

November 19, 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 Oakridge Westfir Chamber of Commerce Memorandum
9. **Business from the City Council**
10. **Business from the City Administrator**
 - 10.1 City Administrator Pro Tem
 - 10.2 City Administrator Update
 - 10.3 Finance Director Update
 - 10.4 Police Department Update
 - 10.5 Fire Department Update
 - 10.6 Community Services/Public Works Update
 - 10.7 Economic Development Update
11. **Reports of Boards, Commissions and Committees**
12. **Items Removed from the Consent Agenda**
13. **Ordinances, Resolutions and Public Comments**
 - 11.1 Ordinance Amending Ordinance 932 to Correct a Scrivener’s Error
 - 11.2 Ordinance Amending Ordinance 933 to Correct a Scrivener’s Error
 - 11.3 Ordinance 936 City of Oakridge Transportation Systems Plan
14. **Appointments**
15. **Public Comment**
16. **Adjourn**

This will be a remote participation meeting. Citizens have four ways of attending and commenting:

1. **Use your computer, tablet or smartphone and go to: <https://zoom.us/j/3664311610>, meeting ID: 3664311610.**
2. **Use your telephone and dial: +1 346 248 7799. Meeting ID: 366 431 1610.**
3. **Send comments by email to: cityadministrator@ci.oakridge.or.us by 2pm on day of the meeting.**
4. **It is not recommended due to COVID precautions, but citizens may can attend in person at the Willamette Activity Center, Room 8. There will be an audio and video feed.**

Detailed instructions are available at City Hall, on the city website and the city Facebook page.

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.

MEMORANDUM

To: Oakridge and Westfir City Councils

Fr: Lynda Kamerrer, President, Oakridge Westfir Area Chamber of Commerce

Re: Chamber Activities – October & November 2020

Date: November 11, 2020

Board:

The Board met on the first Tuesday of both October and November. We lost our new board member because he left employment with Lane Electric. There is one board position open now and one becoming available in January. Work on 2021 Goals has started with a target of Dec 1st for consensus. Our Budget committee is meeting to provide a 2021 draft budget to the Board at the December meeting. The Board is recruiting for an Executive Assistant to support the Board in achieving marketing, communication and event management goals as well as taking some of load off of volunteer Board members.

Projects:

The Headwaters Harvest Festival was a very successful virtual and live event, running between October 28th and November 7th. The live event kickoff was on Halloween, when the Chamber partnered with the city of Oakridge Police and Fire to offer a Trunk or Treat on Ash St along with a pumpkin carving contest. Bubbles and lights made the after dark show a lot of fun for the children. Close to 200 bags of candy were handed out that evening. A second event was an outdoor screening of the film, Kiss the Ground, at Chamber member Deep Woods Distillery. The film tied in with the themes of the Festival, promoting healthy soil, local food production, and addressing climate change. The next event was a Magic Show and Pumpkin Launch at Greenwaters Park on November 7th. The crowd numbered between 60 and 70. Light rain was intermittent during the 1-3 pm program. Local businesses donated prizes for the trebuchet competition. A new platform was created to host the online Festival events, with about 140 people signing up for a free pass. Online offerings included mini workshops on mushroom identification and foraging, eco-dyeing, plant identification, and a mat class for personal fitness. Festival chair Jason Nehmer and event coordinator Alissa Mayer were very pleased with the results given the short timeline to market a virtual event and the need to protect our community from Covid for in person activities.

Online presence:

At our next meeting the Board will hear from Amy Prince, our web master, on Google Analytics, in order to better evaluate our web site performance. Volunteer Mike Hargis has provided photos for our web site.

Covid 19 Ad Hoc Committee:

The Ad Hoc committee meets twice a month to exchange information and help businesses access Covid related financial assistance. City of Oakridge and the Chamber will assist Business Oregon to distribute free PPE to our business community in the next week to 10 days. Due to the challenges of Covid and the varied (depending on the kind of service/product) impact on local businesses the committee focuses on economic development opportunities.

External Contacts & Meetings:

Travel Lane County Board of Directors – Guest speaker was Catherine Stephens, General Manager at the Eugene Airport. There is a new twice daily carrier between Eugene and PDX with an 8 passenger aircraft. Eugene Airport is #15 among small airports across the US in positive recovery for passenger flow. Health and safety are the primary considerations for all promotions in the tourism sector.

Business of the City Council

City of Oakridge, Oregon

Nov 19, 2020

Agenda Title: Appointing the Police Chief to City Administrator Pro Tem for the Period of November 21-28, 2020.

Proposed Council Action: A motion and vote from the floor.

Agenda Item No: 10.1

Exhibit: None.

**Agenda Bill Author: Bryan Cutchen
City Administrator: Bryan Cutchen**

ISSUE: The City Administrator will be on travel 21-28 November 2020. The Administrator recommends appointing Police Chief Kevin Martin City Administrator Pro Tem in his absence.

FISCAL IMPACT: None.

**OPTIONS: 1) Approve City Administrator Pro Tem.
2) Do not approve and appoint an alternate.**

RECOMMENDATION: Staff recommends approval of the proposed City Administrator Pro Tem.

RECOMMENDED MOTION: I move we appoint Police Chief Kevin Martin as City Administrator Pro Tem for the period November 21-28, 2020.

Business of the City Council

City of Oakridge, Oregon

November 19, 2020

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

Agenda Item No: 13.1 & 13.2

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

**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,

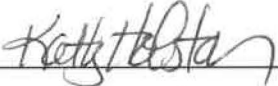
The official City of Oakridge Comprehensive Plan Map is hereby amended from Heavy Industrial Designation to Parks, Recreation, Open Spaces Designation for the following Tax Lots

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.

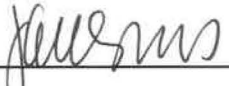
ADOPTED this 20th day of August, 2020.

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 19, 2020

**Agenda Title: Transportation Systems
Plan Adoption**

Agenda Item No: 13.3

**Exhibits: (1) City of Oakridge TSP Vol. I
(2) City of Oakridge TSP Vol. II**

**Proposed Council Action: A motion from
the floor to adopt Ordinance 936.**

Agenda Bill Author: Bryan Cutchen

ISSUE: Based on the facts presented in the public hearings of June 16th and July 16th and as set forth in the findings of fact, the Oakridge City Council needs to adopt the Oakridge Transportation Systems Plan by ordinance.

Exhibit I & II may be found here: [City of Oakridge Transportation Systems Plan](#)

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 936.

or

(2) I move for the first reading of Ordinance 936, read by title only.

or

(3) I move to adopt Ordinance 936 at a single reading, read by title and then in full.

Read the ordinance, then

(3a) I move to enact Ordinance 936.

CITY OF OAKRIDGE

ORDINANCE NO. 936

AN ORDINANCE TO REPEAL ORDINANCE 840 AND ADOPTING THE OAKRIDGE TRANSPORTATION SYSTEM PLAN, AMENDING THE OAKRIDGE COMPREHENSIVE PLAN ORDINANCE NO. 550

WHEREAS, the State of Oregon's Transportation Planning Rule requires cities and counties to write and implement Transportation System Plans, and administrative rules have been adopted to set out the requirements of the Transportation Planning Rule; and

WHEREAS, the City of Oakridge has properly notified the Department of Land Conservation and Development of the final hearing considering adoption of the draft Oakridge Transportation System Plan (TSP) and recommended amendments to the Oakridge Comprehensive Plan, in compliance with ORS 197.610; and

WHEREAS, on June 16, 2020, the Oakridge Planning Commission conducted a properly advertised public hearing on the draft TSP and recommended amendments to the Oakridge Comprehensive Plan; and

WHEREAS, on July 16, 2000, the Oakridge City Council conducted a properly advertised public hearing on the draft TSP and recommended amendments to the Oakridge Comprehensive Plan; and

WHEREAS, based on staff reports, the recommendations of the TSP Citizen Advisory Committee, and the testimony at said public hearing, the City Council has ensured the development of this TSP was guided by the ODOT Transportation System Plan Guidelines, Oregon Revised Statute (ORS) 197.712 and the Department of Land Conservation and Development (DLCD) administrative rule known as the Transportation Planning Rule (TPR, OAR 660-012-0015); and

WHEREAS, based on the facts presented in the public hearings and set forth in the findings of fact, the Oakridge City Council hereby accepts the recommended amendments to be made to the Oakridge Comprehensive Plan to continue its compliance with state law and the statewide planning goals,

NOW, THEREFORE, the City of Oakridge ordains as follows:

Section 1. The findings as set forth in Exhibit I are hereby adopted as a basis for this land use ordinance.

Section 2. Oakridge's TSP, attached hereto as Exhibit I and II are hereby incorporated into this ordinance by reference, will be used to guide transportation planning in Oakridge.

Section 3. Ordinance No. 550, the Oakridge Comprehensive Plan, is hereby amended to replace existing transportation goals (Comprehensive Plan, Section III) with TSP Goals (Exhibit I).

Section 4. Ordinance No. 550, the Oakridge Comprehensive Plan, is hereby amended as set forth in Exhibit I, to replace Section V(A) entitled Transportation, with the following sections of the Oakridge TSP: Chapter Two, (Goals and Policies), Chapter Three (Roadway Plan), Chapter 4 (Safety Plan), Chapter 5 (Pedestrian and Bicycle Plan), Chapter 6 (Transit Plan), Chapter 7 (Rail, Air, Bridge, Marine and Pipeline Plan) and supporting Figures and Tables.

Section 5. The Oakridge Comprehensive Plan is hereby amended to modify goals and policies found in the Oakridge Comprehensive Plan as necessary to maintain consistency between the Oakridge Comprehensive Plan and the TSP.

Section 6. Severability. The provisions of this Ordinance are severable. If any section, sentence, clause, or phrase of this Ordinance is adjudged by any court of competent jurisdiction or by the Land Conservation and Development Commission to be invalid, the declaration shall not affect the validity of the remaining portions of the ordinance.

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

CITY OF OAKRIDGE:

ATTESTED:

Kathy Holston, Mayor

Jackie Sims, City Recorder

Ayes:

Nays: