

November 5, 2020
7:00 pm City Council Meeting
Audio/Video Teleconference
Willamette Activity Center Room 8
47674 School Street
Oakridge OR, 97463



REGULAR SESSION

Personnel complaints will not be heard at City Council Meetings and individuals with concerns regarding personnel shall follow the Complaint Procedure Policy. Copies are available at every council meeting and at City Hall.

- 1. CALL MEETING TO ORDER**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Additions, Corrections or Adjustments to the Agenda**
- 5. Public Comment– 30 Minutes**
Individual speakers must be recognized by the presiding officer, provide their name and address, and will be allowed up to 3 minutes or less with Council approval. The Council will not engage in any discussion or make any decisions based public comment at this time. The Council may take comments under advisement for discussion and action at a future Council meeting. The Mayor may direct the City Administrator to follow up on comments received.
- 6. Mayor Comments / Announcements / Proclamations**
- 7. Council Comments / Announcements**
- 8. Consent Agenda**
8.1 Approval of minutes from October 15, 2020
- 9. Business from the City Council**
9.1 Ordinance 874 Discussion – Sponsor: Councilor Kinyon
9.2 Water Tower Signage
- 10. Business from the City Administrator**
10.1 CA Update
10.2 Finance Director Update
10.3 Police Update
10.4 Fire/EMS Department Update
10.5 Public Works Update
- 11. Reports of Boards, Commissions and Committees**
11.1 Administration Advisory Committee
11.2 Community Services Committee
- 12. Items Removed from the Consent Agenda**
- 13. Ordinances, Resolutions and Public Comments**
13.1 Ordinance Amending Ordinance 932 to Correct a Scrivener’s Error
13.2 Ordinance Amending Ordinance 933 to Correct a Scrivener’s Error
13.3 Resolution 22-2020 City Administrator Performance Review
- 14. Public Hearings**
- 15. Appointments**
- 16. Public Comment**
- 17. Adjourn**

Accommodation for Physical Impairments: In order to accommodate persons with physical impairments, please notify the City of any special physical or language accommodations you may require as far in advance of the meeting as possible. To make arrangements, Contact City Hall at 541-782-2258. For the hearing impaired, the City’s TTD Number is 541-782-4232.



October 15, 2020
City Council Meeting (Via Zoom)
Willamette Activity Center Room 8
47674 School Street
7:00 p.m.

MINUTES

1. CALL MEETING TO ORDER

Council Present: Mayor Kathy Holston, Councilors Christina Hollett, John McClelland, Bobbie Whitney, Paul Forcum, and Dawn Kinyon

Staff Present: City Administrator Bryan Cutchen, Finance Director Eric Kytola, and City Recorder Jackie Sims

2. Pledge of Allegiance

3. Roll Call –all present

4. Additions, Corrections or Adjustments to the Agenda

Mayor Holston- removed 9.1

Bryan- added 10.4 White bird Clinic approval

5. Public Comment

Trudy Hammond 47752 Berry Street- she received an additional 500 pounds plus for our community pet food bank.

6. Mayor Comments / Announcements / Proclamations

October 27th at 3:00 at the fire station there will be COVID testing through Lane County Public Health.

The warming center will be opening on November 14th. IF you are interested in volunteering get a hold of the City Administrator or Dawn Kinyon.

Thank you to George Custer and the water tower crew for getting the tower painted and thank you to Councilor John McClelland for painting the light poles in Uptown.

The Oakridge Air public meeting is October 29 from 6-7:30 on-line.

October 31st the Chamber is sponsoring an event that we will be talking about later.

7. Council Comments / Announcements

Councilor McClelland- asked about the water tower, at one point we discussed putting this out to the community, are we still looking to do that?

Bryan- he spoke with George today and the funds are limited at this time, he has a stencil that says "Oakridge Welcomes You" that he will put up for the time being.

Mayor Holston- we should put this as an agenda item in the next couple of months and ask George to come talk to us about this.

8. Consent Agenda

8.1 City Council minutes from September 17 & October 1, 2020

Motion: Councilor Whitney moved to approve the consent agenda. Councilor Forcum seconded the motion.

McClelland (aye), Mayor Holston (aye), Kinyon (aye), Hollett (aye), Forcum (aye), Whitney (aye). Motion carried 6-0

9. Business from the City Council

9.1 City Administrator Evaluation- removed from agenda

9.2 Municipal Judge Discussion

Bryan- Judge Segarra was back yesterday on a full-time basis. He is going to assist in revising ordinances concerning law enforcement.

10. Business from the City Administrator

Wood heat exemption forms are available at city hall, on-line and on the Oakridge Air website.

We had two successful auctions of city property, we ended up selling every item.

10.1 Street Closure request- Headwaters Harvest Festival Halloween Extravaganza.

Bryan- read the issue

Motion: Councilor Hollett moved to approve the street closure of Ash Street between Commercial and E 1st Streets from 12-8 pm on October 31, 2020. Councilor Kinyon seconded the motion.

Hollett (aye), Forcum (aye), Kinyon (aye), Whitney (aye), McClelland (aye), Mayor Holston (aye). Motion carried 6-0

10.2 Surplus properties

Bryan- read the issue

Motion: Councilor Whitney moved to declare the listed properties as surplus eligible for sale by the city. The sale contract would come before the council before being finalized. Councilor Forcum seconded the motion.

Councilor Kinyon- have we thought about appraising the properties and what we will be listing them at?

Bryan- the old public works shop is the only one that has been appraised. There is an individual who is interested in placing an offer; but was waiting on the decision tonight before he did that.

Mayor Holston- she is concerned about selling the old public works building, at one time we had discussed putting a community events center there.

Councilor Hollett- she agrees, there is a lot of potential in that piece of property.

Mayor Holston- she would like to hold on to that before we put it up for sale until we decide if we are going to do a community center there.

Councilor Kinyon- are we just deciding to list these as surplus or can we just not list this piece of property for sale for now?

Bryan- if the council doesn't want him to list this he won't.

Amended Motion: Councilor Whitney moved to declare the listed properties as surplus eligible for sale by the city except for the old public works shop. The sale contract would come before councilor before being finalized. Councilor Kinyon seconded the motion

Councilor Hollett- are there any current offers on any of these properties and if so, can you tell us which one it is?

Bryan- there is a desire to place an offer on the old public works building, but they were waiting for the outcome of this before they put in an offer.

Mayor Holston- wants to make sure we have put enough thought into this, she thinks it is a good idea to keep it off the list but not permanently until we have discussion about this.

Councilor Kinyon-wants to rescind her second on the friendly amendment, we should have been told that there was a potential offer on that before we even discussed all of this.

Mayor Holston- there is a delicate balance between someone saying if this comes up for sale, I would be interested in buying it and someone coming to the council and saying do you want to put this up for sale.

Councilor Forcum -seconded the motion for the friendly amendment.

Whitney (aye), Kinyon (aye), McClelland (aye), Mayor Holston (aye), Hollett (aye), Forcum (aye). Motion carried 6-0

10.3 Mountain Respite and Mission Rescue Safety Animal Center rent waiver

Bryan- read the issue

Motion: Councilor Hollett moved to waive the rent for storage for the Mountain Respite and Mission Rescue Safety Animal Center for an initial term of six months. Councilor Forcum seconded the motion.

Councilor Kinyon- declared a potential conflict of interest.

Hollett (aye), Forcum (aye), Whitney (aye), McClelland (aye), Mayor Holston (aye), Kinyon (aye). Motion carried 6-0

10.4 White bird Clinic

Bryan- read the issue. Pending council approval, he is targeting the last week of October to start, he hasn't heard from White Bird yet though.

Councilor Whitney- how many sessions are you planning to have?

Bryan- if we can get reimbursed he is hoping to have one or two a month until the coronavirus funds are expended.

Councilor Whitney- she would like to talk to him more about how he is going to implement this to get the people there who need it.

McClelland (aye), Mayor Holston (aye), Forcum (aye), Kinyon (aye), Whitney (aye), Hollett (aye). Motion carried 6-0

Mayor Holston- wanted to discuss the Levy, you should all be getting notification in your mailboxes from council. Councilor Hollett has been working with both Unions on messaging. It is our job as council for our community to understand this fully.

11. **Reports of Boards, Commissions and Committees- none**

12. **Items removed from the consent agenda-none**

13. **Ordinances, Resolutions and Public Comment**

13.1 Resolution 21-2020 FY 20-21 Schedule of Fees

Bryan- read the issue.

Motion: Councilor Kinyon moved that we adopt Resolution 21-2020, the City of Oakridge fee schedule for fiscal year 20-21. Councilor Whitney seconded the motion.

McClelland (aye), Forcum (aye), Kinyon (aye), Mayor Holston (aye), Whitney (aye), Hollett (aye). Motion carried 6-0.

13.2 Resolution 14-2020 Repealing and replacing Res. 15-2013 & 2-012 Oakridge Audit Committee

Mayor Holston- this would be easier if we do these separately.

Motion: Councilor Whitney moved to adopt Resolution 14-2020, repealing and replacing RES. 15-2013 & 2-2012, The Oakridge Audit Committee. Councilor Forcum seconded the motion.

Mayor Holston- her concern is in section 2, terms for seats 1, 2 and 3, one of those should read mayor, not councilor.

Councilor Hollett- she thought we talked about making the audit committee standardized with the other committees and there would be seven people total on it.

Mayor Holston- she is comfortable with it being this way, this is a committee that meets annually on a regular basis, at irregularly times.

Councilor Kinyon- they did discuss this in the Admin committee, but it was decided that because of the nature of the committee it was felt that it wasn't necessary to have a full committee. In section one she would like to remove "no staff member may apply as a voting citizen member" because there is no citizen member. In section two remove the word citizen at large.

Mayor Holston- agreed, we need to designate the budget committee member because the Mayor and council member are designated.

Mayor Holston- the Mayor is always on the committee, unless they appoint a designee. It makes sense to have a two-year term because it falls in that weird time frame during the year.

Councilor McClelland- he agrees that they shouldn't camp out there forever. What if you just used terminology that all appointments will be reviewed annually that way you have the option of going back and checking them. If someone wanted out or in on a committee they could change but leave in a statement that they are assigned for three years, but reviewed annually.

Councilor Kinyon- agrees with John and thinks we should put that on every resolution on every committee.

Councilor Hollett- she thought that the reason they were doing the resolutions was to standardize them and make them somewhat uniform and consistent.

Mayor Holston- we need to be flexible with the committees, we can't make them all the same. The audit committee is different because it is a small committee and it has very specific duties, we can be flexible and still be consistent. She likes John's input that all committees will be reviewed annually, leaving the rest of the wording as is and taking out the years in seat one, leave seat three the councilor and seat two the mayor or designee.

Councilor Whitney- she can live with the three-year terms, but no more than that.

Mayor Holston- we are not going to vote on this, we will bring this back with the revised changes and then vote on it.

Councilor Whitney- withdrew her motion.

13.3 Resolution 16-2020 Repealing and replacing Res. 11-2018 Oakridge Economic Development Advisory Committee

Mayor Holston- is there anyone who has any changes or suggestion for this resolution?

Councilor Hollett- they have discussed reforming this committee, but they haven't sat down and done it. They haven't talked about what this committee does and the overlap of planning commissioners and OEDAC. We could have a great committee if we just sat down and put together what our expectations are.

Mayor Holston- the admin committee did discuss this, the OEDAC committee itself has goals and a mission statement. In section four, number three it does say other activities within the scope of the committee as assigned by the city council. Regarding the committees, there will always be overlap in committee members.

Councilor Whitney- she feels with all the discussions we have had on this maybe we should have a work session about this and make sure we are handling this the right way.

Mayor Holston- it is important to recognize that some of these questions have been taken to our city attorney and they said there was no problem.

Motion: Councilor Kinyon moved to adopt Resolution 16-2020, Repealing and Replacing RES. 11-2018, The Oakridge Economic Development Advisory Committee. Councilor Forcum seconded the motion.

Kinyon (aye), Forcum (aye), Hollett (aye), Whitney (aye), Mayor Holston (aye), McClelland (aye). Motion carried 6-0

13.4 Resolution 19-2020 Repealing and replacing Res. 01-2015 Oakridge Rural Marketing Program Advisory Comm.

Mayor Holston- is there anyone who has questions or changes?

Councilor Kinyon- she agrees with Councilor Whitney that we should have a work session, but she doesn't think this resolution has anything to do with that.

Mayor Holston- until she knows for sure that there are separate documents spelling out the definitions, she doesn't want to repeal anything, and she doesn't want to vote in anything.

Councilor Kinyon- we can just add this to the list of things to bring back.

14. **Appointments-none**

15. **Public comment**

Trudy Hammond 47752 Berry St- thanked the council for approving the storage space for the community pet food bank.

Dan Barclay- talked about the RTMP committee and the Charter.

16. **Adjourn 9:26 PM**

Signed: _____
Kathy Holston, Mayor

Signed: _____
Jackie Sims, City Recorder

Business of the City Council

City of Oakridge, Oregon

November 5, 2020

Agenda Title: Subdistrict Zoning Concerns

Agenda Item No: 9.1

Exhibits: (1) Ordinance 874, Article 15 (Subdistricts)

Proposed Council Action: Discussion with possible referral for committee action.

Agenda Bill Author: Bryan Cutchen

ISSUE: An Oakridge business owner has voiced concerns to a councilor about the expense of complying with the Highway 58 Subdistrict requirements. The purpose of the Highway 58 Subdistrict is to establish a unique visual identity for Oakridge along its main thoroughfare. Building design in the Highway 58 Subdistrict shall be reminiscent of historic Cascadian or Oregon Rustic architecture, exemplified in buildings such as the great lodges of the Northwest.

The other Subdistrict in the ordinance is the Old Town Subdistrict with a purpose to encourage a building design and streetscape reminiscent of historic frontier town main streets.

The councilor is concerned the expenses incurred to comply is not “business friendly.”

The councilor also has received comments concerning the approved city palette (there is none).

FISCAL IMPACT: None.

OPTIONS: (1) Discussion only.
(2) Defer to Planning Commission for action.

RECOMMENDATION: Staff recommends a consistent theme be used to improve the appearance of the Highway 58 Subdistrict.

RECOMMENDED MOTION: I move we ask the City of Oakridge Planning Commission to review the Ordinance 874 Subdistrict policy to ensure it is conducive to the growth and development of the community.

ARTICLE 15: SUBDISTRICTS

SECTION 15.01: FLOOD PLAIN SUBDISTRICT (/FP)

- (1) **PURPOSE.** The Flood Plain Subdistrict designation shall be applied in any district where the area is subject to inundation by flooding or surface water. The area subject to flooding shall be shown on the Oakridge Flood Insurance Rate Map, which designates regulated floodways and areas subject to a one percent loss or 100-year flood. Its purpose is to minimize property loss, danger of injury and health hazards. To accomplish such purposes, floor elevations will be established by the City prior to issuing any building permits.

The Flood-Plain Subdistrict establishes special concern requirements for the placement and construction of buildings and development site improvements in areas that may be subject to flooding or surface water in order to safeguard the life and health of people in the area and of the general public.

- (2) **ESTABLISHMENT OF A FLOOD PLAIN (/FP) SUBDISTRICT IN COMBINATION WITH A BASIC DISTRICT.** The Flood Plain Subdistrict (/FP) shall be established in combination with any basic district in which there is a special concern due to inundation by flooding or surface water. (For example, R-1/FP would mean the low density residential district with combining flood plain subdistrict regulation.)

- (3) **COMPLIANCE.** In addition to complying with the provisions of the primary zoning district, all uses and activities shall comply with the provisions of this overlay subdistrict. In the event of any conflict between any provisions of this overlay subdistrict and the primary zone district, the provisions of this Section shall apply. All construction within the overlay shall also comply with all relevant provisions of the State Building Code (OSSSC) Appendix 23, Division IV.

- (4) **DESIGNATION OF SPECIAL FLOOD HAZARD AREAS.**

(a) The area of Oakridge's jurisdiction that is within the flood hazard and floodway areas are identified by the Federal Insurance Administration in a scientific and engineering report entitled "The Flood Insurance Study for the City of Oakridge," dated September 19, 1985, with accompanying Flood Insurance Rate Maps, and is hereby adopted by reference and declared to be a part of this ordinance. The Flood Insurance Study is on file at the Oakridge City Hall.

(b) In areas where base flood elevations have not been provided in accordance with subsection (a) of this section, the City Administrator or his designee shall obtain, review, and reasonably utilize any base flood elevation and floodway data available from federal, state, or other sources, in order to administer this Section. When only approximate flood information is available, the property owner shall be cautioned that the property is within the identified flood hazard area.

- (5) **DESIGNATION OF THE ADMINISTRATOR.** The City Administrator or his designee is hereby appointed to administer and implement this Section of this ordinance. In areas of special flood hazard, the City Administrator or his designee shall review all development proposals to determine that the requirements of this ordinance have been satisfied and that all necessary permits have been obtained from those federal, state or local governmental agencies from which prior approval is required.

- (6) **FLOOD HAZARD DEVELOPMENT PERMITS**

(a) A development permit shall be obtained before construction or development begins within any area of special flood hazard established in Subsection 15.01(4)(a). All structures, including manufactured homes, being erected, repaired, or relocated in these areas must first obtain a flood hazard development permit. The permit must also be obtained before undertaking all other activities, including grading, excavation and filling. The degree of flood hazard will dictate precautions that must be taken to protect the structure and contents from base flood levels, unless exempted by the current State Building Code or amendments.

(b) Where elevation data is not available either through the Flood Insurance Study or from another authoritative source, applications for flood hazard development permits shall be reviewed to assure that proposed construction will be reasonably safe from flooding. The test of reasonableness is a local judgment and includes the use of historical data, high water marks,

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.

- (7) **CONDITIONAL USES AND BUILDINGS PERMITTED.** Conditional use permits, approved by the Planning Commission, under the process established by Article 24 - Conditional Use Permits of this ordinance, shall be required for development permitted outright in the underlying zoning district, subject to the provisions of this Section.
- (8) **CRITERIA.** Conditional use permits may be issued by the Planning Commission when, and only when, the Planning Commission has determined the following.
- (a) The proposed development site will not, during potential future flooding, be so inundated by floodwater as to result in injury to property or to the health, safety, and welfare of residents or potential residents of the immediate area.
 - (b) All new construction, relocation, or substantial improvements of structures within /FP areas shall have the lowest floor (including basement and mechanical systems) elevated to one foot above the 100-year flood level. Nonresidential structures may be constructed to be flood resistant in lieu of the elevation of the lowest floor. Flood resistant construction plans shall be prepared by an engineer registered by the State of Oregon to practice civil or structural engineering.
 - (c) No improvements are proposed that will have a serious tendency to change the flow of surface water during potential future flooding so as to endanger the health, safety and welfare of residents or potential residents or other property in the area.
 - (d) Emergency vehicles, such as ambulances, police and fire, will have access to the site during occurrence of any such flooding for the purpose of evacuating residents or inhabitants of any residential structures or living quarters within the /FP area.
- (9) **STANDARDS.** Conditional use permits will only be approved that meet the following standards. The City Engineer and City Administrator or his designee will determine whether the standards have been met.
- (a) The lowest flood elevation (including basement and mechanical systems), foundation elevation, ground elevation, or top of flood resistant elevation required in conjunction with building permit issuance shall be certified in mean sea level datum by a Land Surveyor, architect or engineer registered by the State of Oregon and the certification filed with the City Administrator or his designee. The certifications must be filed within 30 days of completion of that part of the structure to be certified. An unsatisfactory certification will not be accepted. Failure to comply will be a violation of this ordinance.
 - (b) All new construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage and shall be constructed using methods and practices that minimize flood damage. Electrical, heating, ventilation, plumbing and air conditioning equipment and other service facilities shall be designed and/or otherwise elevated or located so as to prevent water from entering or accumulating within the components during conditions of flooding.
 - (c) New and replacement water supply systems shall be designed to minimize or eliminate infiltration of floodwaters into the new systems.
 - (d) New and replacement sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters, and on-site waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding.
 - (e) All subdivision proposals and other proposed new developments shall minimize flood damage; shall have public utilities and facilities such as sewer, gas, electrical, and water systems located and constructed to minimize flood damage; and shall have adequate drainage provided to reduce exposure to flood damage. Where base flood elevation data has not been provided or is not available from another authoritative source, it shall be generated by the developer for subdivision proposals and other proposed developments which contain at least 50 lots or five acres, whichever is less.
 - (f) All public utilities and facilities appurtenant to the application of the requirements of City ordinances and standards, such as sewer, gas, electric and water systems, shall be located and constructed to minimize flood damage and to improve drainage.
 - (g) Replacement in kind shall comply with standards for new construction.

- (10) SITE INVESTIGATION REPORT. A site investigation report shall be required that provides information on the site of the development and adjacent land that is likely to be affected. The site investigation report shall be prepared by a person or a team of persons qualified by experience and training to assemble and analyze physical conditions in a flood potential area. The person or team shall be employed by the applicant but shall be subject to approval as to qualifications by the Planning Commission.

The site investigation report shall provide topographic information of the area in sufficient detail to accurately assess potential flooding elevations based on the recognized definition of area flood potential and shall identify existing natural drainage ways and potential drainage ways and other characteristics of the area and their significance, as related to the proposed development flooding potential. The report also may serve to refine boundaries showing the Comprehensive Plan and/or Zoning Map that classify land areas within the Flood Plain Subdistrict. The report shall comply with the standards for the kind of area being investigated and the kind of development being proposed.

- (11) GENERAL REQUIREMENTS - NO BASE FLOOD ELEVATIONS ESTABLISHED. In a special flood hazard area where base flood elevations have not been established:

- (a) The applicant shall be notified that the building site is in an Approximate Study Flood Hazard Area, and extra precautions may be appropriate to assure that the building site will be reasonably safe from flooding.
- (b) All new construction, substantial improvements, and replacement structures, including manufactured homes, shall be anchored to prevent floatation, collapse, or lateral movement of the structure. In addition, all manufactured homes shall be installed using methods and practices that minimize flood damage, and shall be installed within 30 days of placement. Anchoring methods may include, but are not limited to, use of over-the-top frame ties to ground anchors and shall be installed in a manner to comply with state standards.

A time extension to the tie-down requirements may be granted for hardship by the City Administrator or his designee between May and October based on written appeal. A request shall contain a time schedule for achieving compliance and an agreement not to remonstrate against enforcement action for failure to comply.

For a development that is greater than 50 lots or five acres, whichever is the lesser, base flood elevation data shall be generated by the developer.

- (12) GENERAL REQUIREMENTS - BASE FLOOD ELEVATIONS ESTABLISHED. Where base flood elevation data is provided through the Flood Insurance Study the City shall:

- (a) Obtain and record the actual elevation in relation to mean sea level of the lowest floor (including basement) on all new or substantially improved structures.
- (b) For all new or substantially improved flood resistant structures:
- (i) Verify and record the actual elevation in relation to mean sea level;
- (ii) Maintain the flood resistant construction certifications required by this Section.
- (c) Maintain for public inspection all records pertaining to the provisions of this Section.
- (d) Require that all new construction and substantial improvements of residential structures have the lowest floor (including the basement and mechanical systems) elevated to one foot above base flood elevation.
- (e) Require that all new construction and substantial improvements of residential structures and replacement residential structures, including manufactured homes, shall be anchored to prevent floatation, collapse, or lateral movement of the structure. In addition, all manufactured homes shall be installed using methods and practices that minimize flood damage; and shall be installed within 30 days of placement. Anchoring methods may include, but are not limited to, use of over-the-top frame ties to ground anchors and shall be installed in a manner to comply with state standards.
- (i) A time extension to the tie-down requirements may be granted for hardship by the City Administrator or his designee between May and October based on written appeal. A request shall contain a time schedule for achieving compliance and an agreement not to remonstrate, against enforcement action for failure to comply.
- (f) Require that fully enclosed areas of residential structures below the lowest floor that are subject to flooding are prohibited, or shall be designed to automatically equalize hydrostatic flood forces

on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or must meet or exceed the following minimum criteria:

- (i) A minimum of two openings, having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided;
 - (ii) The bottom of all openings shall be no higher than one foot above grade;
 - (iii) Openings equipped with screens, louvers, or other coverings or devices are allowed provided that they permit the automatic entry and exit of floodwaters.
- (g) Require that all new construction and substantial improvements of nonresidential structures have the lowest floor (including basement and mechanical systems) elevated to one foot above the base flood elevation, or together with attendant utility and sanitary facilities, shall:
- (i) Be flood resistant so that below the base flood level the structure is watertight, with walls substantially impermeable to the passage of water;
 - (ii) Have structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy;
 - (iii) 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 subsection based on their development and/or review of the structural design, specifications, and plans. Such certifications shall be provided to the City Administrator or his designee;
 - (iv) Nonresidential structures that are elevated and not flood resistant must meet the same standards for space below the lowest floor, as described in Section (g) of this section;
 - (v) Applicants using flood resistant construction for nonresidential structures shall be notified that flood insurance premiums will be based on rates that are one foot below the flood resistant level (e.g., a building constructed to the base flood level will be rated as one foot below that level).
- (h) Require that all new construction and substantial improvements of agricultural structures have the lowest floor elevated to at least one foot above the base flood elevation or that the structure be elevated on an engineer-designed fill so that the lowest floor is one foot above the base flood elevation or be certified by an engineer or architect that the portion of the structure below the base floor level is watertight with walls substantially impermeable to the passage of water and have structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy.
- (i) Require that all new placements of mobile homes in mobile home parks in a flood hazard area be anchored with approved tie-downs in order to resist floatation, collapse, or lateral movement. Anchoring methods may include, but are not limited to, use of over-the-top or frame ties to ground anchors.
- (j) Require for expansions of existing mobile home parks, where the repair, reconstruction, or improvement of the streets, utilities, and pads equals or exceeds 50 percent of the value of the streets, utilities, and pads before the repair, reconstruction, or improvement has commenced, that stands or lots are elevated on engineer-designed fill or pilings so that the lowest floor of the mobile home will be one foot above the base flood elevation.
- (13) GENERAL REQUIREMENTS – FLOODWAYS. Mobile homes are prohibited in designated regulatory floodways. In all designated regulatory floodways the City shall require that no partitions or land divisions be permitted, or other development occur, if the development site for the structure is inside the floodway boundary or unless the developer can demonstrate through an engineering-analysis that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the base flood levels during the occurrence of a base flood discharge.
- (14) WAIVER FOR HISTORIC PLACES. Requirements of this ordinance shall not apply when specifically waived in accordance with federal or state laws governing the reconstruction, rehabilitation, or restoration of structure listed on the National Register of Historic Places or the State Inventory of Historic Places.
- (15) WATERCOURSE ALTERATION OR RELOCATION

- (a) Adjacent communities and the Department of Land Conservation and Development shall be notified prior to any alteration or relocation of a watercourse, and evidence of such notification shall be furnished to the Federal Insurance Administration.
 - (b) Maintenance shall be required within the altered or relocated portion of altered or relocated watercourses so that the flood carrying capacity is not diminished.
- (16) GRADING, EXCAVATING AND FILLING. Grading, excavation and filling in areas identified as special flood hazards are subject to the following:
- (a) No development will occur within 50 feet of any primary or secondary stream channel, including but not exclusive to Salmon Creek, and no swale or other low area necessary to discharge water downstream during periods of flooding shall be obstructed unless a grading permit is approved.
 - (b) Channel improvement or bank protection shall be performed only after receiving a flood hazard development permit from the City. The permit shall not authorize any work that is not in compliance with local zoning or other local, state or federal regulations pertaining to the operations authorized by the permit. The permit holder is responsible for obtaining any other necessary permits before proceeding under the approval provisions imposed by the City.
 - (c) In riverine areas, adjacent communities and the State Coordinating Officer shall be notified prior to any alteration or relocation of a watercourse and copies of such notifications shall be submitted to the Federal Administrator.
 - (d) The flood carrying capacity within the altered or relocated portion of any watercourse shall be maintained.
- (17) VARIANCES
- (a) The issuance of a variance is for flood plain management purposes only. Insurance premium rates are determined by statute and will not be modified by the granting of a variance.
 - (b) Variances shall not be issued by the City within any designated regulatory floodway if any increase in base flood discharge would result.
 - (c) Variances shall only be issued by the City upon showing good and sufficient cause based on scientific technical data compiled by an Oregon registered surveyor, engineer or architect and submitted by the applicant. It must be determined that the granting of a variance will not result in increased flood heights, additional threats to public safety, or conflict with local laws or ordinances.
 - (d) In all cases, the applicant is charged with the responsibility of obtaining all technical or other evidence for review and filing and providing them for the City Administrator or his designee and the City Engineer.
- (18) FEES. Fees established by the City for the flood plain permits or variances shall be required by this section to defray the cost of processing applications.

SECTION 15.02 MOBILE HOME PARK SUBDISTRICT (/MHP)

- (1) PURPOSE. The purpose of the mobile home park subdistrict is to allow mobile homes on designated spaces in areas designated low or medium density residential. Except for a hardship (as described in Article 4, Section 4.02(4) and Article 5, Section 5.02(4) of this ordinance), this subdistrict shall be the only permitted or conditional use of mobile homes in the City. Manufactured homes are permitted within any residential district in the City. See Article 33 - Definitions of this ordinance for clarification.
- (2) APPLICABILITY. As well as applying to any new mobile home park, the provisions of this Section shall also apply to any enlargement or remodeling of a mobile home park, or an increase in the number of mobile home sites in an existing mobile home park.
- (3) USES AND STRUCTURES PERMITTED CONDITIONALLY IN RESIDENTIAL DISTRICTS. Mobile home parks may be conditionally permitted in any residential district and are subject to the provisions of Article 24 - Conditional Use Permits and Article 25 - Site Plan Review of this ordinance. The following uses and structures may be permitted conditionally within a mobile home park.
 - (a) Mobile homes in mobile home parks with sites on spaces designated by permanently flush stakes, markers or other suitable means.

- (b) Buildings and structures accessory to a mobile home park.
- (c) Private parks, playgrounds, golf courses, community centers, swimming pools or other recreational centers associated with a mobile home park.
- (d) Public and semi-public buildings essential to the physical and economic welfare of the area, such as substations, pump stations, and reservoirs.
- (e) State-approved mobile home accessory buildings or structures and site-built mobile home accessory buildings or structures. Fences and attached accessory buildings or structures are not considered as separate structures.
- (f) Overnight vacation trailers and recreational vehicles.

(4) INSTALLATION AND CONSTRUCTION

- (a) Mobile homes are to be installed on the site in a way that complies with the current minimum standards established for mobile home installation by the State of Oregon, Department of Consumer and Business Services, Building Code Division, by administrative rule and enforced by the Building Inspector.
- (b) Each mobile home shall be tied-down to protect against uplift, sliding, rotation and overturning.
 - (i) The tie-downs installed shall be manufacturer-approved and capable of withstanding a 4,725-pound load. They shall be located not more than 5-1/2 feet from each end of the mobile home.
 - (ii) Tie-downs shall also be installed at each outside corner of a tip-out.
- (c) No mobile home shall occupy more than 40 percent of its space area.
- (d) No additions or outbuildings shall be constructed or added to or placed upon a mobile home space or lot that do not conform to all aspects to the State Building Code.
- (e) The space provided for each mobile home shall have, adjacent and parallel to it, one or more patio slabs of concrete, asphalt, flagstone, or similar material that singularly or in combination total at least 120 square feet. This patio space may not be used for the parking of vehicles.
- (f) The streets in the mobile home park shall be paved and shall be at least 20 feet wide if no parking is allowed on the streets or at least 30 feet wide if parking is allowed on the streets.
- (g) The space provided for each mobile home shall be equipped with running water and electrical and sewerage connections.
- (h) The total number of vehicle parking spaces in the mobile home park, exclusive of parking provided for the exclusive use of the manager or employees of the park, shall be at least two parking spaces per mobile home space. Parking spaces shall be paved with asphalt, concrete, pavers or other suitable material.
- (i) No mobile home shall be placed on any lot until arrangements have been made to connect the mobile home to the City sewer system with approval by the Building Inspector, and no mobile home shall be occupied until the connection is made.
- (j) Mobile homes shall be a minimum of 650 square feet of occupied space.
- (k) Mobile homes shall contain toilets, sinks and shower or tub connected to running water and a drain system located in a room or rooms that afford privacy to the occupant. They shall also contain a kitchen room or space containing a sink supplied with hot and cold running water connected to a drain system. The drain system shall be connected to the sewer system.
- (l) Mobile homes shall contain integral electrical wiring that supplies connection to convenience outlets in each room of the mobile home, if there is no separate kitchen room, at least one convenience electrical outlet shall be located in the kitchen space that is in addition to outlets in other parts of the room in which the kitchen space is located. Outlets provided in the ceiling or wall intended for lighting purposes shall not be counted as convenience outlets.
- (m) The wheels of mobile homes shall be removed and the unit shall be enclosed by a continuous skirting of non-decaying, non-corroding, fireproof material and shall extend at least six inches into the ground or into an impervious surface.
- (n) Common storage areas shall be surrounded, except at entry and exit places, by sight-obscuring fences with accompanying landscaping, both of which shall be maintained in a neat appearance.
- (o) All mobile homes located in a mobile home park must conform to conditions and criteria required by this ordinance and all applicable conditions attached to the approval of that mobile home park.
- (p) If space provided for a mobile home or permanent structure in the mobile home park is more than 500 feet from a public fire hydrant, the mobile home park shall be provided with hydrants so that no space or structure within the mobile home park shall be more than 500 feet from a hydrant.

Each hydrant shall be located on a vehicular way within the mobile home park and shall conform in design and capacity to the public hydrants in the City.

- (q) Laundry facilities are required only when vacation/overnight trailers or recreational vehicles are allowed in the mobile home park.
- (r) A mobile home park shall have access to a public street with a right-of-way of at least 40 feet. The mobile home park shall not be established on any site that does not have access to any public street on which the potential paving width is less than 28 feet.
- (s) Except for necessary openings, access points for pedestrians, and vehicular entrances and exits, the front, side and rear boundaries of the mobile home park shall be developed with a combination of landscaping and fences or walls as a screen. Such landscaping, fences and walls shall:
 - (i) Screen at least 70 percent of the view between the mobile home park and adjacent areas.
 - (ii) Be at least five feet and not more than eight feet in height.
 - (iii) Be at least three feet in height in the required front yard.
 - (iv) Include at least one tree not on the following list planted every 30 feet. Trees that shall not be planted are poplar, cottonwood, black walnut, willow, box elder, ailanthus or elm.
 - (v) Be installed before the mobile home park is occupied.

The Planning Commission's review of landscaping and screening requirements are based on neighborhood conditions. The Planning Commission shall consider and require the use of materials that are aesthetic and relatively free from excessive maintenance.

- (5) APPROVAL CRITERIA. All mobile home parks are subject to the site plan review process in Article 25 of this ordinance. In addition, the Planning Commission shall find the following to approve a mobile home park.
 - (a) Construction on the project will begin within one year from the date of full approval and will be completed within one year of commencement of the project. The Planning Commission may grant one six-month extension to this time period.
 - (b) The proposed development conforms to the Comprehensive Plan.
 - (c) The applicant has submitted a plot plan that contains, at least, the following information:
 - (i) A vicinity map showing the relationship of the mobile home park to adjacent properties.
 - (ii) The location, width, and improvements of all walkways, bikeways, and streets.
 - (iii) The size, location, and arrangement of property improvements of all open space, landscaping, fences, and walls.
 - (iv) An enlarged plot plan of a typical mobile home space, showing the location of the mobile home, patios, storage space, walkways, utility connections, signs, accessways, and landscaping.
- (6) YARDS
 - (a) In a mobile home park, mobile homes shall maintain the following yards:
 - (i) Six feet from any building accessory to the mobile home;
 - (ii) Ten feet from any building that is not accessory to the mobile home, public street or boundary line;
 - (iii) Fifteen feet from any other mobile home;
 - (iv) Five feet from any rear space line, property boundary line, or edge of a street;
 - (v) Two feet from the edge of a sidewalk;
 - (vi) Seven and one-half feet from any interior space line.
 - (b) In a mobile home park, state-approved mobile home accessory buildings or structures and site-built mobile home accessory buildings or structures shall maintain the following yards:
 - (i) Ten feet from any building;
 - (ii) Twenty feet from any public street or the mobile home park boundary line;
 - (iii) Five feet from the edge of a street;
 - (iv) Two feet from the edge of a sidewalk,
 - (v) Three feet from any interior space line or rear space line except a double garage or carport may be built which serves two adjacent mobile homes.

See Article 21 - Vision Clearance of this ordinance for more information.

- (7) BUILDING OR STRUCTURE HEIGHT
 - (a) The maximum height of all buildings within the mobile home park shall be 30 feet.
 - (b) The maximum height of all state-approved and site-built mobile home accessory buildings or structures shall be no higher than the mobile home, except that an unattached roof that covers the mobile home may be higher.
- (8) LOT AND SPACE AREA
 - (a) The minimum lot area required for the development of a new mobile home park shall be one acre.
 - (b) There shall be no minimum space area requirements so long as the Subsection of this Section regarding yards and space coverage are observed. No mobile home space line adjustments shall be made without notifying the Building Inspector. Space line adjustments shall require the approval of the Planning Commission when deemed necessary by the Building Inspector.
- (9) SPACE COVERAGE AND DENSITY
 - (a) The space coverage by all structures shall not exceed 65 percent of the mobile home space area.
 - (b) The maximum density is ten mobile homes per acre.
 - (c) The total coverage of the total land area of the mobile home park, excluding streets, shall not exceed 65 percent.
- (10) SIGNS. All signs must conform to Article 22 - Signs of this ordinance.
- (11) LANDSCAPING. All lot area not covered by building or parking areas is to be landscaped. In addition, a parcel of land shall be landscaped that is equal in size to at least ten percent of the total area of land dedicated to off-street parking exclusive of parking on individual mobile home sites. This landscaping shall complement the parking area. See Article 25 - Site Plan Review of this ordinance for further information.

SECTION 15.03 MANUFACTURED HOME SUBDIVISION SUBDISTRICT (/MHS)

- (1) PURPOSE. The Manufactured Home Subdivision Subdistrict is intended to provide for areas that have a stable, healthful environment, with a full range of urban services for those residents choosing to reside in manufactured homes on individually owned lots.

Besides complying with the standards in this Section, a manufactured Home Subdivision must also conform to the requirements of the City of Oakridge Land Division Ordinance. When specific standards in this Section are different from specific standards in the Land Division Ordinance, the standards in this Section shall apply.

- (2) INSTALLATION AND CONSTRUCTION. Placement of all manufactured homes within manufactured home subdivisions, shall conform to the requirements of the placement of manufactured homes on single-dwelling unit residential lots as stated in Article 4, Section 4.09 of this ordinance. In addition, they shall conform to the following standards.
 - (a) No manufactured home shall occupy more than 40 percent of its lot area.
 - (b) No additions or outbuildings shall be constructed or added to or placed upon a manufactured home lot that do not conform to all requirements of the applicable rules of the State of Oregon Department of Consumer and Business Services, Building Code Division. No accessory building or addition shall exceed 13 feet or the roofline of the manufactured home, whichever is greater in height.
 - (c) The space provided for each manufactured home shall have, adjacent and parallel to it, one or more patio slabs of concrete, asphalt, flagstone, or similar material which singularly or in combination total at least 120 square feet. This patio space may not be used for the parking of vehicles.

- (d) The streets in the manufactured home subdivision shall be paved and shall be at least 20 feet wide if no parking is allowed on the streets or at least 30 feet wide if parking is allowed on the streets.
 - (e) The lot provided for each manufactured home shall be equipped with running water and electrical and sewerage connections.
 - (f) The total number of vehicle parking spaces in the manufactured home subdivision, exclusive of parking provided for the exclusive use of the manager or employees of the subdivision, shall be at least two parking spaces per manufactured home lot. Parking spaces shall be paved with asphalt, concrete, pavers or other suitable material.
 - (g) No manufactured home shall be placed on any lot until arrangements have been made to connect the manufactured home to the City sewer system with approval by the Building Inspector, and no manufactured home shall be occupied until such connection is made.
 - (h) Common storage areas shall be surrounded, except at entry and exit places, by sight-obscuring fences with accompanying landscaping, both of which shall be maintained in a neat appearance.
 - (i) A manufactured home subdivision shall have access to a public street with a right-of-way of at least 40 feet. The manufactured home subdivision shall not be established on any site that does not have access to any public street on which the potential paving width is less than 28 feet.
- (3) APPROVAL CRITERIA. Besides the requirements of this Section, all manufactured home subdivisions are subject to the City of Oakridge Land Division Ordinance and the following other parts of this ordinance: Article 24 - Conditional Use Permits and Article 25 - Site Plan Review.
- (4) YARDS
- (a) In a manufactured home subdivision, manufactured homes shall maintain the following yards:
 - (i) Fifteen feet from any other manufactured home;
 - (ii) Six feet from any accessory building;
 - (iii) Ten feet from any building not accessory to the manufactured home, public street or boundary line;
 - (iv) Five feet from any rear space line, property boundary line, or edge of a street;
 - (v) Two feet from the edge of a sidewalk;
 - (vi) Seven and one-half feet from any interior space line.
 - (b) In a manufactured home subdivision, state-approved manufactured home accessory buildings or structures and site-built manufactured home accessory buildings or structures shall maintain the following yards:
 - (i) Ten feet from any building except the manufactured home to which it accessory;
 - (ii) Twenty feet from any public street or the manufactured home park boundary line;
 - (iii) Five feet from the edge of a street;
 - (iv) Two feet from the edge of a sidewalk;
 - (v) Three feet from any interior space line or rear space line except a double garage or carport may be built which serves two adjacent manufactured homes.
 - (c) See Article 21 - Vision Clearance of this ordinance for more information.
- (5) HEIGHT LIMITS
- (a) The maximum height of all buildings within the manufactured home subdivision shall be 30 feet.
 - (b) The maximum height of all state-approved and site-built manufactured home accessory buildings or structures shall be no higher than the main building or structure.
- (6) MINIMUM AREA. The minimum lot area required for the development of a new manufactured home subdivision shall be three acres.
- (7) SPACE COVERAGE AND DENSITY
- (a) The space coverage by all structures shall not exceed 65 percent of the manufactured home lot area.
 - (b) The maximum density is ten manufactured homes per acre.
- (8) SIGNS. All signs must comply with Article 22 - Signs of this ordinance.

- (9) LANDSCAPING. All lot area not covered by building or parking areas is to be landscaped. In addition, a parcel of land shall be landscaped that is equal in size to at least 15 percent of the total area of land dedicated to off-street parking, exclusive of off-street parking on individual lots. This landscaping shall complement the parking area. See Article 25 - Site Plan Review of this ordinance for further information.

SECTION 15.04 PLANNED UNIT DEVELOPMENT SUBDISTRICT (/PUD)

- (1) DESCRIPTION AND PURPOSE. The purpose of the Planned Unit Development (PUD) Subdistrict is to provide opportunities to create more desirable environments through the application of flexible and diversified land development standards under a comprehensive plan and program professionally prepared. The Subdistrict is intended to be used to encourage the application of new techniques and new technology to community development that will result in superior living or development arrangements with lasting values. It is also intended to serve as an economical way to develop land, maintenance and street systems, and utility networks while providing building groupings for privacy, usable and attractive open spaces, safe circulation, protection of solar access and the general well-being of the inhabitants.

The proposal for the PUD Subdistrict shall be prepared by one or more persons with professional qualifications in such design-related fields as architecture, landscape architecture, urban planning, and civil engineering. The names of professional persons shall be provided with the application.

- (2) OBJECTIVES. The general objectives of the PUD Subdistrict are:
- (a) To encourage innovation and variety in the development or reuse of property;
 - (b) To maximize choices available in the types of environment available in the City of Oakridge;
 - (c) To encourage a more efficient use of land and of public services and facilities;
 - (d) To take advantage of and promote advances in technology, architectural design, and functional land-use design;
 - (e) To provide for the enhancement and preservation of property with unique features (such as historical, topographical, and natural landscape);
 - (f) To simplify processing of development proposals for developers and the Planning Commission by providing for concurrent review of land use, subdivision, public improvements, and siting considerations;
 - (g) To enable special problem areas or sites in the City of Oakridge to be developed or improved, in particular where these areas or sites are characterized by special features of geography, topography, size, shape, or historical legal nonconformance;
 - (h) To allow flexibility of design that will create desirable public and private common open spaces, a variety in type, design, and layout of buildings, and utilize, to the best possible extent, the potentials of individual sites;
 - (i) To help reduce the public service cost of development;
 - (j) To provide for enhancement and preservation of desirable vegetation and trees within the area;
 - (k) To encourage the use of solar energy in buildings through the provision and protection of solar access.

- (3) ESTABLISHMENT OF A PLANNED UNIT DEVELOPMENT (/PUD) SUBDISTRICT IN COMBINATION WITH A BASIC DISTRICT. A PUD Subdistrict (/PUD) may be established in combination with any basic district. In cases of conflict between standards of the basic district and the PUD Subdistrict, the standards of the PUD Subdistrict will apply.

- (4) PROCEDURES FOR PRELIMINARY APPROVAL. The applicant shall submit at least 10 copies of a preliminary development plan to the Planning Commission for approval of the project in principle. The plan shall be submitted to the City Administrator at least 30 days before the Planning Commission meeting at which the proposal shall first be discussed. See Article 25 – Site Plan Review of this ordinance for further information. The proposal shall consist of a preliminary plan in schematic fashion and a written program with consideration given to the following elements:

- (a) Elements of the Plan
 - (i) Vicinity map showing the location of streets and lots in the area within 500 feet of the proposed development.

- (ii) Existing land uses and zoning of property and vicinity.
- (iii) Proposed land uses including housing unit densities (number of units per acre, type of residence, and number of bedrooms by type of residence).
- (iv) Building types and approximate bulk.
- (v) Vehicular and pedestrian access, circulation and parking pattern and status of street ownership.
- (vi) Parks, playgrounds and open spaces.
- (vii) Existing natural features such as trees, streams and topography.
- (viii) Landscaping, screening and fencing proposals.
- (ix) Proposed method of solid waste disposal.
- (x) Proposed method for provisions of water supply and sewage disposal.
- (xi) Proposed method for the handling of surface water drainage.
- (xii) Proposed grading patterns.
- (xiii) Street and open space lighting proposals.
- (b) Elements of the Program
 - (i) Proposed ownership pattern and verification of ownership.
 - (ii) Operation and maintenance proposal, such as condominium, co-op or Homeowner's Association.
 - (iii) Commercial facilities such as shopping and community facilities such as schools or parks.
 - (iv) Timetable of development, to include expected starting dates, projection of completion time and project phasing, if anticipated.
 - (v) Method of public improvements financing, if any.
- (c) Planning Commission Review of Preliminary Development Plan
 - (i) The Planning Commission shall informally review the Preliminary Development Plan and Program and may recommend either preliminary approval in principle, with or without modifications or denial. Such action shall be based upon the City's Comprehensive Plan, the standards of this ordinance and other regulations, and the suitability of the proposed development in relation to the physical characteristics of the area and the development characteristics of the neighborhood.
 - (ii) Approval in principle of the Preliminary Development Plan and Program shall be limited to the preliminary acceptability of the land uses proposed and their interrelationships. Approval in principle shall not be construed to endorse the precise location of uses or of engineering feasibility. The Planning Commission may require the submission of information other than that specified for submittal as part of the General Development Plan and Program.
 - (iii) Informal review of the Preliminary Development Plan and Program shall be held at a regular Planning Commission meeting, but does not require a public hearing.
 - (iv) The Planning Commission shall evaluate design team needs and may recommend additional members, depending upon the scope of the proposal, to facilitate preparation of the General Development Plan and Program.
 - (v) The Planning Commission shall determine the extent of any environmental assessment to be included in the General Development Plan and Program.
- (5) GENERAL DEVELOPMENT PLAN AND PROGRAM - PROCEDURE
 - (a) After receiving approval in principle of the Preliminary Development Plan and Program, the applicant shall submit ten copies of the General Development Plan and Program to the City Administrator at least 30 days before the date of the Planning Commission hearing scheduled to review the Plan and Program.
 - (b) The applicant shall petition for an amendment to the zoning map according to the provisions of Article 29 - District Changes of this ordinance.
 - (c) Upon receipt of the redistrict petition accompanied by the General Development Plan and Program, the Planning Commission shall hold a public hearing on both the redistrict and the Plan and Program to allow the applicant to present the Plan and Program. The procedures for the public hearing and notice shall conform to the requirements of Article 31 - Public Hearings of this ordinance.

- (6) GENERAL DEVELOPMENT PLAN AND PROGRAM – PLAN ELEMENTS. The General Development Plan and Program shall contain the following plan elements.
- (a) It shall be in conformance with the approved preliminary plan, including a vicinity map showing the circulation pattern within and next to the proposed development, integration of water, sewer and other underground utilities with existing utilities, and the integration of proposed site drainage with existing drainage systems.
 - (b) Existing and proposed contour map of the site to a scale commensurate with the size of the development.
 - (c) Location, widths, and names of all existing or platted streets or other public ways, railroad and utility rights-of-way, parks or other public open spaces and land uses within 500 feet of the development.
 - (d) Existing sewer, water and other underground utilities within and next to the development and their certified capacities.
 - (e) Proposed location and capacity of sewers or other disposal facilities, water mains and other underground utilities.
 - (f) Proposed system for handling of storm drainage.
 - (g) A preliminary subdivision plan if the property is proposed to be subdivided.
 - (h) A land use plan showing the uses planned for development.
 - (i) Areas proposed to be dedicated or reserved for interior circulation, public parks, playgrounds, school sites, public buildings, bikeways or other uses dedicated or reserved to the public, if any.
 - (j) Open space that is to be maintained and controlled by the owners of the property and proposed users of it.
 - (k) A traffic flow map showing the circulation pattern within and next to the proposed development, including fire equipment access and turnarounds.
 - (l) Location and dimensions of bikeways, pedestrian walkways, malls and trails or easements.
 - (m) Location, arrangement, number, and dimensions of automobile garages and parking spaces, and width of aisles, bays and angle parking.
 - (n) Location, arrangement, and dimensions of truck loading and unloading spaces, if any.
 - (o) Preliminary architectural plans and elevations of typical buildings and structures, showing the general height, bulk, appearance, and number of dwelling units.
 - (p) A preliminary tree planting and landscaping plan. All existing trees over six inches in diameter at chest height, and groves of trees shall be shown. Trees to be removed by development shall be so marked.
 - (q) The approximate location, height, and materials of all walls, fences, and screen planting. Elevation drawings of typical walls and fences shall be included.
 - (r) Location, size, height, and means of illumination of all proposed signs.
 - (s) The stages, if any, of development construction. Such stages shall be clearly marked on the General Development Plan.
 - (t) Specifications of the extent of emissions and potential hazard or nuisance characteristics caused by the proposed use, including approvals of all regulatory agencies having jurisdiction. Uses which possess nuisance characteristics or those potentially detrimental to the public health, safety, and general welfare of the community such as noise, vibration, smoke, odor, fumes, dust, heat, glare, or electromagnetic interference shall not be allowed unless additional safeguards are specified by the Planning Commission. The applicant shall accurately specify the extent of emissions and nuisance characteristics concerning the proposed use. Misrepresentation or omission of required data shall be grounds for termination of an occupancy permit.
 - (u) Shadow patterns for all buildings and trees illustrating areas shaded between the hours of 9:30 a.m. and 2:30 p.m. on December 21. Guidelines for determining shadow patterns will be developed by the City Administrator.
 - (v) Any such other information or data as may be necessary to allow the Planning Commission to make the required findings.
- (7) GENERAL DEVELOPMENT PLAN AND PROGRAM – PROGRAM ELEMENTS. The General Development Plan and Program shall contain the following program elements.
- (a) Narrative statement of the basic purposes of the PUD.
 - (b) A completed environmental assessment, if required by the Planning Commission.

- (c) Tables showing the total number of acres and the percentage of the total area which is designated for each type of use, including each dwelling type, off-street parking, streets, parks, playgrounds, schools, and open spaces.
 - (d) Tables showing the overall density of the residential development and showing density by dwelling types and any proposals for the limitation of density.
 - (e) Drafts of appropriate restrictive covenants and drafts of documents providing for the maintenance of any common open space or required dedications or reservations of public open spaces and of any dedications of development rights.
 - (f) A timetable showing when utility and drainage facilities intended to serve the development are to be installed. If the development is to be constructed in stages, the timetable shall reflect this.
- (8) ACTION AND FINDINGS BY PLANNING COMMISSION. The Planning Commission, after public hearing on any amendment to the zoning map, may recommend approval of the PUD Subdistrict and the General Development Plan and Program, with or without modifications, or may deny the application. A decision to recommend approval of the PUD Subdistrict shall be based on the following findings.
- (a) That the proposed development is in substantial conformance with the City of Oakridge Comprehensive Plan.
 - (b) That exceptions from the standards of the underlying zone are warranted by the design and amenities incorporated in the development plan and program.
 - (c) That the system of ownership and the means of developing, preserving, and maintaining open spaces as outlined in Subsection (12)(g) - Ownership and Maintenance of the Planned Unit Development and according to restrictive covenants or improvement agreements approved by the City Attorney and the Planning Commission, is suitable to the proposed development, to the neighborhood, and to the City as a whole.
 - (d) That the proposed development or a unit of it can be substantially completed within one year of final approval or completed according to an approved development plan timetable.
 - (e) That the streets are adequate to support the anticipated traffic, and that the development will not overload the streets outside the PUD area.
 - (f) That the proposed utility and drainage facilities are adequate for the population densities and type of development proposed and will not create a drainage or pollution problem outside the planned area. That the timing of installation of utility and drainage facilities will be closely coordinated with development construction and that it will not create a hardship to residences, either within or outside the planned area.
 - (g) That the density in the proposed development will not result in any substantial negative impact on any public facility or utility.
 - (h) That the location, design, size, and land uses are such that the long axis of 70 percent of all proposed buildings shall be oriented to within 45 degrees of the true east/west axis to provide proper solar orientation and that the south facing walls and rooftops of buildings with proper solar orientation shall be protected from shadows between the hours of 9:30 a.m. and 2:30 p.m. on December 21. The Planning Commission may exempt from solar orientation requirements those buildings that, by innovative design, provide for the use of solar energy.
- (9) CITY COUNCIL ACTION. After reviewing the recommendation from the Planning Commission, the City Council shall hold a hearing on the proposal for a PUD Subdistrict zone change and the General Development Plan and Program. The City Council shall either approve the application, with or without modifications, or deny it.
- (10) CONDITIONS FOR APPROVAL. The Planning Commission or City Council may require conditions for approval that may include, but are not limited to, the following.
- (a) Increasing the required setbacks.
 - (b) Limiting the height of buildings.
 - (c) Controlling the location and number of vehicular access points.
 - (d) Establishing new streets, increasing the right-of-way or roadway width of existing streets, requiring curbs and sidewalks and, in general, improving the traffic circulation system.
 - (e) Requiring additional improvements for utilities or storm drainage facilities.
 - (f) Increasing the number of parking spaces and improving design standards for parking areas.
 - (g) Limiting the number, size, location, and lighting of signs.

- (h) Designating sites for open space and recreation and improving landscaping requirements.
- (i) Requiring additional view obscuring screening or fencing.
- (j) Establishing any special time limits for completion of all or any portion of the project, including but not limited to, utilities, drainage facilities, streets, curbs, gutters, sidewalks, parking areas, landscaping, fencing, screening, recreation areas, or community buildings.
- (k) Any condition specified shall be placed on the official General Development Plan and Program and signed by the owners. Where applicable, the requirements may be made part of any existing or future deed as a covenant.

(11) FINAL PLAN AND PROGRAM

- (a) Following approval of the PUD Subdistrict by the City Council, the applicant shall prepare a Final Plan and Program and shall submit five copies to the City Administrator to check for compliance with the approved General Development Plan and Program.
- (b) If the Final Plan and Program is found to be in compliance, it shall be so certified by the Planning Commission Chair and recorded by the applicant in the office of the City Recorder as the Final Development Plan along with all documents relating to dedications, improvements, agreements, restrictions, and associations that shall constitute the Final Program.
- (c) The procedures set forth in the City of Oakridge Land Division Ordinance shall be followed if the property is to be divided or streets are to be dedicated unless exceptions have been formally granted by the Planning Commission and City Council.
- (d) All public site dedications, development rights to open space, or other dedications for the entire site or approved staged portion shall be recorded before the issuance of any building permits.
- (e) Final copies of all approved articles governing operation and maintenance shall be placed on file with the City Recorder's office before the issuance of any building permits.
- (f) After an area has been placed in the PUD Subdistrict, all building permits shall only be issued based on the Final Plan and Program as recorded in the office of the City Recorder. The area shall henceforth be shown on the official zoning map as a PUD Subdistrict (/PUD) in addition to the basic zone.

(12) DEVELOPMENT STANDARDS

- (a) Minimum site size. A PUD Subdistrict shall not be established on less than two acres unless the Planning Commission and City Council find less area suitable by virtue of its unique character.
- (b) Compatibility with neighborhood.
 - (i) The plan and program shall present an organized arrangement of buildings, service facilities, open spaces, and improvements such as recreation facilities and fencing to ensure compatibility with the City of Oakridge Comprehensive Plan and the character of the neighborhood.
 - (ii) Periphery yards of a PUD Subdistrict shall be at least as deep as those required by the yard regulations of the underlying zone unless the Planning Commission finds that equal protection will be accorded through specific features of the approved plan.
- (c) Lot coverage and building height. Lot coverage and building height shall be no greater than for the underlying zone unless the Planning Commission finds that an exception is warranted in terms of the character and amenities proposed in the total development.
- (d) Open space. Open space in a PUD Subdistrict means the land area to be used for scenic or open recreational purposes within the development.
 - (i) Open space does not include street rights-of-way, driveways, parking areas, required setbacks or public service easements unless these areas have some special recreational design or purpose.
 - (ii) Open space shall be adequate for the recreational and leisure use of the population occupying the planned unit development and designed to enhance the present and future value of the development.
 - (iii) To the maximum extent possible, the Plan and Program shall assure that natural features of the land are preserved and landscaping is provided.
 - (iv) To assure that open space will be permanent, dedication of development rights to the City for other than open space may be required.
 - (v) Instruments guaranteeing the maintenance of open space shall be reviewed and approved by the Planning Commission. Documents dedicating development rights and

provisions for maintenance of open space shall be approved as to form by the City Attorney.

- (e) Density. Greater overall density, not to exceed 3,000 square feet of site area per dwelling unit, may be allowed under a PUD Subdistrict but only by recommendation of the Planning Commission and approval of the City Council based on the entire development design. Areas used for public street right-of-way or private roadways intended to provide access to more than two dwelling units shall be excluded when determining the overall density of the development. In any PUD Subdistrict established in a Low Density Residential District the overall density shall not exceed 5,000 square feet of site area per dwelling unit.
- (f) Subdivision lots. Minimum area, depth and frontage requirements for subdivision lots in a PUD Subdistrict may be less than the minimum specified in the basic zone if in accordance with the approved General Development Plan and Program and the density standards of this section.
- (g) Ownership and maintenance of planned unit development. Except as provided here, the area in a proposed PUD must be in a single ownership or under the development control of a joint application of owners or option holders of the property involved. Dwelling units or individual portions of a planned unit development may be transferred to additional parties provided:
 - (i) The Planning Commission finds that the purpose of the PUD regulations and the findings and conditions of approval at each step have been satisfied and the Planning Commission approves of the transfer based on them; and
 - (ii) Documents necessary to assure permanent maintenance of buildings, common use facilities, landscaping, open space and outdoor living areas at no expense to the City have been approved by the City Attorney.

(13) PHASED DEVELOPMENT

- (a) The applicant may elect to develop the site in successive stages as shown in the General Development Plan and Program. Each such stage shall be substantially complete within itself.
- (b) The Planning Commission may require that development be done in stages if public facilities are not adequate to service the entire development initially.

(14) PERMITTED USES IN RESIDENTIAL DISTRICTS COMBINED WITH PUD SUBDISTRICT. The following uses and their accessory uses are permitted in a PUD Subdistrict that has been combined with a residential zone.

- (a) Residential use of land.
- (b) Related commercial uses that are designed to serve the development of which they are a part, when approved by the Planning Commission and City Council.
- (c) Related community service uses which are designed to serve the development of which they are a part, when approved by the Planning Commission and City Council, Such community service uses may also be designed to serve the surrounding area if considered desirable upon review of the proposal.

(15) BONDING

- (a) A developer may be required to post one of the following instruments, to assure his or her full and faithful performance in completion of the approved plan.
 - (i) A surety bond executed by a surety company authorized to transact business in the State of Oregon. The bond shall be in a form approved by the City.
 - (ii) Instead of said bonds:
 - The developer may deposit with the City Recorder cash money in an amount fixed by the City Administrator and the City Engineer.
 - The developer may provide certification by a bank or other reputable lending institution that money is being held to cover the cost of the improvement and that it will be released only upon authorization of the City Engineer.
- (b) If the developer fails to carry out the project as approved, and the City has un-reimbursed costs or expenses resulting from such failure, the City shall call on the bond or cash deposit for reimbursement. If the amount of the bond or cash deposit is less than the cost and expense incurred by the City, the developer shall be liable to the City for the difference.

- (16) PROPOSED CHANGES IN APPROVED PLANS
 - (a) Major changes. Major changes in the General Development Plan and Program after it has been adopted shall be considered as a new application and shall be made according to the procedures specified in this Section.
 - (b) Minor changes. Minor changes in an approved General Development Plan and Program may be approved by the City Administrator if such changes:
 - (i) Do not change the character of the development or the population density.
 - (ii) Do not change the boundaries of the PUD Subdistrict.
 - (iii) Do not change any use, such as residential to commercial.
 - (iv) Do not change the location or amount of land devoted to a specific land use.
 - (v) Do not relax dimensional standards or other specific requirements established by the Planning Commission or City Council as a condition of approval.

- (17) EXPIRATION
 - (a) If substantial construction or development has not taken place within one year from the date of final approval by the City Council of the General Development Plan and Program, the PUD Subdistrict shall become null and void.
 - (b) Upon abandonment of a particular planned unit development, or if it is specified in the General Plan and Program, it may be decided by the Planning Commission and the City Council, after the appropriate public hearings, that the granting of approval be nullified and the rezone repealed and further use of the property and structures thereon shall be according to the existing basic district, unless a request to extend the time limit is approved.

SECTION 15.05 AIRPORT SAFETY SUBDISTRICT (/AS)

- (1) PURPOSE. The Airport Safety Subdistrict (AS) is intended to prevent air space obstructions in airport approaches and surrounding areas through height restrictions and other land use controls as deemed essential to protect the health, safety and welfare of the people of the City of Oakridge and Lane County. Specifically, the Airport Safety Subdistrict is intended to carry out the following purposes:
 - (a) Prevent the creation or establishment of obstructions that are a hazard to air navigation and flight.
 - (b) Prevent the creation or establishment of other hazards to air navigation and flight such as distracting light and glare producing surfaces, radio interference, smoke, steam and dust, areas which attract birds and hazards of a similar nature.
 - (c) Restrict new development of land uses not normally compatible with noise and safety hazards associated with airport operations.

- (2) APPLICABILITY. The Airport Safety District is applied to those lands adjacent to the Oakridge State Airport that are encompassed by the Airport Imaginary Surfaces set forth and described in Subsection (4) of this Section and diagrammed in Subsection of this Section. Such zones are shown on the current Airport Approach and Clear Zone Map, prepared by Oregon State Aeronautics Division and dated March 4, 1975. For purposes of this Section, the elevation of the Oakridge runway is established as 1,419 feet above sea level.

- (3) COMPLIANCE. In addition to complying with the provisions of the primary zoning district, all uses and activities shall comply with the provisions of this overlay subdistrict. In the event of any conflict between any provisions of this overlay subdistrict and the primary zone district, the more restrictive provision shall apply.

- (4) SPECIAL DEFINITIONS. The following terms used in this Section are defined below.
 - (a) Airport Approach Safety Zone: A surface longitudinally centered on the extended runway centerline and extending outward and upward from each end of the Primary Surface. The inner edge of the approach surface is the same width as the Primary Surface and extends to a width of 1,250 feet. The Airport Approach Safety Zone extends for a horizontal distance of 5,000 feet to a slope of 20 Feet for each foot upward (20:1).
 - (b) Airport Hazard: Any structure, tree or use of land that exceeds height limits established by the Airport Imaginary Surfaces.

- (c) Airport imaginary Surfaces: Those imaginary areas in space which are defined by the Airport Approach Safety Zone, Transitional Zones, Horizontal Zone, Clear Zone and Conical Surface and in which any object extending above these imaginary surfaces is an obstruction.
- (d) Clear Zone: Extends from the Primary Surface to a point where the approach surface is 50 feet above the runway and elevation.
- (e) Conical Surface: Extends one foot upward for each 20 feet outward (20:7) for 4,000 feet beginning at the edge of the Horizontal Surface (5,000 feet from the center of each end of the Primary Surface) and extending upward to a height of 350 feet above the airport elevation.
- (f) Horizontal Surface: A horizontal plane 150 feet above the established airport elevation, the perimeter of which is constructed by swinging arcs of 5,000 feet from the center of each end of the Primary Surface and connecting the adjacent arcs by lines tangent to those arcs.
- (g) Noise Sensitive Areas: Within 1,500 feet of an airport or within established noise contour boundaries exceeding 55 Ldn (day/night sound level).
- (h) Place of Public Assembly: A structure or place which the public may enter for such purposes as deliberation, education, worship, shopping, entertainment, amusement, awaiting transportation or similar activity.
- (i) Primary Surface: A surface longitudinally centered on a runway. When the runway has a specially prepared hard surface, the Primary Surface extends 200 feet beyond each end of that runway. When the runway has no specially prepared hard surface or planned hard surface, the Primary Surface ends at each end of that runway. The width of the Primary Surface is 250 feet.

For purposes of this section, the Primary Surface shall be considered as having the same elevation as its respective runway. The centerpoints at the ends of the Primary Surface shall be considered as having the following state plan coordinates, based on the North American Datum 1927 (NAD 27), for the Oakridge State Airport:

North Coordinate	East Coordinate
766146	1472836
767325	1469017

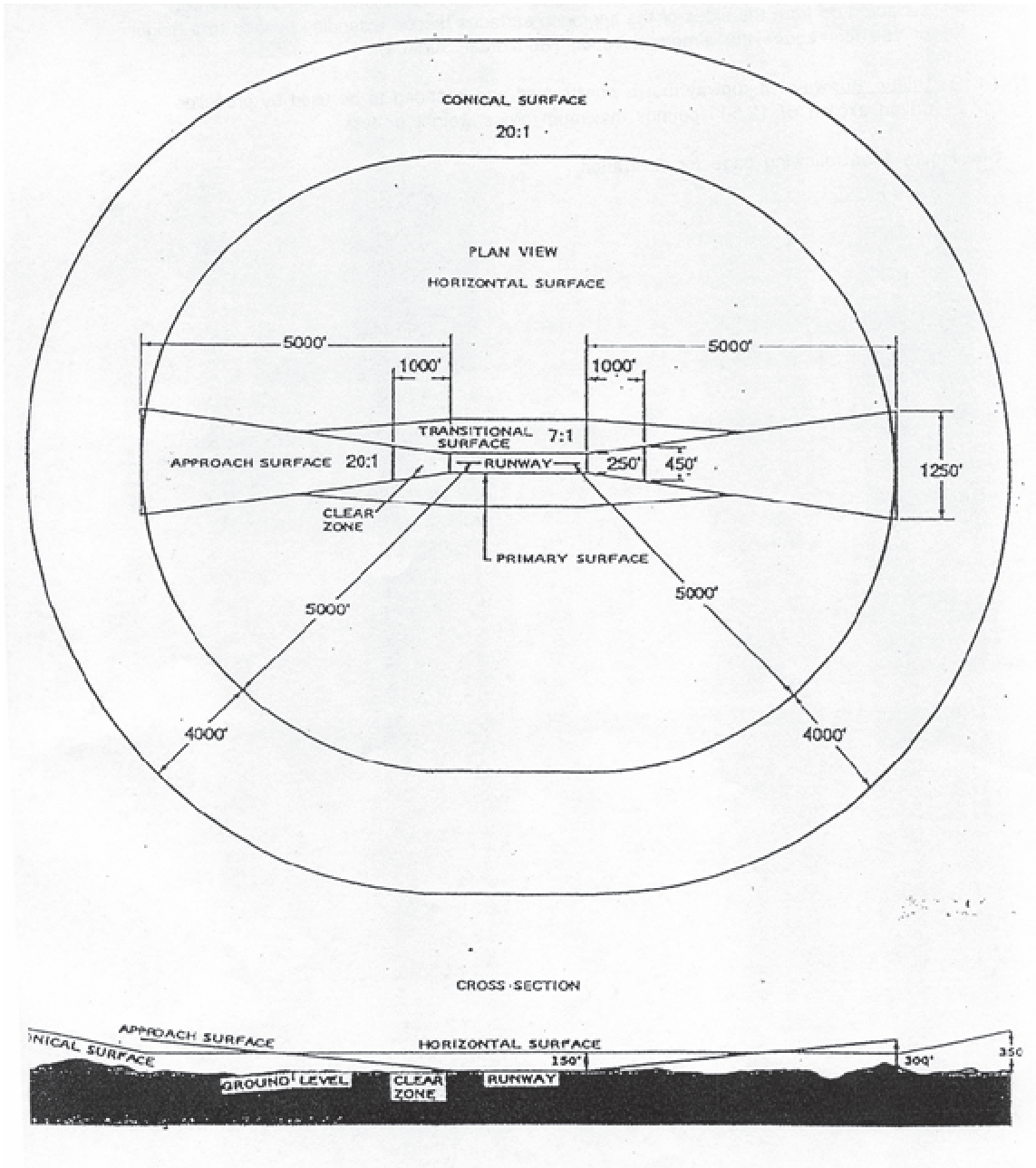
The coordinates of the center of the airport are:

Latitude 43 degrees, 45 minutes, 10 seconds North
Longitude 122 degrees, 30 minutes, 5 seconds West

- (j) Transitional Zones: Extend one foot upward for each seven feet outward (7:1), beginning on each side of the Primary Surface which point is the same elevation as the runway surface, and from the sides of the approach surfaces thence extending upward to a height of 150 feet above the airport elevation (Horizontal Surface).
- (k) Utility Runway: A runway that is constructed and intended to be used by propeller-driven aircraft of 12,500 pounds maximum gross weight or less.

See Figure 1 on following page for illustration.

Figure 1



(5) USES AND STRUCTURES

- (a) Permitted uses and structures:
- (i) Farm use, excluding the raising and feeding of animals that would be adversely affected by aircraft passing overhead;
 - (ii) Landscape nursery, cemetery or recreation areas which do not include buildings or structures;
 - (iii) Roadways, parking areas and storage yards in such a manner that vehicle lights will not make it difficult for pilots to distinguish, between landing lights and vehicle lights or result in glare, or in any way impair visibility in the vicinity of the land approach. Approach surfaces must clear these areas by a minimum of 15 feet;
 - (iv) Pipeline;
 - (v) Underground utility wire.
- (b) Uses and structures permitted conditionally. The Planning Commission, subject to the procedures and criteria of Subsection (7) of this Section, may grant a conditional use permit for the following uses.
- (i) A structure or building accessory to a permitted use authorized in the primary zone district.
 - (ii) Single-unit dwellings, manufactured homes, duplexes, multiple-unit dwellings, and other structures intended for human occupancy, when authorized in the primary zone district, provided the landowner signs and records in the Lane County Deed Records a Hold Harmless Agreement and Aviation and Hazard Easement and submits them to the airport sponsor and City Administrator. The purpose of this Agreement and Easement is to waive action against the City and the airport for noise, property damage or personal injuries resulting from activities connected with the airport. Such waiver shall apply only when airport activities are conducted in conformance with rules and regulations of the airport and applicable Federal and State air regulations and no negligence on the part of the City or the airport is involved. The waiver shall be in a form prescribed by the City Administrator and shall be binding on the grantees, their heirs, assigns and successors in title.
 - (iii) Commercial and industrial uses, when authorized in the primary zone district, provided the use does not result in the following:
 - Creating electrical interference with navigational signals or radio communication between the airport and the aircraft;
 - Making it difficult for pilots to distinguish between airport lights or others;
 - Impairing visibility;
 - Creating bird strike hazards;
 - Endangering or interfering with the landing, taking off or maneuvering of aircraft intending to use the airport;
 - Attracting large numbers of people.
 - (iv) Buildings and uses of public works, public service or public utility nature, when authorized in the primary zone district.

(6) NONCONFORMING USES

- (a) Regulations not retroactive: The regulations prescribed by this ordinance shall not be construed to require the removal, lowering or other change or alteration of any structure or tree not conforming to the regulations as of the effective date of this ordinance, or otherwise interfere with the continuance of nonconforming use. Nothing contained in here shall require any change in the construction, alteration or intended use of any structure, the construction or alteration of which was begun prior to the effective date of this ordinance and is diligently prosecuted
- (b) Marking and lighting: Despite subparagraph (a) of this Subsection, the owner of any existing nonconforming structure or tree is hereby required to permit the installation, operation and maintenance thereon of such markers and lights as shall be deemed necessary by the airport owner to indicate to the operators of aircraft in the vicinity of she airport the presence of such airport obstruction. Such markers and lights shall be installed, operated and maintained at the expense of the airport owner. The airport owner shall obtain any required permit or authorization to build from the appropriate agency prior to beginning construction.

- (7) PROCEDURES. An applicant seeking a conditional use under Subsection (5)(b) of this Section, shall follow procedures set forth in the urban growth management plan/agreement between the City of Oakridge and Lane County. Information accompanying the application shall also include the following:
 - (a) Property boundary lines as they relate to the Airport Imaginary Surfaces;
 - (b) Location and height of all existing and proposed buildings, structures, utility lines and roads; and
 - (c) A Statement from the Oregon Aeronautics Division indicating that the proposed use will not interfere with the operation of the landing facility.

- (8) USE LIMITATIONS
 - (a) To meet the standards and reporting requirements established in Federal Aviation Regulations, Part 77 (14 CFR 77.21-.29), no structure or object shall be erected, altered, allowed to grow, or be maintained in such a manner as to penetrate into the Airport Imaginary Surfaces as defined in Subsection 4 of this Section.
 - (b) No Place of Public Assembly shall be permitted in the Airport Approach Safety Zone.
 - (c) No structure or building shall be allowed within the Clear Zone.
 - (d) Whenever there is a conflict in height limitations prescribed by this overlay zone subdistrict and the primary zone district, the lowest height limitations shall be used, provided however that the height limitations approved here shall not apply to structures customarily employed for aeronautical purposes.
 - (e) No glare-producing materials shall be used on the exterior of any structure located within the Airport Approach Safety Zone.
 - (f) In Noise Sensitive Areas where noise levels are a concern, a declaration of anticipated noise levels shall be attached to any building permit or development approval. In areas where the noise level is anticipated to be 55 Ldn and above, prior to issuance of a building permit for construction of noise sensitive land use (real property normally used for sleeping, schools, religious institutions, hospitals, or public libraries) that permit application shall be required to demonstrate that a noise abatement strategy will be incorporated into the building design which will achieve an indoor noise level equal to or less than 55 Ldn. The City Building Inspector will review building permits for noise sensitive developments.

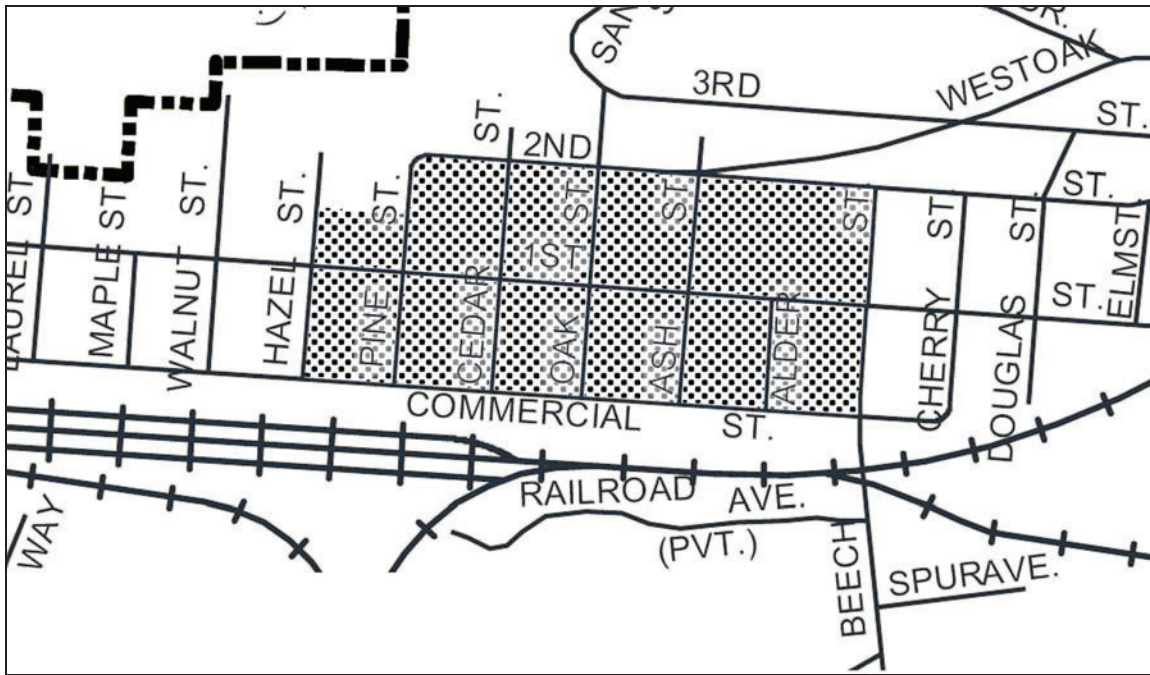
SECTION 15.06 OLD TOWN DESIGN SUBDISTRICT (/OT)

- (1) Purpose. Building design and streetscape in the Old Town Design Subdistrict shall be reminiscent of historic frontier town main streets. The Old Town Design Subdistrict establishes the following:
 - (a) Site Development Standards. The Old Town Site Development Standards are primarily concerned with the location and orientation of a building on a site, and its visual relationship to the street and adjacent buildings.
 - (b) Site Design Standards. The Old Town Site Design Standards are primarily concerned with the basic design features of a building, landscaping and other improvements on a site with the goal of creating a pedestrian friendly environment with the character of Oakridge's historic shopping and civic center.
 - (c) Architectural Standards. The Oakridge Frontier Style is based on the architecture of structures built in the late nineteenth and early twentieth centuries in Oakridge and most Western towns. Typical characteristics of this architectural style are a false front that gives the impression of a flat roof and a taller building, simple construction featuring storefront windows on the ground level, unadorned wood siding, and modest decorative moldings.
 - (d) Streetscape Design Standards. The streetscape is the public space between buildings located on adjacent private properties and typically includes some or all of the following elements: vehicular travel lanes, on-street parking lanes, curbs, sidewalks, landscaped planting strips and street trees, street lighting, and street furniture such as fountains, or benches. The streetscape shall be designed to encourage safe and convenient pedestrian and bicycle travel, while maintaining sufficient vehicular access and circulation for private, commercial, and emergency service vehicles.

- (2) Applicability.

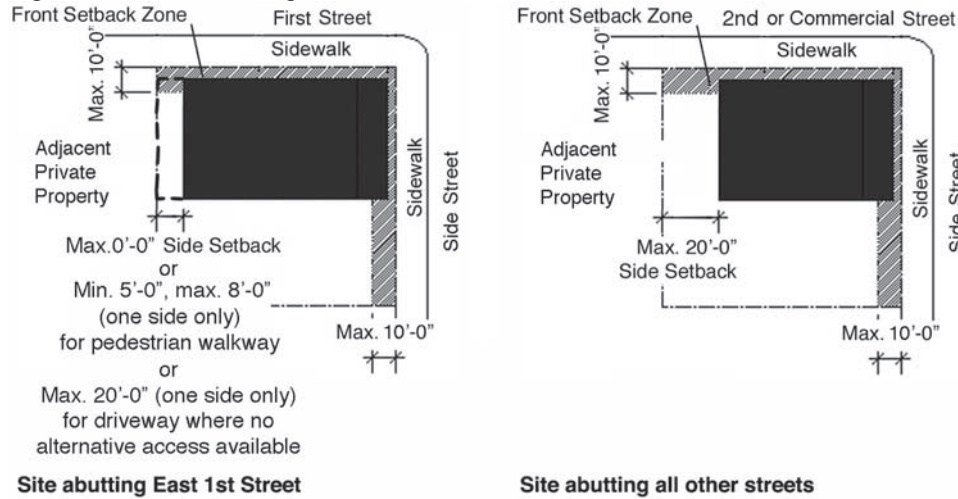
- (a) The Old Town Design Subdistrict designation shall be applied within the C-2 Central Commercial District as shown on Figure 15.06 -1 (Old Town Design Subdistrict) and described below:
 - (i) All parcels abutting East 1st Street between Beech Street and Hazel Street;
 - (ii) All parcels abutting the north side of Commercial Street between Beech Street and Hazel Street; and
 - (iii) All parcels abutting the south side of East 2nd Street between Pine Street and Beech Street.

Figure 15.06 -1: Old Town Design Subdistrict



- (b) Except as noted below, the standards of the Old Town Design Subdistrict apply to all proposed new construction, site improvements, and exterior alterations to existing development.
 - (c) Exemptions. The following items are exempt from the standards of the Old Town Design Subdistrict:
 - (i) Single-family residential dwellings and associated accessory structures;
 - (ii) Modifications to a structure to meet the requirement of the Americans With Disabilities Act; and
 - (iii) Ordinary maintenance or repair of any structure.
 - (d) The graphics and images provided herein are intended to show examples of how to comply.
- (3) Old Town Site Development Standards.
- (a) Building Location.

Figure 15.06 -2: Building Location



- (i) Front Setbacks
 - (A) Minimum: zero (0) feet.
 - (B) Maximum: ten (10) feet from the front property line, except that a maximum of one-third of a building’s width may be set back a maximum of 20 feet to allow for paved courtyards. Courtyards shall either be enclosed by building walls on three sides or, on corner lots, courtyards located at the street fronting corner may be enclosed by building walls on two sides.
 - (C) For properties abutting East 1st Street with front setbacks wider than the minimum of zero feet, development permitted within the front setback zone is limited to the following:
 - i. Pavement to create extra-wide sidewalks or similar pedestrian amenities;
 - ii. Paved areas for outdoor seating or display of merchandise;
 - iii. Arcades, front porches, decks, stoops or stairs;
 - iv. Non-permanent landscaping in raised planters or pots; permanent landscaping shall be prohibited.
 - (D) For properties abutting all other streets with front setbacks wider than the minimum of zero feet, development permitted within the front setback zone is limited to the following:
 - i. Pavement to create extra-wide sidewalks or similar pedestrian amenities;
 - ii. Paved areas for outdoor seating or display of merchandise;
 - iii. Arcades, front porches, decks, stoops or stairs;
 - iv. Landscaping.
- (ii) Side Setback.
 - (A) Minimum: zero (0) feet.
 - (B) Maximum side setback for properties abutting East 1st Street: zero (0) feet except to allow for pedestrian or vehicular access on one side as described below.
 - i. A pedestrian walkway connecting parking areas to the sidewalk as follows:
 - Minimum walkway width: five (5) feet.
 - Maximum walkway width: eight (8) feet .
 - A minimum walkway clear area of five (5) feet shall be kept free of obstacles.
 - ii. A vehicular access, where no alternative access is available, up to a maximum of 20 feet wide.
 - (C) Maximum side setback for properties abutting all other streets: 20 feet.
- (iii) Rear Setback.
 - (A) Minimum:
 - i. Adjacent to non-residential uses: zero (0) feet.
 - ii. Adjacent to residential uses: ten (10) feet

(B) Maximum: none.

(b) Building Orientation.

- (i) The primary façade (typically the façade featuring the main entrance and major architectural features such as ornamentation, bays, and awnings) shall face the principal street. For properties fronting on East 1st Street, East 2nd Street or Commercial Street, the primary façade shall face East 1st Street, East 2nd Street or Commercial Street, respectively. For properties fronting on both East 1st Street and Commercial Street, or East 1st Street and East 2nd Street, primary façades shall be required on both streets;
- (ii) Building entries may be oriented to a courtyard or breezeway that faces a public right-of-way.
- (iii) On corner lots, entrances may be oriented to the street corner at a 45-degree angle measured from either of the intersecting property lines.

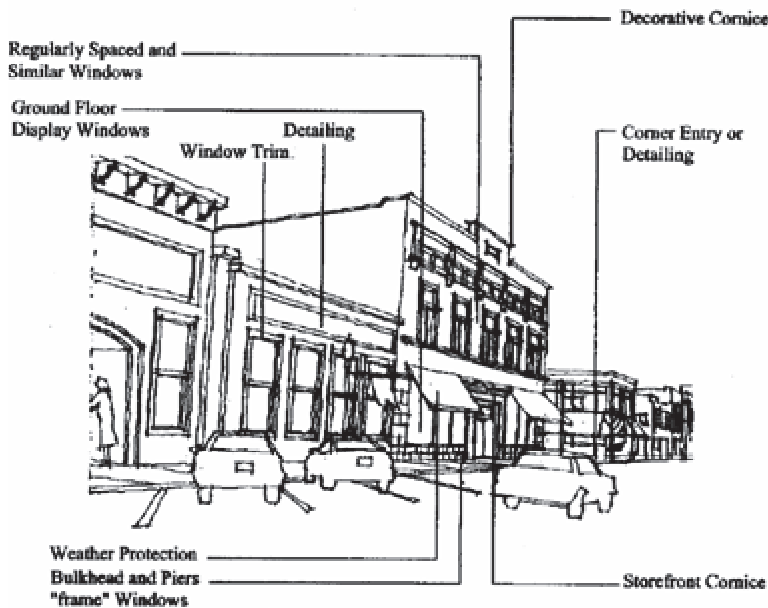
(c) Building Height. The maximum building height shall be 35 feet measured from average grade at the building's front façade to the top of the roof ridge or parapet, whichever is higher.

(d) Lot Coverage. The allowed maximum lot coverage shall not be limited other than by required setbacks described above.

(4) Old Town Site Design Standards

(a) Applicability. Within the Old Town Design Subdistrict, the Old Town Site Design Standards shall only apply to the front façades and elements of a building, landscaping, and any other site improvements that are located within the front setback zone established in Section (3) (a) above. All other development within the Old Town Design Subdistrict is exempt from these standards.

Figure 15.06 -3: Façade Elements



(b) Each building façade shall have all of the following horizontal design elements (can be produced by material change or applied façade elements):

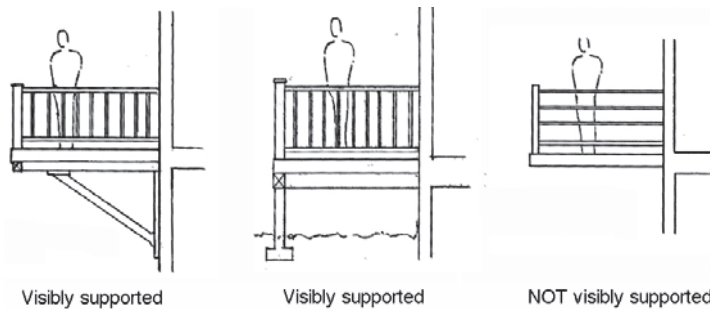
- (i) Distinctive building base;
- (ii) Occupied building middle; and
- (iii) Articulated eave, cornice, and/or parapet line.

(c) Each building façade shall have at minimum one of the following vertical elements, spaced a maximum of 50 feet apart, measured horizontally center to center:

- (i) Change of siding material along vertical lines;
- (ii) Applied vertical façade elements, such as trim boards; or

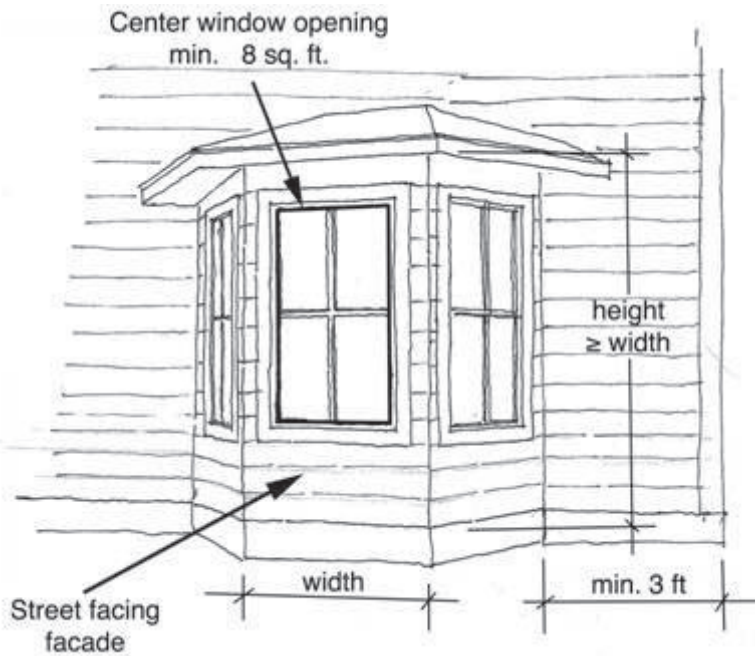
- (iii) Change in vertical planes.
- (d) A building's primary entry shall either project or be recessed from the surrounding façade by at least eight inches.
- (e) The ground floor façade(s) shall be glazed with storefront windows; at minimum 50% of the ground floor façade shall be comprised of transparent windows and doors that abut actively used interior spaces and may be covered at any time only by shades, blinds, draperies, or other adjustable interior window and door coverings. The ground floor façade shall be measured vertically from average finished sidewalk grade to the ground floor ceiling, and horizontally from outside building corner to outside building corner; the windows shall be measured including the window frames.
- (f) At minimum 25% of upper floor façades shall be comprised of transparent windows. Upper floor façade shall be measured vertically from finished floor to the ceiling, and horizontally from outside building corner to outside building corner; the windows shall be measured including the window frames.
- (g) All building elements, including but not limited to decks, balconies, porch roofs and bays, that project from the connecting building wall by more than 16 inches shall be visibly supported by brackets, posts, or beams that are sized at minimum six inches in nominal width or diameter.

Figure 15.06 -4: Projecting Building Elements



- (h) A landscape buffer shall be required between any public right-of-way and adjacent parking lots.
 - (i) The landscape buffer shall consist of one of the following elements:
 - (A) A planting strip a minimum of six feet wide with a minimum three foot and a maximum five foot vertical growth maintained at maturity.
 - (B) A wall or fence a minimum of 36 inches and a maximum of 42 inches high with a three foot wide planter with a minimum two foot and a maximum five foot vertical growth maintained at maturity. Fences shall consist of wood, welded or soldered metal, or iron. Chain link or similar metal mesh fences and barbed wire fences shall be prohibited. Walls shall be masonry construction a minimum of eight inches thick and finished with a top course or cap;
 - (ii) The landscape buffer shall have at least one walkway opening a minimum of three feet and a maximum of six feet wide for every 20 feet of frontage;
 - (iii) Openings for driveway access shall be limited to 24 feet in width.
- (i) Lighting.
 - (i) Lighting shall be provided at all building entrances, pathways and other pedestrian areas, mounted at a minimum of six and a maximum of 15 feet above grade; fixtures shall match the City's Old Town street light standards in style and color.
 - (ii) Lighting of parking areas shall be limited to a height of 24 feet and must be shielded from adjacent lots and the public right-of-way.
- (j) Awnings or Fixed Canopies. If provided, awnings or fixed canopies shall:
 - (i) Be attached to the building façade a minimum of eight feet above the sidewalk;
 - (ii) Be shed style with open or closed sides; balloon awnings shall be prohibited;
 - (iii) Be made of woven fabric; vinyl shall be prohibited; and
 - (iv) Not encroach into the right-of-way beyond the width of the sidewalk or to a maximum of ten feet, whichever is less.
- (k) Bays. If provided, bays shall:

Figure 15.06 -5: Bay Windows



- (i) Have windows on all three sides. The center window opening shall be a minimum of eight square feet; the window opening's height shall be equal or greater than its width;
 - (ii) Have a street facing façade height that is equal or greater than its width, measured from the bottom to the top of the bay's vertical plane; and
 - (iii) Be a minimum of three feet from any building corner or other bay, measured horizontally.
- (l) Covered porches or arcades. If provided covered porches or arcades shall:
- (i) Be at minimum six feet deep; and
 - (ii) Be visibly supported by posts or columns which shall be spaced a minimum of eight feet and a maximum of 25 feet.
- (m) Stairs, Stoops and Decks. If provided, stairs, stoops and decks shall have vertically oriented balustrades or railings when 30 inches or greater above adjoining grade.
- (n) Mixed-use and Non-residential Signage.

Figure 15.06 -6: Historic Frontier Signage



- (i) Signs shall be reminiscent of historic Frontier town signs with regard to detailing and lettering.

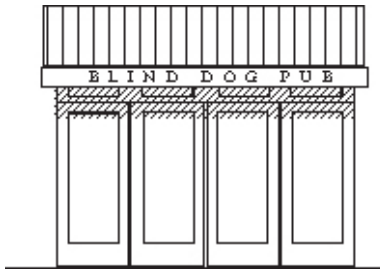
- (ii) Signs shall be made of wood, stone, etched or stained glass, wrought iron, non-shiny metal, or polymer.
- (iii) Each use shall be permitted to install a maximum of two signs. Permitted signs include:
 - (A) Wall signs, maximum of 26 square feet in size, a maximum of 18 feet above grade;

Figure 15.06 -7: Wall Sign



- (B) Awning signs, maximum of twelve square feet in size, and subject to subsection (j) above;

Figure 15.06 -8: Awning Sign



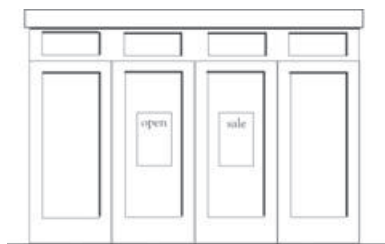
- (C) Projecting signs, maximum of six square feet in size; the bottom edge shall be a minimum of seven feet above grade;

Figure 15.06 -9: Projecting Sign



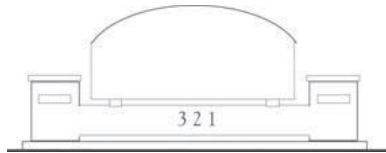
- (D) Window signs, maximum four square feet in size; and

Figure 15.06 -10: Window Sign



- (E) Monument signs shall be a maximum of ten square feet in size and a maximum of three feet in height; to prevent a sign from interfering with pedestrian or vehicular circulation, monument signs shall not be located in or encroaching onto a sidewalk, plaza, driveway, public right-of-way, or any other area intended for pedestrian or vehicular use.

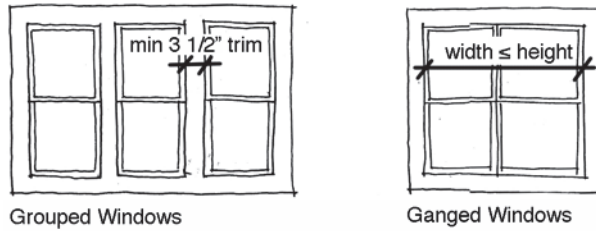
Figure 15.06 -11: Monument Sign



- (5) Oakridge Frontier Style Architectural Standards.
 - (a) Applicability. Within the Old Town Design Subdistrict, the Oakridge Frontier Style Architectural Standards shall only apply to front façades facing East 1st Street and those elements of a building that are located within the front setback zone, as established in Section (3) (a) above.
 - (b) Building front façades facing East 1st Street.
 - (i) Any façade shall feature a false front that gives the appearance of a flat or pediment roof. A false front shall be created by a façade that is higher than the perpendicular walls, hiding the roof from street view behind a parapet or pediment.
 - (A) A single material shall be used to clad exterior walls; and
 - (B) A kick plate or bulkhead shall be located below storefront windows.
 - (ii) In addition, a minimum of one of the following elements is required:
 - (A) Decorative storefront cornice separating the first floor from upper floors.
 - (B) Decorative frieze board below the cornice line.
 - (c) Portions of All Building Façades Located Within the Front Setback Zone.
 - (i) Permitted Siding Materials and Configurations:
 - (A) Lap siding, using wood or cementitious boards;
 - (B) Board and batten siding, using wood or cementitious boards;
 - (C) Brick, or brick veneer;
 - (D) Stucco, in combination with wood or cementitious window and corner trim;
 - (E) The building base may be clad in stone or textured concrete a maximum of two feet in height.
 - (ii) Prohibited Siding Materials:
 - (A) Vinyl;
 - (B) Aluminum;
 - (C) Plywood;
 - (D) Particleboard; and
 - (E) T1-11.
 - (d) Roof Elements.
 - (i) Roofs may be flat or pitched.
 - (ii) At minimum, the false front shall be capped with simple cornice molding.
 - (iii) In addition, a minimum of one of the following elements is required:
 - (A) Elaborate decorative molding along the cornice line of the false front.
 - (B) Decorative brackets supporting the cornice molding.
 - (C) Overhanging eaves at the building side walls; the roof overhang shall be at minimum 12 inches measured horizontally from the outside of the building wall, not including the gutter.
 - (e) Windows and Doors.
 - (i) The ground floor shall be glazed with storefront windows. Each pane of glass shall be at maximum 24 square feet in area; the height of each pane shall be equal or greater than its width. Larger openings shall consist of grouped windows separated by a minimum of 3 1/2 inches of trim; and

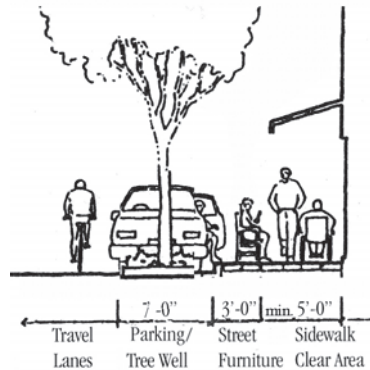
- (ii) Upper level windows shall not exceed 18 square feet in area each. The width of ganged windows shall not exceed their height. Grouped windows shall be separated by 3 1/2 inch minimum width trim.

Figure 15.06 -12: Grouped and Ganged Windows



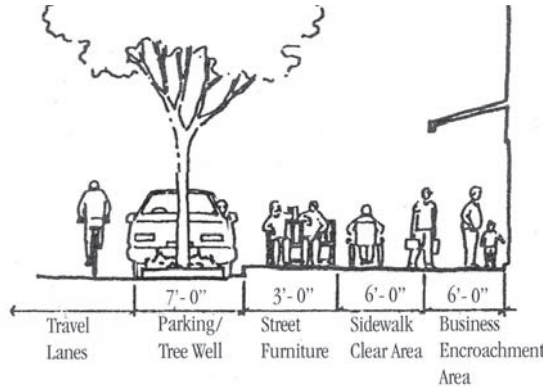
- (iii) In addition, a minimum of one of the following elements is required:
 - (A) Decorative shelf or hood molding over doors and windows.
 - (B) Transom or clerestory windows above storefront windows on ground floor.
 - (iv) Permitted Materials.
 - (A) Exterior trim materials shall be wood or cementitious boards.
 - (B) Window frames shall be wood, vinyl or painted metal.
 - (v) Prohibited Materials.
 - (A) Vinyl trim or metal trim.
 - (f) Permitted Colors. Exterior colors shall be consistent with the City's approved color palettes for the Old Town Design Subdistrict.
- (6) Old Town Streetscape Standards.
- (a) Applicability. Within the Old Town Design Subdistrict, the Old Town Streetscape Standards shall be applied to all public street rights-of-way.
 - (b) Sidewalk Standards
 - (i) The minimum width of a sidewalk shall be eight feet.

Figure 15.06 -13: Minimum Sidewalk Width



- (ii) The preferred width of the sidewalk in a pedestrian-friendly main street is 12 to 15 feet to allow businesses, such as cafes, to utilize the sidewalk for seating, display, and other customer-related activities, excluding storage and signage. The business encroachment zone may be located within the front setback zone on adjacent private properties.

Figure 15.06 -14: Preferred Sidewalk Width



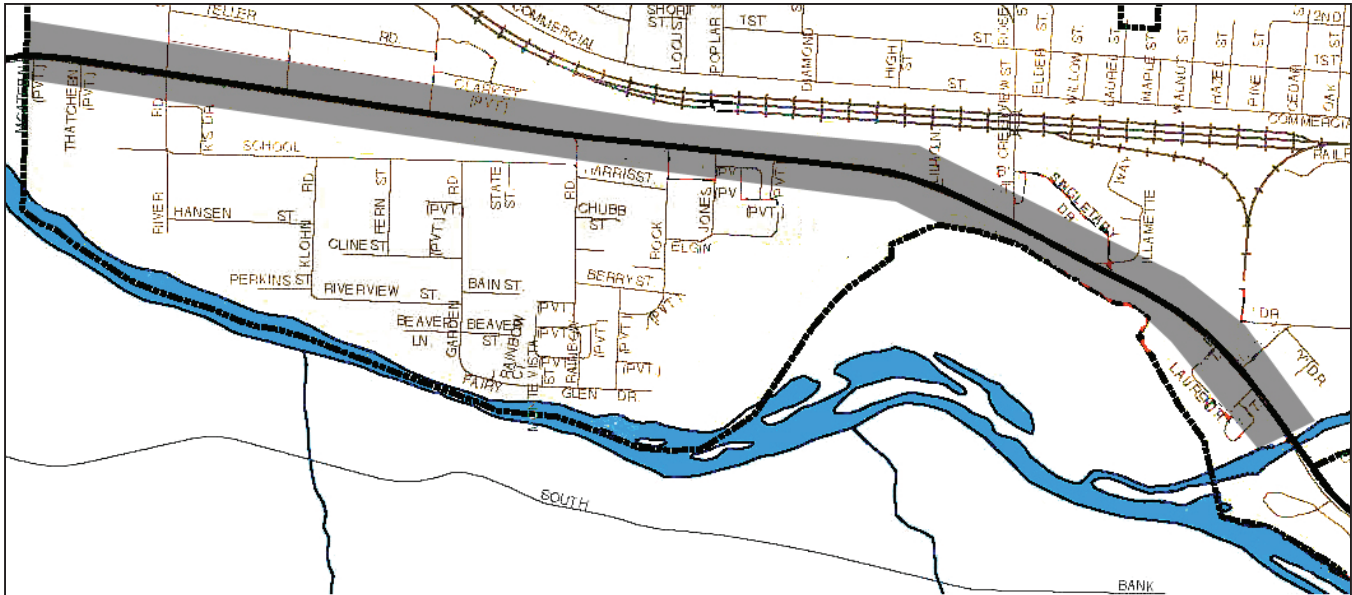
- (iii) An area no less than 5 feet in width but preferably at least 6 feet wide shall be kept free of obstacles. No street furniture, mechanical equipment, newspaper racks, landscaping, or any other item shall be located within the sidewalk clear area.
- (c) Street Tree Standards.
 - (i) Deciduous street trees shall be planted in tree wells located in curb extensions that encroach into the parking lane. A minimum of three trees per block on either side of the street shall be planted.
 - (ii) Tree species shall be selected from the City’s street tree list.
 - (iii) Tree species are permitted to vary along streets and individual blocks.
- (d) Street Lighting Standards.
 - (i) Street lighting is required to illuminate sidewalks through pedestrian-scaled lamps at 9 to 15 feet above grade.
 - (ii) Street lighting shall be spaced at a maximum of 60 feet on center and shall be located adjacent to the curb.
 - (iii) Sidewalks shall be lit to two-foot candles.
 - (iv) Street light fixtures shall comply with the City’s Old Town street light standards.
- (e) Street Furniture Standards.
 - (i) A minimum of one trash receptacle and one bench per block.
 - (ii) Street furniture shall match the Oakridge Frontier style of architecture. The use of a consistent design of street furniture throughout the Old Town Design Subdistrict is encouraged.

SECTION 15.07 HIGHWAY 58 DESIGN SUBDISTRICT (/HD)

- (1) Purpose. The purpose of the Highway 58 Subdistrict is to establish a unique visual identity for Oakridge along its main thoroughfare. Building design in the Highway 58 Subdistrict shall be reminiscent of historic Cascadian or Oregon Rustic architecture, exemplified in buildings such as the great lodges of the Northwest. The Highway 58 Subdistrict establishes the following standards:
 - (a) Site Design Standards. The Highway 58 Site Design Standards are primarily concerned with the basic design features of a building, landscaping and other improvements on a site. The Highway 58 Site Design Standards establish requirements for façade elements on all sides of a building, signage, lighting, and landscaping. The Standards aim at creating a unique visual identity along Highway 58.
 - (b) Architectural Standards. The Oakridge Cascadian architectural style is reminiscent of historic buildings constructed in the Oregon Rustic or Cascadian style, such as the Timberline Lodge (Mt. Hood National Forest), Multnomah Falls Lodge (Columbia Gorge National Scenic Area), and Crater Lake Lodge (Crater Lake National Park). The underlying principles of this style include simple craftsmanship and building forms, sloped rooflines, and materials with rustic finishes used to express the structural strength of the building.
- (2) Applicability.
 - (a) The Highway 58 Design Subdistrict designation shall be applied as described below:

- (i) All parcels abutting Highway 58 between the city limits to the west and the bridge over Salmon Creek to the east as shown on Figure 15.07 -1 (Highway 58 Subdistrict); and
- (ii) All parcels not abutting Highway 58 if they are part of a multi-parcel development with at minimum one parcel abutting Highway 58 between the city limits to the west and the bridge over Salmon Creek to the east.

Figure 15.07-1: Highway 58 Subdistrict*

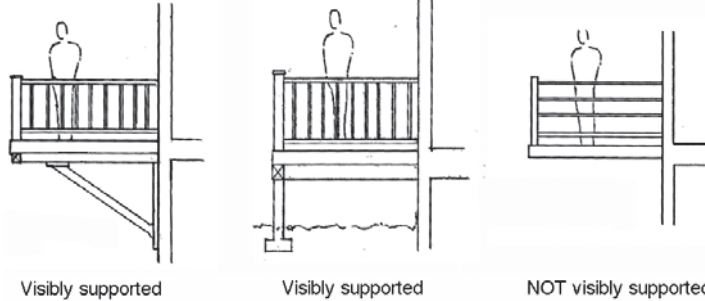


* NOTE: The above map identifies the frontage abutting Highway 58 between the city limits to the west and the bridge over Salmon Creek to the east that is subject to the standards of the Highway 58 Design Subdistrict. The actual depth of parcels and multi-parcel developments subject to this Section vary.

- (b) Except as noted below, the standards of the Highway 58 Design Subdistrict apply to all proposed new construction, site improvements and exterior alterations to existing development.
- (c) Exemptions. The following items are exempt from the standards of the Highway 58 Subdistrict:
 - (i) Modifications to a structure to meet the requirement of the Americans With Disabilities Act; and
 - (ii) Ordinary maintenance or repair of any structure.
- (3) Highway 58 Site Design Standards.
 - (a) Each building wall shall have a masonry building base:
 - (i) The base shall be clad in stone, stone veneer, or scored or textured concrete;
 - (ii) The base shall extend a minimum of 24 inches above grade and may extend to the second floor level of multistory buildings; windows may encroach into the base to allow a minimum sill height of 18 inches above grade; and
 - (iii) The base shall extend horizontally across the entire length of any façade and shall only be interrupted to accommodate doors and entryways.
 - (b) Building walls above the base shall be clad in one of the following:
 - (i) Wood or cementitious shingles;
 - (ii) Wood or cementitious lap siding;
 - (iii) Wood or cementitious board and batten siding; or
 - (iv) Log construction of half-round log siding;
 - (v) Prohibited siding materials include vinyl, aluminum, plywood, and T1-11.
 - (c) For building elements, including but not limited to decks and balconies, porch roofs, and bays, that project from the connecting building wall by more than 16 inches, all such elements shall be

visibly supported by brackets, posts, or beams that are sized at minimum six inches in nominal width or diameter. Exempt elements include signs and awnings.

Figure 15.07 -2: Projecting Building Elements



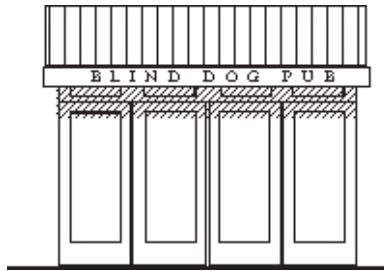
- (d) A landscape buffer shall be required between any public right-of-way and adjacent parking lots.
 - (i) The landscape buffer shall consist of one of the following elements:
 - (A) A planting strip a minimum of six feet wide with a minimum three foot and a maximum five foot vertical growth maintained at maturity.
 - (B) A wall or fence a minimum of 36 inches and a maximum of 42 inches high with a three foot wide planter with a minimum two foot and a maximum five foot vertical growth maintained at maturity. Fences shall consist of wood, welded or soldered metal, or iron. Chain link or similar metal mesh fences and barbed wire fences shall be prohibited. Walls shall be masonry construction a minimum of eight inches thick and finished with a top course or cap;
 - (ii) Landscape strips, walls or fences shall have at least one walkway opening a minimum of three feet and a maximum of 6 feet wide for every 20 feet of frontage.
- (e) Lighting.
 - (i) Lighting shall be provided at all building entrances, pathways and other pedestrian areas, mounted at a minimum of six and a maximum of 15 feet above grade.
 - (ii) Lighting of parking areas shall be limited to a height of 24 feet and must be shielded from adjacent lots and the public right-of-way.
- (f) Commercial and Mixed-Use Signage.
 - (i) Signs shall be made of wood, stone, etched or stained glass, wrought iron, non-shiny metal, or polymer.
 - (ii) Each use shall be permitted to install a maximum of two signs. Permitted signs include:
 - (A) Wall signs, a maximum of 26 square feet in size, a maximum of 18 feet above grade;

Figure 15.07 -3: Wall Sign



- (B) Awning signs, a maximum of twelve square feet in size;

Figure 15.07 -4: Awning Sign



- (C) Projecting signs, a maximum of ten square feet in size; the bottom edge shall be a minimum of seven feet above grade;

Figure 15.07 -5: Projecting Sign



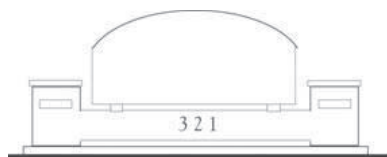
- (D) Window signs, a maximum of six square feet in size;

Figure 15.07 -6: Window Sign



- (E) Monument signs, a maximum of 32 square feet in size and a maximum of four feet in height measured from average grade to the top of the sign; to prevent a sign from interfering with pedestrian or vehicular circulation, monument signs shall not be located in or encroaching onto a sidewalk, plaza, driveway, public right-of-way, or any other area intended for pedestrian or vehicular use; and

Figure 15.07 -7: Monument Sign



- (F) Pedestal signs, a maximum of twelve square feet in size, and the height of the sign equal or greater than its width. Pedestal signs shall be mounted on poles that match the city's street lights a maximum of 18 feet high, measured from average grade to the top of the sign.

- (4) Oakridge Cascadian Style Architectural Standards.
 - (a) Applicability. Within the Highway Design Subdistrict, the Oakridge Cascadian Architectural Design Standards shall only apply to exterior building walls fronting a public right-of-way and to building elements located within twenty feet of any street facing wall, measured perpendicular to the street facing wall. All other development within the Highway 58 Design Subdistrict shall be exempt from the Oakridge Cascadian Style Architectural Standards.

Figure 15.07 -8: Historic Example of a Cascadian Style Building



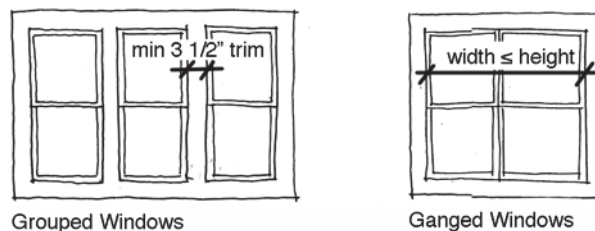
- Steep roof pitch
- Large stone chimney
- Dormers near roof ridge
- Varied roof line
- Asymmetrical composition
- Step in horizontal line of wall material at step in facade
- Windows with multiple panes
- Stone base

Figure 15.07 -9: Contemporary Buildings that incorporate Cascadian Design Elements



- (b) Façade design:
 - (i) Vertical stepping of horizontal façade elements (such as cornices, or horizontal lines created by a change in siding material) shall occur where portions of the façade step back or project from the primary façade (such as projecting gables, bays, recessed entries, or covered porches).
 - (ii) In addition, the façade design may incorporate the following optional elements:
 - (A) Asymmetrical building composition; and/or
 - (B) Decorative cornice storefront cornice to separate the first floor from upper stories.
- (c) Primary building entrance:
 - (i) A building's primary entrance shall be located in the building's front façade and face Highway 58.
 - (ii) A buildings primary entrance shall be accentuated using at minimum one of the following elements:
 - (A) Entryway projected or recessed from the surrounding façade by at least eight inches; or
 - (B) A covered porch or walkway; the materials and detailing used for the construction of these elements shall match the building.
- (d) Windows:
 - (i) Ground floor windows
 - (A) Any ground floor façade facing a public right-of-way shall be glazed with storefront windows; at minimum 30 percent of the ground floor façade shall be comprised of transparent windows and doors that abut actively used interior spaces and which may be covered at any time only by shades, blinds, draperies, or other adjustable interior window and door coverings. The ground floor façade shall be measured vertically from average finished sidewalk grade to the ground floor ceiling, and horizontally from outside building corner to outside building corner; the windows shall be measured including the window frames;
 - (B) Each pane of glass shall be at maximum 24 square feet in area; the height of each pane shall be equal or greater than its width. Larger openings shall consist of grouped windows separated by a minimum of 3 1/2 inches of trim.
 - (ii) Upper story windows
 - (A) For multi-story buildings, at minimum 25% of any upper floor façade facing a public right-of-way shall be comprised of transparent windows. Upper floor façades shall be measured vertically from finished floor to the ceiling, and horizontally from outside building corner to outside building corner; the windows shall be measured including the window frames;
 - (B) Upper level windows shall not exceed 18 square feet in area each. The width of ganged windows shall not exceed their height. Grouped windows shall be separated by 3 1/2 inch minimum width trim.

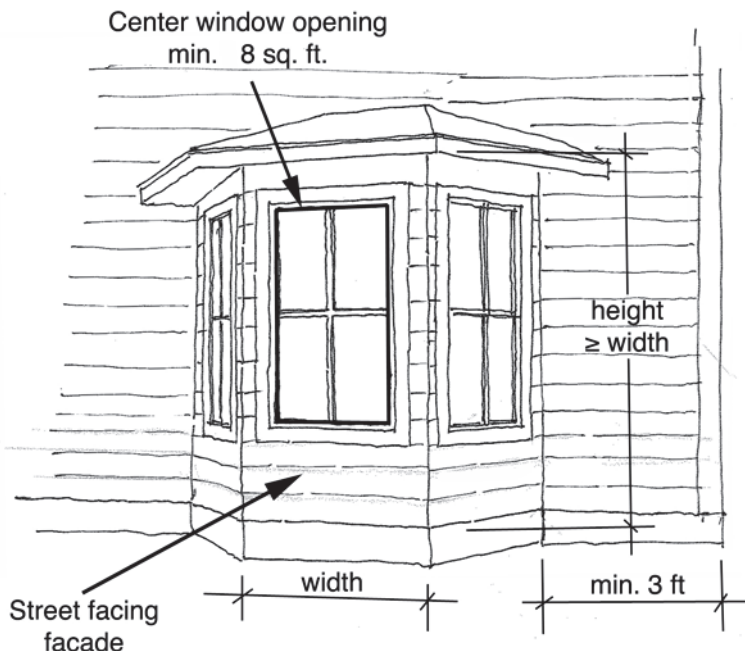
Figure 15.07 -10: Grouped and Ganged Windows



- (iii) Permitted Materials:
 - (A) Exterior trim materials shall be wood or cementitious boards;
 - (B) Window frames shall be wood, vinyl or painted metal.
- (iv) Prohibited Materials:
 - (A) Vinyl trim or metal trim.

- (e) Roofs:
 - (i) Gabled or hipped roof with a minimum 25-degree and a maximum 60-degree pitch.
 - (ii) Roof overhang shall be a minimum of 18 inches measured horizontally from the outside of the building wall, not including gutters
 - (iii) At minimum one of the following elements is required:
 - (A) Roof pitch of the main roof shall be a minimum of 40 and a maximum of 60 degrees.
 - (B) Roofline shall be varied, using at minimum one of the following elements:
 - i. Shed or gabled dormers located near the roof ridge;
 - ii. Varied ridge height for different parts of the roof;
 - iii. Cupolas or towers up to 200 square feet in size, or stone chimneys that exceed the ridge height by a minimum of 48 inches;
 - iv. Gable end that interrupts roofline to accentuate the location of the building's main entrance; or
 - v. Exposed rafter ends.
 - (iv) Permitted roofing materials:
 - a. Clay or concrete tiles;
 - b. Slate, equivalent synthetic or better; and
 - c. Ribbed metal.
 - (v) Prohibited materials:
 - a. Bitumen, built-up, liquid-applied or similar roofing systems.
- (f) Permitted Colors. Exterior colors shall be consistent with the City's approved color palettes for the Highway 58 Design Subdistrict.
- (g) Awnings or Fixed Canopies. If provided, awnings or fixed canopies shall:
 - (i) Be attached to the building façade a minimum of eight feet above the sidewalk;
 - (ii) Be shed style with open or closed sides; balloon awnings shall be prohibited;
 - (iii) Be made of woven fabric; vinyl shall be prohibited; and
 - (iv) Not encroach into the right-of-way beyond the width of the sidewalk or to a maximum of ten feet, whichever is less.
- (h) Bays. If provided, bays shall:

Figure 15.07 -11: Bay Windows



- (i) Have windows on all three sides. The center window opening shall be a minimum of eight square feet; the window opening's height shall be equal or greater than its width;

- (ii) Have a street facing façade height that is equal or greater than its width, measured from the bottom to the top of the bay's vertical plane; and
- (iii) Be a minimum of three feet from any building corner or other bay, measured horizontally.
- (i) Covered porches or arcades. If provided:
 - (i) Covered porches or arcades shall be visibly supported by posts or columns which shall be spaced a minimum of eight feet and a maximum of 25 feet; and
 - (ii) Covered porches shall have shed or gable roofs pitched a minimum of 20 degrees and constructed to match the building roof's detailing and material.
- (j) Stairs, Stoops and Decks. If provided, stairs, stoops and decks shall:
 - (i) Have vertically oriented balustrades or railings when 30 inches or greater above adjoining grade; and
 - (ii) Be made of wood or ironwork.

ARTICLE 16 - RESERVED

ARTICLE 17 - RESERVED

ARTICLE 18 - RESERVED

ARTICLE 19 - RESERVED

Business of the City Council

City of Oakridge, Oregon

November 5, 2020

Agenda Title: Water Tower Signage

Agenda Item No: 9.2

Exhibits: None

Proposed Council Action: A motion to approve the proposed labeling of the water tower.

Agenda Bill Author: Bryan Cutchen

ISSUE: The Highway 58 water tower was recently repainted by volunteers using donations and \$1,500 in TRT funds. This proposal is to paint “Oakridge Welcomes You” on the tower utilizing the remaining funds. Artwork could be applied at a later date when funds become available.

FISCAL IMPACT: None. Work will be done within remaining funds.

OPTIONS: (1) Authorize proposed labeling of the water tower.
(2) Do not authorize proposed labeling of the water tower.

RECOMMENDATION: Staff recommends approval.

RECOMMENDED MOTION: I move we approve the painting of “Oakridge Welcomes You” on the Highway 58 water tower.

Business of the City Council

City of Oakridge, Oregon

November 5, 2020

**Agenda Title: Ordinances to Correct
Scrivener's Errors**

**Proposed Council Action: Individual
motions from the floor to adopt
Ordinance 934 and 935.**

Agenda Item No: 13.1 & 13.2

**Exhibits: (1) Ordinance 934
(2) Ordinance 935
(3) Ordinance 932
(4) Ordinance 933**

Agenda Bill Author: Bryan Cutchen

ISSUE: An incorrect map and tax lot number was used for three tax lots in the adopted Comprehensive Plan Map amendment and Zone Map amendment ordinances. These two ordinances correct those errors.

FISCAL IMPACT: None.

OPTIONS: 1) Fully and distinctly read the ordinance on two different days before enactment.
2) Read ordinance by title only if no councilor requests it be read in full.
3) Enact ordinance in a single meeting by unanimous vote, provided the ordinance is read first in full and then by title.

RECOMMENDATION: The staff recommends option 3.

RECOMMENDED MOTION:

(1) I move for the first reading of Ordinance 934/935.

or

(2) I move for the first reading of Ordinance 934/935, read by title only.

or

(3) I move to adopt Ordinance 934/935 at a single reading, read by title and then in full.

Read the ordinance, then

(3a) I move to enact Ordinance 934/935.

CITY OF OAKRIDGE
ORDINANCE NO. 934

**AN ORDINANCE AMENDING ORDINANCE NO. 932 TO CORRECT A
SCRIVENER'S ERROR IN THE MAP AND TAX LOT NUMBER**

WHEREAS, on August 20, 2020, the Council adopted Ordinance No. 932, which became effective on September 20, 2020; and

WHEREAS, Ordinance 932 adopted a Comprehensive Plan map amendment of property located at the Oakridge Industrial Park from Heavy Industrial (I-2) to Mixed Use (MU) and to Parks, Recreation and Open Spaces (PRO); and

WHEREAS, an incorrect map and tax lot number was used for two tax lots in the adopted zone amendment ordinance; and

WHEREAS, the Council wishes to correct the error in the map and tax lot number.

NOW THEREFORE, THE CITY OF OAKRIDGE ORDAINS AS FOLLOWS:

Section 1. Ordinance No. 932 is amended as follows:

- a. Tax Lot 2900, Assessor's Map 21-35-15-00, as identified in Ordinance No. 932 for Lot 24 of the Oakridge Industrial Park First Addition subdivision, is deleted and replaced with Tax Lot 2800, Assessor's Map 21-35-22-20.
- b. Tax Lot 3400, Assessor's Map 21-35-20-00, as identified in Ordinance No. 932 for Lot 39 of the Oakridge Industrial Park First Addition subdivision, is deleted and replaced with Tax Lot 3400, Assessor's Map 21-35-22-20.
- c. Tax Lot 2000, Assessor's Map 21-35-22-20, as identified in Ordinance No. 932 for Lot 3 of the Oakridge Industrial Park First Addition subdivision, is deleted and replaced with Tax Lot 2000, Assessor's Map 21-35-15-00.

Section 4. Except to the extent amended by this Ordinance, Ordinance No. 932 remains in full force and effect.

Adopted by the City Council this ___ day of November 2020,

CITY OF OAKRIDGE:

ATTESTED:

Kathy Holston, Mayor

Jackie Sims, City Recorder

Ayes:
Nays:

CITY OF OAKRIDGE
ORDINANCE NO. 935

**AN ORDINANCE AMENDING ORDINANCE NO. 933 TO CORRECT A
SCRIVENER'S ERROR IN THE MAP AND TAX LOT NUMBER**

WHEREAS, on August 20, 2020, the Council adopted Ordinance No. 933, which became effective on September 20, 2020; and

WHEREAS, Ordinance 933 adopted a zone map amendment of property located at the Oakridge Industrial Park from Heavy Industrial (I-2) to Mixed Use (MU) and to Parks, Recreation and Open Spaces (PRO); and

WHEREAS, an incorrect map and tax lot number was used for two tax lots in the adopted zone amendment ordinance; and

WHEREAS, the Council wishes to correct the error in the map and tax lot number.

NOW THEREFORE, THE CITY OF OAKRIDGE ORDAINS AS FOLLOWS:

Section 1. Ordinance No. 933 is amended as follows:

- a. Tax Lot 2900, Assessor's Map 21-35-15-00, as identified in Ordinance No. 933 for Lot 24 of the Oakridge Industrial Park First Addition subdivision, is deleted and replaced with Tax Lot 2800, Assessor's Map 21-35-22-20.
- b. Tax Lot 3400, Assessor's Map 21-35-20-00, as identified in Ordinance No. 933 for Lot 39 of the Oakridge Industrial Park First Addition subdivision, is deleted and replaced with Tax Lot 3400, Assessor's Map 21-35-22-20.
- c. Tax Lot 2000, Assessor's Map 21-35-22-20, as identified in Ordinance No. 933 for Lot 3 of the Oakridge Industrial Park First Addition subdivision, is deleted and replaced with Tax Lot 2000, Assessor's Map 21-35-15-00.

Section 2. Except to the extent amended by this Ordinance, Ordinance No. 933 remains in full force and effect.

Adopted by the City Council this ___ day of November 2020,

CITY OF OAKRIDGE:

ATTESTED:

Kathy Holston, Mayor

Jackie Sims, City Recorder

Ayes:

Nays:

ORDINANCE NO. 932

AN ORDINANCE OF THE CITY OF OAKRIDGE APPROVING A COMPREHENSIVE PLAN MAP AMENDMENT FOR FROM HEAVY INDUSTRIAL DESIGNATION TO MIXED USE DESIGNATION FOR TAX MAP 21-35-22-20-02100, TAX MAP 21-35-15-00-03500, TAX MAP 21-35-22-20-02300, TAX MAP 21-35-22-20-02400, TAX MAP 21-35-22-20-02500, TAX MAP 21-35-22-20-02600, TAX MAP 21-35-22-20-02700, TAX MAP 21-35-22-20-02900 AND TAX MAP 21-35-15-00-02900, AND A COMPREHENSIVE PLAN MAP AMENDMENT FROM HEAVY INDUSTRIAL DESIGNATION TO PARK, RECREATION, OPEN SPACES DESIGNATION FOR TAX MAP 21-35-22-20-02000, TAX MAP 21-35-15-00-02100, TAX MAP 21-35-20-00-03400,

IN OAKRIDGE, LANE COUNTY, OREGON,

Whereas, the property owner, City of Oakridge, has proposed a Comprehensive Plan Map Amendment of the property mentioned above; and

Whereas, the Oakridge Planning Staff analyzed the request and prepared a staff report for the City of Oakridge Planning Commission, wherein they reported that the request is consistent with and meets requirements for approval of a Comprehensive Plan Map Amendment; and

Whereas, the Oakridge Planning Commission held a public hearing on this request at the May 19, 2020 and the June 2, 2020 Planning Commission meeting, and after taking public testimony and finding of fact, gave full consideration to the matter and recommended approval of the proposed amendments; and

Whereas, the Oakridge City Council held a public hearing regarding the aboved described matter at their regular meeting on August 20, 2020, took public testimony and reviewed findings of fact, and, upon deliberation, concluded that the proposed Comprehensive Plan Map Amendment meets the approval criteria; now, therefore,

The City of Oakridge ordains as follows:

Section 1. Findings. The City Council adopts the findings and conclusions found within the staff report of the meetings as noted above.

Section 2. Order. The official City of Oakridge Comprehensive Plan Map is hereby amended from Heavy Industrial Designation to Mixed Use Designation for the following Tax Lots

1. Tax map 21-35-22-20-02100,
2. Tax map 21-35-15-00-03500,
3. Tax map 21-35-22-20-02300,
4. Tax map 21-35-22-20-02400,
5. Tax map 21-35-22-20-02500,
6. Tax map 21-35-22-20-02600,
7. Tax map 21-35-22-20-02700,
8. Tax map 21-35-22-20-02900,
9. Tax map 21-35-15-00-02900,

The official City of Oakridge Comprehensive Plan Map is hereby amended from Heavy Industrial Designation to Parks, Recreation, Open Spaces Designation for the following Tax Lots

1. Tax map 21-35-22-20-02000,
2. Tax map 21-35-15-00-02100,
3. Tax map 21-35-20-00-03400,

Section 3. Effective Date. This ordinance shall be in effect 30 days after passage by the Council and signed by the Mayor.


ADOPTED this 20th day of August, 2020.

CITY OF OAKRIDGE



Kathy Holston, Mayor

ATTESTED:



Jackie Sims, City Recorder

Ayes: 7
Nays: 0

ORDINANCE NO. 933

AN ORDINANCE OF THE CITY OF OAKRIDGE APPROVING A ZONE MAP AMENDMENT FOR FROM HEAVY INDUSTRIAL (I-2) TO MIXED USE (MU) FOR TAX MAP 21-35-22-20-02100, TAX MAP 21-35-15-00-03500, TAX MAP 21-35-22-20-02300, TAX MAP 21-35-22-20-02400, TAX MAP 21-35-22-20-02500, TAX MAP 21-35-22-20-02600, TAX MAP 21-35-22-20-02700, TAX MAP 21-35-22-20-02900 AND TAX MAP 21-35-15-00-02900, AND A ZONE MAP AMENDMENT FROM HEAVY INDUSTRIAL (I-2) TO PARK, RECREATION, OPEN SPACES (PRO) FOR TAX MAP 21-35-22-20-02000, TAX MAP 21-35-15-00-02100, TAX MAP 21-35-20-00-03400,

IN OAKRIDGE, LANE COUNTY, OREGON,

Whereas, the property owner, City of Oakridge, has proposed a Zone Map Amendment of the property mentioned above; and

Whereas, the Oakridge Planning Staff analyzed the request and prepared a staff report for the City of Oakridge Planning Commission, wherein they reported that the request is consistent with and meets requirements for approval of a Zone Map Amendment; and

Whereas, the Oakridge Planning Commission held a public hearing on this request at the May 19, 2020 and the June 2, 2020 Planning Commission meeting, and after taking public testimony and finding of fact, gave full consideration to the matter and recommended approval of the proposed amendments; and

Whereas, the Oakridge City Council held a public hearing regarding the aboved described matter at their regular meeting on August 20, 2020, took public testimony and reviewed findings of fact, and, upon deliberation, concluded that the proposed Zone Map Amendment meets the approval criteria; now, therefore,

The City of Oakridge ordains as follows:

Section 1. Findings. The City Council adopts the findings and conclusions found within the staff report of the meetings as noted above.

Section 2. Order. The official City of Oakridge Zone Map is hereby amended from Heavy Industrial (I-2) to Mixed Use (MU) for the following Tax Lots

1. Tax map 21-35-22-20-02100,
2. Tax map 21-35-15-00-03500,
3. Tax map 21-35-22-20-02300,

4. Tax map 21-35-22-20-02400,
5. Tax map 21-35-22-20-02500,
6. Tax map 21-35-22-20-02600,
7. Tax map 21-35-22-20-02700,
8. Tax map 21-35-22-20-02900,
9. Tax map 21-35-15-00-02900,

The official City of Oakridge Zone Map is hereby amended from Heavy Industrial (I-2) to Parks, Recreation, Open Spaces (PRO) for the following Tax Lots

1. Tax map 21-35-22-20-02000,
2. Tax map 21-35-15-00-02100,
3. Tax map 21-35-20-00-03400,

Section 3. Effective Date. This ordinance shall be in effect 30 days after passage by the Council and signed by the Mayor.

ADOPTED this 20th day of August, 2020.

CITY OF OAKRIDGE



Kathy Holston, Mayor

ATTESTED:



Jackie Sims, City Recorder

Ayes: 7

Nays: 0

Business of the City Council

City of Oakridge, Oregon

November 5, 2020

**Agenda Title: City Administrator
Performance Review**

Agenda Item No: 13.3

**Exhibits: (1) Resolution 22-2020
(2) CA Performance Evaluation**

**Proposed Council Action: A motion from
the floor to approve Resolution 22-2020.**

Agenda Bill Author: Bryan Cutchen

ISSUE: The current City Administrator was appointed effective July 15th, 2019 and the City Council is required to evaluate the City Administrator's performance at least once a year in accordance with the City Administrator's Employment Agreement, Section 7. The City Council evaluated the performance of the City Administrator in Executive Sessions under ORS 192.660(2)(i) held on Aug 20, Sept 3 and Sept 17, 2020. The final step in the process is to approve the performance review in public session by resolution.

FISCAL IMPACT: None.

OPTIONS: (1) Approve Resolution 22-2020.
(2) Do not approve Resolution 22-2020.

RECOMMENDATION: None.

RECOMMENDED MOTION: I move we approve Resolution 22-2020, A Resolution Accepting the City Administrator's Performance Review.

CITY OF OAKRIDGE

RES. 22-2020

A RESOLUTION ACCEPTING CITY ADMINISTRATOR'S PERFORMANCE REVIEW

WHEREAS, Bryan Cutchen was appointed as City Administrator effective July 15th, 2019; and

WHEREAS, the City Council shall evaluate the City Administrator's performance at least once a year in accordance with the City Administrator's Employment Agreement, Section 7;

WHEREAS, the City Council evaluated the performance of the City Administrator in Executive Sessions under ORS 192.660(2)(i) held on Aug 20, Sept 3 and Sept 17, 2020.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF OAKRIDGE AS FOLLOWS:

Section 1. The City Council hereby accepts City Administrator's Performance Review dated October 2020.

Section 2. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 5th day of November, 2020.

Jackie Sims, Assistant City Recorder

APPROVED by the Mayor this _____ (date).

Kathy Holston, Mayor



October 2020

To: Bryan Cutchen, City Administrator

From: Mayor and City Council

Subject: Performance Review

Undertaking a performance evaluation has been a privilege and a learning experience for Council. Recognizing that our review of your performance is essential to your continued improvement we also recognize that an evaluation also looks to council and highlights where we need to improve. We commit as a council to do our best to communicate clearly, work respectfully and support you as you provide administration to the functioning of our community. The following evaluation is respectfully submitted to you and to the community.

Mayor Kathy Holston
Councilor Bobbie Whitney

Council Pres. Christina Hollett
Councilor Dawn Kinyon

Councilor Paul Forcum
Councilor John McClelland

Part I. Performance Standards

1. PERSONAL TRAITS / PROFESSIONALISM

NI	M	E	NO
0	2	5	

REVIEW CRITERIA

Positive attitude, self-motivating; self-confident; creative; uses common sense; professional and personal integrity; emotional stability; takes initiative; receptive to new ideas and changes; maturity in relations with others; prepares quality products; willingness to seek personal growth and development; takes consistent position with different audiences; adherence to high professional ethical standards; exercises diplomacy; demonstrates high personal integrity.

COUNCIL SUMMARY

The council as a whole is pleased with the positive leadership provided by the city administrator. You demonstrate self-confidence and maturity and integrity in all matters. The council encourages you to continue to find ways to improve your understanding of the role of city administrator by continued contact with peers and participation in education. Your professionalism has been noticed and appreciated by the community. Your marks in this area meet and exceed standards.

2. CITY COUNCIL RELATIONSHIPS

NI	M	E	NO
2	1	4	

REVIEW CRITERIA

Effectively implements policies and programs approved by City Council; reporting to City Council is timely, clear, concise, and thorough; accepts direction or instructions in a positive manner; effectively aids the City Council in establishing long-range goals; keeps Council informed of current plans and activities of administration and new development; sensitive to and perceptive of Council needs and desires; maintains a relationship of trust with each Council member and the Mayor; available to members of the Council; properly orients new Council members.

COUNCIL SUMMARY

The relationship between council and yourself is built upon trust and that was evident in the remarks from council. Council is appreciative of your ability to get things done and prompt attention to items either individual councilors or council as a whole has asked you to address. While Council recognizes that there are many facets of this job that are under your authority to which the council does not give direction, finding a balance between sharing information with council and likewise, council staying in touch with you is a task we want to continue to work toward improving. Your marks in this category includes needs improvement. This indicates to council that we need to continue to work on expectations as well as clearly communicating with you.

3. TECHNICAL KNOWLEDGE AND USE

NI	M	E	NO
0	3	4	

REVIEW CRITERIA

General overall knowledge of city operations and responsibilities; willing and able to learn; keeps current on professional issues, trends, techniques, and methods of operation; keeps current on legislation, funding opportunities and regulations; administrative knowledge (budget, personnel, grants, and purchasing rules and regulations); knowledge of city developments in public policy.

COUNCIL SUMMARY

Bryan the council has given you high marks on the learning curve, and your active pursuit of leaning all that you can to perform the best you can. We acknowledge that your employees also are impressed and pleased with your understanding of issues and your diplomacy navigating through those issues. We also acknowledge the work you have put into securing grants and commend you for keeping your eye on the ball of funding sources in this difficult time.

4. PROBLEM SOLVING AND DECISION MAKING:

NI	M	E	NO

REVIEW CRITERIA

Anticipates problems; identifies problems, issues and concerns; ability to analyze problems (to honestly identify and assess alternatives); develops and recommends creative, innovative and realistic solutions and implements and refines such solutions; considers alternatives and available facts before making decisions; resolves problems at lowest possible level (takes responsibility for decisions); gets affected parties involved in problem solving; reaches timely decisions; flexibility and receptiveness to suggestions; resolves problems under strained and unpleasant conditions; achieves goals set by or in conjunction with City Council; consults with Council when appropriate.

COUNCIL SUMMARY

The ability to see multiple aspects of a problem and not become paralyzed into inaction is essential in all leadership. We believe you excel in problem solving. This council appreciates your direction and concise summation of problems, with appropriate recommendations. You carefully ask questions to understand council direction and where appropriate provide additional information to consider. Your marks on this were overall meets and exceeds.

5. EXTERNAL RELATIONS

NI	M	E	NO
1	1	5	

REVIEW CRITERIA

Projects positive public image; effectively handles citizens' complaints and inquiries; educates public on city problems, programs and operations; keeps commitments to the public; maintains contact/liaison with community groups; maintains effective intergovernmental relations; maintains effective relations with media representatives.

COUNCIL SUMMARY

External relations with both citizens and agencies was given high marks as a whole with one needs improvement. The council appreciates the participation in associations and meetings outside the community. Council encourages you to continue to work on your communication with the community recognizing that communication is key to trust.

6. FISCAL MANAGEMENT

NI	M	E	NO
1	1	5	

REVIEW CRITERIA

Prepares realistic annual budgets; seeks efficiency, economy and effectiveness in all programs; controls expenditures in accordance with approved budgets; keeps City Council informed about revenues and expenditures, actual and projected; is cost effective; assures that Budget Committee is well informed of short and long-term City financial status; involves Council in fiscal affairs.

COUNCIL SUMMARY

The budget process for a small community with extremely limited resources can at even good times be difficult. You demonstrated your ability to steer a straight course, and encouraged council and budget committee to keep their focus on the balance sheet. Your choice of Finance directors showed positive leadership and ensured that council receives clear read-outs of our financial situation without any pushback has been a breath of fresh air for those of council who have seen less than adequate cooperation in this area. You have been open to requests for information and honest in your assessment of timelines to provide that information. We recognize the task you stepped into was exceedingly difficult and commend the emphasis on sound fiscal processes and transparency.

7. PERSONNEL MANAGEMENT & SUPERVISION

NI	M	E	NO
0	2	4	1

REVIEW CRITERIA

Maintains adequate levels of supervisions and internal control and communication; employees are given necessary guidance regarding responsibilities and tasks; follow-up is initiated to properly account for employee activities; disciplinary matters and corrective actions are appropriate and applied in a timely fashion. Management atmosphere encourages professional growth; encourages initiative and creativity; allows subordinates to grow professionally.

COUNCIL SUMMARY

The attitude and feel of our departments has perceptibly changed and that is in no small part to your stability and leadership. Employees who responded were complimentary and overall felt heard and valued. We acknowledge that there was concern in the staff as we moved through the finance director adjustments, but also indicated that it was resolved. The council gives you meets and exceeds marks but acknowledges the difficulty in assessing this area.

Part II. Future

Expectations

1. What objectives should the City Council set for the City Administrator for the coming year?