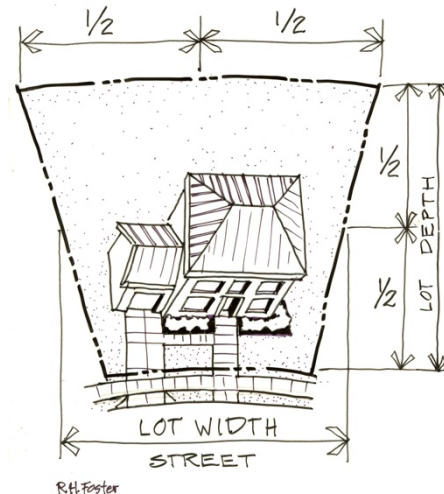


Figure 62 - Lot Depth and Width

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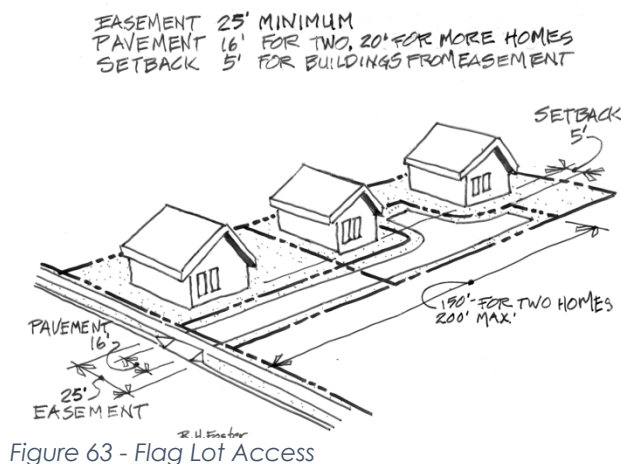
### Chapter 4.02 Standards

provisions of Chapter 3.10 when it is determined that a public street access is:

- a. Infeasible due to parcel shape, terrain, or location of existing structures; and
- b. Unnecessary to provide for the future development of adjoining property
- c. No more than 10% of the lots within a subdivision may be accessed by a private street or private access easement.

- (4) **Flag Lots.** Flag lots shall be subject to the following development standards:

- a. The access strip shall be a minimum of 25 feet in width. The improved surface shall be a minimum of 14 feet in width.
- b. The access strip shall not be included in the lot area calculation.
- c. If the length of the access strip exceeds 150 feet, the parcel or lot shall include a turn-around area per Section 3.02.



- (5) **Through Lots.** Through lots shall be avoided except where essential to provide separation of residential development from traffic arteries, adjacent non-residential activities, or to overcome specific disadvantages of topography. Screening or buffering, pursuant to the provisions of Chapter 3.07, may be required during the review of the land division request.
- (6) **Lot Side Lines.** The side lines of lots, as far as practicable, shall run at right angles to the public street, private street, or private access easement upon which the lot or parcel faces.
- (7) **Utility Easements.** Utility easements shall be provided on lot areas where necessary to accommodate public utilities. Easement width shall conform to adopted Engineering Standards.

#### 4.02.040 Additional Standards for Subdivisions

- (1) **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 - including pedestrian and bicyclist - and recognition of limitations and opportunities of topography.
- (2) **Sizes.** Blocks shall not exceed 1,000 feet in between street lines with a preferred length of 500 feet. Exceptions are permitted for blocks adjacent to arterial streets, or if the previous development pattern or topographical conditions justify a greater length. The recommended minimum distance between collector street

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### Chapter 4.02 Standards

intersections with arterial streets is 1,800 feet.

- (3) **Traffic Circulation.** The subdivision shall be laid out to provide safe, convenient, and direct vehicle, bicycle, and pedestrian access to nearby residential areas; neighborhood activity centers (e.g., schools and parks); shopping areas; and employment centers; and provide safe, convenient, and direct traffic circulation. At a minimum, "nearby" means the distance from the subdivision boundary – 1/4 mile for pedestrians and one mile for bicyclists.

- (4) **Connectivity.** To achieve the objective in (3) **Traffic Circulation** above, the City shall require the following:

- a. **Stub-End Streets:** Where the potential exists for additional residential development on adjacent property.
- b. **Accessways:** Public accessways to provide a safe, efficient, and direct connection to cul-de-sac streets, to pass through oddly shaped or blocks longer than 600-feet, to provide for networks of public paths creating access to nearby residential areas, neighborhood activity centers (e.g., schools and parks); shopping areas; and employment centers.

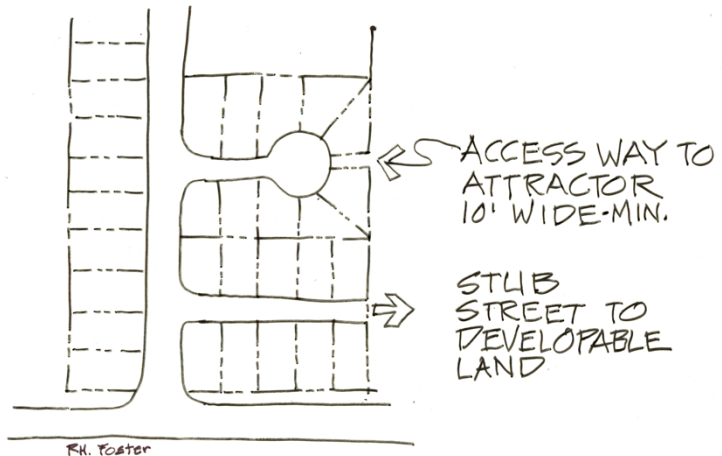


Figure 64 - Connectivity

- (5) **Collector and Arterial Connections.** Accessway, bikeway, or sidewalk connections with adjoining Arterial and Collector streets shall be provided if any portion of the site's arterial or collector street frontage is over 600 feet from either a subdivision access street or other accessway. The placement of an accessway may be modified or eliminated if natural features (e.g., adverse topography, streams, wetlands) preclude such a connection.
- (6) **Design Standards.** Pedestrian/bicycle accessways shall meet the following design standards:
- a. Minimum dedicated width: 15 feet
  - b. Minimum improved width: 12 feet
  - c. Pedestrian scale lighting fixtures shall be provided along walkways and adequately lighted so the system can be used at night. Lighting shall either conform to adopted Public Works Standards or be approved by the decision authority.
  - d. The accessway shall be designed to prohibit vehicle traffic.

**4.02.050 Improvement Requirements - Partition**

During the review of Partition proposals, the City shall require, as a condition of approval, the following improvements:

- (1) **Private Access.** Where included, private driveways serving flag lots or private streets shall be surfaced per the requirements of this Code.
- (2) **Street Frontage Improvements.** The following improvements shall be required:
  - a. Consistent with the adopted transportation plans, sufficient land shall be dedicated establishing the appropriate right-of-way width.
  - b. If the street frontage of the subject property is less than or equal to 250 feet and does not connect to existing improvements, the applicant shall pay connection fees in accordance with the City's adopted Connection Charges ordinance in lieu of construction of the required frontage improvements. At City's option, a non-remonstrance agreement acceptable to the City of Millersburg may be allowed. This agreement shall stipulate that the applicant, or future property owner, will agree to participate in right-of-way improvements. The agreement may include provisions for the following: street paving, curbing, sidewalks, water lines, storm sewer facilities, and sanitary sewer facilities. The agreement shall be recorded at the County Clerk's Office at the time of the recording of the final plat.
  - c. If the street frontage of the subject property exceeds 250 feet, or connects to an existing street improvement, the applicant shall improve the following:
    - i. Public streets upon which the property fronts to public standards including surfacing from center line to curb, installation of curbing, storm sewers, sanitary sewers, water lines, and other necessary public utilities per approved master plans. In some cases, surfacing additional road width may be required. Where a master plan has not been adopted, or the City deems it to be in the City's best interest, the developer shall pay connection charges consistent with item (2) b, above.
    - ii. Sidewalks, meeting City standards, along public street frontage: Sidewalk construction may be deferred until such time a building permit is issued.
    - iii. The installation of storm sewers, sanitary sewers, water lines and other utilities necessary to serve parcels accessing off the new street.
- (3) **Public Facilities.** Sewer, water, and storm drainage facilities may be required on and adjacent to the project. The developer shall submit engineering plans or facility improvement plans to the City for review. The plans shall address the required improvements contained in this Article, and any conditions of approval, and shall conform with City Engineering Design Standards. Improvement work shall not commence until plans are approved by the City.
- (4) **Connection Charge.** In the circumstance where existing improved streets, sanitary sewer, water, and/or storm lines are adjacent to or within the project, a



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connection charge is required in accordance with the City's adopted Connection Charges ordinance.

- (5) **Completion Requirements.** All required improvements shall be completed prior to recording the final partition plat and the issuance of any building permits for the subject property. Alternatively, improvements required under this Section may be assured through a performance bond or other instrument acceptable to the City prior to the approval of the final plat of the Partition.

#### 4.02.060 Improvement Requirements - Subdivision

- (1) **Improvements.** The following improvements shall be required for all Subdivisions:
- a. **Frontage Improvements.** Half-street improvements designed to the City's Engineering Standards shall be required for all public streets on which a proposed Subdivision fronts. Additional frontage improvements shall include sidewalks, curbing, storm sewer, sanitary sewer, water lines, other public utilities as necessary, and such other improvements as the City shall determine to be reasonably necessary to serve the development or the immediate neighborhood. If the street frontage of the subject property does not connect to existing improvements, at the City's discretion the applicant may be required to pay connection charges in accordance with the City's adopted Connection Charges ordinance in lieu of constructing any portion of the required frontage improvements.
  - b. **Project Streets.** Public or private streets within the Subdivision shall be constructed as required by City Engineering Standards. In the circumstance where existing streets are adjacent to or within the project, a connection charge is required in accordance with the City's adopted Connection Charges ordinance.
  - c. **Monuments.** Monuments shall be established as required by the Engineering Design Standards.
  - d. **Surface Drainage and Storm Sewer System.** Drainage facilities shall be provided within the Subdivision and to connect the Subdivision drainage to drainageways or to storm sewers outside the Subdivision. Design of drainage within the Subdivision shall be constructed in accordance with the Engineering Design Standards. In the circumstance where existing storm sewer lines are adjacent to or within the project, a connection charge is required in accordance with the City's adopted Connection Charges ordinance.
  - e. **Sanitary Sewers.** Sanitary sewer shall be installed to serve the Subdivision and to connect the Subdivision to existing mains both on and off the property being subdivided conforming to Engineering Design Standards. The City may require that the developer construct sewage lines of a size in excess of that necessary to adequately service the development in question, where such facilities are or will be necessary to serve the entire area within which the development is located when the area is ultimately developed. The City may

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also require that the construction take place as an assessment project with such arrangement with the developer as is desirable to assure his share of the construction. In the circumstance where existing sanitary sewer lines are adjacent to or within the project, a connection charge is required in accordance with the City's adopted Connection Charges ordinance.

- f. **Water System.** Water lines with valves and fire hydrants serving the Subdivision and connecting the Subdivision to the City mains shall be installed in conformance with the Engineering Design Standards. The design shall take into account provisions for extension beyond the Subdivision to adequately grid the City system and to serve the area within which the development is located when the area is fully developed. However, the City will not expect the developer to pay for the extra cost of mains exceeding eight inches in size. In the circumstance where existing water lines are adjacent to or within the project, a connection charge is required in accordance with the City's adopted Connection Charges ordinance.
  - g. **Sidewalks.** Sidewalks shall be installed along both sides of each public street and in any pedestrian ways within the Subdivision. This improvement may be deferred until prior to occupancy of a dwelling.
  - h. **Streetlights.** The installation of streetlights is required at locations, and of a type required by City standards.
  - i. **Street Signs.** The installation of street name signs and traffic control signs is required at locations determined to be appropriate by the City and shall be of a type required by City standards.
  - j. **Other Requirements:**
    - (i) Curb cuts and driveway installations are not required of the developer at the time of development, but if installed, shall be according to the City standards.
    - (ii) Street trees are required to be planted prior to final occupancy of a structure or when required of the developer for areas where buildable lots do not exist (common space, open space, detention basins, etc.). Planting of street trees shall be according to City requirements and of a species compatible with the width of the planting strip and underground facilities. At least one tree will be located in the planting strip unless infeasible due to required sight clearances and/or offsets from utilities. No tree shall be located in the planting strip within 10 feet of a water or sewer service line. An additional tree shall be planted either in the planting strip or yard adjacent to the street or streets. Trees must be planted and viable prior to occupancy.
- (2) **Completion of Improvements.** All improvements required under this Chapter shall be completed to City standards or assured through a performance bond or other instrument acceptable to the City Attorney, prior to the approval of the Final Plat of the Subdivision. In no case shall the bond exceed 5% of the remaining project improvements as determined by the City Engineer.

## ARTICLE IV LAND DIVISIONS

### Chapter 4.02 Standards

#### 4.02.070 Improvement Procedures

In addition to Engineering Design Standards, improvements installed by a developer for any land division, either as a requirement of these regulations or the developer's option, shall conform to the requirements of this Code, the improvement standards and specifications adopted by the City, and shall be installed in accordance with the following procedures:

- (1) **City Approval Required.** Improvement work shall not commence until plans are approved by the City. All plans shall be prepared in accordance with requirements of the City.
- (2) **Notification.** Improvement work shall not commence until the City has been notified in advance; and, if work has been discontinued for any reason, it shall not be resumed until the City has been notified.
- (3) **Inspections.** Improvements shall be constructed under the inspection and to the satisfaction of the City Engineer or his/her designee. The City may require changes in typical street sections and improvements if unusual conditions arise during construction to warrant such changes.
- (4) **Installation of Utilities.** All underground utilities, sanitary sewers, and storm drains installed by the developer shall be constructed prior to the surfacing of the streets. Stubs for service connections for underground utilities and sanitary sewers shall be placed to a length eliminating the necessity for disturbing the street improvements when service connections are made.
- (5) **As-Built Drawings.** A map or plan showing all public improvements as built shall be filed with the City of Millersburg upon completion of the improvements.

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# ARTICLE V REVIEW PROCEDURES



# ARTICLE V REVIEW PROCEDURES

## Chapter 5.01 Application Types

### CHAPTER 5.01 APPLICATION TYPES

#### 5.01.010 Summary of Application Types

- (1) **General.** With the exceptions noted below, all development permits and land use actions are processed under the administrative procedures provided for in this Chapter. There are four types of actions, each with its own procedures.
- (2) **Building Permit.** Building permits are subject to provisions of the most recently adopted Oregon State Building Code and are processed administratively. Therefore, these actions are not considered land use actions and subject to appeal. The procedures in this Chapter only apply if an action is necessary to site the use or vary a requirement of the Development Code.

#### 5.01.020 Actions

- (1) **Type I Action.** A ministerial action reviewed by staff based on clear and objective standards. Conditions are limited to those that ensure compliance with Code requirements and implement these standards. Decisions are memorialized on the relevant permit form or other order. Specific Type I processes are shown Section 5.01.030 - Table of Land Use Application Procedures.
- (2) **Type II Action.** A ministerial action reviewed by staff based on clear and objective standards. Conditions are limited to those that ensure compliance with Code requirements and implement these standards. Notice of the decision is sent to the applicant and adjacent property owners who submitted comments, after a decision is reached. Appeal is to the Planning Commission. Specific Type II processes are shown Section 5.01.030 - Table of Land Use Application Procedures.
- (3) **Type III Action.** A Type III action is a quasi-judicial review in which the Planning Commission applies a mix of objective and subjective standards that allow discretion. Public notice and a public hearing are provided. Appeal of a Type III decision is to the City Council. Specific Type III processes are shown Section 5.01.030 - Table of Land Use Application Procedures.
- (4) **Type IV Action.** A Type IV action can be either quasi-judicial or legislative actions. The quasi-judicial process applies to map amendments for individual properties. Plan and zone amendments or text amendments that impact larger areas are legislative actions. These later amendments must be initiated by City staff, Planning Commission, or City Council, although a private party may suggest such amendments. Both actions require hearings before both the Planning Commission and City Council with the Commission providing an advisory role and the Council rendering the Final Decision unless appealed. Public notice is provided for both public hearings. Appeal of the decision is to the Land Use Board of Appeals (LUBA). Specific Type IV processes are shown Section 5.01.030 - Table of Land Use Application Procedures.

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**5.01.030 Table of Land Use Application Procedures**

*Table 22 - Land Use Application Procedures*

<b>Land Use Application Procedures</b>				
<b>Land Use Action</b>	<b>Type</b>	<b>Staff</b>	<b>Planning Commission</b>	<b>City Council</b>
Property Boundary Adjustment	Type - I	Final Decision	No role	No role
Sign Permit	Type - I	Final Decision	No role	No role
Temporary Use	Type - I	Final Decision	No role	No role
Adjustment	Type - II	Final Decision unless appealed	Appeal - Staff Decision	Appeal - Commission Decision
Interpretations	Type - II	Final Decision unless appealed	Appeal - Staff Decision	Appeal - Commission Decision
Partition	Type - II	Final Decision unless appealed	Appeal - Staff Decision	Appeal - Commission Decision
Subdivision	Type - II	Final Decision unless appealed	Appeal - Staff Decision	Appeal - Commission Decision
Conditional Use Permits	Type - III	Recommendation to Commission	Final Decision unless appealed	Appeal - Commission Decision
Home Occupation (employees or vehicles)	Type - III	Recommendation to Commission	Final Decision unless appealed	Appeal - Commission Decision
Nonconforming Uses (Alteration or Expansion)	Type - III	Recommendation to Commission	Final Decision unless appealed	Appeal - Commission Decision
Site Development Review	Type - III	Recommendation to Commission	Final Decision unless appealed	Appeal - Commission Decision



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Land Use Application Procedures				
Land Use Action	Type	Staff	Planning Commission	City Council
Variance	Type - III	Recommendation to Commission	Final Decision unless appealed	Appeal - Commission Decision
Annexation	Type - IV	Recommendation to Commission	Recommendation to Council	Final Decision unless appealed
Comp. Plan Map Amendment	Type - IV	Recommendation to Commission	Recommendation to Council	Final Decision unless appealed
Text Amendment	Type - IV	Recommendation to Commission	Recommendation to Council	Final Decision unless appealed
Zone Map Amendment	Type - IV	Recommendation to Commission	Recommendation to Council	Final Decision unless appealed

**5.01.040 Expiration of Approval and Time Extension**

- (1) **Expiration.** All land use approvals, except Type IV approvals, shall expire one year from the date of approval, except when a specific condition of approval establishes a greater expiration period, but in no case shall the expiration period exceed three years. The land use approval shall expire in accordance with the established expiration period unless it is exercised in accordance with Section 5.01.050, or an extension has been filed before the expiration date and subsequently granted approval pursuant to Section 5.01.040(2). In all cases, construction must be complete within 10 years of the Notice of Decision, otherwise the land use approval expires relative to any unfinished portion of the development.
- (2) **Time Extension.** These provisions apply to all land use approvals that have not expired.
  - a. Whenever the decision requires exercise of approval rights or satisfaction of conditions of approval within a particular period of time, the approval period may be extended one time for two years for all land use approvals. In the case of phased or planned developments, a second two-year extension may be granted. Applicants shall apply for an extension by filing an application for extension before the expiration date. For the purposes of this subsection the expiration date shall be the applicable anniversary date of the Notice of Decision previously given to the applicant.
  - b. Requests for extensions shall be processed as a Type I application and shall be granted if there has been no change to all applicable local, state, or federal standards since the original approval, or the development complies

# ARTICLE V REVIEW PROCEDURES

## Chapter 5.01 Application Types

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with any changes or can meet the current standards with limited modifications to the approved development.

- c. If the Type I application for the extension request is not approved, the subject land use approval shall expire on the applicable anniversary date of the most recent Notice of Decision previously issued to the applicant.
  - d. While an application for extension is pending, no further action to develop the subject property or expand any use dependent upon the approval shall be taken subsequent to the expiration of the approval period; but existing established uses may continue during the time the extension request is pending.
- (3) **Approval Runs with the Land.** Approval of a land use decision runs with the land. The approval transfers to a new owner if the property is sold.
- (4) **Lapse of Approval.** If the approval period is allowed to lapse, the applicant must resubmit the proposal, including all applicable fees, for public hearing before the Planning Commission. The applicant will be subject to all applicable standards currently in effect.

### 5.01.050 Exercising a Land Use Approval

Unless otherwise specifically stated, exercising a land use decision shall be subject to the following regulations.

- (1) **Building Permit.** Except for Manufactured Home Parks, when a building permit is required as part of an approved land use, the decision shall be considered exercised with the first placement or permanent construction of a structure on a site. This may include the pouring of slabs or footings, any work beyond the stage of excavation, including the first permanent framing or assembly of the structure or any part thereof on its piling or foundation. Permanent construction does not include land preparation, such as clearing, grading, and filling; the installation of driveways or walkways; the excavation for a basement, footings, piers or foundations, or the erection of temporary forms; the construction of accessory buildings, such as garages or sheds not occupied as dwelling units or not used as part of the main structure.
- (2) **Subdivision and Partitions.** The decision shall be considered exercised with the beginning of construction of public facilities serving the site.
- (3) **Manufactured Homes Parks.** The decision shall be considered exercised with the beginning of construction of facilities for servicing the site on which the manufactured homes are to be placed. This shall include, at a minimum, the construction of streets with final site grading or the pouring of concrete pads, or the extension or installation of utilities.
- (4) **Specific Use.** If the approval does not require a building permit, the decision shall be considered exercised if the use or activity which was approved is in operation within the allotted time limit.

## ARTICLE V REVIEW PROCEDURES

### Chapter 5.01 Application Types

#### **5.01.060 Modifying a Land Use Decision**

- (1) Conditions of approval imposed in a land use decision may be modified by using the process outlined in 5.15.060.
- (2) The applicant shall have the legal right to represent all undeveloped land within the original area subject of the application.
- (3) Applications for modification shall only be used in cases in which the applicant requests reconsideration of a specific condition(s) of approval. Only those conditions shall be considered for change by the decision-making body.
- (4) Any other change requested may only be considered by filing a new application.

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# ARTICLE V REVIEW PROCEDURES

## Chapter 5.03 Processing Adjustments

### CHAPTER 5.02 PROCESSING ADJUSTMENTS

#### 5.02.010 Applicability

The development standards in this Development Code protect the public health, safety, and welfare by establishing standard setbacks, maximum building heights, and other development standards that apply to various uses. For lands or uses with unique characteristics the intent and purpose of the development standards may be maintained while allowing for a modification to the quantifiable requirements. An Adjustment may be approved for those requests resulting in no more than a 10% change in a quantifiable standard.

#### 5.02.020 Process

Adjustments applications shall be reviewed in accordance with the Type II review procedures specified in Chapter 5.18.

#### 5.02.030 Application

An application for an adjustment shall be filed with the City and accompanied by the appropriate fee. Notice shall be subject to the provisions in Chapter 5.18.

#### 5.02.040 Submittal Requirements

The applicant shall prepare and submit an application, site plan, and other supplemental information as may be required by City staff to indicate the intent of the development. The application shall include a statement explaining the proposal and providing analysis of the proposal relative to the approval criteria. The site plan shall show pertinent information to scale to facilitate the review of the proposed development.

- (1) **General Information.** The following general information shall be shown on the site plan:
  - a. Vicinity map showing all streets, property lines, streams, and other pertinent data to locate the proposal.
  - b. North arrow and scale of drawing.
  - 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 and of any proposed parcels or lots.
  - e. Location of all existing easements within the property.
  - f. Location of City utilities (water, sanitary sewer, storm drainage) within the property.
  - g. Existing use of the property, including location of existing structures with dimensions of the structures and distances from property lines. It shall be

## ARTICLE V REVIEW PROCEDURES

### Chapter 5.02 Processing Adjustments

noted whether the existing structures are to remain or be removed from the property.

- h. A site plan clearly indicating the proposed adjustment including dimensions.
- (2) At the discretion of the Planning Director the previous requirements may be waived provided there is sufficient information to allow processing of an application.

#### **5.02.050 Adjustment Applicability**

An applicant may propose a modification from a standard or requirement of this Code, except when one or more of the following apply:

- (1) The proposed request would allow a use which is not permitted in the zone.
- (2) Another procedure and/or criterion is specified in the Code for modifying or waiving the particular requirement or standard.
- (3) Modification of the requirement or standard is prohibited within the zone.
- (4) Adjustments are not allowed for parking, sign standards, or minimum lot sizes.

#### **5.02.060 Decision Criteria**

Approval of an adjustment shall require compliance with the following:

- (1) Exceptional or extraordinary circumstances apply to the property which do not apply generally to other properties in the same zone or vicinity, and result from lot size or shape, legally existing prior to the date of this Code, topography, or other circumstances over which the applicant has no control.
- (2) The particular proposed development otherwise clearly satisfies the intent and purpose of the provision being adjusted.
- (3) The proposed development will not unreasonably impact adjacent existing or planned uses and development.
- (4) The adjustment does not expand or reduce a quantifiable standard by more than 10% and is the minimum necessary to achieve the purpose of the adjustment.
- (5) There has not been a previous land use action prohibiting an application for an adjustment.

# ARTICLE V REVIEW PROCEDURES

## Chapter 5.03 Processing Variances

### CHAPTER 5.03 PROCESSING VARIANCES

#### 5.03.010 Applicability

The development standards in this Development Code protect the public health, safety, and welfare by establishing standard setbacks, maximum building heights, and other development standards that apply to various uses. For lands or uses with unique characteristics the intent and purpose of the development standards may be maintained while allowing for a variance to quantifiable requirements. A variance may be approved for those requests resulting in greater than a 10% change in a quantifiable standard.

#### 5.03.020 Process

Variance applications shall be reviewed in accordance with the Type III review procedures specified in Chapter 5.19.

#### 5.03.030 Application

An application for a variance shall be filed with the City and accompanied by the appropriate fee. Notice shall be subject to the provisions in Chapter 5.19.

#### 5.03.040 Submittal Requirements

The applicant shall prepare and submit an application, site plan, and other supplemental information as may be required by City staff to indicate the intent of the development. The application shall include a statement explaining the proposal and providing analysis of the proposal relative to the approval criteria. The site plan shall show pertinent information to scale to facilitate the review of the proposed development.

(1) **General Information.** The following general information shall be shown on the site plan:

- a. Vicinity map showing all streets, property lines, streams, and other pertinent data to locate the proposal.
- b. North arrow and scale of drawing.
- 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 and of any proposed parcels or lots.
- e. Location of all existing easements within the property.
- f. Location of City utilities (water, sanitary sewer, storm drainage) within the property.
- g. Existing use of the property, including location of existing structures with dimensions of the structures and distances from property lines. It shall be

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Chapter 5.03 Processing Variances

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noted whether the existing structures are to remain or be removed from the property.

- h. A site plan clearly indicating the proposed variance including dimensions.
- (2) At the discretion of the Planning Director the previous requirements may be waived provided there is sufficient information to allow processing of an application.

**5.03.050 Variance Applicability**

Under the following provisions, a property owner or his designate may propose a modification or variance from a standard or requirement of this Code, except when one or more of the following apply:

- (1) The proposed variance would allow a use which is not permitted in the zone.
- (2) Another procedure and/or criterion is specified in the Code for modifying or waiving the particular requirement or standard.
- (3) Modification of the requirement or standard is prohibited within the zone.

**5.03.060 Decision Criteria**

The Planning Commission may allow a variance from a requirement or standard of this Code after a public hearing conducted in accordance with the Type III review procedures provided that the applicant provides evidence that the following circumstances substantially exist:

- (1) Exceptional or extraordinary circumstances apply to the property which do not apply generally to other properties in the same zone or vicinity, and result from lot size or shape, legally existing prior to the date of this Code, topography, or other circumstances over which the applicant has no control.
- (2) Such variance is necessary for the preservation and enjoyment of a substantial property right of the applicant possessed by the owners of other properties in the same vicinity or zone.
- (3) The authorization of such variance will not be materially detrimental to the public welfare or injurious to property in the vicinity or zone in which property is located, or otherwise conflict with the objectives of any City plan or policy.
- (4) That the special conditions and circumstances on which the application is based do not result from a self-imposed hardship or a negligent or knowing violation of this Code by the applicant.
- (5) The variance requested is the minimum variance which would alleviate the hardship.



## ARTICLE V REVIEW PROCEDURES

### Chapter 5.04 Processing Conditional Use Permits

## CHAPTER 5.04 PROCESSING CONDITIONAL USE PERMITS

### 5.04.010 Applicability

A conditional use is a use which is generally acceptable as a land use activity in a particular zone, but due to certain aspects of the activity, buffering, screening, time limitations or other conditions are necessary to ensure compatibility with adjacent property. Conditional uses are presumed to be allowed unless conditions to ensure their compatibility cannot be established.

### 5.04.020 Process

Conditional use shall be reviewed in accordance with the Type III review procedures specified in Chapter 5.19.

### 5.04.030 Application

An application for a conditional use shall be filed with the City and accompanied by the appropriate fee. Notice shall be subject to the provisions in Chapter 5.19.

### 5.04.040 Submittal Requirements

The applicant shall prepare and submit an application, site plan, and other supplemental information as may be required by City staff to indicate the intent of the development. The application shall include a statement explaining the proposal and providing analysis of the proposal relative to the approval criteria. The site plan shall show pertinent information to scale to facilitate the review of the proposed development.

(1) **General Information.** The following general information shall be shown on the site plan:

- a. Vicinity map showing all streets, property lines, streams, and other pertinent data to locate the proposal.
- b. North arrow and scale of drawing.
- 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 and of any proposed parcels or lots.
- e. Location of all existing easements within the property.
- f. Location of City utilities (water, sanitary sewer, storm drainage) within the property.
- g. Existing use of the property, including location of existing structures with dimensions of the structures and distances from property lines. It shall be noted whether the existing structures are to remain or be removed from the property.

## ARTICLE V REVIEW PROCEDURES

### Chapter 5.04 Processing Conditional Use Permits

- h. A site plan clearly indicating the proposed location of the proposed conditional use including the dimensions of any existing, expanded, or new structure proposed to house the conditional use along with all site improvements including parking, lighting, screening, landscaping, etc.
- (2) At the discretion of the Planning Director the previous requirements may be waived provided there is sufficient information to allow processing of an application.

#### **5.04.050 Decision Criteria**

A conditional use shall be approved if the applicant provides supporting evidence that all the requirements of this Code relative to the proposed use are satisfied, and demonstrates that the proposed use also satisfies the following criteria:

- (1) The use is listed as a conditional use in the underlying zone and complies with the development requirements of the underlying zone.
- (2) The characteristics of the site are suitable for the proposed use considering size, shape, location, topography, and location of improvements and natural features.
- (3) The proposed development is timely, considering the adequacy of transportation systems, public facilities, and services, existing or planned for the area affected by the use.
- (4) The proposed use will not alter the character of the surrounding area in a manner which substantially limits, impairs, or precludes the use of surrounding properties for the primary uses listed in the underlying zone

## ARTICLE V REVIEW PROCEDURES

### Chapter 5.05 Processing Site Development Reviews

## CHAPTER 5.05 PROCESSING SITE DEVELOPMENT REVIEWS

### 5.05.010 Applicability

- (1) The site development review is intended to:
  - a. Guide future growth and development in accordance with the Comprehensive Plan and other related regulations;
  - b. Provide an efficient process and framework to review development proposals;
  - c. Ensure safe, functional, energy-efficient developments which are compatible with the natural and man-made environment; and
  - d. Resolve potential conflicts that may arise between proposed developments and adjacent uses.
- (2) The site development review provisions relate to physical characteristics of a property, proposed site improvements, and proposed buildings. The site development review provisions do not deal with the use of property. Use is regulated by the provisions of each individual zone.

### 5.05.020 Process

Site development review applications shall be reviewed in accordance with the Type III review procedures in Chapter 5.19.

### 5.05.030 Application

An application for site development reviews shall be filed with the City and accompanied by the appropriate fee. Notice shall be subject to the provisions in Chapter 5.19.

### 5.05.040 Applicability of Provisions

- (1) Site Development review is applicable to all new industrial, commercial, mixed-use, and multi-family developments and expansions involving a 20% or more increase in total square footage of existing industrial, commercial, mixed-use, and multi-family.
- (2) All of the provisions and regulations of the underlying zone shall apply unless modified by other Sections of this Code.
- (3) Expansions of 20% or less shall be permitted and processed as a building permit, provided the expansion and associated use(s) comply with all applicable development requirements such as parking, setbacks, height restrictions.

### 5.05.050 Submittal Requirements

The following information shall be submitted as part of a complete application for site Development review. The application shall include a statement explaining the proposal

# ARTICLE V REVIEW PROCEDURES

## Chapter 5.05 Processing Site Development Review

and providing analysis of the proposal relative to the approval criteria. At the discretion of the City, the information may be submitted graphically or by written summary.

### (1) Site Analysis.

- a. Existing site topography;
- b. Identification of areas exceeding 10% slopes;
- c. Site drainage, identified flood zones and areas within the greenway;
- d. Existing structures, roadway access, and utilities; and
- e. Existing and proposed streets, bikeways, and pedestrian facilities within 300 feet.

### (2) Site Plan.

- a. Proposed grading and topographical changes;
- b. All proposed structures including finished floor elevations, setbacks, exterior elevations, and exterior finishing;
- c. Vehicular and pedestrian circulation patterns, parking, loading, and service areas;
- d. Proposed access to public roads and highways, railroads, or transportation systems;
- e. Site drainage plan including methods of storm drainage, sanitary sewer system, water supply system, and electrical services;
- f. Proposed landscape plan, to include appropriate visual screening and noise buffering, where necessary, to ensure compatibility with surrounding properties and uses;
- g. Proposed on-premise signs, fencing or other fabricated barriers, together with their heights and setbacks;
- h. Proof of ownership and signed authorization for the proposed development if applicant is not the owner of the site;
- i. A schedule of expected development;
- j. A traffic impact analysis if requested by the City Manager;
- k. Computation of gross density for residential developments; and
- l. Other appropriate studies and information that may be required by the City to adequately evaluate the project.

### 5.05.060 Decision Criteria

The review of a site plan shall be based upon the following criteria:

- (1) The proposed use is allowed in the zone and complies with the underlying zone development standards.

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### Chapter 5.05 Processing Site Development Reviews

- (2) The proposed use will not create negative impacts on the surrounding area resulting from traffic flow, noise, dust, glare, odor, potential incompatible adjacent uses such as parking lots, or other impacts identified in the public hearing process.
- (3) The City may impose conditions of approval intended to mitigate potential impacts including but not limited to:
  - a. Provisions for public utilities, including drainage and erosion control needs;
  - b. Parking, traffic safety, and connectivity of internal circulation to existing and proposed streets, bikeways, and pedestrian facilities;
  - c. Provision for adequate noise and/or visual buffering from non-compatible uses including using site and landscaping design to provide needed buffering; and
  - d. Protections from any potential hazards.

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## ARTICLE V REVIEW PROCEDURES

### Chapter 5.06 Processing Property Boundary Adjustments

## CHAPTER 5.06 PROCESSING PROPERTY BOUNDARY ADJUSTMENTS

### 5.06.010 Applicability

A property line adjustment is a change to a property line that only extinguishes property lines or modifies existing lots or parcels and does not create a new parcel of land. This may include the elimination of property line to consolidate lots or parcels.

### 5.06.020 Process

A property line adjustment application shall be reviewed in accordance with the Type I review procedures specified in Chapter 5.17.

### 5.06.030 Application

An application for a property line adjustment shall be filed with the City and accompanied by the appropriate fee. It shall be the applicant's responsibility to submit a complete application which addresses the review criteria of this Chapter. Notice shall be subject to the provisions in Chapter 5.17.

### 5.06.040 Submittal Requirements

The following information and material must be submitted by the applicant:

- (1) The application must be signed by the owners of all lots affected by the application.
- (2) In addition, the following information shall be submitted by the applicant:
  - a. Copies of the officially recorded title transfer instrument (deed, warranty deed, or contract) that shows the legal description for the affected parcels.
  - b. Plan, map, or other document showing the properties before and after the adjustment.
  - c. A written statement which explains the applicant's reasons for adjusting the property line and demonstrating that the adjustment conforms to City land use policies and regulations of the applicable zone.
  - d. The applicant(s) shall certify in writing that the application does not violate any deed restrictions that may be attached to or imposed upon the subject property.

### 5.06.050 Decision Criteria

Approval of a property boundary adjustment shall require compliance with the following criteria:

- (1) A property boundary adjustment cannot create or vacate a parcel. Creation or vacation of a parcel requires approval of a land division.

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## Chapter 5.06 Processing Property Boundary Adjustments

- (2) Following the adjustment, all lots or parcels must comply with the area and dimension standards of the applicable zone. For existing nonconforming lots or parcels, the adjustment shall not increase the degree of nonconformance of the subject property or surrounding properties.
- (3) If there are existing structures on the lots or parcels, the boundary adjustment shall not reduce required setbacks or place a boundary beneath a structure.

**5.06.060 Implementation**

After a property line adjustment is approved, the new boundary becomes effective only after the following steps are completed:

- (1) A legal description of the adjusted lots is recorded with Linn County Clerk.
- (2) If required by ORS Chapter 92, or the County Surveyor, a final map and boundary survey are prepared, and all new boundaries are monumented as required by ORS Chapters 92 and 209. The final map is submitted to the City for signatures and approval as outlined in Chapter 5.07.



# ARTICLE V REVIEW PROCEDURES

## Chapter 5.07 Processing Partitions

### CHAPTER 5.07 PROCESSING PARTITIONS

#### 5.07.010 Applicability

A partition is required for any land division which creates two or three parcels in any calendar year.

#### 5.07.020 Process

Preliminary plats for partitions shall be reviewed in accordance with the Type II review procedures in Chapter 5.18.

#### 5.07.030 Application

An application for a partition shall be filed with the City and accompanied by the appropriate fee. Notice shall be subject to the provisions in Section 5.18.

#### 5.07.040 Expedited Land Division

When an expedited land division for residential use only is requested by an applicant the City shall use the procedures for expedited land divisions specified under ORS 197.365 in lieu of the procedures described in Chapter 5.07 if the application complies with the conditions and standards of ORS 197.360 through 197.380.

#### 5.07.050 Submittal Requirements

The applicant shall prepare and submit a preliminary plan and other supplemental information as may be required by City staff. The application shall include a statement explaining the proposal and providing analysis of the proposal relative to the approval criteria. The preliminary plan should show pertinent information to scale to facilitate the review of the proposed development.

- (1) **General Information.** The following general information shall be shown on the tentative plan:
  - a. Vicinity map showing all streets, property lines, streams, and other pertinent data to locate the proposal.
  - b. North arrow and scale of drawing.
  - 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 and of all proposed parcels.
- (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.

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## Chapter 5.07 Processing Partitions

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- c. The location and direction of water courses or drainage swales on the subject property.
- d. Existing use of the property, including location of existing structures with dimensions of the structures and distances from property lines. It shall be noted whether the existing structures are to remain or be removed from the property.

### (3) Proposed Plan.

- 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.
- (4) At the discretion of the Planning Director the previous requirements may be waived provided there is sufficient information to allow processing of an application.

### 5.07.060 Decision Criteria

Approval of a partition shall be subject to the following decision criteria:

- (1) Each parcel shall satisfy the dimensional standards of the applicable zone, unless a variance from these standards is approved.
- (2) The parcels shall meet the Development Standards for Land Division of Chapter 4.02.
- (3) Existing dwellings and accessory structures shall comply with the setback requirements of the applicable zone, including accessory structures which have a setback established by the building size, unless a variance from the requirements is approved.
- (4) Adequate public facilities, including access, shall be available to serve the existing and newly created parcels. If adjacent properties are undeveloped or landlocked, extending appropriate access to those properties will be required in accordance with adopted City policy.

### 5.07.070 General Provisions

- (1) Partition approval is valid in perpetuity upon recording of the final surveyed plat.
- (2) A master plan for development is required for any application which leaves a portion of the subject property capable of being further partitioned in accordance with the applicable zone. If this would allow the creation of four or more parcels, the partition is considered a serial partition and must be processed as a subdivision.

### 5.07.080 Final Plat Approval

- (1) **Survey.** Within one year of the Final Decision approving a preliminary plat, unless modified in the conditions of approval, a final survey of the approved plat shall be

# ARTICLE V REVIEW PROCEDURES

## Chapter 5.07 Processing Partitions

recorded. Failure to record a plat within the required time period shall void the approval and require a new partitioning application.

- (2) **Final Approval.** The City Manager shall sign the final plat if the plat substantially conforms to the approved preliminary plat, and if the conditions of approval are satisfied.
- (3) **Final Plat.** The final plat shall conform to the requirements in ORS Chapter 92 and applicable County surveying requirements.
- (4) **Recording of Approved Plat.** No building permit shall be issued, or parcel sold, transferred, or assigned until the final approved Plat has been recorded with the County Clerk. The applicant shall be responsible for all recording fees.

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# ARTICLE V REVIEW PROCEDURES

## Chapter 5.08 Processing Subdivisions and Planned Unit Developments (PUD)

### CHAPTER 5.08 PROCESSING SUBDIVISIONS AND PLANNED UNIT DEVELOPMENTS (PUD)

#### 5.08.010 Applicability

All subdivisions and planned unit developments (PUD) shall conform to all applicable standards of the underlying zone, as well as the development standards and other provisions of this Code unless otherwise modified by provisions in this Section.

#### 5.08.020 Process

Preliminary plats for subdivisions shall be reviewed in accordance with the Type II review procedures and planned unit developments shall be reviewed in accordance with the Type III review procedures in Chapter 5.19.

#### 5.08.030 Expedited Land Division

When an expedited land division for residential use only is requested by an applicant the City shall use the procedures for expedited land divisions specified under ORS 197.365 in lieu of the procedures described in Chapter 5.08 if the application complies with the conditions and standards of ORS 197.360 through 197.380.

#### 5.08.040 Application

An application for a subdivision or planned unit development shall be filed with the City and accompanied by the appropriate fee. Notice shall be subject to the provisions in Chapter 5.19.

#### 5.08.050 Submittal Requirements

The following submittal requirements shall apply to all preliminary plat applications for subdivisions or planned unit development.

- (1) All applications shall be submitted on forms provided by the City to the City Manager along with the appropriate fee. It shall be the applicant's responsibility to submit a complete application which addresses the review criteria of this Section. The application shall include a statement explaining the proposal and providing analysis of the proposal relative to the approval criteria.
- (2) **General Information.** The following general information shall be shown on the tentative plan:
  - a. Vicinity map showing all streets, property lines, streams, and other pertinent data to locate the proposal.
  - b. North arrow and scale of drawing.
  - c. Tax map and tax lot number or tax account of the subject property.

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- d. Dimensions and size in square feet or acres of the subject property.
- e. Name of the subdivision or PUD.

(3) **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 water courses or drainage swales on the subject property.
- d. Existing use of the property, including location of existing structures. It should be noted whether the existing structures are to remain or be removed from the property.
- e. Direction of drainage and approximate grade of abutting streets.
- f. Proposed streets, approximate grade, and radius of curves.
- g. Any other legal access to the subdivision other than a public street.
- h. Contour lines related to an established benchmark on City datum, having the following minimum intervals:
  - I. Areas with less than 5% slope: One-foot contours
  - II. Areas with slope between 5% and 10%: Two-foot contours.
  - III. Areas with slope greater than 10%: Five-foot contours.

(4) **Proposed Plan:**

- a. Locations, approximate dimensions, and area in square feet of all proposed lots. All lots shall be numbered consecutively.
- b. Location, width, and purpose of any proposed easements.
- c. All areas to be offered for public dedication.
- d. If any portion of the property is not proposed to be included in the subdivision or any public dedication, that portion shall be identified as a remnant parcel. A draft subdivision or development plan shall be included showing how the proposed subdivision will provide needed access and utilities to serve future development of the remnant parcel.
- e. Proposed phasing.

(5) **PUD Preliminary Plan applications** shall include the following required supplemental information:

- a. Proposed uses on the property, including sites, if any, for attached dwelling units, recreational facilities, parks and playgrounds, or other public or semi-

## ARTICLE V REVIEW PROCEDURES

### Chapter 5.08 Processing Subdivisions and Planned Unit Developments (PUD)

- public uses, with the purpose, condition, and limitations of such reservations clearly indicated.
- b. Designation of the location of the building pads, or areas, or setback lines or setback standards for all buildings to be constructed.
- c. Architectural renderings of the proposed residential and commercial buildings and structures.
- d. The approximate location and dimensions of all commercial, mixed-use, or multi-family structures proposed to be located on the site.
- e. Landscaping plan indicating location of existing vegetation and proposed improvements.
- f. Statement of improvements to be made or installed including streets, sidewalks, bikeways, trails, lighting, tree planting, landscaping, and time such improvements are to be made or completed.
- g. Written statement outlining proposals for ownership and maintenance of all open space areas and any commonly owned facilities.

#### **5.08.060 Decision Criteria**

- (1) Each parcel shall satisfy the dimensional standards of the applicable zone, unless a variance from these standards is approved.
- (2) The parcels shall meet the Development Standards for Land Division of Chapter 4.02.
- (3) Existing buildings shall comply with the setback requirements of the applicable zone, unless a variance from the requirements is approved.
- (4) Adequate public facilities, including access, shall be available to serve the existing and newly created parcels. If adjacent properties are undeveloped or landlocked, extending appropriate access to those properties will be required in accordance with adopted City policy. Adequate means the development will not cause streets (including sidewalks, intersections, and traffic control devices), sewer facilities, water facilities, and storm drainage facilities to exceed the relevant capacity for each type of facility established in the most recently adopted, Sewer Master Plan, Water Master Plan, Storm Water Master Plan, and the Transportation System Plan development in accordance with the State Transportation Planning Rule for which the determination will be made in accordance with Section 3.02.120. Adequacy can be established in three ways:
  - a. Professional Engineering analysis determining the subdivision will not exceed the capacity of existing and future public facilities as projected in the most recently adopted water, sewer, and stormwater master plans and transportation system plan;

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- b. Professional Engineering analysis determining what improvements will be required to increase the capacity of public facilities to adequately accommodate the subdivision and how those will be financed; or
  - c. A combination of both a and b.
- (5) **PUD.** Approval of a planned unit development shall require compliance with the following in addition to the criteria listed above:
- a. Conformance with provisions of 4.02.010 (Purpose Statement).
  - b. The proposal shall comply with the applicable development and layout provisions contained in Section 4.02.030 of this Code.
  - c. Infrastructure shall be available and appropriate to serve the proposed development.

**5.08.070 Final Plat Requirements**

- (1) Approvals of any preliminary plat for a phased subdivision or planned unit development shall be valid for 10 years after the date of final approval. Any unphased subdivision, or the first phase of a phased subdivision, shall be recorded within three years or the approval shall lapse, unless an extension is granted.
- (2) The Final Plat shall be submitted to the City in a form and with information consistent with Linn County survey and map standards and State laws regarding plats of record and surveys. Where the Development Code directly conflicts with State or County laws, codes or regulations, the provisions of the State and County laws, codes or regulations shall apply.
- (3) The applicant shall submit three identical reproducible copies of the Final Plat for signature. The plats shall be Mylar, meeting the requirements of the County Surveyor.
- (4) All monumentation shall meet the requirements of State law including provisions for post-monumentation.
- (5) The Final Plat will be signed by the City Manager as certification of compliance with the approved preliminary plat, to accept dedication of rights-of-way, easements, and any other dedications to the City or public, and to acknowledge completion and acceptance of all public improvements or the entering into of an agreement between the developer and the City guaranteeing future completion of those improvements. Additional endorsements required by State or County, or City laws, codes or regulations shall also be supplied. Signature blanks for these endorsements shall be provided on the Final Plat.
- (6) **Supplemental Information with Final Plat.**
  - a. An amended title report or subdivision guarantee, as appropriate, issued by a title insurance company in the name of the owner of the land, showing all parties with a title or interest in the property and whose consent is necessary,



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### Chapter 5.08 Processing Subdivisions and Planned Unit Developments (PUD)

as well as all existing easements, restrictions, covenants, and other encumbrances pertaining to the subject property.

- b. Copy of any dedication requiring separate documents.
- c. Where applicable, all homeowners association agreements, articles and bylaws shall be submitted with the Final Plat for review by the City Attorney.
  - (i) The Final Plat shall not be approved by the City until the homeowners association agreement, articles and bylaws are approved.
  - (ii) The homeowners association agreement shall be consistent with State law, including ORS 94.
  - (iii) A certificate of formation of a non-profit corporation for the homeowners association, with a State seal, shall be submitted with the final plat for review by the City.
  - (iv) Signed, original documents of the homeowners association agreement, articles and bylaws and the certificate of formation shall be recorded with the Final Plat.
- d. Maintenance agreements for common property or common access easements shall be submitted with the Final Plat for review by the City Attorney.

#### **5.08.080 Process for Final Plat Approval**

- (1) Within three years of the Final Decision unless appealed approving a preliminary plat, a final approved plat (or first phase) shall be recorded with the County. If the first phase Final Plat is not recorded within three years, the preliminary approval shall lapse. All phases of an approved plat shall be recorded within 10 years of the final date of decision.
- (2) A Final Plat shall be submitted to the City Manager. After the Final Plat has been submitted, the City staff shall review and compare it with the approved tentative plat to ascertain whether the Final Plat conforms substantially to the approved tentative plat and with such conditions of approval as may have been imposed.
- (3) No Final Plat shall be approved unless:
  - a. The plat is in substantial conformance with this Code and the provisions of the tentative plat as approved, including any conditions imposed in connection therewith.
  - b. The plat contains land free and clear of all liens and encumbrances. All dedications to the public of all public improvements, including but not limited to streets, roads, sewage disposal, and water supply systems, the donation of which is required by this Code or was made a condition of the approval of the tentative plat.

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- c. Any common areas or improvements to be held jointly by the future owners of the lots or by a homeowners association are indicated on the plat with the appropriate references to the structure of ownership. Any bylaws or agreements subject to approval by the City will be approved before the City Manager signs the plat.
  - d. The City has received adequate assurances that the applicant has agreed to make all public improvements which are required as conditions of approval of the tentative plan, including but not limited to streets, alleys, pedestrian ways, storm drainage, sewer, and water systems. The provisions for providing adequate assurance are found in the Public Works Design Standards.
- (4) If the City Manager finds that conditions specified in subsection (3) of this section have not been met, the applicant shall be advised of the changes that must be made and afforded the opportunity to comply. Rejection of a Final Plat shall not affect the tentative plan approval.
- (5) When the City Manager finds that the Final Plat is in substantial conformity to the approved tentative plan and is otherwise in lawful form, the City Manager shall sign and date all three reproducible copies of the plat.
- (6) Following endorsement of the plat by the City Manager, and the City Engineer, the applicant shall submit the plats to the Linn County Surveyor for final review and compliance with applicable State and County regulations.
- (7) The approval process for a development shall become final upon the recording of the approved Final Plat together with any required documents with the County. Approved final plats shall become void one year after final City approval if they are not recorded.

# ARTICLE V REVIEW PROCEDURES

## Chapter 5.09 Processing Comprehensive Plan Map Amendments

### **CHAPTER 5.09 PROCESSING COMPREHENSIVE PLAN MAP AMENDMENTS**

#### **5.09.010 Applicability**

The Comprehensive Plan map designates property for long term development purposes. A plan map amendment is required to change the designation of property.

#### **5.09.020 Process**

Amendments to the Comprehensive Plan map shall be reviewed in accordance with the Type IV review procedures specified in Chapter 5.20.

#### **5.09.030 Application**

An application for a map amendment shall be filed with the City and accompanied by the appropriate fee. Notice shall be subject to the provisions in Chapter 5.20.

#### **5.09.040 Submittal Requirements**

The applicant shall prepare and submit an application, site plan, and other supplemental information as may be required by City staff to indicate the intent of the development. The application shall include a statement explaining the proposal and providing analysis of the proposal relative to the approval criteria. Except for a City initiated Comprehensive Plan amendment, a site plan shall be required demonstrating the ability of the property to be used for the proposed type of uses. The site plan shall show pertinent information to scale to facilitate the review of the proposed development.

- (1) General Information. The following general information shall be shown on the site plan:
  - a. Vicinity map showing all streets, property lines, streams, and other pertinent data to locate the proposal.
  - b. North arrow and scale of drawing.
  - 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 and of any proposed parcels or lots.
  - e. Location of all existing easements within the property.
  - f. Location of City utilities (water, sanitary sewer, storm drainage) within the property.
  - g. Existing use of the property, including location of existing structures with dimensions of the structures and distances from property lines. It shall be

## ARTICLE V REVIEW PROCEDURES

### Chapter 5.09 Processing Comprehensive Plan Map Amendments

noted whether the existing structures are to remain or be removed from the property.

- h. A site plan clearly indicating the proposed location of proposed improvements or buildings, if any, including the dimensions of any existing, expanded, or new structures along with all site improvements including driveways, parking, lighting, screening, landscaping, etc.
- (2) At the discretion of the Planning Director the previous requirements may be waived provided there is sufficient information to allow processing of an application.

#### **5.09.050 Decision Criteria**

Plan map amendment proposals shall be approved if the applicant provides evidence substantiating the following:

- (1) All information and analysis must justify the proposed change relative to the map designation to which the property is proposed to change, and to the map designation from which the property is changing. The analysis must speak to the impacts from the decrease in land acreage of one map designation and the increase in land acreage for the proposed map designation.
- (2) Compliance is demonstrated with the Statewide Land Use Planning Goals and Guidelines and any relevant Administrative Rules applying to the subject properties or to the proposed land use designation. If the proposed designation requires an exception to the Goals, the applicable criteria in the Oregon Land Conservation and Development Commission Administrative Rules for the type of exception needed shall also apply.
- (3) Consistency with the applicable goals and policies in the Comprehensive Plan is demonstrated.
- (4) The Plan does not provide adequate areas in appropriate locations for uses allowed in the proposed land use designation and the addition of this property to the inventory of lands so designated is consistent with projected needs for such lands in the Plan.
- (5) The Plan provides more than the projected need for lands in the existing land use designation.
- (6) The proposed land use designation will not allow zones or uses that will destabilize the land use pattern in the vicinity or significantly adversely affect existing or planned uses on adjacent lands.
- (7) Public facilities and services necessary to support uses allowed in the proposed designation are available or will be available in the near future.

# ARTICLE V REVIEW PROCEDURES

## Chapter 5.10 Processing Zone Map Amendments

### CHAPTER 5.10 PROCESSING ZONE MAP AMENDMENTS

#### 5.10.010 Applicability

The zone map establishes zone for individual properties. A zone change approval is required to change the zoning of any property. A zone change to a zone inconsistent with the Comprehensive Plan Land Use Map requires a concurrent amendment to that Map.

#### 5.10.020 Process

Zone changes shall be reviewed in accordance with the Type IV review procedures specified in Chapter 5.20.

#### 5.10.030 Application

An application for a zone change shall be filed with the City and accompanied by the appropriate fee. Notice shall be subject to the provisions in Chapter 5.20.

#### 5.10.040 Submittal Requirements

The applicant shall prepare and submit an application, site plan, and other supplemental information as may be required by City staff to indicate the intent of the development.

- (1) The application shall include a statement explaining the proposal and providing analysis of the proposal relative to the approval criteria.
- (2) Except for a City initiated zone change, a site plan shall be required demonstrating the ability of the property to be used for the proposed type of uses. The site plan shall show pertinent information to scale to facilitate the review of the proposed development.
- (3) **General Information.** The following general information shall be shown on the site plan:
  - a. Vicinity map showing all streets, property lines, streams, and other pertinent data to locate the proposal.
  - b. North arrow and scale of drawing.
  - 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 and of any proposed parcels or lots.
  - e. Location of all existing easements within the property.
  - f. Location of City utilities (water, sanitary sewer, storm drainage) within the property.
  - g. Existing use of the property, including location of existing structures with dimensions of the structures and distances from property lines. It shall be

## ARTICLE V REVIEW PROCEDURES

### Chapter 5.10 Processing Text Amendments

noted whether the existing structures are to remain or be removed from the property.

- h. A site plan clearly indicating the proposed location of proposed improvements or buildings, if any, including the dimensions of any existing, expanded, or new structures along with all site improvements including driveways, parking, lighting, screening, landscaping, etc.
- (4) At the discretion of the Planning Director the previous requirements may be waived provided there is sufficient information to allow processing of an application.

#### **5.10.050 Decision Criteria**

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

- (1) 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.
- (2) The uses permitted in the proposed zone can be accommodated on the proposed site without exceeding its physical capacity.
- (3) Allowed uses in the proposed zone can be established in compliance with the development requirements in this Code.
- (4) Adequate public facilities, services, and transportation networks are in place or are planned to be provided concurrently with the development of the property.
- (5) For residential zone changes, the criteria listed in the purpose statement for the proposed residential zone shall be met.

# ARTICLE V REVIEW PROCEDURES

## Chapter 5.10 Processing Zone Map Amendments

### CHAPTER 5.11 PROCESSING TEXT AMENDMENTS

#### 5.11.010 Process

Amendments to the Comprehensive Plan and Development Code texts shall be reviewed in accordance with the Type IV review procedures specified in Chapter 5.20.

#### 5.11.020 Application

A Plan or Code text amendment can only be initiated by motion of the Planning Commission or City Council. Private citizens, however, may suggest text changes. Upon direction of either the Commission or Council, City staff shall establish a file and set a schedule to review the proposed changes. Notice shall be subject to the provisions in Chapter 5.20.

#### 5.11.030 Decision Criteria

Amendments to the Comprehensive Plan or Development Code text shall be approved if the evidence can substantiate the following:

- (1) There are no negative impacts of the proposed amendment on land use and development patterns within the city, as measured by:
  - a. Traffic generation and circulation patterns;
  - b. Demand for public facilities and services;
  - c. Level of park and recreation facilities;
  - d. Economic activities;
  - e. Protection and use of natural resources; and
  - f. Compliance of the proposal with existing adopted special purpose plans or programs.
- (2) A demonstrated need exists for the proposed amendment.
- (3) The proposed amendment complies with all applicable Statewide Planning Goals and Administrative Rule requirements.
- (4) The amendment is appropriate as measured by at least one of the following criteria:
  - a. It corrects identified error(s) in the provisions of the Plan.
  - b. It represents a logical implementation of the Plan.
  - c. It is mandated by changes in Federal, State, or local law.
  - d. It is otherwise deemed by the City Council to be desirable, appropriate, and proper.

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# ARTICLE V REVIEW PROCEDURES

## Chapter 5.12 Processing Annexations

### CHAPTER 5.12 PROCESSING ANNEXATIONS

#### 5.12.010 Authority of City to Annex

The boundary of the City may be extended by the annexation of territory not then within the City and which territory is within the urban growth boundary and contiguous to the City or separated from it by a stream or right-of-way only.

#### 5.12.020 Process

Annexations shall be reviewed in accordance with the requirements of ORS 222.111 through 222.183 as may be amended, and the City's Type IV review procedures specified in Chapter 5.20. A concurrent development proposal is not required to annex property.

#### 5.12.030 Application

An application for an annexation shall be filed with the City and accompanied by the appropriate fee. Requirements for an application are found in ORS 222.111 through 222.183 as may be amended. It shall be the applicant's responsibility to submit a complete application which addresses the review criteria of both the Statute and this Section. Notice shall be subject to the provisions in Statute and Chapter 5.20.

#### 5.12.040 Decision Criteria

Annexation shall be approved if the evidence can substantiate the following:

- (1) The property abuts the City limits.
- (2) Public facilities are available or can be extended in the future to serve the property.
- (3) Public access is available or may be extended in the future to serve the property.

#### 5.12.050 Effective Date of Annexation

The annexation shall be complete from the date of filing with the Secretary of State as provided in ORS 222.150, 222.160, 222.170, and the requirements of this Chapter. Thereafter, the annexed territory shall be and remain part of the City. The date of such filing shall be the effective date of annexation.

#### 5.12.060 Zone Designation of Annexed Property

Unless a request to amend the Comprehensive Plan map and zone map is made in conjunction with the annexation, the City Council shall establish a zone that corresponds to the underlying Plan designation.

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Chapter 5.12 Processing Annexations

## **CHAPTER 5.13 PROCESSING HOME OCCUPATION PERMITS**

### **5.13.010 Process**

- (1) Home occupations are allowed as listed in individual zones where there are no employees other than family members residing in the residence or no more than one vehicle associated with the home occupation.
- (2) Home occupations proposed to have employees in addition to family members residing in the residence or more than one vehicle associated with the home occupation shall be reviewed as a conditional use in accordance with the Type III review procedures specified in Chapter 5.19.

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CHAPTER 5.13 Processing Home Occupation Permits

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## **CHAPTER 5.14 PROCESSING NONCONFORMING USE ALTERATIONS**

### **5.14.010 Applicability**

Within the zoning districts established by this Code, and amendments thereto, uses and structures may exist which were lawful before the date of adoption or amendment of this Code, but which would be prohibited or restricted under the terms of this Code. This Section allows nonconforming uses and structures to be altered, restored, or replaced subject to satisfaction of the review criteria specified. No alteration of a nonconforming use shall be permitted except in compliance with the provisions of this Section.

### **5.14.020 Process**

Proposed alterations of nonconforming uses shall be reviewed in accordance with the Type III review procedures in Chapter 5.19.

### **5.14.030 Application**

An application for an alteration or expansion of a nonconforming use shall be filed with the City and accompanied by the appropriate fee. Notice shall be subject to the provisions in Chapter 5.19.

### **5.14.040 Decision Criteria**

The alteration of a nonconforming use or structure may be authorized provided that the applicant demonstrates that the proposal satisfies the following criteria:

- (1) That the alteration of structures would not result in an increase in nonconformity of the structure.
- (2) A change in use to another nonconforming use shall be permitted if it is of the same or less intensity of use.

### **5.14.050 Conditions of Approval**

In approving the alteration, restoration, or replacement of a nonconforming use, the City Manager may impose such conditions as it deems appropriate to ensure that the intent of this Section is carried out.

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## ARTICLE V REVIEW PROCEDURES

### Chapter 5.14 Processing Nonconforming Use Alterations

## CHAPTER 5.15 INTERPRETATIONS

### 5.15.010 Applicability

The purpose of this Section is to provide a means to resolve potentially conflicting requirements and unclear Code requirements and identify uses not specifically listed in a particular zoning district (similar uses) but which are similar in character, scale and performance to the permitted uses specified therein.

### 5.15.020 Process

Interpretation requests shall be reviewed in accordance with the Type II review procedures in Chapter 5.18.

### 5.15.030 Application

Any application for an interpretation use shall be filed with the City and accompanied by the appropriate fee. It shall be the applicant's responsibility to submit a complete application which addresses the review criteria of this Section. Notice shall be subject to the provisions in Chapter 5.18.

### 5.15.040 Decision Criteria

The City Manager is authorized to make such an appropriate interpretation of the Code provided that the applicant demonstrates the proposed use satisfies the following criteria:

- (1) The interpretation is consistent with the purpose of the Code and any appropriate purpose statement in an underlying zoning district or development requirement.
- (2) The resulting interpretation conforms to the applicable standards and limitations of the underlying zoning district. In approving an application for a similar use, the City may determine whether the use is prohibited or classified as permitted, special use or conditionally permitted in a specified zone.

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## ARTICLE V REVIEW PROCEDURES

### Chapter 5.16 General Administrative Provisions

## CHAPTER 5.16 GENERAL ADMINISTRATIVE PROVISIONS

### 5.16.010 Multiple Applications

Applications for more than one land use action for the same property may, at the applicant's discretion, be heard or reviewed concurrently. Multiple land use requests involving different processing types shall be heard and decided at the higher processing type. For example, an application involving a Subdivision (Type III) with an Adjustment (Type II) shall be reviewed and decided as a Type III request.

### 5.16.020 Generalized Area

Applications involving multiple properties may be aggregated if in the opinion of the City Manager a better understanding of the entire land use proposal is served by combining requests. A Final Decision unless appealed shall be granted for each request and each request is appealable individually.

### 5.16.030 Application Forms

All applications shall be on forms supplied by the City and include the necessary requirements, submittal information, and filing fees.

### 5.16.040 Time Limit

If for any reason it appears that a final action regarding an application may not be completed within the 120-day period, and unless the time period is voluntarily extended by the applicant, the following procedures shall be followed regardless of other processes set forth elsewhere in this Code.

- (1) The City staff shall notify the City Council of the timing conflict by the 85<sup>th</sup> day after the application is deemed complete.
- (2) The Mayor shall confer with staff and schedule a hearing to render a timely decision on the application within the 120-day period.
- (3) The application will automatically transfer to the sole jurisdiction of the City Council on the 85<sup>th</sup> day after the application is deemed complete.
- (4) Public notice of the City Council's hearing on the application shall be mailed to affected parties as specified in Chapter 5.19 except the notice shall be for a period of 10 days.
- (5) The City Council shall hold in a public hearing on the specified date, in accordance with the provisions of Chapter 5.22 and render a decision approving or denying the request within the 120-day period. Such action shall be the final action by the City on the application.

## ARTICLE V REVIEW PROCEDURES

### Chapter 5.15 General Administrative Procedures

#### 5.16.050 Nature of Appeal Hearings

Any Planning Commission or City Council hearing on an appeal shall be held de novo, meaning new testimony may be submitted in addition to the existing record of the case and prior hearings.

#### 5.16.060 Modifications to Approved Plans and Conditions

- (1) **Purpose.** The purpose of this Section is to provide an efficient process for modifying land use decisions and approved development plans, in recognition of the cost and complexity of land development and the need to conserve City resources.
- (2) **Applicability.** This Section applies when an applicant proposes to modify an approved application or condition of approval.
- (3) **Major Modification.** The Planning Commission reviews applications for major modifications through the Type III procedure under Section 5.19. Any one of the following changes constitutes a major modification:
  - a. A change in land use, from a less intensive use to a more intensive use, as evidenced by parking, paved area, an estimated increase in automobile or truck trips (peak and/or average daily trips), an increase in hours of operation, an increased demand for parking, additional paved area, or similar factors, where the increase is 10 percent or more, provided the standards of Article II and Article III are met;
  - b. A reduction in required setbacks, or an increase in lot coverage, by 10 percent or more, provided the standards of Article II and Article III are met;
  - c. A change in the type and/or location of vehicle access points or approaches, driveways, or parking areas affecting off-site traffic when the roadway authority determines the change could cause a significant adverse impact on traffic operations or safety (i.e., requiring mitigation);
  - d. A reduction to screening, or a reduction to the area reserved for common open space or landscaping by 10 percent or more;
  - e. Change to a condition of approval, or a change similar to subsections a-d, above, that could have a detrimental impact on adjoining properties. The City Manager shall have discretion in determining detrimental impacts triggering a major modification; or
  - f. Other changes similar to those in subsections a-e, above, in scale, magnitude, or impact to adjacent properties, as determined by the City Manager.
- (4) **Major Modification Applications.** Applications for modifications to approved plans shall include a description of the approved project proposed for changes, the proposed changes, the existing conditions, a site plan, information on any existing and any proposed restrictions or covenants, and the same information required in Section 5.06.040. An application for modifications to approved plans shall also contain a narrative report or letter responding to the applicable approval criteria.

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- (5) **Major Modification Approval Criteria.** Requests for major modifications shall conform to all of the following procedures and criteria:
- a. The application shall be subject to the same approval criteria used for the initial project approval; except that a modification adding a conditional use to a project approved without a conditional use shall require findings in conformance with Section 5.04.050;
  - b. The scope of review shall be limited to the modification request. For example, a request to modify a commercial development's parking lot shall require site design review only for the proposed parking lot and any changes to associated access, circulation, etc.; and
  - c. The Planning Commission shall approve, deny, or approve with conditions an application for major modification based on written findings on the applicable Code criteria.
- (6) **Minor Modification.** The Planning Director through a Type I or II procedure, depending on whether the proposal involves the exercise of discretion, shall review proposals for minor modifications. Minor modifications include technical corrections to comply with codes and regulations, and changes that fall below the thresholds in 5.16.060(3) as determined by the Planning Director. A minor modification is a change to an approved plan or condition of approval that does not meet any of the thresholds for a major modification listed in Section 5.16.060(3).
- (7) **Minor Modification Applications.** An application for minor modification shall include an application form, filing fee, letter describing the modification, and site plan using the same plan format as in the original approval. The Planning Director may require other relevant information, as necessary, in evaluating the request.
- (8) **Minor Modification Approval Criteria.** The Planning Director, or the Planning Commission in the case of an appeal of a Type II decision, shall approve, deny, or approve with conditions an application for minor modification based on findings of compliance or noncompliance with the applicable requirements of the Development Code and the conditions of approval of the original decision.

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## ARTICLE V REVIEW PROCEDURES

### Chapter 5.16 General Administrative Provisions

## CHAPTER 5.17 TYPE I APPLICATION AND REVIEW PROCEDURES

### 5.17.010 Procedure for Type I Action

- (1) **Decision Authority.** Applications subject to a Type I review shall be reviewed and decided by the City Manager or designee.
- (2) **Application.** Upon receipt of an application for a Type I land use action, the City staff shall review the application for completeness.
  - a. If determined to be complete, the 120-day time period shall begin.
  - b. If determined to be incomplete, the applicant shall be notified and provided an additional 30 days to submit supplemental information as necessary.
- (3) **Completeness.** The application shall be deemed complete for the purposes of scheduling and all related timing provisions either:
  - a. Upon receipt of the requested acceptable additional information; or, refusal by the applicant to submit the requested information; or
  - b. On the 31st day after the original application submittal.
- (4) **Decision.** The City Manager or designee shall review the application and shall make a decision based on an evaluation of the proposal and on applicable clear and objective standards as set forth in this Code.
- (5) **Appeals.** Type I land use decisions are not appealable.

Chapter 5.17 Type I Application and Review Procedures

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## ARTICLE V REVIEW PROCEDURES

### Chapter 5.18 Type II Application and Review Procedures

## CHAPTER 5.18 TYPE II APPLICATIONS AND REVIEW PROCEDURES

### 5.18.010 Procedure for Type II Action

- (1) **Decision Authority.** Applications subject to a Type II procedure shall be reviewed and decided by the City Manager or his/her designee, or by the Planning Commission upon referral or appeal, or the Council upon appeal.
- (2) **Application.** Upon receipt of an application for Type II land use action, the City staff shall review the application for completeness.
  - a. If determined to be complete, the 120-day time period shall begin.
  - b. If determined to be incomplete, the applicant shall be notified and provided an additional 30 days to submit supplemental information as necessary.
- (3) **Completeness.** The application shall be deemed complete for the purposes of scheduling and all related timing provisions either:
  - a. Upon receipt of the requested acceptable additional information; or, refusal by the applicant to submit the requested information; or
  - b. On the 31st day after the original application submittal.
- (4) **Hearing Option.** The City Manager or designee may schedule a public hearing and decision by the Planning Commission processed as a Type III application. A Type III process with a hearing may also be requested by the applicant. The procedures for conducting the public hearing shall comply with the standards in Chapter 5.21.
- (5) Before making a Type II decision, the City shall mail notice of the application to:
  - a. All owners of record of real property within 100-feet of the subject site;
  - b. Any person who submits a written request to receive a notice;
  - c. Any governmental agency that is entitled to notice under an intergovernmental agreement entered into with the City or required by State statute;
  - d. The road authority, and rail authority and owner, when there is a proposed development abutting or affecting their transportation facility and allow the agency to review, comment on, and suggest conditions of decision for the application; and
  - e. The City may notify other affected agencies, as appropriate, for review of the application.
- (6) The notice of a pending Type II decision in Subsection (5) above shall include the following:

## ARTICLE V REVIEW PROCEDURES

## Chapter 5.18 Type II Application and Review Procedures

- a. Provide a 14-day period for submitting written comments before a decision is made on the land use application.
  - b. Identify the specific land use decisions or decisions requested.
  - c. Describe the street address or other easily understandable reference to the location of the site.
  - d. List the relevant decision criteria by name and number of Code sections.
  - e. State the place, date, and time the comments are due, and the person to whom the comments should be addressed.
  - f. Include the name and telephone number of a contact person regarding the administrative decision.
  - g. State that if any person fails to address the relevant decision criteria with enough detail, they may not be able to appeal to the Land Use Board of Appeals or Circuit Court on that issue. Only comments on the relevant decision criteria are considered relevant evidence.
  - h. State that all evidence relied upon by the City to make this decision is in the public record, available for public review. Copies of this evidence can be obtained at a reasonable cost from the City.
  - i. State that after the comment period closes, the City shall issue a decision. The decision shall be mailed to the applicant and to anyone else who submitted written comments or who is otherwise legally entitled to notice.
- (7) **Decision.** The City Manager or designee shall review the application and shall make a decision based on an evaluation of the proposal and on applicable criteria as set forth in this Code.
- (8) **Notice of Decision.** Within five working days after a decision is made, a Notice of Decision shall be sent by mail to:
- a. The applicant and all owners or contract purchasers of record of the site that is the subject of the application.
  - b. Any person who submits a written request to receive notice or provides comments during the application review period.
  - c. Any governmental agency that is entitled to notice under an intergovernmental agreement entered into with the City, and other agencies that were notified or provided comments during the application review period.
- (9) **Appeals and Reconsideration.** All Type II land use decisions may be appealed to the Planning Commission. The appeal shall be submitted within 15 days of the date the decision is mailed and in conformance with provisions in Chapter 5.21.
- (10) **Commission Hearing and Notice of Appeal.** If a Type II decision is appealed, City staff shall schedule a hearing before the Planning Commission. The Commission shall conduct the hearing consistent with procedures set forth in Chapter 5.21.



## ARTICLE V REVIEW PROCEDURES

### Chapter 5.18 Type II Application and Review Procedures

Written notice of a public hearing on the appeal shall be mailed to the applicant and those who received notice of the original decision. This notice shall be mailed at least 10 days prior to the public hearing on the appeal and shall contain the information required in Chapter 5.21.

- (11) **Commission Action.** The Commission action on a Type II appeal shall be in the form of a decision. Within seven days of the Commission decision, the applicant and all individuals who participated in the public hearing or requested notice of the decision, shall be mailed written notice of the decision. The notice shall specify findings justifying the decision to approve or deny the request and any conditions of approval.
- (12) **Appeals.** All appeals of Type II land use decisions of the Planning Commission may be appealed to the City Council by any party with standing. The appeal shall be submitted within 15 days of the date the decision is mailed and in conformance with provisions in Chapter 5.21.
- (13) **Council Hearing and Notice of Appeal.** If the Commission decision on a Type II decision is appealed, City staff shall schedule a hearing before the City Council. The Council shall conduct the hearing consistent with procedures set forth in Chapter 5.22. Written notice of a public hearing on the appeal shall be mailed to the applicant and those who received notice of the Commission decision on appeal. This notice shall be mailed at least 10 days prior to the public hearing on the appeal and shall contain the information required in Chapter 5.22.
- (14) **Notice of Council Decision.** Within seven days of the final City Council decision, the applicant and those who attended the hearing or requested notice, shall be mailed written notice of the Council decision. The notice shall specify findings justifying the approval or denial of the request and any applicable conditions of approval.
- (15) **Appeal of Council Decision.** All appeals heard by the City Council may be appealed to the Land Use Board of Appeals (LUBA). The appeal shall be submitted within 21 days of the date the decision is mailed. Appeals shall comply with LUBA procedures.

#### 5.18.020 Conditions of Approval

- (1) **Authorization for Conditions.** Approvals of a Type II action may be granted subject to conditions. 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 either ensure compliance with the standards of the development code or fulfill the need for public service demands created by the proposed use.
- (2) **Timing of Conditions.** Whenever practical, all conditions of approval required by the City shall be completed prior to the issuance of an occupancy permit. When an applicant demonstrates that it is not practical to fulfill all conditions prior to issuance of such permit, the City Manager may require a performance bond or other guarantee to ensure compliance with zoning regulations or fulfillment of

## Chapter 5.18 Type II Application and Review Procedures

required conditions. Bonding shall comply with adopted City regulations and procedures.

- (3) **Modify Conditions.** A request to change or alter conditions of approval shall be processed as a new Type II action.

## ARTICLE V REVIEW PROCEDURES

### Chapter 5.19 Type III Application and Review Procedures

## CHAPTER 5.19 TYPE III APPLICATIONS AND REVIEW PROCEDURES

### 5.19.010 Procedures for Type III Actions

- (1) **Decision Authority.** Applications subject to a Type III procedure shall be reviewed and decided by the Planning Commission.
- (2) **Application.** Upon receipt of an application for a Type III land use action, the City staff shall review the application for completeness.
  - a. If determined to be complete, the 120-day time period shall begin.
  - b. If determined to be incomplete, the applicant shall be notified and provided an additional 180 days to submit supplemental information as necessary.
- (3) **Completeness.** The application shall be deemed complete for the purposes of scheduling and all related timing provisions either:
  - a. Upon receipt of the requested adequate additional information; or, refusal by the applicant to submit the requested information; or
  - b. On the 31st day after the original application submittal.
- (4) **Agency Referrals.** Referrals will be sent to interested agencies such as City departments, police and fire departments, the school district, utility companies, and applicable State agencies. If a County road or State highway is impacted, referrals should be sent to the applicable County Public Works Department and/or ODOT.
- (5) **Commission Hearing and Notification Area.** City staff shall schedule a hearing before the Planning Commission. Written notice of the public hearing shall be mailed at least 15 days prior to the hearing date to the applicant, owners of property within 200 feet of the boundaries of the subject property and to affected County and State agencies responsible for roads and highways. The Commission shall conduct the hearing consistent with procedures set forth in Chapter 5.21. The notice of a pending Type III hearing shall include the following:
  - a. Explain the nature of the application.
  - b. Cite the applicable criteria from the Code.
  - c. Identify the location of the property.
  - d. State the date, time, and location of the Planning Commission hearing.
  - e. Include the name of the City representative to contact and the telephone number where additional information may be obtained.
  - f. State that failure of an issue to be raised in a hearing, in person or by letter, or failure to provide sufficient specificity to afford the decision maker an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals.

## ARTICLE V REVIEW PROCEDURES

## Chapter 5.19 Type III Application and Review Procedures

- g. State that a copy of the application, all documents and evidence relied upon by the applicant and application criteria are available for inspection at no cost and a copy will be available at reasonable cost.
  - h. State that a copy of the staff report will be available for inspection at no cost at least seven days prior to the hearing and a copy will be provided at reasonable cost.
  - i. Include a general explanation of the requirements for submission of testimony and the procedure for conduct of hearing.
- (6) **Commission Action.** The Commission action on a Type III request shall be in the form of a decision. Decisions are to be signed by the Planning Commission Chair or acting Planning Commission Chair. Within seven days of the Commission decision, the applicant and all individuals who participated in the public hearing or requested notice of the decision, shall be mailed written notice of the decision. The notice shall specify findings justifying the decision to approve or deny the request and any conditions of approval.
- (7) **Appeals.** All appeals of Type III land use decisions of the Planning Commission may be appealed to the City Council. The appeal shall be submitted within 15 days of the date the decision is mailed and in conformance with provisions in Chapter 5.22.
- (8) **Council Hearing and Notice of Appeal.** If the Commission decision on a Type III decision is appealed, City staff shall schedule a hearing before the City Council. The Council shall conduct the hearing consistent with procedures set forth in Chapter 5.22. Written notice of a public hearing on the appeal shall be mailed to the applicant and those who received notice of the Commission decision. This notice shall be mailed at least 10 days prior to the public hearing on the appeal and shall contain the information required in Chapter 5.22.
- (9) **Notice of Council Decision.** Within seven days of the final City Council decision, the applicant and those who attended the hearing or requested notice, shall be mailed written notice of the Council decision. The notice shall specify findings justifying the approval or denial of the request and any applicable conditions of approval.
- (10) **Appeal of Council Decision.** All appeals heard by the City Council may be appealed to the Land Use Board of Appeals (LUBA). The appeal shall be submitted within 21 days of the date the decision is mailed. Appeals shall comply with LUBA procedures.

**5.19.020 Conditions of Approval**

- (1) **Authorization for Conditions.** Approvals of any Type III action may be granted subject to conditions. 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 either ensure

## ARTICLE V REVIEW PROCEDURES

### Chapter 5.19 Type III Application and Review Procedures

compliance with the standards of the development code or fulfill the need for public service demands created by the proposed use.

- (2) **Timing of Conditions.** Whenever practical, all conditions of approval required by the City shall be completed prior to the issuance of an occupancy permit. When an applicant demonstrates that it is not practical to fulfill all conditions prior to issuance of such permit, the City Manager may require a performance bond or other guarantee to ensure compliance with zoning regulations or fulfillment of required conditions. Bonding shall comply with adopted City regulations and procedures.
- (3) **Modify Conditions.** A request to change or alter conditions of approval shall be processed as a new Type III action.

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## ARTICLE V REVIEW PROCEDURES

### Chapter 5.20 Type IV Application and Review Procedures

## CHAPTER 5.20 TYPE IV APPLICATIONS AND REVIEW PROCEDURES

### 5.20.010 Procedures for Type IV Actions (Quasi-Judicial)

- (1) **Decision Authority.** Zone changes, Comprehensive Plan map amendments, and Comprehensive Plan and Development Code text amendments initiated at the request of a property owner are quasi-judicial applications and subject to a Type IV procedure and shall be reviewed and decided by the City Council with the recommendation of the Planning Commission.
- (2) **Application.** Upon receipt of an application for a Type IV land use action, the City staff shall review the application for completeness.
  - a. If determined to be complete, the 120-day time period shall begin.
  - b. If determined to be incomplete, the applicant shall be notified and provided an additional 180 days to submit supplemental information as necessary.
- (3) **Completeness.** The application shall be deemed complete for the purposes of scheduling and all related timing provisions either:
  - a. Upon receipt of the additional information; or, refusal by the applicant to submit the requested information; or
  - b. On the 31st day after the original application submittal.
- (4) **Agency Referrals.** Referrals will be sent to interested agencies such as City departments, police and fire departments, the school district, utility companies, and applicable state agencies. If a County road or State highway is impacted, referrals should be sent to the applicable County Public Works Department and/or ODOT.
- (5) **Commission Hearing and Notice.** City staff shall schedule a hearing before the Planning Commission. The City Council and Planning Commission hearings can be combined if approved by the Mayor. The Commission shall conduct the hearing consistent with procedures set forth in Chapter 5.21. Notice of the public hearings before the Planning Commission and City Council for a Type IV land use action, shall be published in a newspaper of general circulation in the City at least 20 days prior to each public hearing. Affected property owners within 200 feet of the subject property shall be notified by mail at least 20 days prior to the initial Planning Commission hearing. Mailed notice of a pending Type IV hearing shall include the following:
  - a. Identify the specific land use decisions or decisions requested.
  - b. Describe the street address or other easily understandable reference to the location of the site.
  - c. List the relevant decision criteria by name and number of Code sections.
  - d. State the place, date, and time of the Planning Commission hearing.

## ARTICLE V REVIEW PROCEDURES

## Chapter 5.20 Type IV Application and Review Procedures

- e. Include the name and telephone number of a contact person regarding the Administrative Decision.
  - f. State that if any person fails to address the relevant decision criteria with enough detail, they may not be able to appeal to the Land Use Board of Appeals or Circuit Court on that issue. Only comments on the relevant decision criteria are considered relevant evidence.
  - g. State that all evidence relied upon by the City to make this decision is in the public record, available for public review. Copies of this evidence can be obtained at a reasonable cost from the City.
- (6) **Commission Action.** The Commission action on a Type IV request shall be in the form of a recommendation to the City Council. Within five days of the Commission decision, the applicant and all individuals who requested notice of the decision, shall be mailed written notice of the Commission decision. The notice shall specify findings justifying the recommendation to approve or deny the request and any recommended conditions of approval.
- (7) **Council Hearing.** Subsequent to the Commission hearing, City staff shall schedule a hearing before the City Council. Notice shall be provided consistent with requirements in Chapter 5.19. The Council shall conduct the hearing consistent with procedures set forth in Chapter 5.22. The City Council and Planning Commission hearings can be combined if approved by the Mayor.
- (8) **Notice of Council Decision.** Within seven days of the final City Council decision, the applicant and all individuals who requested notice of the decision, shall be mailed written notice of the Council decision. The notice shall specify findings justifying the approval or denial of the request and any applicable conditions of approval. City Council approval shall be in the form of an ordinance; a denial shall be in a form acceptable to the Council.
- (9) **Appeals.** All Type IV land use decisions of the City Council may be appealed to the Land Use Board of Appeals (LUBA). The appeal shall be submitted within 21 days of the date the decision is mailed. Appeals shall comply with LUBA procedures.
- (10) **Joint Notice Publication.** The City has the option of publishing a single notice for both the Planning Commission and City Council hearings, provided the notice is set to publish at least 20 days prior to the Planning Commission hearing.

**5.20.020 Conditions of Approval**

- (1) **Authorization of Conditions.** Approvals of a zone change may be granted subject to conditions to the extent permitted under this Code.
- (2) **Timing of Conditions.** Whenever practical, all conditions of approval required by the City shall be completed prior to the issuance of an occupancy permit. When an applicant demonstrates that it is not practical to fulfill all conditions prior to issuance of such permit, the City Manager may require a performance bond or other guarantee to ensure compliance with zoning regulations or fulfillment of



## ARTICLE V REVIEW PROCEDURES

### Chapter 5.20 Type IV Application and Review Procedures

required conditions. Bonding shall comply with adopted City regulations and procedures.

- (3) **Modify Conditions.** Changes of alterations of conditions shall be processed as a new administrative action.

#### 5.20.030 Procedures for Type IV Actions (Legislative)

- (1) **Procedures.** Type IV legislative applications may be initiated by either a majority vote of the City Council or a majority vote of the Planning Commission.
- (2) **Time Limit.** Type IV legislative actions are not subject to the 120-day time limit. Type IV quasi-judicial actions are subject to the 120-day time limit.
- (3) **Agency Referrals.** Referrals will be sent to interested agencies such as city departments, police and fire departments, the school district, utility companies, and applicable State agencies. If a County road or State highway is impacted, referrals should be sent to the applicable County Public Works Department and/or ODOT.
- (4) **Public Hearings by Planning Commission.** A public hearing shall be held by the Planning Commission. Notice of the time, place, and purpose of the Planning Commission's hearings shall be given by publication of a notice in a newspaper of general circulation in the City not less than 20 days prior to the date of hearing.
- (5) **Commission Action.** The Commission action on a Type IV legislative request shall be in the form of a recommendation to the City Council. Within seven days of the Commission decision, the applicant and all individuals who requested notice of the decision, shall be mailed written notice of the Commission decision. The notice shall specify findings justifying the recommendation to approve or deny the request and any recommended conditions of approval.
- (6) **Public Hearing by City Council.** Following Planning Commission action, the City Council shall hold a public hearing to consider the Planning Commission's recommendation on proposed amendments. Notice of the time, place, and purpose of the Council hearings shall be given by publication of a notice in a newspaper of general circulation in the City not less than 10 days prior to the date of hearing.
- (7) **Notice of Council Decision.** Within seven days of the final City Council decision, the applicant and all individuals who requested notice of the decision, shall be mailed written notice of the Council decision. The notice shall specify findings justifying the approval or denial of the request and any applicable conditions of approval. City Council approval shall be in the form of an ordinance; a denial shall be in a form acceptable to the Council.
- (8) **Appeals.** All Type IV land use decisions by the City Council may be appealed to the Land Use Board of Appeals (LUBA). The appeal shall be submitted within 21 days of the date the decision is mailed. Appeals shall comply with LUBA procedures.

## ARTICLE V REVIEW PROCEDURES

## Chapter 5.20 Type IV Application and Review Procedures

- (9) **Joint Hearing and Notice of Publication.** The Planning Commission and City Council hearings can be combined if approved by the Mayor. The City has the option of publishing a single notice for both the Planning Commission and City Council hearings, provided the notice is set to publish at least 20 days prior to the Planning Commission hearing.

## ARTICLE V REVIEW PROCEDURES

### Chapter 5.21 Public Hearing Before the Planning Commission

## CHAPTER 5.21 PUBLIC HEARING BEFORE THE PLANNING COMMISSION

### 5.21.010 General Provisions

- (1) **Timing.** Land use actions which require a public hearing by the Planning Commission under the provisions of this Code shall be initially heard by the Planning Commission within 60 days of the receipt of an application which is deemed complete.
- (2) **Hearing Action.** The Planning Commission may continue a public hearing for additional information, testimony, or for decision only, to its next regular meeting or to a special meeting. In no instance, however, shall the decision be continued more than 30 days beyond the initial hearing date.
- (3) **Continuance and Open Record.** Unless there is a continuance, if a participant so requests before the conclusion of the initial evidentiary hearing, the record shall remain open for at least seven days after the hearing for the receipt of additional written testimony.
- (4) **Type II Appeals.** Appeal of a Type II action shall be heard by the Planning Commission. Findings of the Planning Commission on such appeal shall be final unless further appealed to the City Council
- (5) **Type III Action.** The decisions of the Planning Commission on applications for Type III actions shall be final unless appealed to the City Council.
- (6) **Type IV Actions.** The recommendations of the Planning Commission on applications for Type IV actions shall be referred to the City Council for final determination. Notice of the Commission recommendation is required but shall not be subject to appeal.

### 5.21.020 Planning Commission Hearing Procedures

A public hearing before the Planning Commission shall be conducted under the following procedures unless modified by the Commission for a specific hearing:

- (1) Prior to opening the hearing, the Commission Chair shall announce to the audience the necessity of signing the sign-up sheet if a person desires to address the Commission.
- (2) The Chair shall open the public hearing, announce the purpose of the hearing, and announce any time limits being placed on testimony.
- (3) The Chair or designee shall read aloud the required notice of rights and responsibilities for participating in the hearing as identified in ORS 197.763. Any audience questions to clarify the rights and responsibilities will be answered.
- (4) The Chair shall ask the Commission members and audience for:

## ARTICLE V REVIEW PROCEDURES

### Chapter 5.21 Public Hearing Before the Planning Commission

- a. Any objections to jurisdiction.
  - b. Any objections to notice obligations.
- (5) The Chair shall ask the Commission members to declare:
- a. Any ex-parte contacts.
  - b. Any conflicts of interest or bias.
- (6) The Chair will call for the staff report and recommendation.
- (7) The applicant and those representing the applicant will address the Commission.
- (8) The Chair will recognize those in favor of the application who have signed the sign-up sheet. Commissioners may ask questions of the speaker.
- (9) The Chair will recognize those opposing the application who have signed the sign-up sheet. Commissioners may ask questions of the speaker.
- (10) The Chair will then ask the audience if there is any person who has not signed up on the sheet who would like to address the Commission. These speakers must provide their name and address at the speaker's table prior to addressing the Commission. Commissioners may ask questions of the speaker.
- (11) The Chair will then ask if the applicant would like to provide any rebuttal. Rebuttal is limited to responding specifically to prior testimony. No new information or arguments may be provided.
- (12) The Chair will then ask the staff to provide comments and recommendations to the Commission based upon information provided from the speaker's table from the audience and applicant.
- (13) If prior to closing the evidentiary record of the hearing a participant requests an opportunity to present additional evidence, arguments, or testimony, the record shall remain open for:
- a. At least seven days to receive additional written evidence, written arguments or written testimony.
  - b. At least four additional days for any person to present written rebuttal arguments or written evidence to rebut new written evidence, written arguments, or written testimony.
  - c. The Chair will confer with staff regarding the new dates and announce the date for the continued hearing.
- (14) The Chair will close the hearing for receipt of any additional testimony. No additional testimony, exhibits, or arguments from the public may be heard, received, or allowed, except as may be approved by a majority vote of the Commission to ask an audience member a specific question and in which case the applicant will be allowed rebuttal if the question is not asked of the applicant. Commission members may ask questions of staff or themselves.

## ARTICLE V REVIEW PROCEDURES

### Chapter 5.21 Public Hearing Before the Planning Commission

- (15) The Chair will call for deliberation by the Commission on the application, any proposed conditions of approval, and findings of fact to support the Commission's decision.
- (16) Before any motion is made, the Chair will close the public hearing.
- (17) The Commission will vote on a motion by a Commission member on the application, proposed conditions of approval, and findings of fact.
- (18) The Chair shall announce the decision of the Commission, any applicable appeal timeline, and adjourn the agenda item.

#### 5.21.030 Evidence

- (1) **Acceptance of Evidence.** All evidence offered and not objected to may be received unless excluded by the Planning Commission on its own motion. Evidence may be received subject to a later ruling as to its admissibility.
- (2) **Exclusion of Evidence.** The Planning Commission may exclude irrelevant, unduly repetitious, immaterial, or cumulative evidence; but erroneous admission of evidence by the Commission shall not preclude action or cause reversal on appeal unless shown to have substantially prejudiced the rights of a party. When a hearing will be expedited, any part of the evidence may be received in written form.
- (3) **Public Record.** All evidence shall be offered and made a part of the public record in the case.
- (4) **Use of Other Information.** The Planning Commission may take notice of judicially recognizable facts, and members may take notice of general, technical, or scientific facts within their specialized knowledge. Parties shall be notified at any time during the proceeding, but in any event prior to the final decision unless appealed, of the material so noticed, and they shall be afforded an opportunity to contest the facts so noticed. The Planning Commission members may utilize their experience, technical competence, and specialized knowledge in evaluation of the evidence presented.
- (5) **Rights of Participants.** Every party is entitled to an opportunity to be heard and to present and rebut evidence.
- (6) **Testify.** All interested persons shall be allowed to testify.
- (7) **LUBA Appeal.** An issue which may be the basis for an appeal to the Land Use Board of Appeals (LUBA) must be raised not later than the close of the record at or following the final evidentiary hearing on the proposal before the City. Such issues shall be raised with sufficient specificity so as to afford the City Council or Planning Commission, and the parties, an adequate opportunity to respond to each issue.

ARTICLE V REVIEW PROCEDURES  
Chapter 5.21 Public Hearing Before the Planning  
Commission

**5.21.040 Record of Hearing**

A record of the proceeding shall be made by written, mechanical, or electronic means.

**5.21.050 Limits on Oral Testimony**

The Planning Commission Chair may set consistent, reasonable time limits for oral presentations to the end that parties are encouraged to submit as much evidence as possible in writing prior to the hearing.

**5.21.060 Exhibits**

All exhibits received shall be marked so as to provide identification upon review. Such exhibits shall be retained by the City.

## CHAPTER 5.22 REVIEW AND PUBLIC HEARINGS BY CITY COUNCIL

### 5.22.010 General Provisions

- (1) **Council Review.** The City Council may call up a Type II or Type III decision for review within the appeal period without an appeal being filed. A majority of the Council, as determined by the City Attorney by polling the Council, must concur in considering calling up the application. If there is concurrence, the agenda item will be set at a regular meeting or at a special meeting set by the Mayor. The Council must take the action to call up a decision in a public meeting and cite the reasons. The Council must find the original decision likely violated City regulations, policy, or best interest as determined by the Council. Matters called up by the Council shall be processed in the same manner as an appeal.
- (2) **Timing.** All hearings or reviews required by the City Council shall be heard within 30 days of the Planning Commission's written decision or appeal request. In no instance, however, shall this period extend the date of the hearing and final action beyond 120 days from the date of the initial submission of a complete application, unless voluntarily agreed to by the applicant.
- (3) **Council Decisions.** The City Council shall prepare and adopt written findings for approval or denial, and any conditions of approval, within two weeks of the hearing by the City Council. In no case, however, shall this decision and the preparation of written findings extend beyond 120 days from the date of initial submittal of a complete application, unless voluntarily agreed to by the applicant. Amendments to adopted maps and texts shall require an ordinance; other decisions shall require an order.

### 5.22.020 City Council Review of Appeals

- (1) **Appeals.** The City Council shall hear the appeals of Planning Commission decisions, including appeals of Type II decisions rendered by staff, appealed to the Commission, and subsequently appealed to the Council. The City Council action on such appeals shall be the final action of the City on the request.
- (2) **Submission of New Testimony and De Novo Hearings.** The City Council shall admit additional testimony and other evidence by holding a de novo hearing. The hearing procedures shall be the same as for a Planning Commission hearing found in Section 5.21.020.
- (3) **City Council Action.** The City Council may affirm, rescind, or amend the action and findings of fact of the Planning Commission, based on applicable criteria, and may grant approval subject to conditions necessary to carry out the decision. The City Council may also remand the matter back to the Planning Commission for additional information, subject to the agreement of the applicant to extend the 120-day review period.

ARTICLE V REVIEW PROCEDURES

Item 8)

Chapter 5.22 Review and Public Hearings by City Council





TO: Millersburg City Council

VIA: Kevin Kreitman, City Manager

FROM: City Staff

DATE: October 8, 2020 for Council Meeting October 13, 2020

SUBJECT: Project Updates Memo

### **Monthly Update on Projects:**

Staff are currently in the process of implementing many projects and activities in the City to address objectives of the Strategic Plan, direction from Council, and needs staff have identified. In order to facilitate tracking these tasks, a Gantt chart has been developed. As staff continues to work on these tasks, the Gantt chart will be periodically updated and provided for Council and public information. The most recent version of the Gantt chart is attached to this memo. Tasks in blue are complete, tasks in yellow are in progress, and tasks that are not colored have not been started.

There are many tasks currently in progress. An overview of several specific tasks and projects is provided below.

### **City Policies**

In accordance with direction from Council, the following internal personnel policies are being finalized:

- Recovery of Overpayment to Employees
- Use of Electronic Devices

Copies of policies are available for review upon request.

### **Development/Industries**

Pratum Co-op has submitted an application for expansion of an existing building. A Planning Commission hearing is scheduled for Thursday, October 22.

### **Fire Station Project**

The fire station project is progressing, moving from preliminary to more detailed design. The first construction cost estimate will be available in early or mid-November. Over the past month, exterior materials and building appearance have been refined and site layout has progressed. A site plan, floor plan, exterior building renderings, and site rendering have been provided and posted to the website for community viewing and feedback.

Interior design concepts have been presented to the project team and are being distributed for feedback among a wider audience (AFD staff, Millersburg City Council). The concept images are included as an attachment for Council feedback.

### **Street Projects**

The Woods Road pavement repair project is now complete. Crack sealing on Obsidian, Granite, Castillo, Aztec, Malachi, Katelyn, Kindsey, Levi, Anthony, and Zuhlke is complete. Due to a significantly higher amount of cracking in Castillo, Aztec, and Zuhlke than anticipated, a change order was required to complete the project.

### **Intersection Sight Distance**

An intersection sight distance (ISD) study and vision clearance evaluation was performed for the intersections of Conser, Alexander, 54<sup>th</sup>, Clearwater, and Lauren with Old Salem Road. The attached figures show the calculated required vision clearance triangles for these intersections. The results of this study have been incorporated into the Development Code for future projects. Staff will begin working to identify and make a plan to address existing vision clearance obstructions. This may involve cooperative efforts between the City and property owners, including the potential for expenditure of City funds to address previously approved conditions.

### **Bridge Grant Application**

City staff are working with Linn County staff to apply in the upcoming round of 2025-2027 Local Bridge Projects (LBP) grants for funding to replace the Waverly Drive - Cox Creek Bridge. Applications are due November 16, 2020.

Waverly Drive Bridge over Cox Creek provides access to park areas, a bike trail system, a railroad maintenance center, and the Talking Waters Garden which is part of the Albany-Millersburg municipal domestic waste treatment system. The existing bridge was constructed in 1957 with concrete slabs supported on timber caps and pilings. One half of the bridge is currently barricaded to support only one lane of traffic due to the poor condition of one side of the bridge. The one lane of the bridge in use is currently restricted to 40 Tons. The bridge is narrow and does not provide for pedestrian and bicycle traffic.

The existing bridge needs to be removed and replaced. The proposal includes widening the bridge to support current and future vehicle and bicycle and pedestrian traffic by placement of bike lanes on both sides to match with future bike lanes on Waverly Drive.

In September of 2017, the City applied for funding under the previous grant cycle. Although the project was not awarded, it made the initial scoping list. At that time, the project estimate was \$2,250,000. The grant requires a 10.27% match from the City. This is currently shown in our CIP as an unfunded project with an estimated cost of \$2,384,000. If Council is in agreement with moving forward, **staff request a motion in support of applying for the grant**, which would include a 10.27% match of the project costs, which would be budgeted in future fiscal years, if awarded.

### **Erosion Control Program**

City staff has recently completed and begun to implement an erosion control permit application and form for construction projects in conformance with adopted City ordinance and our TMDL plan. The Erosion Prevention and Sediment Control Manual is nearing completion as well. All projects which disturb 10,000

square feet or more of soil are required to obtain a permit from the City of Millersburg, in addition to any required state permits.

**City Parks**

The City is now in possession of the property on Millersburg Drive that was the proposed Evening Star site, that the City has proposed for a new park site. The City is now responsible for maintenance of the property and has contracted to have it mowed. In the near future, a sign will be installed indicating this location is being developed for a City park/open space and preliminary design options for the space will be considered.

Recently, staff was made aware of an incident at Millersburg Park that involved blocking of the walking path during sporting events. Staff have reached out to the organizations known to be using the facility to discuss how to prevent conflicts in the future and insure spectators and groups are maintaining open path access for all users. Additionally, efforts are taking place to connect with other groups who are also utilizing the facilities, but have not contacted the City for a park use agreement. Staff is considering additional signage and/or path markings to remind users to keep the path clear.

ID	Task Mode	Task Name	Duration	Start	Finish	Resource Names	Gantt Chart (1/21 to 8/26)																											
1	?	<b>Millersburg Tasks</b>																																
2	?																																	
3	?	<b>Charter and Council</b>	261 days	Thu 1/2/20	Thu 12/31/20																													
4	?	Update of charter	261 days	Thu 1/2/20	Thu 12/31/20	Kevin,Forrest																												
5	?																																	
6	?	<b>Ordinances and Code</b>	390 days	Thu 1/2/20	Wed 6/30/21																													
7	?	Update code/resolutions for current billing cycle	232 days	Mon 1/20/20	Tue 12/8/20																													
8	✓	Update streets and traffic section of code	132 days	Mon 3/9/20	Tue 9/8/20	Janelle																												
9	?	Update building section of code	92 days	Mon 8/3/20	Tue 12/8/20																													
10	✓	Update parks section of code	0 days	Tue 2/11/20	Tue 2/11/20	Janelle																												
11	?	Comprehensive Plan Update	390 days	Thu 1/2/20	Wed 6/30/21	Matt,John																												
12	?																																	
13	?	<b>Policies, Procedures, and Standards</b>	260 days	Thu 1/2/20	Wed 12/30/20																													
14	?	Fleet policy and best practices for vehicles				Kevin,Janelle																												
15	?	Computer/electronics use policy				Kevin,Janelle																												
16	?	Equipment use policy				Kevin,Janelle																												
17	?	Billing policies				Kim																												
18	?																																	
19	?	<b>Safety procedures and training</b>	261 days	Thu 1/2/20	Thu 12/31/20																													
20	?	Safety manual			Fri 10/30/20	Kevin,Janelle																												
21	?	Staff training plans	261 days	Thu 1/2/20	Thu 12/31/20	Kevin,Janelle																												
22	?	Ergo evaluations	261 days	Thu 1/2/20	Thu 12/31/20	Kevin,Janelle																												
23	?																																	
24	?	<b>Budget</b>		Tue 1/23/18																														
25	✓	2020-2021 Budget	112 days	Mon 1/27/20	Tue 6/30/20	Jake,Kevin,Janelle																												
26	✓	Develop proposed budget	67 days	Mon 1/27/20	Tue 4/28/20																													
27	✓	Adopt budget	31 days	Tue 4/28/20	Tue 6/9/20																													
28	?	CIP update	70 days	Wed 2/5/20	Tue 5/12/20	Janelle																												
29	?																																	
30	?	<b>Equipment life/replacement costs tracking</b>	260 days	Thu 1/2/20	Wed 12/30/20																													
31	?	City Hall Equipment																																
32	?	Parks/Maintenance Equipment																																
33	?	Fire Station																																
34	?																																	
35	?	<b>City Hall work</b>	260 days	Thu 1/2/20	Wed 12/30/20																													
36	✓	East Conference Room reorganization	260 days	Thu 1/2/20	Wed 12/30/20	Kevin,Kim																												
37	✓	Upgrade phone system	22 days	Thu 1/2/20	Fri 1/31/20	Janelle,Kevin,Kim																												
38	?	Parking lot and sidewalk around north end of City Hall	302 days	Thu 1/2/20	Fri 2/26/21	Janelle																												
39	?	Cabinets in conference rooms	261 days	Wed 7/1/20	Wed 6/30/21																													
40	?	Emergency generator	261 days	Wed 7/1/20	Wed 6/30/21																													
41	?																																	
42	?	<b>Planning, Building, and Development</b>	260 days	Thu 1/2/20	Wed 12/30/20																													
43	?	Complete Land Use Development Code Revision	203.25 day	Thu 1/2/20	Tue 10/13/20	John Morgan																												
44	?	Consider UGB expansion	261 days	Thu 1/2/20	Thu 12/31/20	John,Kevin,Janelle																												
45	?	Buildable Lands Inventory	239 days	Mon 2/3/20	Thu 12/31/20																													
46	?	Housing Needs Analysis	239 days	Mon 2/3/20	Thu 12/31/20																													
47	?	Implementation of Caselle community development mod	210 days	Mon 6/8/20	Fri 3/26/21	Kevin,Janelle																												
48	?																																	
49	?	<b>Economic Development</b>	261 days	Thu 1/2/20	Thu 12/31/20																													
50	?	Consider business registration				Kevin																												
51	✓	Consider fuel tax	349 days	Thu 7/1/21	Tue 11/1/22	Kevin																												
52	?	Consider transient room tax				Kevin																												
53	?	City property conceptual layout/Industrial Park	261 days	Thu 1/2/20	Thu 12/31/20	Kevin,Janelle																												
54	?	Design of utilities and access to city property west of tract	239 days	Mon 2/3/20	Thu 12/31/20	Janelle																												
55	✓	Wetland delineation for city owned property	110 days	Mon 1/27/20	Fri 6/26/20	Janelle																												
56	?																																	
57	?	<b>Fire Station</b>	651 days	Thu 1/2/20	Thu 6/30/22																													
58	✓	Develop RFQ to select design firm	12 days	Thu 1/2/20	Fri 1/17/20	Kevin,Janelle																												

Project: Task List Date: Thu 10/8/20

Task	Summary	Inactive Milestone	Duration-only	Start-only	External Milestone	Manual Progress
Split	Project Summary	Inactive Summary	Manual Summary Rollup	Finish-only	Deadline	
Milestone	Inactive Task	Manual Task	Manual Summary	External Tasks	Progress	

ID	Task Mode	Task Name	Duration	Start	Finish	Resource Names	Gantt Chart (1/21 to 8/26)																											
59	✓	Select design firm and negotiate contract	63 days	Fri 1/17/20	Tue 4/14/20	Kevin,Janelle	[Gantt bar from 1/17/20 to 4/14/20]																											
60	✓	Site Survey	17 days	Fri 5/8/20	Mon 6/1/20	Janelle	[Gantt bar from 5/8/20 to 6/1/20]																											
61	⚠	Design	207 days	Thu 4/30/20	Fri 2/12/21	Kevin,Janelle	[Gantt bar from 4/30/20 to 2/12/21]																											
62	⚠	Construction	266 days	Mon 3/15/21	Mon 3/21/22	Kevin,Janelle	[Gantt bar from 3/15/21 to 3/21/22]																											
63																																		
64		<b>Parks</b>	<b>261 days</b>	<b>Thu 1/2/20</b>	<b>Thu 12/31/20</b>		[Gantt bar from 1/2/20 to 12/31/20]																											
65	✓	Parks Master Plan	74 days	Thu 1/2/20	Tue 4/14/20	Janelle	[Gantt bar from 1/2/20 to 4/14/20]																											
66	?	Consider coating of walls and floors in restrooms			Fri 10/30/20	Sean	[Gantt bar from 10/30/20 to 10/30/20]																											
67	?																																	
68	⚠	<b>Utilities</b>	<b>260 days</b>	<b>Thu 1/2/20</b>	<b>Wed 12/30/20</b>	<b>Kevin,Janelle,consultant</b>	[Gantt bar from 1/2/20 to 12/30/20]																											
69	⚠	Implementation of new utility billing system	322 days	Thu 1/2/20	Fri 3/26/21	Kim	[Gantt bar from 1/2/20 to 3/26/21]																											
70	⚠	Rate analysis and update	238 days	Thu 1/2/20	Mon 11/30/20	Janelle	[Gantt bar from 1/2/20 to 11/30/20]																											
71		Water	224 days	Thu 1/2/20	Tue 11/10/20		[Gantt bar from 1/2/20 to 11/10/20]																											
72		Sewer	224 days	Thu 1/2/20	Tue 11/10/20		[Gantt bar from 1/2/20 to 11/10/20]																											
73		Stormwater?	152 days	Fri 5/1/20	Mon 11/30/20		[Gantt bar from 5/1/20 to 11/30/20]																											
74	⚠	<b>SDC analysis and update</b>	<b>129 days</b>	<b>Thu 1/2/20</b>	<b>Tue 6/30/20</b>	<b>Janelle</b>	[Gantt bar from 1/2/20 to 6/30/20]																											
75	✓	Water	139 days	Thu 1/2/20	Tue 7/14/20		[Gantt bar from 1/2/20 to 7/14/20]																											
76	✓	Sewer	139 days	Thu 1/2/20	Tue 7/14/20		[Gantt bar from 1/2/20 to 7/14/20]																											
77	✓	Streets	139 days	Thu 1/2/20	Tue 7/14/20		[Gantt bar from 1/2/20 to 7/14/20]																											
78	✓	Stormwater	139 days	Thu 1/2/20	Tue 7/14/20		[Gantt bar from 1/2/20 to 7/14/20]																											
79		Parks	194 days	Mon 4/6/20	Thu 12/31/20		[Gantt bar from 4/6/20 to 12/31/20]																											
80	?																																	
81		<b>Transportation/Streets</b>	<b>260 days</b>	<b>Thu 1/2/20</b>	<b>Wed 12/30/20</b>		[Gantt bar from 1/2/20 to 12/30/20]																											
82	✓	Manhole Surface Repair	64 days	Thu 1/2/20	Tue 3/31/20		[Gantt bar from 1/2/20 to 3/31/20]																											
83		Kathryn Lane Repair	261 days	Thu 1/2/20	Thu 12/31/20		[Gantt bar from 1/2/20 to 12/31/20]																											
84	✓	Woods Road Repair and Overlay	201 days	Thu 1/2/20	Thu 10/8/20		[Gantt bar from 1/2/20 to 10/8/20]																											
85	✓	Surface Treatment - Sweetwater and Morningstar Subdivisions	211 days	Fri 1/10/20	Fri 10/30/20		[Gantt bar from 1/10/20 to 10/30/20]																											
86	✓	Crack Sealing - SE Area	137 days	Mon 3/30/20	Tue 10/6/20		[Gantt bar from 3/30/20 to 10/6/20]																											
87	✓	Thermoplastic Stop Bars and Legends	172 days	Thu 1/2/20	Fri 8/28/20		[Gantt bar from 1/2/20 to 8/28/20]																											
88		Beauty Strips Along Woods Road North	159 days	Mon 5/25/20	Thu 12/31/20		[Gantt bar from 5/25/20 to 12/31/20]																											
89	?																																	
90		<b>Stormwater</b>	<b>260 days</b>	<b>Thu 1/2/20</b>	<b>Wed 12/30/20</b>		[Gantt bar from 1/2/20 to 12/30/20]																											
91		Crooks Creek north trib project	295 days	Mon 7/27/20	Fri 9/10/21		[Gantt bar from 7/27/20 to 9/10/21]																											
92	⚠	Have Millersburg storm drain facilities added to Albany GIS system through IGA	217 days	Thu 1/2/20	Fri 10/30/20	Janelle	[Gantt bar from 1/2/20 to 10/30/20]																											
93	⚠	Becker Ridge Detention Ponds Modifications	156 days	Mon 4/27/20	Mon 11/30/20	Janelle	[Gantt bar from 4/27/20 to 11/30/20]																											
94	⚠	Erosion Control Permit Program	238 days	Thu 1/2/20	Mon 11/30/20	Janelle	[Gantt bar from 1/2/20 to 11/30/20]																											
95	⚠	Develop inspection and maintenance program	238 days	Thu 1/2/20	Mon 11/30/20	Janelle	[Gantt bar from 1/2/20 to 11/30/20]																											
96	?																																	
97		<b>Water</b>	<b>261 days</b>	<b>Thu 1/2/20</b>	<b>Thu 12/31/20</b>		[Gantt bar from 1/2/20 to 12/31/20]																											
98	⚠	Look into requirements for becoming a certified distribution system operator and performing DRC duties	153 days	Mon 3/2/20	Wed 9/30/20	Janelle	[Gantt bar from 3/2/20 to 9/30/20]																											
99	⚠	Water master plan - submit finance component	237 days	Thu 1/2/20	Fri 11/27/20	Janelle	[Gantt bar from 1/2/20 to 11/27/20]																											
100	?																																	
101		<b>Sewer</b>	<b>261 days</b>	<b>Thu 1/2/20</b>	<b>Thu 12/31/20</b>		[Gantt bar from 1/2/20 to 12/31/20]																											
102	✓	Manhole grouting	112 days	Mon 1/27/20	Tue 6/30/20	Janelle	[Gantt bar from 1/27/20 to 6/30/20]																											
103	✓	Burkhart Lift Station pumps replacement	134 days	Mon 2/3/20	Thu 8/6/20		[Gantt bar from 2/3/20 to 8/6/20]																											
104		Crooks Creek Lift Station evaluation	261 days	Thu 1/2/20	Thu 12/31/20		[Gantt bar from 1/2/20 to 12/31/20]																											
105																																		
106		<b>Miscellaneous</b>	<b>261 days</b>	<b>Thu 1/2/20</b>	<b>Thu 12/31/20</b>		[Gantt bar from 1/2/20 to 12/31/20]																											
107	⚠	New website	217 days	Thu 1/2/20	Fri 10/30/20	Kim	[Gantt bar from 1/2/20 to 10/30/20]																											
108	⚠	Change city name for addressing	261 days	Thu 1/2/20	Thu 12/31/20	Kevin	[Gantt bar from 1/2/20 to 12/31/20]																											
109																																		
110		<b>HR</b>	<b>29 days</b>	<b>Thu 1/2/20</b>	<b>Tue 2/11/20</b>		[Gantt bar from 1/2/20 to 2/11/20]																											
111	⚠	Update employee manual	207 days	Thu 1/2/20	Fri 10/16/20	Kevin,Forrest	[Gantt bar from 1/2/20 to 10/16/20]																											

Project: Task List  
Date: Thu 10/8/20

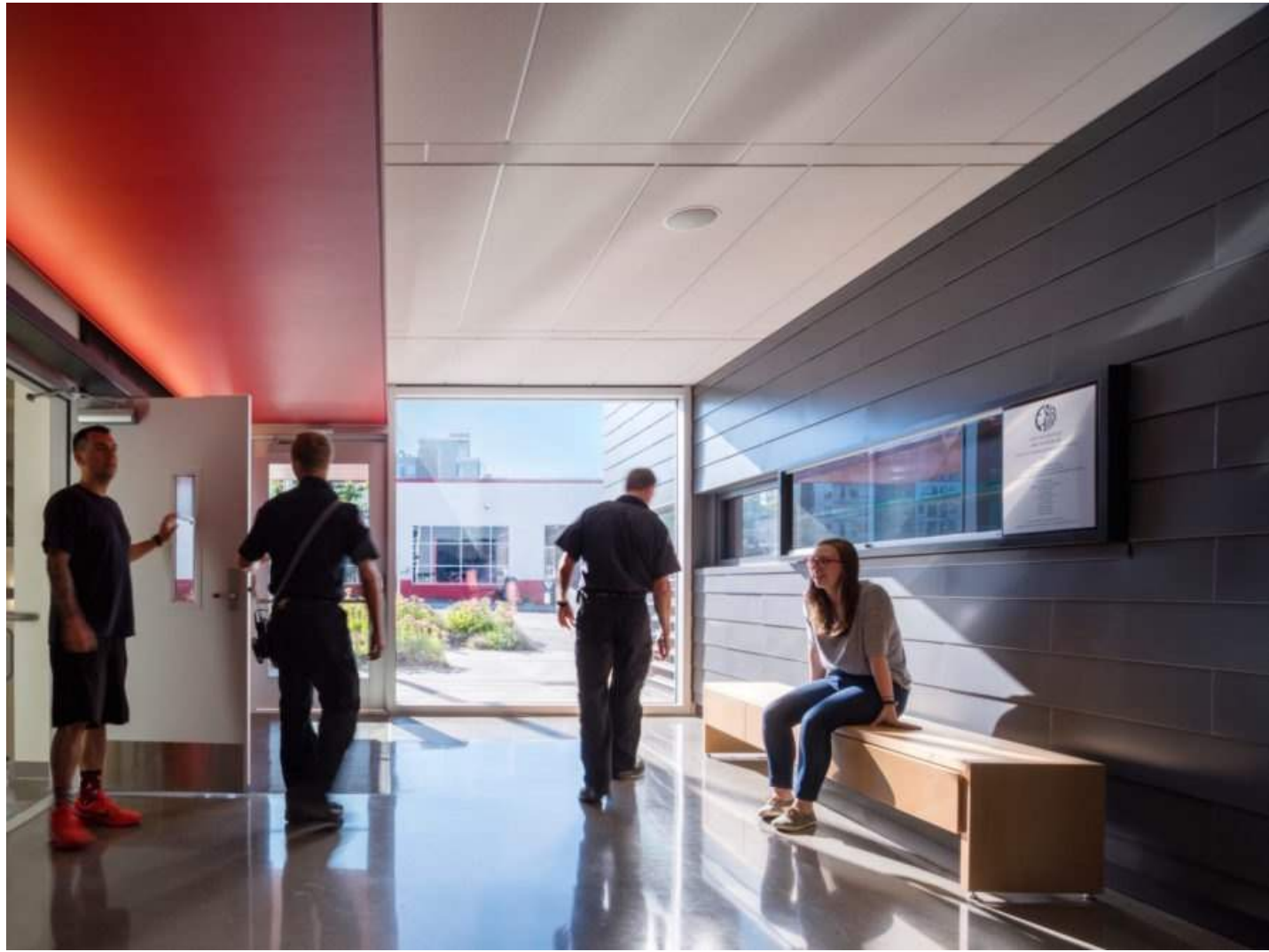
Task		Summary		Inactive Milestone		Duration-only		Start-only		External Milestone		Manual Progress	
Split		Project Summary		Inactive Summary		Manual Summary Rollup		Finish-only		Deadline			
Milestone		Inactive Task		Manual Task		Manual Summary		External Tasks		Progress			

# Millersburg Fire Station 15 – Interior Concepts



CITY OF  
**Millersburg**

A COMMUNITY LINKING  
AGRICULTURE AND INDUSTRY



Lobby  
**Station 15**  
Millersburg Fire



Dayroom

Station 15  
Millersburg Fire





Interior / Dayroom & Kitchen

Dayroom  
**Station 15**  
Millersburg Fire

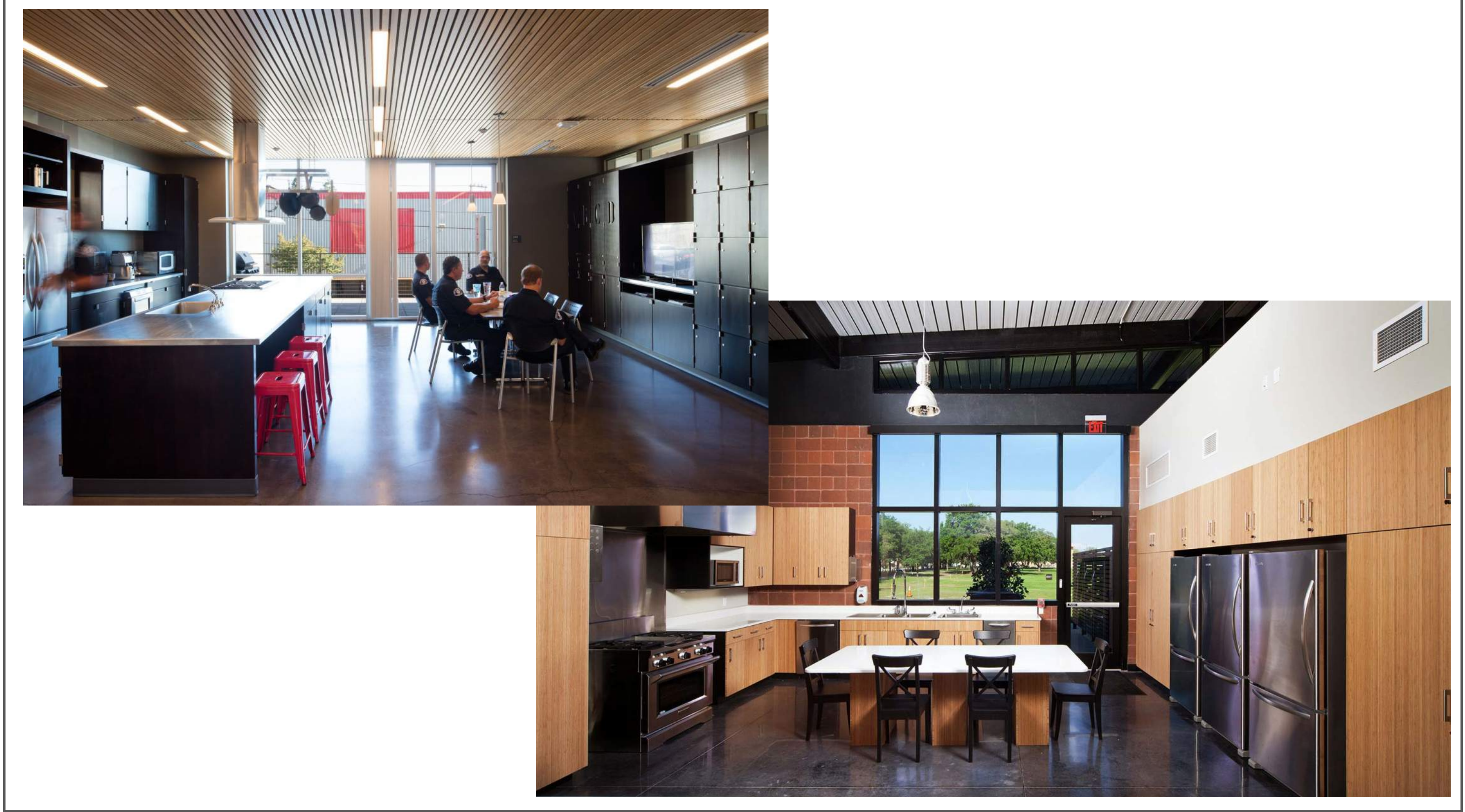


Dayroom

**Station 15**  
Millersburg Fire



Kitchen  
**Station 15**  
Millersburg Fire



Kitchen  
**Station 15**  
Millersburg Fire



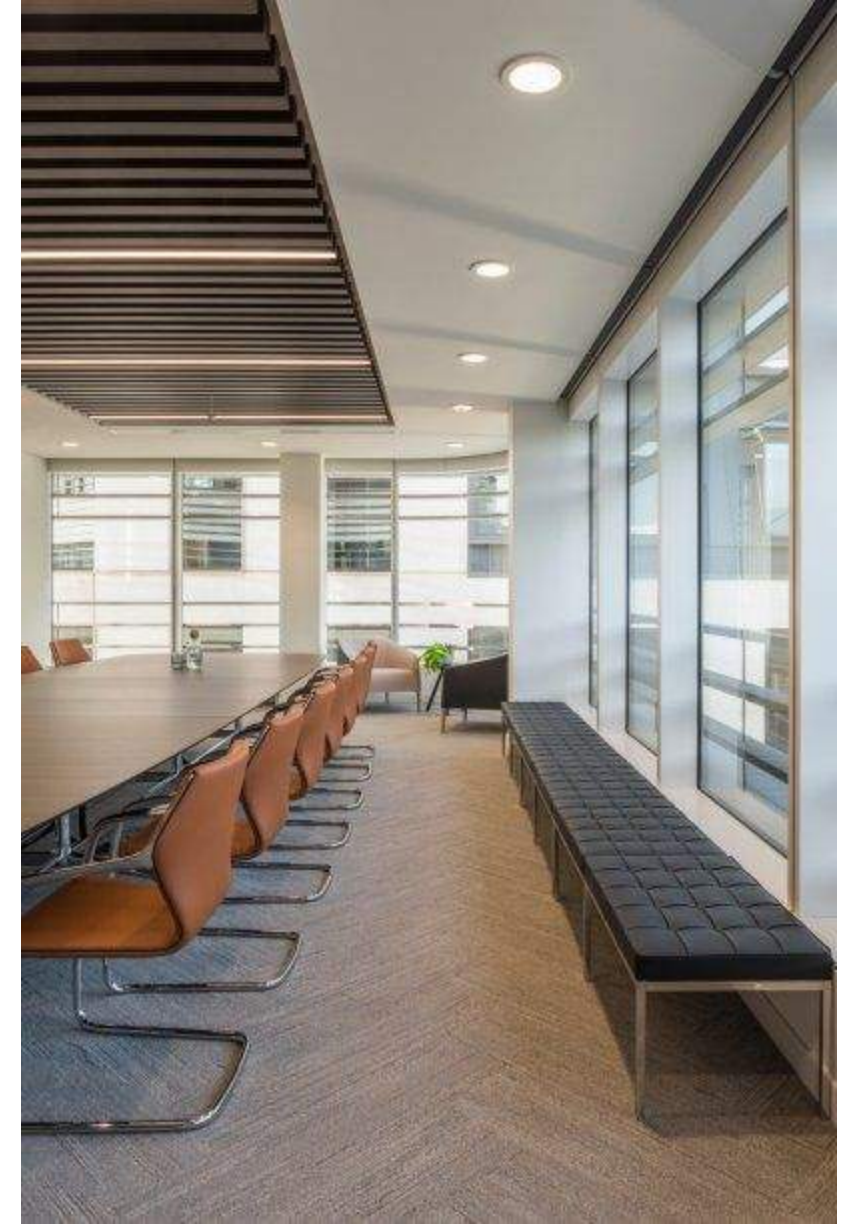
Kitchen

**Station 15**  
Millersburg Fire



Kitchen

**Station 15**  
Millersburg Fire



Meeting Room

**Station 15**  
Millersburg Fire



Meeting Room

**Station 15**  
Millersburg Fire





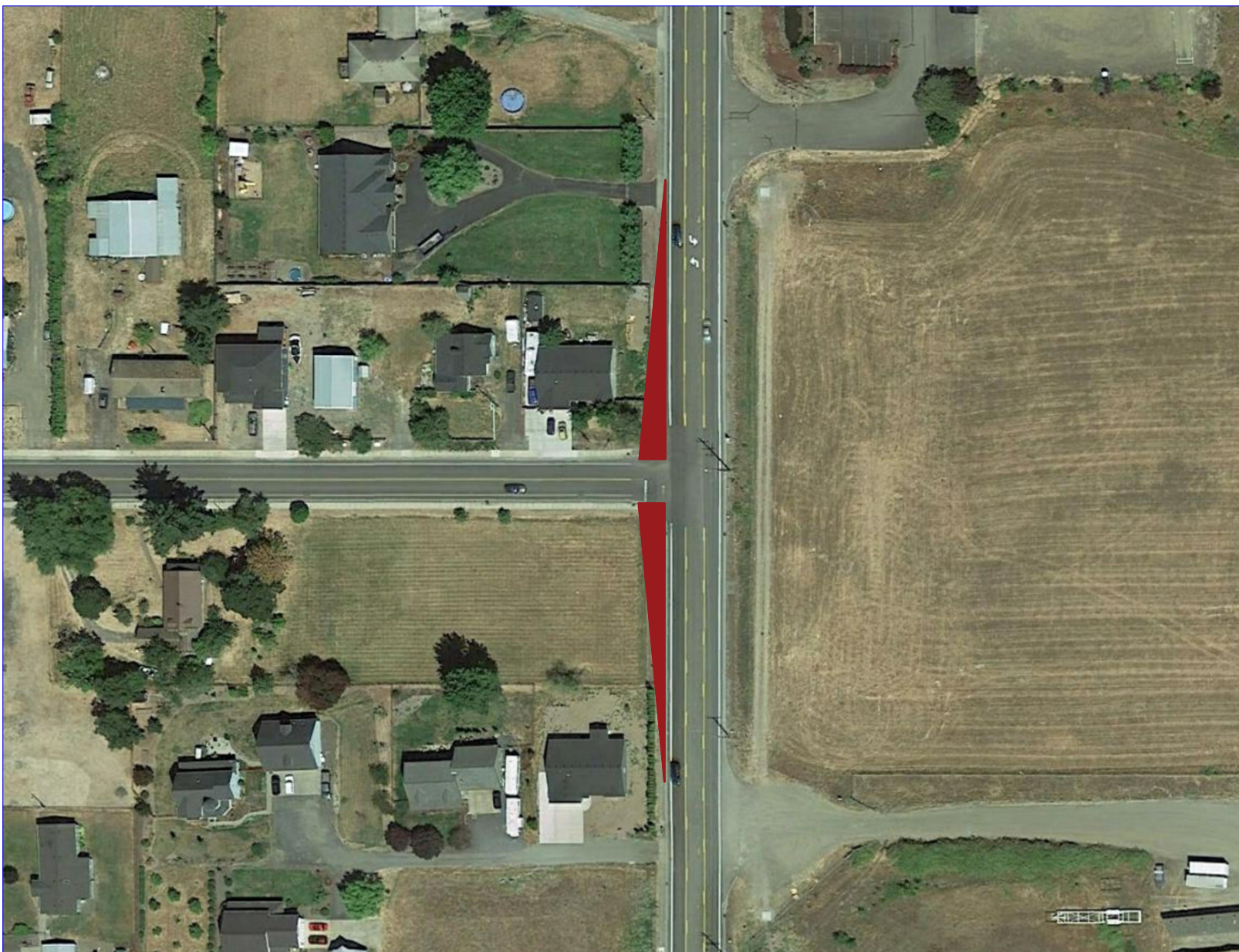
Meeting Room

**Station 15**  
Millersburg Fire

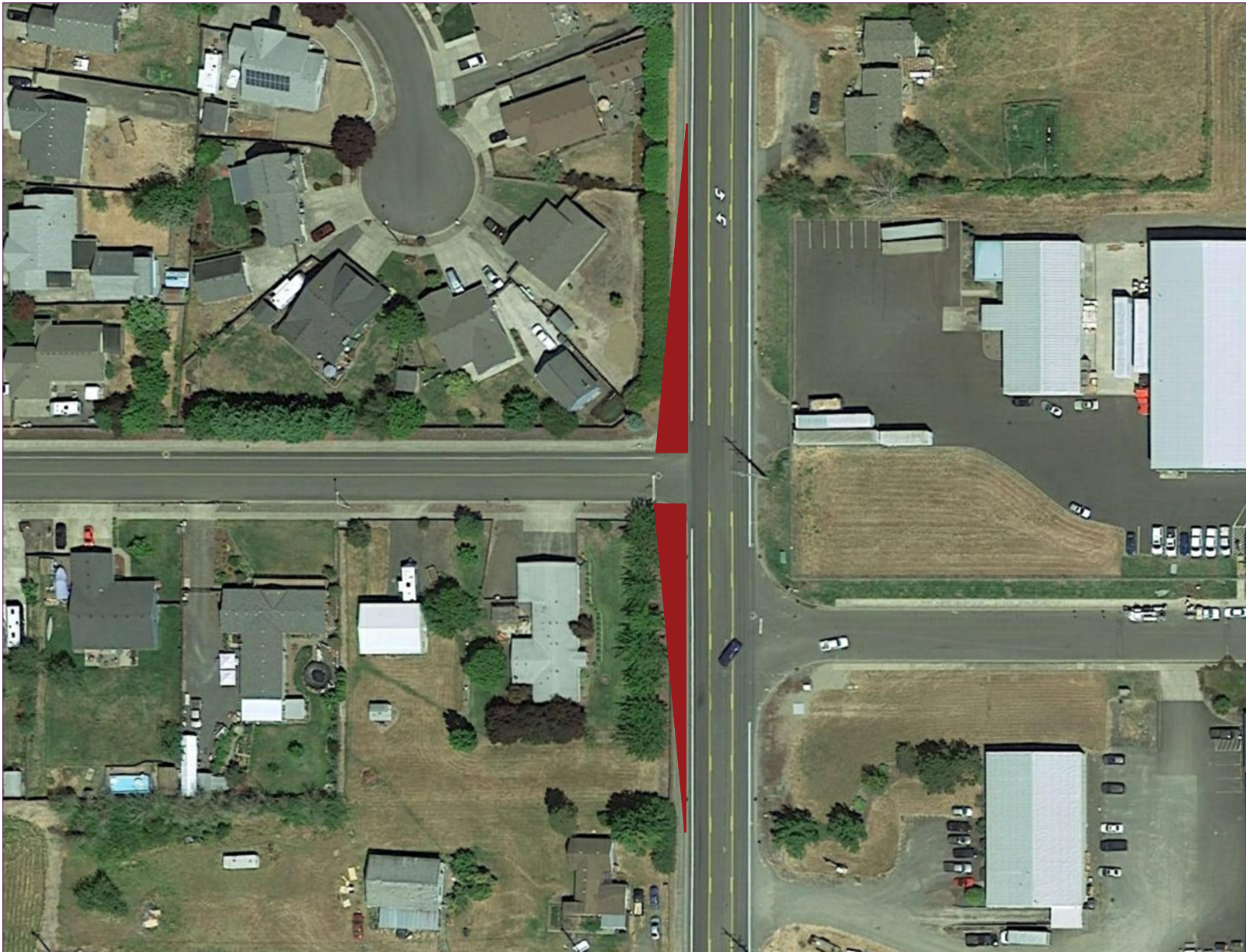
Conser Rd. and Old Salem Rd.



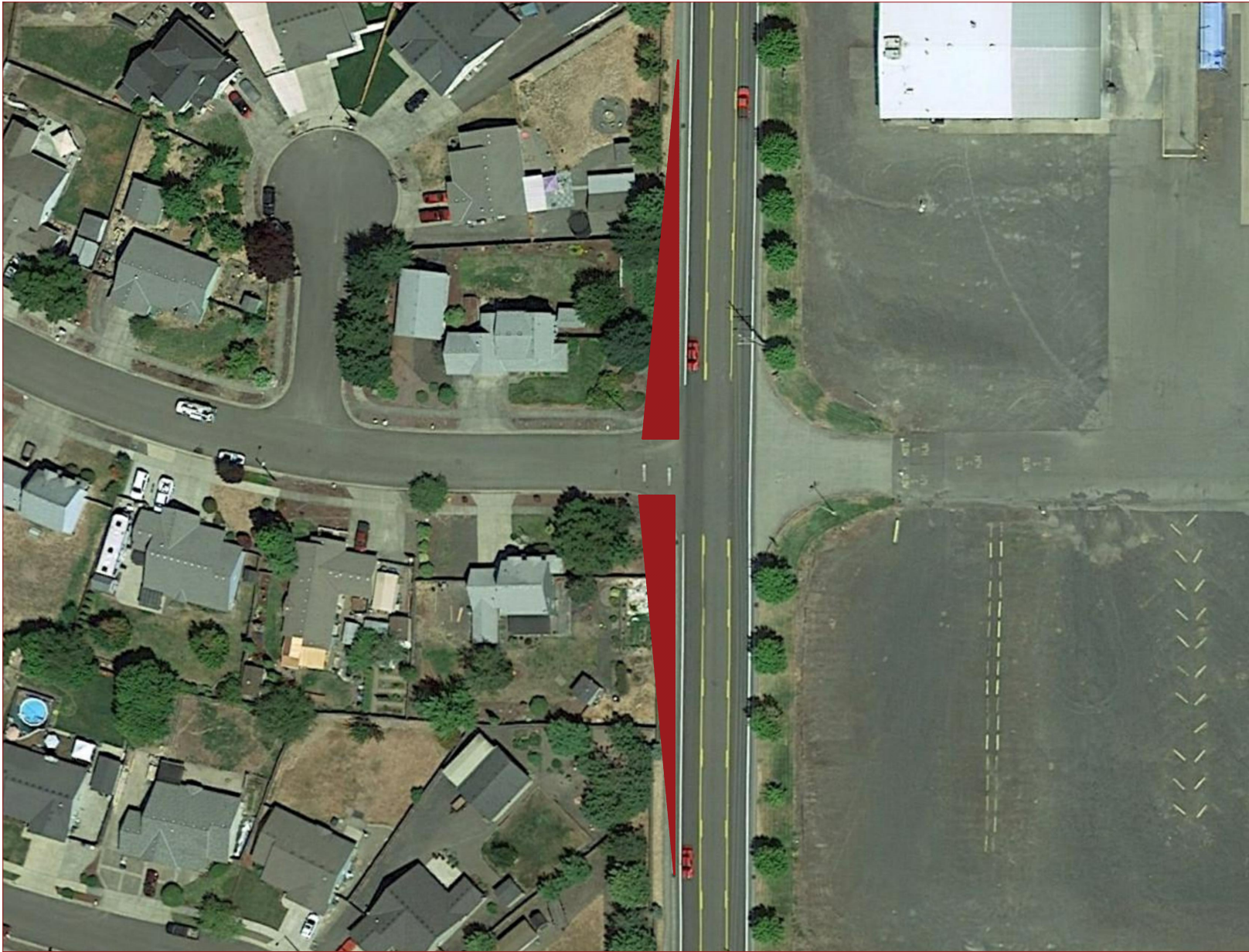
Alexander Rd. and Old Salem Rd.



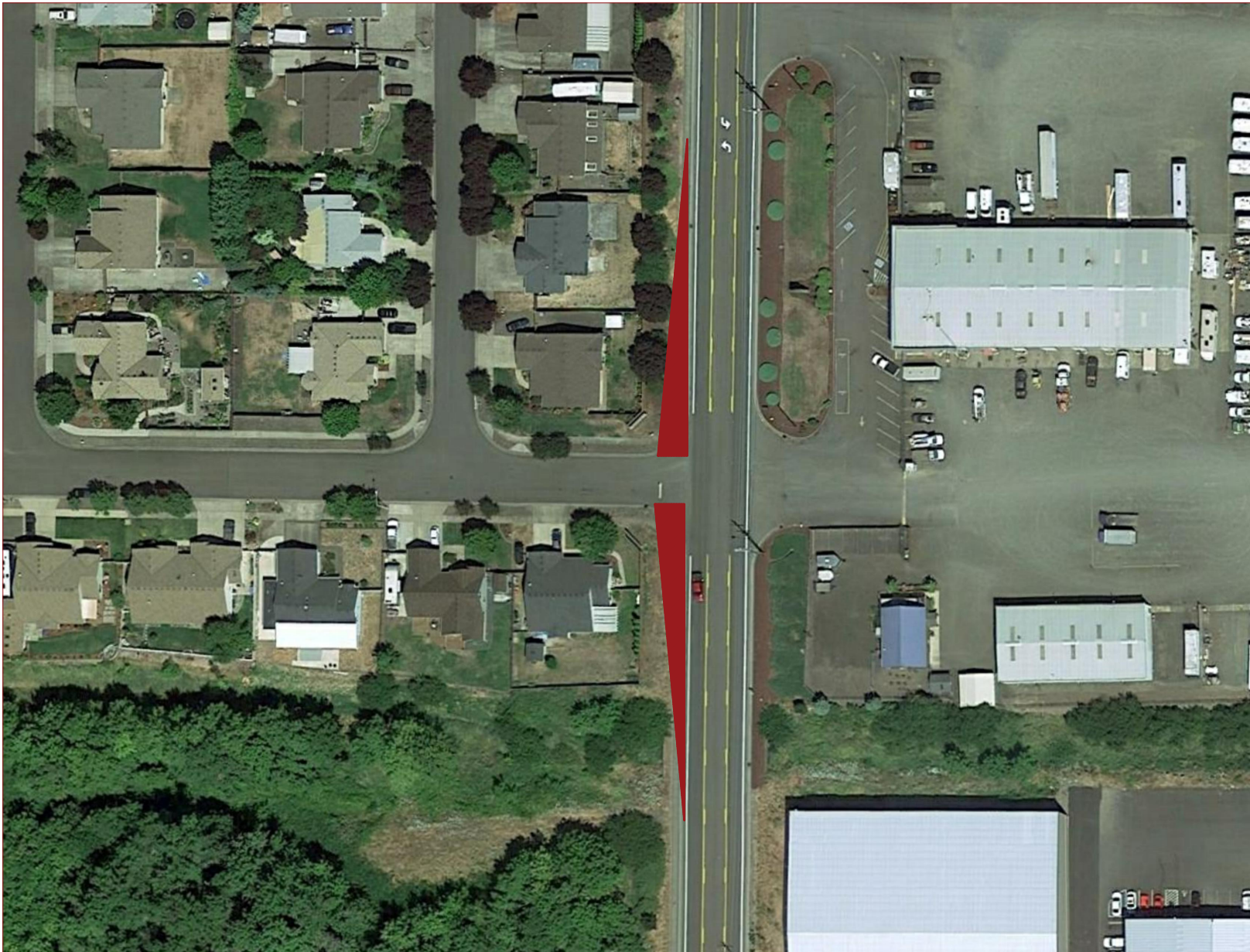
54th Ave. and Old Salem Rd.



Clearwater Dr. and Old Salem Rd.



Lauren Ave. and Old Salem Rd.





TO: Millersburg City Council  
FROM: Kevin Kreitman, City Manager  
DATE: October 7, 2020, for the October 13, 2020 City Council Meeting  
SUBJECT: Update to the City Benefits and Compensation Policy

Action Requested: Adoption of updated Benefits and Compensation Policy

Discussion: At the Council work session on September 22, 2020 staff presented the proposed updated Employee Handbook. Included in the updated handbook were proposed modifications to our leave policies for vacation, holiday, and sick leave accruals. During the work session, staff shared that currently our leave policies are only addressed in our Employee Handbook and recommended that if Council was in concurrence with the proposed leave changes that the proposed language in the Employee Handbook be added to current our Benefits and Compensation Policy, which is a Council adopted policy.

Based on Council direction and agreement with the leave modifications, the Benefits and Compensation Policy has been updated to include the information from the Employee Handbook for vacation, holidays, and sick leave in the Benefits and Compensation Policy for Council adoption.

Budget Impact:  
No budgetary impact

Recommendation:  
Staff recommends Council approval the attached updated Benefits and Compensation Policy, CP (Council Policy) 100.1 version 2.0, dated October 2020.

Attachment(s):

- Benefits and Compensation Policy



## Benefits & Compensation Policy

	<b>Policy/Procedure Title:</b> Benefits & Compensation Policy/Procedure #: CP 100.1 Version #/Date: October, 2020 Ver. 2.0
<b>Effective Date:</b> October 14, 2020	<b>Reviewed &amp; Approved by:</b> Name: Kevin Kreitman, City Manager
<b>Next Review Date:</b> October 2021	Signature: _____ Date: _____
	<b>Legal Review/Approval:</b> _____

**Purpose**

This policy is to provide all employees with an understanding of the benefits, compensation, and classification systems adopted by the City of Millersburg ("City").

**Policy**

The City has established an employee compensation system that takes into account internal equity, labor market considerations, complexity or difficulty of the work, total compensation, and the City's economic condition. It is the goal of the City to attract and retain qualified employees and encourage high levels of performance. With this in mind the City generally works to achieve parity of wages and benefits with like positions employed by the City of Albany with the exception of executive level employees. It is the City's policy that:

- Direct and indirect compensation (wages, premiums, health benefits, pensions, etc.) are to be considered collectively in determining appropriate levels of compensation for employees;
- Wage and benefits packages are considered "externally competitive" if they are plus or minus five percent (+ or - 5%) of the average of the total compensation offered in applicable labor markets for similar work;
- Other factors such as compression between classes, recruitment and retention of qualified employees, the City's economic condition, and incentives linked to performance may also be considered in establishing wages and benefits;
- Annual adjustments to the compensation plan may be made based upon a formula that considers the Consumer Price Index (CPI).

The Council shall approve the salary ranges for all job classifications used by the City.

**Salary Ranges**

Each job description shall be assigned a pay grade with a minimum and maximum salary range and identified steps in between the minimum and maximum rates. Executive employees (City Manager and Assistant City Manager/City Engineer) will



have open pay ranges. Salary increases for employees having an open range shall be at the discretion of the City Council, but shall generally not exceed five percent (5%) annually.

New employees will be hired in at the first step unless extenuating circumstances exist, such as prior experience and education exceeds the minimum requirements listed. In order to hire an employee above the minimum level, approval must be received from the City Manager.

Employee's performance will be assessed annually, generally around the employee's salary advancement date (normally based on date of hire), and the employee may receive a step and/or merit increase depending on the level of their performance during the preceding twelve months, and if the employee's rate of pay is below the maximum of the range.

Exceptions may be approved by the City Manager. Occasionally due to unforeseen circumstances such as a demotion or the implementation of a compensation study, an employee may be paid at a rate higher than the maximum of the range. As a result, the employee's pay would be red-lined until the maximum of the range is equal to or exceeds the employee's rate of pay. Once the employee's rate of pay is equal to or below the maximum, he/she may receive cost of living adjustments and/or step increases, if applicable.

Annually the City Council will establish the cost of living adjustment (COLA) for employees and executive staff. The change in the Consumer Price Index (CPI-W) from January of the prior year to January of the current year will be a consideration in establishing the COLA. The Council may elect to adopt the exact amount or choose a higher or lower figure depending on the financial resources of the City or other pertinent factors. Salary ranges will normally be adjusted accordingly to become effective July 1 based on the Council's action.

In addition to salary range adjustments based on the COLA or upon the completion of a compensation study, the City Manager may approve a salary range change, with Council concurrence for the following reasons:

- A substantial change in the duties and responsibilities of the classification; or
- An inordinate amount of turnover within the classification is attributed to an inadequate salary level; or
- Difficulty in recruitment of qualified candidates for a classification is attributed to an inadequate salary level; or
- A new classification is needed at a time outside of the annual budgetary process.

### **Safe Harbor Regulation Exempt Employees - Fair Labor Standards Act (FLSA)**

It is the City's policy to comply with the salary basis requirements of the FLSA. Therefore, all management staff are prohibited from making improper deductions from the salaries of exempt employees. If an improper deduction occurs, the employee should

immediately report this information to his/her direct supervisor or to the City Manager. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made.

Deductions from pay are permissible when an exempt employee: is absent from work for one or more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness; to offset amounts employees receive as jury or witness fees, or for military pay; or for unpaid disciplinary suspensions (approved by the City Manager) of one or more full days imposed in good faith for workplace conduct rule infractions.

Also, the City is not required to pay the full salary in the initial or terminal week of employment for penalties imposed in good faith for infractions of safety rules of major significance. In these circumstances, either partial day or full day deductions may be made.

### **Longevity Award**

Employees who have ten (10) years of continuous regular status employment and have received a satisfactory performance evaluation on their most recent evaluation shall receive a one-time three (3%) percent longevity increase.

Employees with twenty-seven (27) years of continuous regular status employment shall be granted a one-time two percent (2%) longevity step.

### **Incentive/Certification Pay**

Employees in the classification of City Recorder and Deputy City Recorder will be eligible for a three percent (3%) differential in pay upon earning the designation of Certified Municipal Clerk from the International Institute of Municipal Clerks (IIMC). Employees in these classifications who earn the designation of Master Municipal Clerk from IIMC will be eligible for an additional two percent (2%) differential in pay.

### **Vacation Accrual**

Vacation may be taken by an employee after six months of continuous service in accordance with procedures established by this policy and the policies outlined in the Employment Handbook.

Monthly vacation accrual for employees shall be computed on the basis of time actually served from the employee's first date of employment. The rate that vacation leave accrues shall depend on the number of months of total continuous service for the City.

The amount of vacation to which an employee becomes entitled is determined by the employee's length of service as of his or her employment anniversary date. For regular, full-time employees, vacation accrues as follows:

Months of Continuous Service	Bi-Weekly Accrual Rate	Equivalent Annual (hours)	Accrual (days)	Maximum Accrual (hours) 2 x Annual
1 through 48 months	3.23 hrs.	84	10.5	168
49 through 96 months	4.62 hrs.	120	15.0	240
97 through 168 months	5.08 hrs.	132	16.5	264
169 through 228 months	6.0 hrs.	156	19.5	312
229 months and over	6.46 hrs.	168	21.0	336

Regular, part-time employees earn vacation based on their employment anniversary date in the proportion that the normally scheduled number of hours bears to a 40 per week or hours worked for year based 2080 hours. For example, a regular, part-time employee who works 20 hours per week would earn 50 percent of the hours of vacation upon completing his or her first year of service. An employee who works a non-standard workweek i.e. 25 hours one week 15 hours the following for a total of 1040 hours a year would also receive vacation at 50 percent of a full-time employee.

Earned vacation must be taken. Employees are not entitled to pay in lieu of taking time off for vacation. Vacation must be scheduled with one's supervisor at least two weeks in advance of the date(s) the employee wishes to take as vacation.

#### Separation of Employment

Any regular employee who is laid off, discharged, retired, or terminated from the service of the City for any reason will be compensated for all earned but unused vacation accumulated at the time of separation. To be eligible for this compensation, an employee must be employed for a minimum of six months.

#### Sick Leave Accrual

The City of Millersburg provides eligible employees with paid sick leave in accordance with Oregon's Paid Sick Leave Law. This policy will be updated as necessary to reflect changes in and to ensure compliance with Oregon law.

Employees with questions about this policy may contact the City Recorder. Please also refer to the Oregon Sick Leave Law poster that is posted in the breakroom and is incorporated herein by reference.

#### Eligibility and Accrual of Sick Leave

Under Oregon's Sick Leave Law and this policy, "employee" includes part-time, full-time, hourly, salaried, exempt, temporary, and non-exempt employees.

Sick leave is subject to management approval, and may not be used until the first day of the month after it is earned. Sick leave is accrued at eight (8) hours per month based on a forty (40) hour work week (3.6923 hours per bi-weekly pay period).

Temporary Employees begin to accrue pro-rated paid sick leave on the first day of employment, but may not use paid sick leave until the 91st day of employment. After the 91st day of employment, paid sick leave may be used as it is accrued.

Exempt employees are presumed to work forty (40) hours in each work week for purposes of their sick leave accrual unless their normal workweek is less than forty (40) hours, in which case sick leave is accrued based on the employee's normal workweek.

Maximum Accrual

Sick leave is meant to be used or carried over; any unused sick leave has no monetary value and will not be cashed out upon separation from employment. If an employee leaves employment and is rehired within 180 days, the employee's sick leave balance will be restored.

Employees may accrue up to a maximum of 850 hours of accrued and unused sick leave.

**Holidays and Floating Holidays**

City of Millersburg recognizes ten (10) holidays each year. All full-time employees will receive their regular straight-time compensation for each holiday. Regular part-time employees receive pay for each designated holiday in the proportion that their normally scheduled number of hours equals 40 hours per week. The holidays celebrated are:

New Year's Day	Labor Day
Martin Luther King Day	Veterans Day
President's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day

To be eligible for holiday pay, an employee must have worked his or her regularly scheduled hours the workday before and the workday after the holiday; or have been on an approved vacation day or any other excused absence under City of Millersburg policy. If an employee is on vacation when a holiday is observed, the employee will be paid for the holiday and will be granted an alternate day of vacation at a later date.

Any hourly, non-exempt employee required to work on a holiday will receive double-time payment for the hours worked.

Floating Holidays

Employees may select twelve (12) additional hours of "with pay" (known as "floating holidays") during a calendar year; floating holiday hours must be used before the end of the calendar year, and have no pay out value.

Floating holidays may be used in no less than two (2) hour increments.

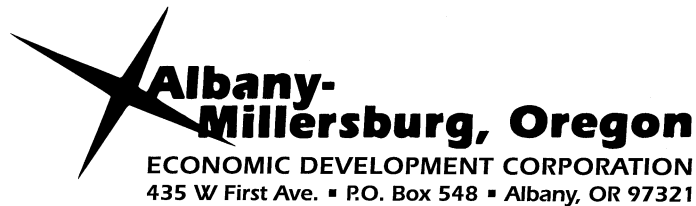
Employees must coordinate requests for floating holidays with their supervisor. Part-time employees, who are eligible for benefits, may select the following number of holidays, based upon their regular work schedule:

30 to less than 40 hours	12 hours
20 to less than 29 hours	8 hours
10 to less than 19 hours	4 hours
Less than 10 hours	0 hours

Employees who begin employment after January 1 receive a pro-rated number of floating holidays. See the City Manager or Assistant City Manager for more information.

**Reference(s)**

- City of Millersburg Employment Handbook



## Memo

Date: September 2, 2020

To: Linn County Enterprise Zone Co-Sponsors  
Roger Nyquist Linn County  
Kevin Kreitman City of Millersburg

From: John Pascone, President

Subject: Frank Lumber Enterprise Zone Application and Action  
Resolution Waiving Employment Requirement

Frank Lumber is planning on making an investment in Mill City of \$9.8 million which includes building improvements and installing new equipment. The investment is to improve output and efficiency. They have completed an Enterprise Zone Authorization Application dated August 7, 2020.

Enterprise Zone regulations allow waiving the normal 10% employment increase for large investments when a company can demonstrate a 10% increase in productivity. Regulations recognize that large investments meant to increase output and efficiency do not always increase employment but is still desirable.

Attached is the draft resolution which need to be passed by each co-sponsor. The zone manager (me) and the county assessor's representative (Mark Wilkinson) cannot officially approve the company's application until the resolutions are approved by the co-sponsors.

Please contact me if you have any questions. When you have the matter scheduled let me know and I will attend to present it on behalf of the company.

Thank you,

John

**RESOLUTION 2020-18**

**RESOLUTION FOR WAIVING EMPLOYMENT REQUIREMENT ON STANDARD TAX EXEMPTION, BASED ON RISE IN PRODUCTIVITY AND DEDICATED CONTRIBUTIONS TO WORKFORCE TRAINING, IN AN OREGON ENTERPRISE ZONE**

**WHEREAS**, Frank Lumber Co., Inc. intends to invest an estimated \$9.8 million in capital improvements for Building and Equipment in Lyons, Oregon, starting in August 2020; and,

**WHEREAS**, the new plant is located within the Linn County Enterprise Zone, which is sponsored by Linn County and the City of Millersburg; and,

**WHEREAS**, Frank Lumber Co., Inc. has applied for authorization in the enterprise zone for the aforementioned investment; and,

**WHEREAS**, under ORS 285C.155, 285C.200(2), and 285C.205, the enterprise zone sponsor may provide by resolution for authorization of an eligible business firm, such that it may qualify for the exemption on qualified property in the zone without increasing zone employment as normally required, if:

- (a) The firm increases measurable (output) productivity by 10 percent or more,
- (b) Expendes or donates workforce-training funds that the firm sets aside in an amount at least equal to 25 percent of tax savings,
- (c) Maintains a minimum number of full-time employees in the zone (as established by the zone sponsor) that is not less than the existing level, and,

**WHEREAS**, Frank Lumber Co., Inc. has 133 full-time employees throughout the Linn County Enterprise Zone as averaged over the past 12 months;

**NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MILLERSBURG, OREGON, THAT:**

Frank Lumber Co., Inc. is hereby authorized to qualify in accordance with ORS 285C.200 for purposes of the exemption on qualified property under ORS 285C.175, provided that:

In relationship to the aforementioned investment at the facility, productivity as stipulated in Exhibit A rises to at least 110 percent of the base level, by no later than July 1 of the second year of exemption on the qualified property, and as an annual average rate for each calendar year during the exemption period thereafter; and,

**FURTHERMORE**, as specified in Exhibit B, Frank Lumber Co., Inc. deposits funds equal to 25 percent of the property tax savings resulting from the exemption on qualified property, to be used for workforce training or retraining in association with the above productivity increase, such that surplus funds (after 2 ½ years) are transferred to local publicly funded job training providers;

and,

**FURTHERMORE**, the number of full-time employees of Frank Lumber Co., Inc. in the Linn County Enterprise Zone is maintained at or above 133, on average, for each calendar year of the exemption period {which is not less than 100 percent of the annual average existing level prior to authorization};

The zone sponsor shall maintain as confidential the information provided to it by Frank Lumber Co., Inc. pursuant to this resolution under ORS 285C.145(4).

Duly Adopted by the City Council this **13<sup>th</sup>** day of **October, 2020**.

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Jim Lepin, Mayor  
City of Millersburg, Oregon

ATTEST:

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Kimberly Wollenburg, City Recorder  
City of Millersburg, Oregon



**Exhibit A**  
**Resolution No. 2020-18**

**Ten-Percent Increase in Productivity**

For purposes herein:

**Base Level of Productivity**

As described below, averaged over the 12 months directly prior to first placing any qualified property in service at Mill City, Oregon

BLP LP = Logs Processed, most recent 12-month production:  
(535,806)

BLP LR = Log Recovery Ratio (Board Footage Lumber Produced/Log Footage Processed), most recent 12-month production:  
(1.935)

**Output Metrics**

OT LP = Output Logs Processed

OT LR = Output Log Recovery Ratio

At or before the time that Frank Lumber Co., Inc. files the first exemption claim pursuant to the authorization allowed by the resolution, Frank Lumber Co., Inc. shall provide to John Pascone [Local Zone Manager, with the copy of the exemption claim form for the zone sponsor] a statement that includes but is not limited to all of the following:

1. Earliest date on which any qualified property was first placed service
2. BLP LP = Logs Processed, most recent 12-month production:  
(535,806)
3. BLP LR = Log Recovery Ratio, most recent 12-month production:  
(1.935)

With the next exemption claim—but not later than July 1, 18 months after January 1 of the first assessment year for exemption on any qualified property—Frank Lumber Co., Inc. shall provide to the zone sponsor a statement that includes but is not limited to all of the following:

- Data for OT LP and OT LR
- Showing that  $OT\ LP\ and\ OT\ LR \geq 1.1 \cdot BLP\ LP\ and\ BLP\ LR$   
(The requirement is that both measures combined achieve a 10% increase)
- Affirmation/explanation that the above data corresponds to a regular time period (T), since use and occupancy of the qualified property began, such that if productivity is normally supposed to be measured over a year's time, then data may be annualized based on at least a 30-day period.

At the time that Frank Lumber Co., Inc. files an exemption claim after the third assessment year of exemption, and after any such succeeding year (because of an extended tax abatement period or a

subsequent exemption under the same authorization), Frank Lumber Co., Inc. shall provide to the zone sponsor a statement that includes but is not limited to all of the following:

- Data for OT LP and OT LR for the assessment year
- Annual average figures for OT LP and OT LR
- Showing (based on annual average figures) that OT LP and OT LR  $\geq 1.1$  • BLP LP and BLP LR

For purposes of this Exhibit, information or data as provided to the zone sponsor by Frank Lumber Co., Inc. shall be evidenced or verified by the following documentation:

Production records which correspond to the new saw line.

**Exhibit B**  
**Resolution No. 2020-18**

**Dedicating 25 Percent of Tax Savings for Workforce Training**

For purposes herein:

AVE = Estimated assessed value of the qualified property subject to exemption for the year, which equals the assessed value from the previous tax statement (or total cost of the investment if newly constructed, modified or installed), as adjusted only in accordance with written instructions from either the county assessor's office or the Department of Revenue

AVA = Actual assessed value of the qualified property subject exemption based on final tax statement for that year

C = Total actual expenses incurred since authorization by Frank Lumber Co., Inc. for training or retraining of persons counted under E, to improve relevant productivity, regardless if for new, ongoing or restored efforts, activities or investments in workforce development by Frank Lumber Co., Inc.

E = Annual average number of full-time, year-round employees of Frank Lumber Co., Inc. working in business operations subject to productivity measurement under Exhibit A of the resolution

TRE = Estimated total tax rate levied on assessed value of qualified property subject to exemption for the year, from the taxpayer's previous tax statement for property at the same location

TRA = Actual total tax rate levied on assessed value of the qualified property subject exemption based on final tax statement for that year

W = Total amount of withdrawals by and to Frank Lumber Co., Inc. after April 1 and before October 1 (2 ½ years later) following one of three initial deposits.

Frank Lumber Co., Inc. shall make three deposits to an account as designated below, as follows:

- On or before April 1 of each of the first three assessment years of the exemption on qualified property, Frank Lumber Co., Inc. shall initially deposit an amount =  $AVE \cdot TRE \cdot 0.25$
- Frank Lumber Co., Inc. may withdraw funds from the account, but only during the 30-month period following each of the respective April 1 dates
- Such withdrawals may be made only insofar as—  $\square \square W \leq \$3,500 \cdot E$ —over the same 30-month period, and
- $C \geq (W1 + W2 + W3)$ — cumulative amount drawn on all three deposits
- Frank Lumber Co., Inc. shall seek to reconcile each deposit, so that the final amount =  $AVA \cdot TRA \cdot 0.25$ , as necessary, such that Frank Lumber Co., Inc. *either*—
  - Adds money to the account within 18 months of initial deposit, *or*
  - Takes timely action to be reimbursed (within 18 months of initially depositing money) for any overestimation of tax savings.

**ORDINANCE NO. 178-20****AN ORDINANCE REPEALING ALL ORDINANCES THAT COMPRISED THE LAND USE DEVELOPMENT CODE, REPLACING THEM WITH A NEW MILLERSBURG DEVELOPMENT CODE, ADOPTING A NEW ZONING MAP AND A NEW COMPREHENSIVE PLAN LAND USE MAP AND AMENDING THE COMPREHENSIVE PLAN**

**WHEREAS**, the City of Millersburg, in an effort to provide for the welfare, safety, and health of the citizens of Millersburg, has previously adopted a local land use development code; and,

**WHEREAS**, following the City's incorporation in 1974, the City Development Code was adopted in 1976, and it was slightly revised in 2001; and,

**WHEREAS**, over time, the City has evolved, and the current Code no longer contains proper rules and regulations for the changing nature of the City, such as rural and urban regulations existing in the same zone, and imposition of limited commercial standards; and,

**WHEREAS**, the City's population exceeds 2,500, thus changing application to the City of some State of Oregon rules, regulations, and statutes; and,

**WHEREAS**, the City wishes to repeal the existing Land Use Development Code and associated ordinances and adopt in its entirety a new Development Code that accomplishes the goals and intents of applicable Oregon rules, regulations, statutes, the City's Comprehensive Plan, and accurately reflects and adopts best practices across the State; and,

**WHEREAS**, the City is transitioning from a one-map system for zoning and Comprehensive Plan Land Use Designations to a two-map system in order to allow greater flexibility for implementing development; and,

**WHEREAS**, the Comprehensive Plan has also been revised to assure consistency between the new Development Code and the Comprehensive Plan; and,

**WHEREAS**, the new Development Code will create more predictable outcomes through clear standards and fully comply with all State rules, regulations, and statutes; and,

**WHEREAS**, on September 2, 2020, the Millersburg Planning Commission recommended to the Millersburg City Council that the City Council approve the repeal of the current Land Use Development Code and adoption of the proposed Development Code, amendments to the Comprehensive Plan and Zoning Map, and the adoption of an all new Comprehensive Plan Map; and,

**WHEREAS**, the City convened a public open house on July 29, 2019, and conducted 16 Planning Commission workshops, all of which were open to the public; and,

**WHEREAS**, the City residents were notified on August 6, 2020, through a Measure 56 compliant notification process, the Department of Land Conservation and Development (DLCD)

received notice on June 6, 2020, more than 35 days in advance of the Planning Commission hearing on September 2, 2020, and the County and all other required agencies received notice consistent with the Urban Planning Area Agreement (UPAA),

**NOW, THEREFORE, THE PEOPLE OF THE CITY OF MILLERSBURG DO  
ORDAIN AS FOLLOWS:**

Section 1: All of the following previously adopted ordinances that comprise the current Development Code are hereby repealed: 59, 74, 100, 102, 105, 121, 122, 146, 159, 170, and 171.

Section 2: The new Development Code as provided to the City Council on October 13, 2020 and reflecting all changes requested during the Planning Commission and City Council hearings, is hereby adopted and amended as shown in Exhibit A.

Section 3: The new zoning map, as provided to the City Council on October 13, 2020 and reflecting all changes requested during the Planning Commission and City Council hearings, is hereby adopted and amended as shown in Exhibit B.

Section 4: The amendments to the Comprehensive Plan to reflect changes required by the new Development Code, as provided to the City Council on October 13, 2020, and reflecting all changes requested during the Planning Commission and City Council hearings, are hereby adopted and amended as shown in Exhibit C.

Section 5: The new Comprehensive Plan Map, as provided to the City Council on October 13, 2020, and reflecting all changes requested during the Planning Commission and City Council hearings, is hereby adopted as shown in Exhibit D.

Section 6: A copy of this Ordinance shall be filed in the office of the City Recorder of the City of Millersburg, and these changes shall be made in the Millersburg Development Code and Comprehensive Plan.

Section 7: The effective date of this Ordinance shall be November 12, 2020.

Section 8: The City Council permits the City Recorder to correct any scrivener's errors in the Development Code and Comprehensive Plan without the need for a City Council action.

**PASSED by the Council this 13<sup>th</sup> day of October, 2020.**

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Jim Lepin  
Mayor

ATTEST:

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Kimberly Wollenburg  
City Recorder