

May 4, 2023 at 6pm  
City Council Meeting  
Audio/Video Teleconference  
Oakridge City Hall & Zoom  
48318 E. 1<sup>st</sup> Street  
Oakridge OR, 97463  
REGULAR MEETING



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**1. CALL MEETING TO ORDER**

**2. Pledge of Allegiance**

**3. Roll Call**

**4. Additions, Corrections or Adjustments to the Agenda**

**5. Public Comment**

*Individual speakers must be recognized by the presiding officer, provide their name and address, and are allowed up to 3 minutes to speak. The Council will not engage in discussion or make any decisions during public comment. The Council may take comments under advisement for discussion and action at a future Council meeting.*

**6. Mayor Comments / Announcements / Proclamations**

**7. Council Comments / Announcements**

**8. Consent Agenda**

8.1 Minutes from previous City Council meeting(s) on: **4/20/23**

**9. Business from the City Council**

9.1 Storm Drain & Crosswalks Art Project Update

9.2 Street Closure Request for OHS Seniors Parade June 7<sup>th</sup>

9.3 TGM Code Analysis Final Action Plan Report Adoption (Resolution 09-2023)

9.4 Veneta Business Retention and Expansion Report (discussion requested by Councilor Hollett)

9.5 Oregon State Tourism Conference Report (Michelle Emmons)

9.6 Well #2 Rehab SCADA Contract Approval

9.7 USFS Fee Waiver Request for OIP parking/camping for OHV Volunteers June 16-18

9.8 Greenwaters Park Community Volunteer Clean-Up Day June 3<sup>rd</sup>

9.9 Concerts in the Park 2022 RTMP Reimbursement Request

9.10 Oakridge Arts Council 2022 RTMP Reimbursement Request

9.11 Uptown Business Revitalization Association ("UBRA") 2022 RTMP Reimbursement Request

9.12 Lowell Police Services Contract 2023-2024

9.13 WAC Public Outreach & Opportunities Consultant

9.14 Lane County Visitor Industry Summit May 17<sup>th</sup>

**10. Business from the City Administrator**

10.1 Dispatch Update

10.2 WAC Remodel Update

10.3 Cedar Creek Fire FEMA Fire Management Assistance Grant (FMAG) FM-5457 Declaration

**11. Staff and Board/Committee/Commission Reports**

11.1 Parks & Community Services Committee (Zylstra or Councilor Tarman)

11.2 Public Safety Committee (Coker) – ***Also see committee's written recommendation to Council***

11.3 Audit Committee (Kinyon)

11.4 Charter Review Sub-Committee (Kinyon)

11.5 Budget Committee (All)

11.6 Library Board (Hooker)

11.7 RTMP & TRT (Kinyon)

11.8 Planning Commission (Zylstra)

11.9 OEDAC (*Vacant*)

11.10 Special Fire District Sub-Committee (Hooker)

11.11 Admin Committee (Kinyon)

11.12 WAC Sub-Committee (Hooker)

11.13 WAC Funding Committee (Mayor Cutchen)

**12. Items removed from the Consent Agenda**

**13. Ordinances and Resolutions (with Public Comment)**

- 13.1 Oakridge Smoke Safety and Community Response Plan Resolution 06-2023 (1<sup>st</sup> Reading)
- 13.2 Admin Committee Resolution 04-2023 (1<sup>st</sup> Reading)
- 13.3 TGM Code Analysis Final Action Plan Report Adoption Resolution 09-2023 (1<sup>st</sup> Reading, see 9.3)

**14. Public Hearings**

**15. Appointments**

**16. Public Comment**

**17. Adjourn**

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

- 1. On your computer, tablet or smartphone go to <https://us02web.zoom.us/j/3664311610>**
- 2. On your telephone, dial: 669-900-9128, then enter Meeting ID: 366 431 1610.**
- 3. Send comments by email to: [cityadministrator@ci.oakridge.or.us](mailto:cityadministrator@ci.oakridge.or.us) by 2pm the day of the meeting.**
- 4. Attend in person at City Hall (48318 E. 1st Street).**

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

Videos of all City Council meetings can be found on YouTube at [www.youtube.com/@cityofOakridgeCouncilComm8088](http://www.youtube.com/@cityofOakridgeCouncilComm8088)

***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.*

## Business of the City Council

City of Oakridge, Oregon

May 4, 2023

**Agenda Title:** Crosswalks & Storm Drains  
Art Project Update

**Agenda Item No:** 9.1

**Proposed Council Action:** None, update  
only

**Exhibits:** Images of completed works

**ISSUE:** The Storm Drain and Crosswalk Project had its first two volunteer days for painting on April 22<sup>nd</sup> and 29<sup>th</sup>. The first Saturday we had 12 volunteers with 3 volunteers the second Saturday. In total we completed about half of the designs that were approved by council.

At this time, we do not have the next painting event scheduled, staff will soon be re-examining the calendar and the pilot project to see what worked, what didn't and to set the next one.





**STRATEGIC THEMES/GOALS INVOLVED:**

Theme 1 (Safe Community), Goal #1: Ensure a safe community by partnering to protect people, property and the environment.

Theme 2 (Responsive Government), Goal #2: Provide facilities and infrastructure that support current and future needs.

Theme 4 (Community Livability), Goal #1: Work with community partners to provide recreation, education, and enrichment opportunities for citizens and youth.

Theme 4 (Community Livability), Goal #3: Seek opportunities to revitalize the City's business corridors and neighborhoods to provide safe and beautiful places to live and work.

## Senior Parade

To Oakridge City Council,

I apologize I could not be there in person today. I have a dress rehearsal for the Tree Planting Talent Show/Coronation.

I wanted to speak to you about the importance of a senior parade. As we all know, COVID-19 has affected everyone, and this is the first year since then where it hasn't put a damper on our school year. I know I speak for my whole class when I say we are unbelievably lucky and excited to have a normal senior year. Part of that is participating in the traditions we value so deeply. Things like the senior walk through the elementary and high school, our senior trip, senior skip day, painting the rock in front of the school, and the senior parade.

We are completely understanding and aware of the concerns regarding a parade due to the horrible accident that happened last December. To ease these concerns, I am working on a list of six volunteers who would be willing to be flaggers during our parade. I believe Mr. Zylstra has a map of the route we would be taking as a visual to see where those flaggers would be placed.

I'm sure most of you can think back to high school, or even just your senior year. It has a huge impact on the rest of your life. For us right now it is our whole life, at least so far. The importance of returning to normalcy is so huge because it gives us the chance to have the senior year most of us have looked forward to since we were little.

Thank you for your time and consideration. I'm happy to hear any other suggestions on how we can make this a safe and happy event for everyone. You may also contact my senior advisor, Ryan Sokolowski, at [rsoko@ohswarriors.net](mailto:rsoko@ohswarriors.net).

Sincerely,  
Delaney Freeman

# Proposed Senior Parade



0 100 200 ft

High School Safety Monitor Crestview Traffic HS Parade Route

## Business of the City Council

City of Oakridge, Oregon

May 5, 2023

**Agenda Title:** Street Closure Request for OHS Seniors Parade June 7th

**Proposed Council:** A motion from the floor to approve

**Agenda Item No:** 9.2

**Exhibits:** Parade Map, Letter from OHS Student Organizer

**Agenda Bill Author:** CA

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### ISSUE:

The annual Oakridge High School (“OHS”) Senior Parade is scheduled for **Wednesday June 7<sup>th</sup> at 11am**. A map of the parade route is attached as an Exhibit and is much smaller than in years past due to safety concerns (it will basically just loop around the high school from 1<sup>st</sup> to 2<sup>nd</sup> streets – see map). OPD will assist with the parade and OHS will be providing 6 volunteer “safety monitors” at the 6 involved intersections for extra security. The requested street closures for the parade (from 10:30am until the end of the parade) are as listed below:

1. **W. 1<sup>st</sup> Street** between Rose/Crestview Street and N. Diamond Street.
2. **W. 2<sup>nd</sup> Street** between Rose/Crestview Street and N. Diamond Street.

This year’s parade is being organized by OHS Senior Delaney Freeman and supervised by her Senior Advisor (OHS employee) Ryan Sokolowski. Ms. Freeman cannot attend the city council meeting in-person because she has a dress rehearsal for the Tree Planting talent show/coronation, but she has written a letter to Council, which is included as an Exhibit.

**FISCAL IMPACT:** None

**RECOMMENDATION:** Approve

**RECOMMENDED MOTION:** *“I move we approve the June 7th street closures on 1<sup>st</sup> and 2<sup>nd</sup> Streets for the Oakridge High School Senior Parade.”*

### STRATEGIC THEMES/GOALS INVOLVED:

Theme 1 (Safe Community), Goal #1: Ensure a safe community by partnering to protect people, property and the environment.

Theme 4 (Community Livability), Goal #1: Work with community partners to provide recreation, education, and enrichment opportunities for citizens and youth.

# PUBLIC INVOLVEMENT PLAN *(DRAFT)*

**Project:** 2020-21 TGM Code Assistance to City of Oakridge

**Project Location:** Oakridge, Oregon

**Date:** August 22, 2022

**Key Contacts:** James Cleavenger, City Administrator, City of Oakridge  
Laura Buhl, DLCD  
Darci Rudzinski, MIG|APG

## **Public Involvement Goals:**

This public involvement plan will be used to guide stakeholder and public involvement throughout the City of Oakridge's TGM Code Updates. This public involvement plan reflects the commitments from the City of Oakridge (City) and the Oregon Department of Transportation (ODOT) to coordinate and carry out public outreach activities to provide community members with the opportunity to weigh in on local transportation concerns and to provide input on the future of transportation within the city

The city will involve the public and stakeholders primarily through a series of committee meetings, public open houses, and work sessions with elected officials. The distribution of project information will primarily occur through the city's website.

The purpose of public involvement during this TGM Code Update is to share information and gather input on the needs and issues of the stakeholders, local residents, businesses and key communities in Oakridge and the surrounding area. Our public involvement goals include:

- Inform and communicate accurate, understandable, transparent and timely information with the community.
- Consult and involve the community in the identification, refinement, and prioritization of policy changes needed to guide updates to the City of Oakridge
- Ensure community members understand how decisions are made, that their concerns are heard, and they know how their feedback influenced decisions.
- Partner with city and agency representatives to ensure officials are engaged in the planning process and key decisions.
- Actively seek public input throughout the project while reaching a diverse group of stakeholders who reflect Oakridge's greater community. Seek an audience of participants who are potentially affected and/or interested individuals, neighborhoods, businesses, and organizations. Through the project demonstrate how input has influenced the process.
- Comply with Civil Rights Act of 1964 Title VI requirements. Title VI and its implementing regulations provide that no person shall be subjected to discrimination on the basis of race, color, national origin, language, sex, religion, or disability under any program or activity that receives federal financial assistance. Ensure that the public involvement process is consistent with applicable state and federal laws and requirements, and is sensitive to local policies, goals, and objectives.



### **Meeting Venues:**

Oakridge City Hall, Oakridge High School (if larger venue needed), and all meetings will be available online via Zoom.

### **Outreach and Engagement Strategies:**

The success of the PIP will depend largely on our ability to advertise in order to engage with citizens, including those who lack formal organization or influence. Extra efforts will be required to involve citizens without access to internet at home.

Based on the information outlined below, the City of Oakridge will apply the following additional strategies to give all of Oakridge's residents and stakeholders an opportunity to be involved, so that a diversity of community members can be reached:

- Post public notices in physical locations including City Hall, library, the US Post Office, Double Trouble, Mane St. Coffee and the Lion Mountain Bakery, Ray's grocery store, Oakridge High School;
- Online through social media including the "Oakridge Chat Forum" on Facebook, the City's Facebook page, and on the project webpage on the City's website;
- In publications using the Highway 58 Herald online newspaper(<https://highway58herald.org/news/calendar/>)
- In monthly utility bill letters (deadline for submittal: ;
- Outreach materials will note that a Public Involvement Plan exists and describe how it can be obtained;
- The Public Involvement Plan will be available on the project webpage on the City website and in hard copy at City Hall;
- The City Recorder will maintain a digital comment log of any comments, as well as responses, received throughout the project;
- Solicit and consider input from all groups and citizens concerned with, interested in, and/or affected by Oakridge Development Code updates;
- Assure that all meeting venues are ADA accessible and accommodations are available for the hearing impaired;
- All public meetings will also be available live online via Zoom.

### **Key Demographics & Stakeholders:**

Environmental justice and Title VI concepts focus on understanding and properly addressing the unique needs of diverse socioeconomic groups. For this reason, a community must characterize its demographics (including its minority and low-income populations). With that information the community can better assure protected populations are adequately involved with the planning process.

The City of Oakridge has primarily used city level Census data and evaluated the following social and environmental characteristics: minority populations, low-income populations, persons with disabilities, and seniors. This information is used to define potential underserved communities of concern. Oakridge’s demographic profile was obtained primarily through 2020 American Community Survey (ACS) data.

ACS data, unlike the Decennial Census, produces estimates based on a sample of the population. Because ACS estimates are based on a sample rather than a count, there is a level of error inherent in ACS data; accordingly, each ACS estimate has its own margin of error (“MOE”). ACS margins of error are based on a 90-percent confidence level, and confidence bounds can be created by adding or subtracting the MOE from each estimate. For some detailed tabulations, and especially for smaller geographies like Oakridge, MOEs can be quite large relative to the estimate.

### ***Age***

Oakridge’s 2020 American Community Survey (ACS) population was 3,336. Based on the 2020 ACS data, the median age in Oakridge in 2020 was 39.7, which is slightly older compared to the median age in the United States (38.2) and Oregon (39.5). The smallest age group is 5 to 14 year-olds (10.3%), and the largest age group is 60+ (33.6%), which is a 33.6% increase than the national average (22.3%) and 27.9% higher than the average in Oregon (24.2%).<sup>i</sup>

### ***Race, Ethnicity, and Language***

According to 2020 ACS data, 82% of Oakridge citizens identified their race as white, 2% identified as American Indian, and 7% identified as “two or more races.” 6 percent of Oakridge citizens identified their ethnicity as Hispanic. <sup>ii</sup>Only 1% of Oakridge’s population reported speaking a language other than English at home, primarily Spanish.<sup>iii</sup>

### ***Poverty***

The Census Bureau uses a set of income thresholds that vary by family size and composition to determine poverty rates and levels. If a family's total income is less than the family's threshold, then that family and every individual in it is considered in poverty. According to the 2020 ACS data, 37.7% of Oakridge residents are living under the poverty level. This is close to 3 times the national and state average, 12.8% and 12.4% respectively, and almost 2.25 times the average in Lane County (17.2%).<sup>iv</sup> Oakridge’s median annual household income is only \$32,583, which is about half the national average (\$64,994) and the State average (\$65,667). Lane County’s median annual household is \$52,942, which is still over \$20,000 higher than that of Oakridge. 26.5% of Oakridge households make less than \$25,000 per year.<sup>v</sup>

### ***Disability***

According to the 2020 ACS 5-year Estimates 24% of Oakridge residents are with some type of disability. This is 42% higher than the surrounding Lane County with only the county having 16.9% of people with disabilities. Compared to Oregon, Oakridge has a 68% increase of individuals with disabilities with Oregon having 14% and a 98% increase compared with the US, with the Nation at 12.7% of people with a disability.<sup>vi</sup>

## **Conclusion:**

The data does not show that Oakridge has a significant population with limited English proficiency. Therefore, the City does not find it necessary to translate materials or provide interpreters at community meetings. The only exception might be the use of a French Creole interpreter, if we are able to engage with the “Philadelphian” population living in relative self-isolation in Oakridge.

In Oakridge, the largest population age group are residents aged 60 years and older (33%). Because of this, the City will take the steps necessary to ensure the meetings are ADA accessible. All meetings will also be available online via Zoom. Persons that do not have a computer or internet will be able to review hard copies of project materials, upon request, at City Hall. Community members will always be encouraged and welcome to submit comments or feedback at any time.

## **Public Involvement Tasks**

### *Stakeholder Interviews*

The Project consultant, MIG|APG, will conduct interviews with designated community stakeholders. The interviews will be conducted in individual sessions (up to 3) with at least five (5) stakeholders participating in total. A standardized list of questions will be prepared by the consultant and distributed to the stakeholders prior to the interview. A copy of the draft Evaluation Memorandum prepared by MIG|APG identifying preliminary policy and code findings and recommendations will be provided to the stakeholders at least a week prior to the interviews.

### *Community Meeting*

The City will arrange and MIG|APG will conduct a community meeting to share an overview of Project objectives, TGM objectives, the Project schedule, and next steps. At this meeting, the Project team will gather feedback from the public about their opinions and concerns as related to the Project, as well as ideas for potential improvements or changes to the Oakridge Comprehensive Plan and the City’s Land Use Ordinance. This event will be widely advertised on the City’s website and at the locations listed in the Public Involvement Plan, including City Hall, the Library and at the Post Office.

### *City Council and Planning Commission Meetings*

The Oakridge Planning Commission and City Council will have the opportunity to formally provide input at scheduled meeting and work sessions (see Project Schedule). The public will be able to provide testimony at meetings, in accordance with local and state law. Public Notices will be posted on the City website and at City Hall, the High School, and the Post Office.

## **Project Schedule & Specific Outreach Strategies by Task**



**Task 2: Evaluation of Existing Plans and Regulations**

<p>2.4</p>	<p><b>Community Meeting #1</b></p> <p>City Recorder shall advertise on City’s homepage under “City Calendar,” at least two weeks prior.</p> <p>City to print Community Meeting #1 materials and place at City Hall for public review and inspection, on day of Community Meeting #1.</p> <p>City to post flyers at City Hall, Post Office, Double Trouble, Mane St. Coffee and the Lion Mountain Bakery, Ray’s grocery store, Oakridge High School, at least two weeks prior.</p> <p>City to post notices on the City’s Facebook page, request info to be shared to non-city Facebook Pages, and on the project webpage on the City’s website. Outreach materials will note that a Public Involvement Plan exists and describe how it can be obtained;</p> <p>City to make contact with the Highway 58 Harold for Publication</p> <p>City to advertise Community Meeting #1 on project webpage and send out notification to all contacts registered to receive updates, at least two weeks prior.</p> <p>City to send out one-page informational sheet about project (including advertising Community Meeting #1) with monthly water bill (due before the 20<sup>th</sup> of each month). To include info about and where to find Public Involvement Plan</p> <p>The Zoom link to Community Meeting #1 will be included in all advertisement materials.</p> <p>Consultant shall conduct the meeting.</p>	<p>Sept. ?, 2022</p>
<p>2.5</p>	<p><b>Virtual Public Workshop #1 (VPW)</b></p> <p>No later than two working days following Community Meeting #1, consultant shall develop and City shall host a VPW that includes all materials presented at Community Meeting #1. A tool for providing input and feedback must be available. The VPW shall run for two weeks.</p> <p>, City to post a link to access VPW on the City’s website and calendar at the same time as posting physical notices.</p>	<p>TBD 2022</p>

2.7	<p><b>Planning Commission Work Session #1</b></p> <p>City Recorder shall advertise on City’s homepage under “City Calendar,” at least two weeks prior.</p> <p>City to post flyers at City Hall, Post Office, Double Trouble, Mane St. Coffee and the Lion Mountain Bakery, Ray’s grocery store, Oakridge High School and various local businesses including Ray’s grocery store, at least two weeks prior..</p> <p>City to post notices on the City’s Facebook page, request info to be shared to non-city Facebook Pages, and on the project webpage on the City’s website</p> <p>City to make contact with the Highway 58 Harold for Publication</p> <p>City to print materials for Planning Commission Work Session #1 and place at City Hall for review and inspection, at least one</p>	<p>October18, 2022</p>
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	<p>week prior to the meeting.</p> <p>CONSULTANT shall distribute work session materials one week prior to work session. At same time, materials shall also be posted on the project website under Planning Commission Work Session #1.</p> <p>City to advertise Planning Commission Work Session #1 on project website on the City's website and send out notification to all contacts registered to receive updates, at least two weeks prior.</p> <p>The Zoom link to Planning Commission Work Session #1 will be included in all advertisement materials.</p>	
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**Task 3: Draft Action Plan**

3.3	<p><b>Joint Planning Commission and City Council Work Session</b></p> <p>City Recorder shall advertise on City’s homepage under “City Calendar,” at least two weeks prior.</p> <p>City to print and place at City Hall, at least one week prior to meeting, meeting materials for review and inspection.</p> <p>City to post flyers at City Hall, Post Office, Double Trouble, Mane St. Coffee and the Lion Mountain Bakery, Ray’s grocery store, Oakridge High School, at least two weeks prior.</p> <p>City to make contact with the Highway 58 Harold for Publication</p> <p>CONSULTANT shall distribute work session materials one week prior to work session (Revised Development Code Amendments Draft #2). At same time, materials shall also be posted on the project website under Joint Planning Commission and City Council Work Session.</p> <p>City to advertise Joint Planning Commission and City Council Work Session on project website and send out notification to all contacts registered to receive updates, at least two weeks prior.</p> <p>The Zoom link to be included in all advertisement materials.</p> <p>City to post on Homepage of City’s website under “news” presence of Planning Commission Work Session #1, at least two weeks prior.</p>	TBD 2023
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**Task 4: Final Action Plan**



4.1		TBD 2023
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4.3	<p><b>City Council Public Hearing #1</b></p> <p>City Recorder shall advertise on City’s homepage under “City Calendar,” at least two weeks prior.</p> <p>City to distribute staff report and findings to City Council one week prior to hearing.</p> <p>City to post flyers at City Hall, Post Office, Double Trouble, Mane St. Coffee and the Lion Mountain Bakery, Ray’s grocery store, Oakridge High School, at least two weeks prior.</p> <p>City to post notices on the City’s Facebook page, request info to be shared to non-city Facebook Pages, and on the project webpage on the City’s website.</p> <p>The Zoom link to be included in all advertisement materials</p> <p>City to advertise City Council Public Hearing on project website and send out notification to all contacts registered to receive updates, at least two weeks prior.</p> <p>City to post on Homepage of City’s website and Facebook page.</p>	TBD 2023
?.?	<p><b>Final Adopted Development Code Amendments &amp; Report</b></p> <p>Second reading of the ordinance for adoption will occur at the next regularly scheduled City Council Meeting. No special notice required for this action.</p> <p>City Council meeting will be advertised on the City’s website and Facebook pages, as well as physical postings.</p> <p><b>PROJECT EXPIRATION DATE: July 15, 2023</b></p>	TBD 2023

<sup>i</sup> American Community Survey 2020 5-Year Estimates, Tables S0101 Population, United States, Oregon & Oakridge

<sup>ii</sup> US Census 2020: DEC Redistricting Data (PL 94-171), Table P2 - Hispanic or Latino, and not Hispanic or Latino by race, Oakridge

<sup>iii</sup> American Community Survey 2020 5-year estimates Table S1601 Language Spoken at Home - Oakridge

<sup>iv</sup> American Community Survey 2020 5-Year Estimates, Table S1701 - Poverty Status in the past 12 Months, Oakridge, Lane County, Oregon & US

<sup>v</sup> American Community Survey 2020 5-Year Estimates, Table S1901 Income in the past 12 months (in 2020 inflation-adjusted dollars), Oakridge, Lane County, Oregon & US

<sup>viv</sup> American Community Survey 2020 5-Year Estimates, Table S1810 Disability Characteristics Oakridge, Lane County, Oregon & US



# Code Evaluation and Update Phase 1

PLANNING COMMISSION PRESENTATION

SEPTEMBER 13, 2022 | 6:00 PM



# Presentation Agenda

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- Introductions
- Project Overview
  - TGM Principles
  - Project Objectives
- Project Deliverables and Schedule
  - Public Involvement
- Questions / Feedback
- Next Steps

The City was awarded a grant from the Transportation and Growth Management (TGM) program, a joint effort of the Oregon Department of Transportation (ODOT) and the Department of Land Conservation and Development (DLCD).



# Project Team

## INTRODUCTIONS

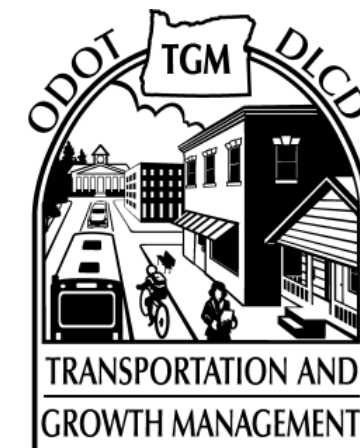
### **MIG | APG, Consultant**

Darci Rudzinski, AICP | Principal, Project Manager

Emma-Quin Smith, Planner

### **Oregon DLCDD, Project Manager**

Laura Buhl, AICP, CNUA | Land Use & Transportation  
Planner, TGM



# TGM and Smart Development Principles

- Efficient use of land and energy resources
  - Compact development patterns & infill
  - Appropriate parking standards
- Full use of urban services
  - Efficient use of public utilities and infrastructure
- Mixed use development
  - Services, homes, shops and restaurants in close proximity
- Transportation options
  - Safe and convenient for walking, biking and driving
  - Detailed, human-scaled design



# Project Objectives

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**Evaluate Oakridge's Zoning Ordinance** to identify ways the City can improve their land use regulations and development standards.

**Create an Action Plan** describing potential amendments to City policies and development requirements.

*At project completion, the City Council may elect to pursue future grant funding to draft specific Comprehensive Plan policy and Zoning Ordinance amendments.*

# Project Objectives

This project will evaluate the Oakridge Zoning Ordinance and Comprehensive Plan to create an action plan that addresses the following goals:





# Project Overview

## PROJECT KICK-OFF

August 2022

- Site Tour
- Public Involvement Plan
- Project Webpage

## EXISTING PLAN EVALUATION

Fall 2022

- Plan Review
  - Comprehensive Plan
  - Transportation System Plan
  - Zoning Ordinance and other development related ords.
- Stakeholder Interviews
- Community Meeting

## ACTION PLAN

Winter-Spring 2023

- Draft Action Plan
- City Council/Planning Commission Work Session
- Final Action Plan
- City Council Meeting

# Public Involvement

## OUTREACH TOOLS

- Public postings
- Update interested parties
  - Sign up on City Website
  - Email List
- Stakeholder Interviews
- Planning Commission Work Session
- Joint Planning Commission & City Council Work Session
- City Council Meeting



# Community Perspectives

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How can this project best serve the Oakridge community?

What makes it easy to live in Oakridge? What makes it difficult?

What City characteristics are important to protect and preserve?

What changes could improve the way people travel to and around the City? Are there ways to improve opportunities to walk and bike?

What types of services and amenities are important for residents and businesses?

What would encourage business activity?

What would help increase housing availability?

# Next Steps

EVALUATION OF EXISTING  
PLANS AND REGULATIONS

- Draft Evaluation Memo
- Stakeholder Interviews
- Community Meeting
- Virtual Public Meeting
- PC Work Session

# Next Steps

PROJECT CONTACTS

James M. Cleavenger, JD, LLM

City Administrator

City of Oakridge

541-782-2258 x6

Project Website:

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



# Questions and Comments?

THANK YOU!



# memo

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to James Cleavenger, City of Oakridge  
Laura Buhl, DLCD

from Darci Rudzinski, AICP and Emma-Quin Smith, MIG | APG

re Code Evaluation and Update Phase 1: Final Evaluation Memorandum

date January 9, 2023

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## Executive Summary

The City hopes to address several challenges to development in Oakridge through a planning project titled the Code Evaluation and Update for the City of Oakridge. The project will result in code update recommendations related to urban design, housing, and transportation policy and development requirements to help the City remove barriers to creating a vibrant community. Project objectives include addressing the City's lack of middle housing options, reviewing design standards that may be creating barriers to developing in Old Town, and identifying temporary lodging standards that can meet the needs of visitors without reducing the supply of affordable housing. Developing and enhancing multimodal transportation is one of the core objectives of this project. Multi-modal transportation allows people to walk, bike, roll, or use transit to get to their destinations in a safe, convenient, and efficient manner.

This memorandum presents an assessment of Oakridge's Comprehensive Plan, Zoning Ordinance, and Land Division Ordinance. The purpose of this assessment is to identify opportunities and barriers within existing plans and ordinances related to project objectives.

The concepts and recommendations discussed in this memorandum fall under the following headers:

- Old Town Design Subdistrict
- Uses and Standards
- Multimodal Transportation Facilities
- Green Infrastructure
- Temporary Lodging
- Zoning Ordinance Structure

The recommendations for each section are summarized in the following sections.

## A. UPTOWN (OLD TOWN DESIGN SUBDISTRICT)

The district commonly referred to as “Uptown” is located within the Old Town Design Subdistrict defined in the zoning ordinance

- Consider removing off-street parking standards for uses in the Old Town District.
- Change the code to require zero lot line development in the Central Commercial (C-2) zone.<sup>1</sup>
- Explore permitting multi-family residential uses (apartments) in the Low Density Residential (R-1) parts of the Old Town subdistrict without having to be part of a mixed-use development.
- Consider allowing more of the ground floor of mixed-use buildings to be used for residential development, if proposed development meets the Old Town architectural standards.

## B. USES AND STANDARDS

- Reformat Lots section (Sections 4.03-4.05) into table to make it easier to understand the lot dimensions.
- Allow all housing types, including all middle housing types, by right, not conditionally.
- Lower minimum lots sizes.
- Increase lot coverage by 5% in the Low Density Residential (R-1) zone to make slightly larger homes feasible for developers. However, lower minimum lot sizes would be more impactful.
- Increase residential height limits to 35 ft or 3 stories in the R-1 zone; ADU height limit could be explicitly stated and increased to 2 stories.
- In the R-1 zone, eliminate the corner lot/double-frontage lot requirement for duplexes and triplexes. Eliminate special lot size requirements for duplex and triplexes, and remove building mass standard for townhomes (code section 25.09 (3)).
- Review usage of terms “single family” and “single dwelling” for consistency and clarity.
- Remove special architectural and design standards requirements for multiple-dwelling and middle housing types and Accessory Dwelling Units (ADUs) (Article 25, Subsections 09-12).
- Add a specific definition and development standards for cottage cluster housing.
- Reduce all off-street parking requirements in residential zones in order to provide more flexibility for developers to build affordable housing options.

## C. MULTIMODAL TRANSPORTATION FACILITIES

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<sup>1</sup> “Zero lot line development” means that a building can be built up to the lot line.



The following Land Division Ordinance and Zoning Ordinance recommendations are from the 2020 Transportation System Plan (TSP):

- Revise minimum right-of-way and pavement widths to match street functional classifications in the TSP. The standards currently in Land Division Ordinance (Section 6.02) should be removed and a reference to the updated TSP should be added.
- Consider adding language to the procedures sections of the Oakridge Land Division Ordinance specifying the need for developers to provide notice to public agencies that provide transportation facilities and services. Public notices would be required when a proposed development is next to or will have an impact on transportation services or facilities. These agencies would include ODOT and Lane Transit District, among others.
- Consider including requirements for developers to build sidewalks and bike paths for people to get to important places like neighborhoods, bus stops, parks, and grocery stores near the proposed development.
- Consider including additional language in Neighborhood Commercial District (Article 6) and Central Commercial District (Article 7) that specifies acceptable ways to provide sidewalks and bike paths through parking lots or development sites.
- When the City of Oakridge becomes part of the Land Transit District (LTD) service area, the City should revisit design requirements on transit routes and for transit facilities. The updated design requirements should be added to the Oakridge Land Division Ordinance and Oakridge Zoning Ordinance.
- Change the Zoning Ordinance to allow transportation facilities, services, and improvements that are consistent with the TSP to be permitted in all zones.
- Add a Traffic Impact Analysis (TIA) requirement to the Oakridge Zoning Ordinance. A TIA would be required for developments that may impact the transportation facilities like roads, bus routes, etc. The requirement should also specify when a proposal must be reviewed for potential traffic impacts, when a TIA must be submitted with a development application, the required contents of a TIA, and who is qualified to prepare the analysis.
- Consider adding language to the Oakridge Zoning Ordinance that says the results of a TIA may determine whether or not a project is approved.
- Add language to requiring notice to Oregon Department of Aviation (ODA) if any development permits are within an airport overlay zone.
- Add language that ensures Zoning Ordinance amendments are consistent with the adopted TSP.
- Consider adding language requiring bicycle parking for transit transfer stations and park-and-ride lots.
- Add requirements for walkways through parking lots.
- Consider including more specific requirements for pedestrian paths and bicycle routes in developments.

- Consider changing existing design standards to include requirements for development proposals that are within a certain distance from an existing or planned transit stop.
- Consider requiring new developments with planned designated employee parking areas to provide preferential parking for employee carpools and vanpools.

#### D. GREEN INFRASTRUCTURE

- Clarify whether green infrastructure elements are required as part of development approval for proposals subject to Minor Site Plan Review.

#### E. TEMPORARY LODGING STANDARDS

The following items are common standards for implementing Short Term Rental (STR) or temporary lodging standards; more detailed discussion is found in Section E of the Code Evaluation:

- Adopt an official definition of “short-term rental.”
- Limit STRs to certain zones or geographies.
- Limit the number permitted.
- Establish operational standards.
- Require licensing.
- Collect taxes (Transient Room Tax) and assess penalty fees.

## Project Background & Objectives

The goal of Oakridge’s Code Evaluation and Update project is to make recommendations related to urban design, housing, and transportation policy and development requirements to help the City remove barriers to creating a vibrant, multimodal community. This project is partially funded by the Transportation and Growth Management (TGM) Program, a joint program of the Oregon Department of Transportation and the Oregon Department of Land Conservation and Development. The project goal is consistent with the mission, goals, and objectives of the TGM program and "smart growth" (also known as “smart development”) principles.<sup>2</sup>

Specifically, the project will identify policy language and development requirements that are creating barriers to smart development in the City. The focus of the review is on how Oakridge can impact positive change in the Old Town Subdistrict, but the project will also explore potential changes that can improve future development-related outcomes elsewhere in the community. The project will recommend policies, requirements, standards, and tools to address the following :

- Housing availability and affordability
- Reviewing use and design standards in the Zoning Ordinance, including permitting “middle housing” types
- Exploring the impacts of short-term rental housing/temporary lodging
- Barriers to redevelopment and new development in the community
- Exploring development standards that may be impeding development, including design requirements
- Identifying inefficiencies or unnecessarily complicated requirements in land use permitting processes
- Multimodal opportunities
- Looking at possibilities to incorporate green infrastructure elements to enhance pedestrian travel and livability
- Examining off-street parking requirements to ensure land use efficiency and maximize opportunities in Old Town and flexibility for developers to build affordable housing options
- Policy direction to support desired land uses, future development, and multimodal connectivity

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<sup>2</sup> This TGM project is financed, in part, by federal Fixing America’s Surface Transportation Act (FAST-Act), local government, and State of Oregon funds. The contents of this document do not necessarily reflect views or policies of the State of Oregon. To learn more about the program's mission, goals, and objectives, see <https://www.oregon.gov/lcd/TGM/Documents/mission-goals-objectives.pdf>. For an overview of smart growth principals, visit <https://smartgrowthamerica.org/our-vision/what-is-smart-growth/>

- Explaining existing policies, revisiting policy to support City objectives, and suggesting updates to the Comprehensive Plan
- Documenting “next steps”
- Revisiting the recommended code modifications from the recent Transportation System Plan planning project
- Providing an Action Plan that includes specific direction to the community and City leaders

To gauge the overall effectiveness and functionality of the land use regulations, this evaluation compared Oakridge's land use ordinances with the TGM Model Development Code and User's Guide for Small Cities - 3rd Edition (Model Code) and other smart development principles and "best practices" implemented in similarly sized jurisdictions in Oregon.<sup>3</sup> Planning requirements in the Transportation Planning Rule (OAR 660-012) are also referenced; the findings of a code audit completed as part of the 2020 Oakridge Transportation System Plan update are attached to this memorandum.

## A. EVALUATION SUMMARY

The assessment of Oakridge's Comprehensive Plan, Zoning Ordinance, and Land Division Ordinance will provide the foundation for preliminary recommendations, community conversations, and ultimately action items. The intent of this assessment is to identify opportunities and barriers within the existing plans and ordinances related to project objectives.

## B. CURRENT ZONING

The zoning map, shown in Figure 1, provides the location of zoning districts within the City Limits. There are eight zones shown on the map, depicting residential, commercial, industrial, and open space/aggregate extraction zone districts. Generally, heavy industrial zoning is located in the southeast corner of the City and north of Highway 58. Limited industrial is located along the rail line running east-west through the City. Most of the commercial zoning in the City is located on either side of Highway 58, with the exception of the Central business District, which is located along E 1<sup>st</sup> Street to the north. There is a very small amount of mixed-use land located south of the central business district north of E 1<sup>st</sup> Street. Open space/aggregate extraction zoning is located along the Salmon Creek greenway in the eastern portion of the City.

With approximately 53% of the City's acreage zoned R1, low-density residential zoning is by far the most prevalent zone in the City. There is a small pocket of medium-density residential zoning located in the eastern end of the City south of the railroad and north of Salmon Creek. Development regulations for each of the City's zones are provided for in Ordinance No. 874 of

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<sup>3</sup> For more information, see: <https://www.oregon.gov/lcd/TGM/Pages/Model-Code.aspx>

the Oakridge Code. Table 1 includes a list of the zones and a summary of the types of development permitted in each.

*Table 1. Zoning Districts*

Zoning District	Zoning District Purpose
<b>Low Density Residential (R-1)</b>	Intended to provide a quality environment for all residential urban uses, with compatible non-residential land uses, as determined to be desirable or necessary. (2-9 dwelling units per acre.)
<b>Medium Density Residential (R-2)</b>	Intended to provide an environment suitable for urban living; designed to be applied to residential uses and appropriate community services over a wide range of residential densities. (9 dwelling units per acre and higher.)
<b>Neighborhood Commercial (C-1)<sup>4</sup></b>	Intended to serve the day-to-day needs of a small support population, typically an adjacent residential neighborhood.
<b>Central Commercial (C-2)</b>	Intended to enhance the “core” of the City and promote a vibrant area where retail sales, light manufacturing, and residential uses coexist in harmony and are safe, comfortable, and attractive to pedestrians.
<b>Highway Commercial (C-3)</b>	Intended to provide essential services to the traveling public, together with certain other highway-related commercial uses providing services and goods to the consumer population of the City and the immediate region.
<b>Mixed Use (M-1)</b>	Intended to allow residential, commercial, light industrial, and public uses to coexist in the same environment.
<b>Light Industrial (I-1)</b>	Intended to provide areas suitable for limited manufacturing, warehousing, and similar activities that have minimal effect on the surrounding areas of the community.
<b>Heavy Industrial (I-2)</b>	Intended to provide areas for industries that are primarily engaged in the processing of raw materials into refined materials in large volumes.
<b>Open Space/Aggregate Extraction (OS/AE)</b>	Intended to: <ul style="list-style-type: none"> <li>(1) allow for the extraction of aggregate resources for the construction industry;</li> <li>(2) provide for reclamation of the area following termination of extraction activities;</li> <li>(3) provide for fish and wildlife habitat through the protection of riparian vegetation, spawning beds, marshes, and other features;</li> <li>(4) ensure coordination of federal, state, and local plans and permits for the beneficial, multi-purpose management of the river channel and bank areas;</li> <li>(5) provide for channel maintenance to help flood control and prevention activities;</li> <li>(6) provide for recreational opportunities.</li> </ul>
<b>Public Facilities (PF)</b>	Intended to allow for development and modification of public facilities without requiring the City to go through the conditional use permit process.
<b>Park, Recreation and Open Space (PRO)</b>	Intended to ensure that land for park and recreation use is developed to serve its intended use while not disrupting nearby land uses.

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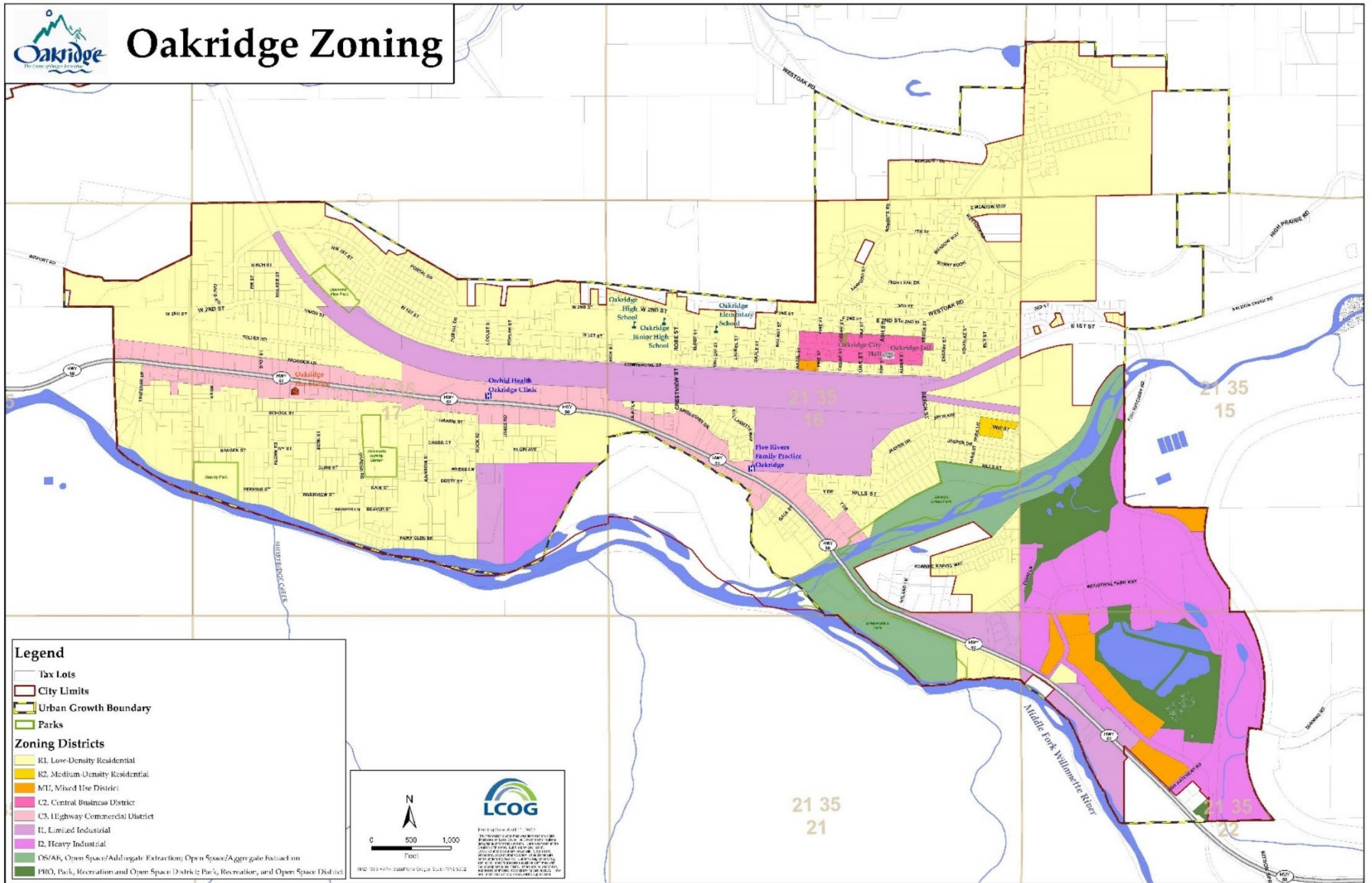
<sup>4</sup> There are currently no taxlots with C-1 zoning in the City of Oakridge; however, the zone is still included in the City’s zoning code.

The Oakridge Zoning Ordinance also includes seven (7) subdistricts, listed below. These subdistricts establish additional requirements, standards, and procedures for the use and development of property in the underlying zoning district.

- Flood Plain Subdistrict (FP)
- Mobile Home Park Subdistrict (MHP)
- Manufactured Home Subdivision Subdistrict (MHS)
- Planned Unit Development Subdistrict (PUD)
- Airport Safety Subdistrict (AS)
- Old Town Design Subdistrict (OT)
- Highway 58 Design Subdistrict (HD)

This evaluation will pay special attention to the Old Town Design Subdistrict (OT).

Figure 1. Oakridge Zoning Map



## C. COMPREHENSIVE PLAN

The Oakridge Comprehensive Plan serves as the principal policy document for land use within the Oakridge city limits. It provides the policy foundation that guides physical development within the City and helps City decision-makers evaluate proposed changes to zoning, impacts to natural resources, pursuing grant requests, among other municipal concerns. Volume I of the plan was originally adopted in 1977, and the currently adopted Volume IV was adopted in 1981 and amended in 1993. The Comprehensive Plan contains goals, objectives, policies, and implementation programs and policies, and is adopted by reference as Chapter 154 of the Oakridge Development Code.

### Residential Policy

Housing policy in the Comprehensive Plan is supportive of housing choice. Existing policy directs the City to identify “potential areas for encouraging medium density residential development to provide housing choices in multi-family and residential categories.” In addition, current policy directs the City to continue to “integrate mobile home and/or modular housing into local housing inventory through development guidance and zoning administration.”

Recent housing analysis will provide the City with specific policy direction to accommodate existing and future residents.<sup>5</sup> The City has recently completed a 2022 Residential Land Needs Analysis (RLNA). This analysis used findings from Oakridge’s and Westfir’s buildable land inventories (land supply analysis) and Oakridge’s and Westfir’s 20-year housing needs projections (housing demand analysis) to conclude whether Oakridge and Westfir have enough buildable land to accommodate 20-year housing projections. This work concluded that Oakridge has more than enough land to accommodate population growth over the next 20 years, with a surplus of land available for all needed housing types according to current demographic and housing trends.

The analysis also suggests that the City has a need for more affordable housing types, such as townhomes/plexes, multifamily, and manufactured housing. These housing types are allowed in most zones, but during the last five years only two manufactured homes have been installed in Oakridge and no multifamily units have been built.

Preliminary strategies resulting from the RLNA work include rezoning residential land to allow for higher density housing; prohibiting single-family detached housing in one or more of the City’s higher density residential and commercial zones to preserve more buildable land for other types of housing; establishing minimum density standards; and reducing minimum lot size standards.

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<sup>5</sup> Draft Residential Land Needs Analysis, Cascadia Partners, August 18, 2022.



## Transportation Policy

Transportation goals and policies were adopted and became part of the Oakridge Comprehensive Plan as part of the action that adopted the 2000 TSP. The 2000 TSP goals and policies replaced transportation-related goals and policies in the Comprehensive Plan; the rest of the TSP was incorporated into the Comprehensive Plan as a Transportation Element and replaced transportation-related background information in the Comprehensive Plan.

More recently, the transportation goals and policies were once again updated as the City adopted the 2020 TSP as the transportation element of the Comprehensive Plan. The physical Comprehensive Plan document was not updated as part of the City action, but TSP goals and policies became the City's transportation policy upon TSP adoption.

Multimodal transportation-supportive policies are found in TSP Chapter 2 - in particular under Goal 2 ("Provide a transportation system that balances transportation services for the safety, convenience, efficiency, and livability of all users") and Goal 3 ("Provide a transportation system with facilities and services that meet mobility needs of all potential users"). A sampling of these policies is provided below.

- *Support completion of street connections that create a grid-style layout to provide system redundancy and require new streets to be connected to the existing street system (Goal 2, Policy b.).*
- *Identify improvements to complete a bikeway system for circulation within Oakridge and connections to routes and paths outside Oakridge (Goal 2, Policy f.).*
- *Maintain and improve a pedestrian walkway system for circulation within Oakridge and connections to paths outside Oakridge (Goal 2, Policy g.).*
- *Provide transportation mode choices to all users of the transportation system (Goal 2, Policy i.).*
- *Support the development of regional public transit, including identifying park-and-ride opportunities (Goal 3, Policy c.).*
- *Promote an interconnected network of bicycle, pedestrian, and transit facilities throughout the City (Goal 3, Policy d.).*
- *Promote a transportation system that includes pedestrian and bicycle connections to recreational and tourist destinations throughout the City (Goal 3, Policy g.).*

## Project Outcomes

Recommendations that result from this project should have a basis in adopted City policy. The adopted City of Oakridge Comprehensive Plan was recently revised to include updated transportation policies; this project will revisit recommended transportation-related development requirements (see C. Multimodal Transportation Facilities, under Code Evaluation in this memorandum). An examination of residential uses and standards in the Code Evaluation, along with the recent RLNA findings and recommendations, will inform updated housing policies

and recommended code modifications. Recommended Comprehensive Plan housing policies may reflect strategies that support the need for more dense and affordable housing types that are lacking in Oakridge today; policies in turn will support changes to how new residential units are permitted and built in the City.

## Code Evaluation

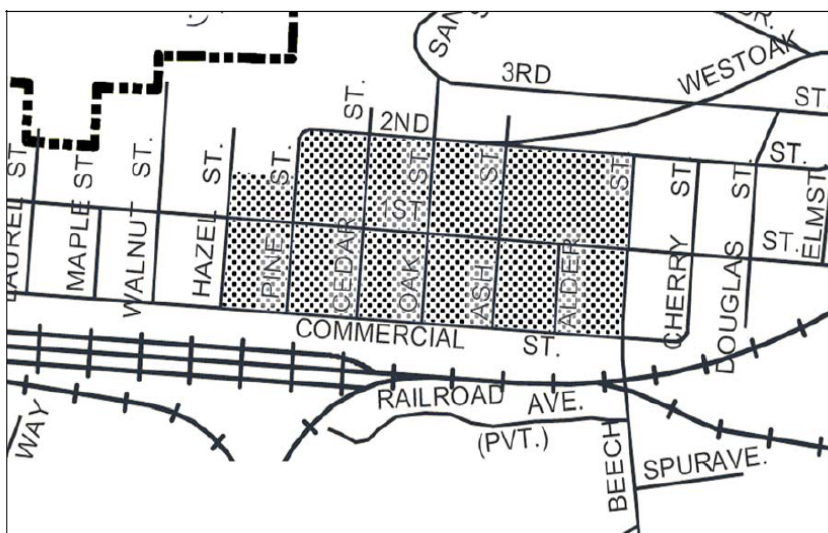
### A. UPTOWN (OLD TOWN DESIGN SUBDISTRICT)

#### Allowed Uses

The district commonly referred to as “Uptown” is located within the Old Town Design Subdistrict defined in the zoning ordinance. The Old Town Design Subdistrict applies to the area shown in Figure 2, which is zoned primarily C-2 Central Commercial District and includes a small portion of Mixed Use and R-1 zoning. Existing development in Old Town reflects uses that are permitted according to the Zoning Code. Recommendations for permitted uses in the Old Town Design Subdistrict are as follows:

- In areas zoned C-2, new residential development is currently allowed as part of a mixed-use development, “provided that dwelling units do not occupy the front 25 feet of the building’s ground floor facing the principal commercial street.”
- With the objective of increasing housing choice and availability, the City should explore permitting outright standalone multi-family residential uses in the R-1 and MU parts of the Old Town subdistrict.
- The City should consider allowing a greater percentage of the ground floor of mixed-use buildings for residential use, if proposed development meets the Old Town architectural standards.

Figure 2. Old Town Design Subdistrict



### Off-Street Parking

In a downtown area, the amount of space dedicated to parking should be minimized to create a compact and visually appealing environment. By removing off-street parking requirements, the City can give business owners and developers flexibility and freedom to determine the amount and type of parking that will meet the needs of their clients. Removing off-street parking requirements can provide even more opportunity for future development or redevelopment. This could free up land currently used for parking lots to be developed over time into new buildings for business – an arguably more efficient use of valuable land. Removing off-street parking requirements does not mean that all off-street parking will go away, it simply allows the City and business owners to work together to meet the true parking needs of the Old Town district.

Currently, most commercial uses require one stall per 200 square feet of retail space. Eating and drinking establishments require one stall per 100 square feet of floor area. For mixed uses, the total requirements for off-street parking spaces is the sum of the requirements for the various uses. An on-street parking credit may be used to reduce the number of off-street stalls at a rate of 1:1 for every adjacent on-street parking stall.

### Site Design & Development Standards

Site design standards in the Old Town Subdistrict are generally aligned with urban design best practices. The following current standards contribute to a pedestrian-friendly (accessible, visually interesting) streetscape and provide opportunities for a dense and walkable urban core:

- Zero lot line development is encouraged, with limited allowances for development with setbacks greater than 0 feet. The City should amend the code to require zero lot line development in the C-2 zone.
- The code states, “No specific front and rear yard standards shall be provided. They shall be decided upon an individual basis and guided by the prevailing setbacks in the immediate vicinity.” This provision should be removed.
- Primary building facades are required to face the principal street.
- Maximum building height is 35 feet tall or 3 stories, whichever is less.
- Lot coverage is only limited by setback requirements. The only setback requirement is a 10’ side yard where a lot abuts a residential zoned property.

### Architectural & Streetscape Design Standards

The “Oakridge Frontier Style” is required for new non-residential development in the Old Town Design Subdistrict. Anecdotally, community members have noted that architectural and streetscape design standards could be hindering development in Old Town.

The following architectural elements are currently required:

- Horizontal design elements
- Vertical design elements
- Recessed or projecting building entries
- Glazing requirements: 50% ground floor glazing and 25% upper floor glazing
- Visibly supported decks, balconies, etc.
- Landscape buffers, walls, and fencing must accommodate an opening for a walkway (3-6 ft wide) for every 20 ft of frontage.
- Specific standards are provided for awnings, bay windows, covered porches or arcades, and stairs, stoops, and decks.
- Sign standards apply to mixed-use and non-residential development

The Oakridge Frontier Style is currently defined by the following architectural standard elements:

- List of approved and prohibited façade and siding materials
- Roof embellishments such as cornice molding, decorative brackets, or eaves
- Ground floor, storefront windowpane size and spacing requirements
- Exterior colors must be from an approved color pallet

The architectural elements required of proposed development in Old Town are common design development standards in many Oregon central business districts and do not appear to be overly strict. It is unclear the extent to which the City's current requirements have been a barrier to development. Recommendations for proposed revisions requires further discussion with the City and input from developer stakeholders for a greater understanding of issues and barriers related to development. Changes or additions to the design standards should further a pedestrian friendly environment.

The Highway 58 Design Subdistrict allows for similar commercial uses as the Old Town Subdistrict and has seen development of sites that were subject to a similar extent of design standards, though with different architectural specifications. A more in-depth exploration and understanding of circumstances and conditions that distinguish the two subdistricts may provide insight into what may be hindering new development in Old Town.

## **B. USES AND STANDARDS**

### **Non-Residential Uses**

Table 2 shows the allowed uses, height, lot, and setback requirements in all non-residential zones.

Table 2. Allowed Uses &amp; Standards in Non-Residential Zones

Zone	Example of Permitted Uses	Height Limit	Lot Size	Setbacks
<b>C-1 Neighborhood Commercial</b>	Restaurants (no drive-thrus), retail shops, offices, new residential as part of mixed-use building, personal services	Lesser of 35' or three stories	Min. 25' wide 100% coverage allowed Max. 5,000 SF floor area	Zero lot line development allowed except when abutting residential. 10' rear setback when abutting R zone.
<b>C-2 Central Commercial District</b>	Clinics, spas, hotels/motels, mixed use development, new residential as part of mixed-use development, restaurants (no drive-thrus), personal services, retail stores	Lesser of 35' or three stories	Min. 25' wide 100% coverage allowed	Zero lot line development allowed except when abutting residential. 10' side setback when abutting R zone.
<b>C-3 Highway Commercial</b>	Clinics, spas, hotels/motels, mixed use development, new residential not on ground floor, restaurants personal services, retail stores, wholesale retailers, auto repair	Lesser of 35' or three stories	Min. 100' wide Min. lot area 10,000 SF 100% lot coverage allowed within setbacks	Front: 10' Side: 10', except when abutting R zone then 20' Rear: 20' when abutting R zone
<b>M-1 Mixed Use District</b>	<i>"Those uses permitted outright in the residential, commercial, light industrial and park, recreation and open space districts provided for in this ordinance."</i>	Regulations are the same as the regulations of that district in which the proposed use would otherwise be allowed.		
<b>I-1 Light Industrial</b>	Auto repair, utility facilities, building material sales yards, warehousing and storage	Lesser of 35' or three stories	Min. lot area 10,000 SF Min. 100' wide 100% lot coverage allowed within setbacks	Front: 20' Side: 10', except when abutting R zone then 20' Rear: 20' when abutting R zone
<b>I-2 Heavy Industrial</b>	Junk yards, kennels, manufacturing, auto repair, warehousing and storage	Lesser of 35' or three stories	Min. lot area 10,000 SF Min. 100' wide 100% lot coverage allowed within setbacks	Front: 20' Side: 10', except when abutting R zone then 20' Rear: 20' when abutting R zone
<b>OS/AE Open Space / Aggregate Extraction</b>	aquaculture, park land and open space, recreation activities aggregate extraction and storage	Lesser of 35' or three stories	No minimum lot requirements.	20' from residential property lines
<b>PF Public</b>	Communication facilities, government facilities, parkland and open space,	Lesser of 35' or three stories	100% lot coverage allowed within setbacks	20' from residential property lines

Zone	Example of Permitted Uses	Height Limit	Lot Size	Setbacks
<b>Facilities</b>	utilities		No lot coverage requirements for parks uses	
<b>PRO Park, Recreation, and Open Space</b>	Parks, trails, public restrooms, picnic areas, playgrounds	Lesser of 35’ or three stories	No minimum lot requirements	20’ from residential property lines

**Residential Uses**

Oregon Revised Statute (ORS) 197.307(4) requires that local governments adopt and apply clear and objective standards, conditions, and procedures regulating the development of all housing. This is to ensure that communities do not use discretionary or subjective criteria to deny housing projects. Local standards, conditions, and procedures can’t discourage housing through unreasonable cost or delay.

To comply with ORS 197.303, Oakridge must provide clear and objective standards for all residential development in all zones where it is permitted. The review of the Zoning Ordinance and Land Subdivision Chapter of the City Code confirmed that the City’s development standards for residential development are clear and objective and comply with the statutes. Some site plan review criteria are not clear and objective. In order to make the residential development process clear and objective, Section 25.06 Criteria for Site Plan Review Evaluation should be amended to remove requirements that the *“development is compatible with surrounding developments and does not detract from the character of the neighborhood (25.06(1)(b))”* and the *“location, design, size, shape and arrangement of the uses and structures are in scale and are compatible with the surroundings (25.06(2).”*

New residential development is permitted outright in the R-1 (Low Density Residential), R-2 (Medium Density Residential), and M-1 (Mixed Use District) zones. New residential uses are permitted in C-1, C-2, and C-3 zones “provided that dwelling units do not occupy the front 25 feet of the building’s ground floor facing the principal commercial street, except that a six-foot wide separate entrance to the residential uses may be allowed off the principal commercial street at the ground floor.”

Currently the code includes definitions for the following types of housing under the Dwelling Unit definition dwelling units:

- Accessory Dwelling Unit (ADU): A secondary dwelling unit on a single-family lot, which may be either attached to the primary dwelling or detached.
- Duplex: A duplex dwelling unit is a building with two attached housing units on one lot or parcel.

- Multiple: A multiple-dwelling unit is a building or buildings containing four (4) or more dwelling units on one lot or parcel.
- Single Dwelling Unit: One dwelling unit, on its own lot, whether detached, or sharing common end walls with another unit (townhouse). Manufactured homes on a permanent foundation are considered to be single-dwelling units when consisting of one dwelling unit.
- Single, Attached (Townhouse): Two or more single family dwellings with one or more common end walls.
- Triplex: A building with three (3) attached housing units on one lot or parcel.

In order to promote housing diversity and variety in the R-1 and R-2 zones, some modifications to the current zoning standards are recommended. Many middle housing types, including duplexes, triplexes, quadplexes, and townhomes, are already permitted outright or conditionally by the code (see Table 3).

*Table 3. Types of Housing Permitted*

Zone	ADUs	Duplex	Triplex	Townhouses	Multiple Dwelling	Single Dwelling
<b>R-1</b>	1 unit per single dwelling unit and requires a Minor Site Plan Review.	Permitted on corner or double frontage lots with dimensional requirements and require Major Site Plan Review.  Permitted conditionally on all other lots.	Permitted on corner or double frontage lots with dimensional requirements and require Major Site Plan Review.  Permitted conditionally on all other lots.	Permitted conditionally with a minimum lot size of 3,500 sf per dwelling unit.  Requires Major Site Plan Review.	Not permitted.	Permitted.
<b>R-2</b>	1 unit per single dwelling unit and requires Minor Ste Plan Review	Permitted on all lots of subject and require Major Site Plan Review	Permitted on all lots and require Major Site Plan Review.	Permitted on all lots and require Major Site Plan Review.	Permitted subject to	Permitted.

While the City permits a variety of housing types, development standards may be discouraging their development. The following modifications to R-1 and R-2 development standards may facilitate housing development:

- Reformat Sections 4.03-4.05 Lots into a tabular format to make standards more legible.
- Allow all housing types, including all middle housing types, by right, not conditionally.
- Lower minimum lots sizes. Lot coverage standards could be increased by 5% in the R-1 zone to make slightly larger homes feasible for developers. However, lower minimum lot sizes would be more impactful.

- Residential height limits could be increased to 35 ft or 3 stories in the R-1 zone; ADU height limit could be explicitly stated and increased to 2 stories. (Note that currently height limits in R-1 reference “accessory structures” but not specifically ADUs. The height limit for *all* structures in the R-2 zone is 35 ft.)
- In the R-1 zone, eliminate the corner lot/double-frontage lot requirement for duplexes and triplexes. Eliminate special lot size requirements for duplex and triplexes, and remove Section 25.09 (3) building mass standard for townhomes.
- Review usage of “single family” and “single dwelling” for consistency and clarity.
- Multiple-dwelling and middle housing types and ADUs are subject to special architectural and design standards in Article 25, Subsections 09-12. These requirements make multiple dwelling structures and middle housing more difficult and costly to develop than single dwelling units and should be removed. Additionally, state law prohibits ADUs from being subject to development standards above and beyond what is required of single dwelling units.

Cottage cluster housing is technically allowed under the current definition “dwelling unit, multiple.” However, to encourage further diversification of housing in Oakridge, the City should adding a specific definition and standards for cottage cluster housing.

Cottage cluster developments are often defined as multi-unit residential developments where grouping(s) of four to 12 cottage dwellings are arranged around or adjacent to shared open space and located on a single lot. This form of development provides for small-scale detached dwellings that form a small community.

*Figure 3. Examples of Cottage Cluster Development*



### *Manufactured Homes*

The Oakridge Zoning Ordinance includes definitions for:

- Manufactured home
- Manufactured home subdivisions
- Mobile home
- Mobile home park
- Mobile home space

These definitions should be updated to comply with the provisions of House Bill 4046 (2021).



Manufactured homes are permitted uses in R-1 and R-2 zones; and manufactured home subdivisions or mobile home parks are permitted conditionally in R-1 and R-2 zones. Section 4.09 includes specific design and placement standards for manufactured homes. Pursuant to House Bill 4064, the same standards are required for manufactured homes as for single family homes, except:

- As necessary to comply with a protective measure adopted pursuant to a statewide land use planning goal; or
- To require that the manufacturer certify that the manufactured home or prefabricated structure has an exterior thermal envelope meeting performance standards which reduce levels equivalent to the performance standards required of single-family dwellings constructed under the Low-Rise Residential Dwelling Code as defined in ORS 455.010.

The code should be updated to reflect these requirements. The code should also ensure consistency and/or distinction between mobile home park and manufactured home subdivisions.

#### *Site Plan Review*

A Minor Site Plan Review (§25.02(2)) is required for detached single dwellings, duplexes, and ADUs. Minor Site Plan permits are reviewed by the City Administrator (or designee). A Major Site Plan Review (§25.02(1)) is required for triplexes, townhouses, multi-dwelling units, and mobile home parks. Major Site Plan permits are reviewed by the Planning Commission. These review procedures correspond to “Type 1” and “Type 2” procedures in the Model Code. Some minor updates to the City’s approval processes, consistent with recommended Model Code language, may help City staff and applicants better administer and comply with City procedures.

#### *Standards for Duplexes, Triplexes, and Townhouse Development*

There are special design and development standards for duplexes, triplexes, and townhouses (Section 25.09), which include:

- Maximum number of consecutive townhouse units is 4 units, or maximum building length of 100 ft, whichever is less.
- Townhome, duplex, and tri-plex subdivisions (4 or more lots) shall receive vehicle access only from a rear alley.
- Maximum driveway width is 18 ft for townhomes, duplexes and triplexes receiving access directly from a public or private street. Street facing garages must be recessed at least 5 ft.

These housing types are also subject to special architectural design standards (Section 25.11) including:

- Buildings may not exceed 100 ft in width.

- Buildings must incorporate offsets, balconies, or similar architectural elements.
- Developers must choose 6 from a list of 12 detailed design elements.

The housing standards in Oakridge are largely aligned with Model Code recommendations, and required standards are clear and objective. However, housing standards should be revised to make developing housing of all types more viable - in particular more middle housing and multiple-dwelling unit housing.

### *Off-Street Parking*

The City should reduce all off-street parking requirements in residential zones in order to provide more flexibility for developers to build affordable housing options.

- Reduce single dwelling, duplex, triplex, and multiple requirements to one space per dwelling.
- Do not require any additional off-street parking on lots with ADUs.

## **C. MULTIMODAL TRANSPORTATION FACILITIES**

### **Bicycle and Pedestrian Connectivity**

Sidewalks and bike facilities may be required improvements as part of the subdivision process. Land Division Ordinance Section 7.03 requires sidewalks to be installed on both sides of a street within a subdivision at the time a building permit is issued.

Zoning Ordinance Article 20 outlines the following bicycle parking requirements:

- Multifamily residences with four or more units: one sheltered parking space per unit.
- Non-Residential: one space for every 7 motor vehicle spaces.

### **Transportation System Plan**

Developing and enhancing multimodal transportation is one of the core objectives of this project. Multimodal transportation allows people to walk, bike, roll, or use transit to get to their destinations in a safe, convenient, and efficient manner. The 2020 TSP planning effort identified several recommended amendments to the Land Division and Zoning ordinances which further the objectives of this project but have not yet been adopted.

The following recommendations were included in the 2020 TSP:

### *Land Division Ordinance Recommendations*

1. *Revise minimum right-of-way and pavement widths consistent with street functional classifications. The standards currently found in Section 6.02 of the*

*Land Division Ordinance should be removed and a reference to the updated TSP should be added.*

2. *Consider adding language to the procedures sections of the Oakridge Land Division Ordinance specifying the need to provide notice to public agencies providing transportation facilities and services, including ODOT and Lane Transit District, regarding proposals that are adjacent to, or will have an impact on, transportation facilities or services.*
3. *Consider including requirements to plan for on-site bicycle and pedestrian connectivity to adjacent residential areas, transit stops, and activity centers near the proposed development.*
4. *Consider including additional language in Article 6 (Neighborhood Commercial District) and Article 7 (Central Commercial District) that specifies acceptable ways to accommodate on-site pedestrian and bicycle routes.*
5. *At which time the City of Oakridge becomes part of the LTD service district, the City should revisit design requirements on transit routes and for transit facilities and update requirements in the Oakridge Land Division Ordinance and Oakridge Zoning Ordinance to reflect those requirements.*

#### *Zoning Ordinance Recommendations*

6. *Revise the Zoning Ordinance to allow transportation facilities, services, and improvements that are consistent with the TSP to be permitted outright in all zones.*
7. *Add language to the Oakridge Zoning Ordinance that requires a Traffic Impact Analysis (TIA) for developments that may impact the operations of transportation facilities, including provisions that specify when a proposal must be reviewed for potential traffic impacts; when a TIA must be submitted with a development application; the required contents of a TIA; and who is qualified to prepare the analysis.*
8. *Consider adding language to the Oakridge Zoning Ordinance that specifies that expected impacts to the transportation system, as documented in the results of a TIA, may be the basis for imposing conditions of approval.*
9. *Add language to Subsection 15.05 of the Oakridge Zoning Ordinance requiring notice to Oregon Department of Aviation (ODA) of any development permits within an overlay zone with the FAA Form 7460-1, Notice of Proposed*

*Construction or Alteration, and establishing a process for submission of this form.*

- 10. Add language to Section 29.03 of the Oakridge Zoning Ordinance that ensures amendments are consistent with the adopted TSP.*
- 11. Consider adding language to Subsection 20.11(1) requiring bicycle parking facilities for transit transfer stations and park-and-ride lots.*
- 12. Add requirements to Section 20.03 of the Oakridge Zoning Ordinance requiring pedestrian circulation through off-street parking lots in the form of accessways.*
- 13. Consider including additional language in Article 25 that specifies acceptable ways to accommodate on-site pedestrian and bicycle routes.*
- 14. The City should consider amending existing design standards to include requirements for development proposals that are within a certain distance from an existing or planned transit stop.*
- 15. The City should consider requiring new developments with planned designated employee parking areas to provide preferential parking for employee carpools and vanpools. A typical local code requirement requires employers with more than a specific number of employees to dedicate a percentage of the required parking spaces for carpools and/or vanpools. Alternatively, code provisions could provide optional incentives for reductions in the overall number of required parking spaces for a development where carpool and/or vanpool parking is accommodated.*

As noted in the first bullet under the Land Division Ordinance Recommendations, subdivision requirements should include and be consistent with the Local Street classifications and standards included in the TSP. The City should also consider how (and if) additional site improvements should be required to ensure connectivity to other subdivisions.

### **Transportation Planning Rule**

As part of the 2020 TSP update, a Transportation Planning Rule (TPR) audit was completed to assess Oakridge's compliance with the TPR. The TPR (OAR 660-012) implements Statewide Planning Goal 12 (Transportation), which is intended to promote the development of safe, convenient, and economical transportation systems that are designed to maximize the benefit of investment and reduce reliance on the automobile. The TPR includes direction for preparing, coordinating, and implementing transportation system plans (TSPs). The full Transportation

Planning Rule Review is included as an attachment to this memorandum; it includes recommendations for updating the Land Division and Zoning Ordinances to comply with the TPR. TPR Section -0045 (Implementation of the Transportation System Plan) requires local governments to amend their land use regulations to implement the adopted TSP. It also requires local governments to adopt land use and subdivision regulations to protect transportation facilities for their identified functions, including access control measures, standards to protect future operations of roads, expanded notice requirements and coordinated review procedures for land use applications, and a process to apply conditions of approval to development proposals. The adopted 2020 TSP includes recommended code language amendments to the Land Division and Zoning Ordinances to meet the requirements of TPR -0045, however the amendments have not yet been made. In order to comply with the TPR, the City must make the recommended changes or identify new amendments to comply with the TPR.

#### **D. GREEN INFRASTRUCTURE**

##### **What is Green Infrastructure?**

Green infrastructure is any infrastructure element that “filters and absorbs stormwater where it falls.”<sup>6</sup> Elements of green infrastructure can include street trees, planter boxes, bioswales, permeable pavement, green streets, and green roofs. Table 3 defines each of these elements and provides examples.

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<sup>6</sup> <https://www.epa.gov/green-infrastructure/what-green-infrastructure>

Table 4. Green Infrastructure Elements<sup>7</sup>

Image Source: Main Street McMinnville

### Street Trees

Trees absorb stormwater in their leaves and branches. Street trees also help cool the urban environment and reduce the heat island effect.



Image Source: Greenworks, PC

### Bioswales

Bioswales, often found along curbs and in parking lots, use vegetation or mulch to slow and filter stormwater flows. Usually found in downtown areas, they collect and absorb runoff from streets, sidewalks, and parking lots. Bioswales are commonly connected to a municipal wastewater or stormwater system.

### Stormwater Planter Boxes

Like bioswales, planter boxes collect rain and runoff water. They can be above or below ground and are generally not built into the municipal stormwater system. Ideal for areas with limited space, planter boxes can be a useful way to beautify city streets.

### Permeable Pavement

Permeable pavements infiltrate, treat, and/or store rainwater where it falls. They can be made of pervious concrete, porous asphalt, or permeable interlocking pavers.



Image Source: Urban Green-Blue Grids

### Green Streets

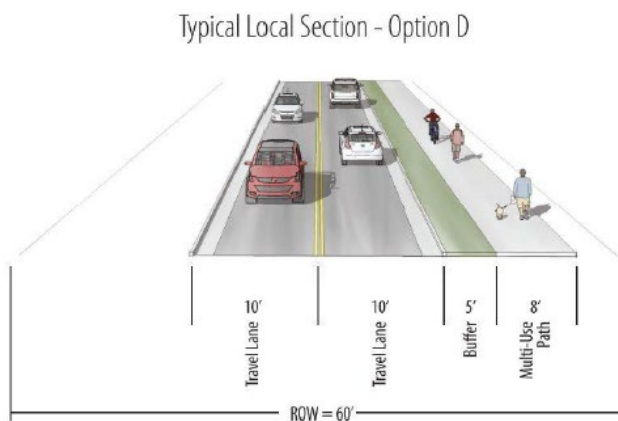
Green streets are created by integrating green infrastructure elements into their design to store and filter stormwater. Permeable pavement, bioswales, planter boxes, and trees are among the elements that can be woven into street the street design.

<sup>7</sup> <https://www.epa.gov/green-infrastructure/what-green-infrastructure>

## Existing Conditions

Currently, the City requires street trees for all development subject to a Major Site Plan Review. The TSP does not provide any guidance on stormwater plantings or green infrastructure, and the City does not currently have any standards that require green infrastructure. Only one street section in the TSP (Figure 2) includes an element of green infrastructure – a planting buffer. It is not specified how it should be developed or planted (ex. whether to include street trees, accommodate bioswales, etc.).

Figure 4. Local Street Section from TSP



Street trees are a streetscape requirement in the Old Town Design Subdistrict. The current streetscape design standards require the following in Old Town:

- Minimum sidewalk width of 8 ft, preferred width is 12-15 ft.
- A minimum of 3 street trees should be planted per block
- Streetlights should be 9-15 ft tall, and spaced no more than 60 ft apart
- One bench and one trash receptacle are required per block.
- Sign standards

Figure 5 and Figure 6 are examples of built improvements that illustrate some of the elements included in the Oakridge standards that have yet to be implemented.

It is not clear if these are elements that are required as part of development approval, for proposals subject to Minor Site Plan Review. It is also worth considering whether the Zoning Ordinance is an effective tool for improving streetscapes and adding green infrastructure in areas of Oakridge that are already developed, such as Old Town.

Figure 5. Streetscape Improvements in Sisters, OR including street trees, curb extensions, and bioswales.



Image Source: Greenworks, PC

Figure 6. Streetscape Improvements in Lafayette, OR including curb extensions, planters, and street trees.



Image Source: Google Street View

## E. TEMPORARY LODGING STANDARDS

As of October 2022, there are 35 listings on Airbnb within Oakridge city limits that are being used for temporary lodging or short-term rentals (STRs). These uses have not been identified as an immediate concern. However, the City can benefit from new and updated standards to help prepare for future challenges that the uses may present. Specifically, tourism growth in Oakridge could make preserving housing for residents a pressing issue. One of the key objectives of this project is to recommend amendments that will enable visitors to find lodging in walkable and bikeable areas, while at the same time recognizing affordable housing in those same locations.



Many communities in Oregon are challenged with existing housing stock being used as STRs and a some have adopted requirements that help them regulate, and in some cases limit, these uses. For small cities and tourism-dependent communities in Oregon that have implemented local STR regulations, common limitations address number and location of STRs and policies for their operation. Licensing and operational requirements are typically found in municipal codes; land use permit requirements are in local development codes or zoning ordinances.

### Case Studies

In Oregon, Hood River, Gerhart, Lincoln City, Bend, Bandon, McMinnville, and Yachats are some of the many jurisdictions that regulate STRs. Five of jurisdictions in particular - Gearhart, Newport, Lincoln City, Bandon, and Tillamook County - have robust local requirements and were chosen as case studies for this research. Informing this work is academic research from University of Oregon (UO), which provided additional context for existing practices and STR recommendations for Oregon jurisdictions.<sup>8</sup> From this research, common regulations for STRs include, but are not limited to:

- **Adopt an official definition of “short-term rental.”** Most jurisdictions adopt an official definition of the use that is distinct from longer-term residential leases. Some jurisdictions have a subset of definitions under the short-term rental umbrella. For example, Newport’s definition includes has three different types of STRs: home shares (owner rents a room in the dwelling unit where they reside), bed & breakfast establishments (owner or manager lives on the premises), and vacation rental dwellings (entire unit is rented).
- **Limit STRs to certain zones or geographies.** Most jurisdictions use local zoning to place geographical limits on where STRs can be permitted. Commonly STRs are permitted differently in residential zones in comparison to commercial or mixed-use zones. Some jurisdictions, such as Newport and Lincoln City, prohibit STRs in the lowest density zones and/or certain planned developments; others consider STRs as commercial uses that are permitted only conditionally in residential zones. To promote walkability and bikeability, STRs could be permitted only in areas with multimodal connectivity.
- **Limit the number permitted.** Jurisdictions have chosen to limit the number of STRs permitted, either city-wide or in certain areas. Both Lincoln City and Gerhart have a cap on the number of STRs licensed in their cities. Other jurisdictions limit STRs through

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<sup>8</sup> DiNatale et al., “Short-term rentals in small cities in Oregon: Impacts and regulations”, 2018. <https://www.eugene-or.gov/DocumentCenter/View/52935/UO-STR-Research-project-summary> and “Assessing and Responding to Short-Term Rentals in Oregon,” 2017, [https://scholarsbank.uoregon.edu/xmlui/bitstream/handle/1794/22520/DiNatale\\_final\\_project\\_2017.pdf?sequence=3&isAllowed=y](https://scholarsbank.uoregon.edu/xmlui/bitstream/handle/1794/22520/DiNatale_final_project_2017.pdf?sequence=3&isAllowed=y)

saturation rates. Saturation rates prohibit STR within a certain distance of other existing STRs (used in Bandon), or are based on an established percentage of lots in a zone that can be STRs (the Lincoln City approach). The UO Study suggests creating restrictions on STRs if they account for more than 4% of the housing stock in a jurisdiction.

- **Establish operational standards.** Operational standards set expectations for how the activity should be conducted and properly maintained and can mitigate livability and nuisance concerns regarding STRs. Case study jurisdictions had a variety of regulations related to operations including:
  - Maximum occupancy requirements
  - Parking requirements
  - Landscaping requirements
  - Waste collection requirements
  - Requiring a contact to be local
  - Signage requirement for dwelling/unit number
  - Life/safety inspections to ensure safety requirements such as fire alarms, railings, pool safety, etc. is met
  - Quiet hours

UO study recommends creating provisions that revoke STR license or permits for properties that receive more than 5 nuisance complaints in a year. Newport has policies that revokes the permit after 3 complaints.

- **Require licensing.** Most jurisdictions require a license be obtained in order to legally operate a STR. The licensing programs are used to periodically check and maintain the STR licenses; many have annual renewal requirements. Licensing requirements ensure regulatory consistency within a jurisdiction and provide an opportunity to educate STR owners about operations requirements. In Lincoln City, the license is the second step of permitting a STR after land use approval.
- **Collect taxes (Transient Room Tax) and assess penalty fees.** The City of Florence collects TRT taxes for short-term rentals. Commonly, fees are assessed to help fund administration and enforcement of the local STR program. A 2017 study found that the average fee in participating Oregon jurisdictions was \$498 (see Figure 3).

Figure 7. Frequency for Fee and Tax Rates

Fee Rate Frequency			Tax Rate Frequency	
Mean	\$	498	Mean	7.4%
Median	\$	358	Median	7.5%
Standard Deviation	\$	554	Standard Deviation	2.3%
Range	\$	2,150	Range	8.6%
Min	\$	50	Min	1.8%
Max	\$	2,200	Max	10.4%

Source: Responding to Short-Term Rentals in Oregon Survey, y-Q20 and y-Q21, 2017.

### *Other Notable Regulations*

The following STR requirements not used in the case study jurisdictions, but applied in other Oregon cities, may be useful to consider for application in Florence.

- Yachats: As of 2020, the City has a lottery system for new STR permits, with a process for being included on a waitlist.
- McMinnville: Has a saturation rate regulation based on proximity; STRs are not allowed on properties within 200 feet of another (existing) STR.
- Eugene: Requires all STRs to register annually with the City. A Transient Room Tax of 4.5% applies to all STRs.
- Coos Bay: New STR regulations in Coos Bay were adopted in January 2022. Key features include a 300' distance requirement between STR locations (STRs where owner/operator does not live on the site). An STR Permit requires notification to neighbors within 300 feet of the proposed site and must include contact information for STR's owner/operator.<sup>9</sup>

## **F. ZONING ORDINANCE STRUCTURE**

Currently, the City of Oakridge has two separate ordinances that govern development - a Zoning Ordinance and a Land Division Ordinance. The City could consider creating a unified municipal ordinance, or a unified code, to streamline requirements, reduce redundancy, and provide a "one stop" document for future developers. A reorganization of City requirements into a unified code will result in an overall simplification and clarification of the code. This change will make the code easier to understand and apply for people not familiar with reading municipal codes, those with limited English proficiency or low education levels.

## **Next Steps**

This evaluation includes items from the 2020 TSP update that was adopted but not yet implemented. This project is an opportunity to make those code updates and right-size local street system standards for Oakridge. The evaluation and recommendations detailed in this memorandum will be reviewed and discussed with Oakridge staff, Oakridge Planning Commission, and the public. Following the discussions, the recommendations will be clarified and refined as needed and specific "next steps" will be itemized in an Action Plan.

This work is intended to be a part of two-phase process. The evaluation is Phase I; once the resulting Action Plan is reviewed, the City can request funding from the TGM program to pursue Phase II, Code amendments. That future phase is where code language will be drafted with the intent to adopt and amend existing City ordinances.

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<sup>9</sup> Source: <http://coosbay.org/archive/news-entry/council-adopts-short-term-vacation-rental-and-homestay-regulations>

## Attachment – Transportation Planning Rule Evaluation

## DRAFT MEMORANDUM #7

**Date:** October 3, 2019

Project #: 22477

**To:** Rick Zylstra (City of Oakridge)  
David Helton (Oregon Department of Transportation)

**From:** Kyra Haggart and Darci Rudzinski, Angelo Planning Group

**Project:** City of Oakridge Transportation System Plan Update

**Subject:** REVISED Memorandum #7: Code Audit and Proposed Amendments

## INTRODUCTION

The City of Oakridge is considering updating transportation-related development requirements as part of the Transportation System Plan Update (TSP) project. The consultant team has undertaken a "code audit" to identify where the City's adopted ordinances need to be updated in order to be consistent with the Draft TSP recommendations and to better meet State transportation requirements. The basis of the audit and resulting findings are detailed in Part 1 of this memorandum. Part 2 summarizes the recommended changes to City ordinances and provides text that reflect proposed amendments. Proposed ordinance amendments update transportation facility standards, enhance multi-modal connectivity requirements, add notification requirements, and require transportation analysis in certain situations to help inform City decisions.

## PART 1: CODE AUDIT

The City of Oakridge is undertaking an update of the 2001 Transportation System Plan (TSP) consistent with the requirements of Statewide Planning Goal 12 - Transportation. The Transportation Planning Rule (TPR), Oregon Administrative Rule 660, Division 12, defines the necessary elements of a local Transportation System Plan (TSP) and how to implement Goal 12. The overall purpose of the TPR is to provide and encourage a safe, convenient, and economic transportation system. The rule also implements provisions of other statewide planning goals related to transportation planning in order to plan and develop transportation facilities and services in close coordination with urban and rural development. The TPR directs local jurisdictions to integrate comprehensive land use planning with transportation needs and to promote multi-modal systems that make it more convenient for people to walk, bicycle, use transit, and drive less. Oakridge's TSP must be consistent with the current TPR, which was amended most recently in December 2011.

The City's land use and development requirements are found in the Land Division Ordinance (Ordinance 805) and Zoning Ordinance (Ordinance 874). Table 1 describes how the City's land use regulations meet the requirements of specific TPR sections. The table also identifies recommended modifications to local ordinances that may be necessary to implement the updated TSP and recommends where local requirements could be strengthened to be more consistent with the TPR. Suggested draft code language has also been prepared consistent with the policies and recommendations of the draft TSP.

Table 1. TPR Review

Requirement	Ordinance References and Recommendations
<b>OAR 660-012-0045 – Implementation of the Transportation System Plan</b>	
<b>(1) Each local government shall amend its land use regulations to implement the TSP.</b>	
<p>(a) The following transportation facilities, services and improvements need not be subject to land use regulations except as necessary to implement the TSP and, under ordinary circumstances do not have a significant impact on land use:</p> <p>(A) Operation, maintenance, and repair of existing transportation facilities identified in the TSP, such as road, bicycle, pedestrian, port, airport and rail facilities, and major regional pipelines and terminals;</p> <p>(B) Dedication of right-of-way, authorization of construction and the construction of facilities and improvements, where the improvements are consistent with clear and objective dimensional standards;</p> <p>(C) Uses permitted outright under ORS 215.213(1)(m) through (p) and 215.283(1)(k) through (n), consistent with the provisions of 660-012-0065; and</p> <p>(D) Changes in the frequency of transit, rail and airport services.</p> <p>(b) To the extent, if any, that a transportation facility, service, or improvement concerns the application of a comprehensive plan provision or land use regulation, it may be allowed without further land use review if it is permitted outright or if it is subject to standards that do not require interpretation or the exercise of factual, policy or legal judgment.</p>	<p>The purpose of this provision is to allow for certain transportation uses, such as operation, maintenance, and repair of transportation facilities identified in the TSP, without being subject to land use regulations.</p> <p>Transportation facilities, services, and improvements described in OAR - 0045(1)(a) are not included as uses permitted outright in any of the zones in the City's Zoning Ordinance (Ordinance 874), with the exception of the Airport Safety Subdistrict, which permits roadways outright so long as they do not impair visibility in the vicinity of the airport land approach.</p> <p><b>Recommendation:</b> Revise the Zoning Ordinance to allow transportation facilities, services, and improvements that are consistent with the TSP to be permitted outright in all zones.</p>
<p>(c) In the event that a transportation facility, service or improvement is determined to have a significant impact on land use or requires interpretation or the exercise of factual, policy or legal judgment, the local government shall provide a review and approval process that is consistent with 660-012-0050. To facilitate implementation of the TSP, each local government shall amend regulations to provide for consolidated review of land use decisions required to permit a transportation project.</p>	<p>This TPR Section references project development and implementation—how a transportation facility or improvement authorized in a TSP is designed and constructed (660-012-0050). Project development may or may not require land use decision-making. The TPR directs that during project development, projects authorized in an acknowledged TSP will not be subject to further justification with regard to their need, mode, function, or general location. To this end, the TPR calls for consolidated review of land use decisions and proper noticing requirements for affected transportation facilities and service providers.</p> <p>Section 2.05(2) of the Oakridge Zoning Ordinance states that "...all permits or zone changes necessary for a development project may be merged into a consolidated review process...a consolidated permit process shall mean that the hearing body shall, to the</p>

Requirement	Ordinance References and Recommendations
	<p>greatest extent possible, apply concurrent notice, public hearing and decision making procedures to the permits and zone changes which have been consolidated for review.”</p> <p><b>This TPR provision is met.</b></p>
<p><b>(2) Local governments shall adopt land use or subdivision ordinance regulations, consistent with applicable federal and state requirements, to protect transportation facilities corridors and sites for their identified functions. Such regulations shall include:</b></p>	
<p><i>(a) Access control measures, for example, driveway and public road spacing, median control and signal spacing standards, which are consistent with the functional classification of roads and consistent with limiting development on rural lands to rural uses and densities;</i></p>	<p>Article 21 of the Oakridge Zoning Ordinance regulates access management and vision clearance. Section 21.02 of the Oakridge Zoning Ordinance regulates access control measures, and includes Table 2, which lists access spacing standards consistent with the functional classification of roads. Regarding access to state and local facilities located inside City Limits, Section 21.02(5) states that “access to the state highway (Highway 58) is regulated by the Oregon Department of Transportation (ODOT) as described in the Oregon Highway Plan. Access to county roads is regulated by Lane County Public Works.”</p> <p>Article 6 of the Land Division Ordinance (Ordinance 805) regulates design standards for streets, blocks, and building sites. Section 6.02 Streets includes minimum right-of-way and pavement widths for street classifications and cul-de-sacs in Subsection 6.02(2).</p> <p>Section 6.03 of the Land Division Ordinance regulates block standards and states that blocks shall not exceed 1,200 feet in length.</p> <p>Section 6.04 of the Land Division Ordinance regulates building sites. Section 6.04(1)(d) requires frontage of 50 feet (35 for cul-de-sacs) for lots, except flag lots. Section 6.04(4)(b)(iii) includes a table with access width standards for flag lots based on the number of lots.</p> <p>Design standards for streets, blocks, and building sites are also found in Chapter 151 (the “Land Subdivision Chapter of the City”) of Title XV in the City’s Charter; however, Chapter 151 does not include specific standards for right-of-way and pavement widths based on street classifications as are found in Article 6 of the Land Division Ordinance.</p> <p><b>Recommendation:</b> The TSP update process has proposed revised minimum right-of-way and pavement widths for functional classifications. The standards currently found in Section 6.02 of the Land Division Ordinance should be removed and a reference to the updated TSP should be added.</p>
<p><i>(b) Standards to protect the future operations of roads, transitways and major transit corridors;</i></p>	<p>Article 24 of the Oakridge Zoning Ordinance regulates procedures for conditional use permits. Section 24.06, which includes general criteria for approval, states that a conditional use permit may be granted only if the</p>

Requirement	Ordinance References and Recommendations
	<p>Planning Commission finds that "the location, size, design, and operating characteristics of the proposed development will be compatible with and will not adversely affect the livability or appropriate development of abutting properties and surrounding neighborhood, with consideration to be given... to the generation of traffic and the capacity of surrounding streets."</p> <p>Article 25 of the Oakridge Zoning Ordinance regulates site plan review permits. Section 25.06 lists the evaluation criteria, including traffic circulation and parking. Subsection 25.06(4)(a) states that, based on anticipated traffic generation, "adequate additional right-of-way and road improvements must be provided by the development to promote traffic safety and reduce traffic congestion. Consideration shall be given to the need and feasibility of widening and improving abutting streets and to the necessity for such additional requirements as lighting, sidewalks, and turn and deceleration/acceleration lanes." Subsection 25.06(4) also references access management standards found in Section 21.02 of the Oakridge Zoning Ordinance.</p> <p><b>Recommendation:</b> Add language to the Oakridge Zoning Ordinance that requires a Traffic Impact Analysis (TIA) for developments that may impact the operations of transportation facilities, including provisions that specify when a proposal must be reviewed for potential traffic impacts; when a TIA must be submitted with a development application; the required contents of a TIA; and who is qualified to prepare the analysis.</p>
<p><i>(c) Measures to protect public use airports by controlling land uses within airport noise corridors and imaginary surfaces, and by limiting physical hazards to air navigation;</i></p>	<p>The City of Oakridge is the regulating jurisdiction for Oakridge State Airport, a small public use airport located in the northwestern corner of the city, within city limits. Section 15.05 of the Oakridge Zoning Ordinance regulates the Airport Safety Subdistrict, which is intended to "prevent air space obstructions in airport approaches and surrounding areas through height restrictions and other land use controls."</p> <p><b>This TPR provision is met.</b></p>
<p><i>(d) A process for coordinated review of future land use decisions affecting transportation facilities, corridors or sites;</i></p>	<p>See response to -0045(1)(c).</p> <p><b>This TPR provision is met.</b></p>
<p><i>(e) A process to apply conditions to development proposals in order to minimize impacts and protect transportation facilities, corridors or sites;</i></p>	<p>Section 15.04 of the Oakridge Zoning Ordinance, which regulates Planned Unit Developments (PUD), lists "controlling the location and number of vehicular access points" and "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" as conditions for approval that may be required.</p>



Requirement	Ordinance References and Recommendations
	<p>Article 24 of the Oakridge Zoning Ordinance provides regulations regarding conditional use permits. Section 24.06 considers not adversely affecting "the generation of traffic and the capacity of surrounding streets" as part of the general criteria for granting a conditional use permit. Additionally, "regulation and control of points of vehicular ingress and egress" is listed as a condition of approval that may be required.</p> <p>Article 25 of the Oakridge Zoning Ordinance provides regulations regarding site plan review permits. Section 25.06(4)(a) states that, based on anticipated traffic generation, "adequate additional right-of-way and road improvements must be provided by the development to promote traffic safety and reduce traffic congestion. Consideration shall be given to the need and feasibility of widening and improving abutting streets and to the necessity for such additional requirements as lighting, sidewalks, and turn and deceleration/acceleration lanes."</p> <p><b>Recommendation:</b> Consider adding language to the Oakridge Zoning Ordinance that specifies that expected impacts to the transportation system, as documented in the results of a TIA, may be the basis for imposing conditions of approval.</p>
<p><i>(f) Regulations to provide notice to public agencies providing transportation facilities and services, MPOs, and ODOT of:</i></p> <p><i>(A) Land use applications that require public hearings;</i></p> <p><i>(B) Subdivision and partition applications;</i></p> <p><i>(C) Other applications which affect private access to roads; and</i></p> <p><i>(D) Other applications within airport noise corridor and imaginary surfaces which affect airport operations.</i></p>	<p>Article 25 of the Oakridge Zoning Ordinance regulates site plan review permits. Subsection 25.06(4)(f) of the Oakridge Development Code states that any development application that involves access to the State Highway System "shall be reviewed by the Oregon Department of Transportation for conformance with state access management standards. Access to county roads shall be reviewed by Lane County Public Works."</p> <p>Section 3.08 of the Oakridge Land Division Ordinance regulates review and action procedures for tentative subdivision plans, and states that "other agencies believed to have an interest, such as the County Health Department, shall be provided notice of the proposal." Section 5.06 regulates review and action procedures for land partitions, and states that applications shall be reviewed with "all affected public and private agencies."</p> <p>Section 15.05 of the Oakridge Zoning Ordinance regulates development within the Airport Safety Subdistrict but does not include requirements to provide notice to the Federal Aviation Administration (FAA) or the Oregon Department of Aviation (ODA) consistent with the Airport Planning Rule (APR).</p> <p><b>Recommendations:</b></p> <p>Consider adding language to the procedures sections of the Oakridge Land Division Ordinance specifying the need to provide notice to public agencies providing transportation facilities and services, including ODOT and Lane Transit District, regarding proposals that are</p>

Requirement	Ordinance References and Recommendations
	<p>adjacent to, or will have an impact on, transportation facilities or services.</p> <p>Add language to Subsection 15.05 of the Oakridge Zoning Ordinance requiring notice to ODA of any development permits within an overlay zone with the FAA Form 7460-1, Notice of Proposed Construction or Alteration, and establishing a process for submission of this form.</p>
<p><i>(g) Regulations assuring amendments to land use designations, densities, and design standards are consistent with the functions, capacities and performance standards of facilities identified in the TSP.</i></p>	<p>Subsection 1.04(3) of the Oakridge Land Division Ordinance specifies that "all land divisions within the City shall comply with...the Transportation Plan (adopted 10/5/89)."</p> <p>Section 25.06 of the Oakridge Zoning Ordinance regulates criteria for site plan review evaluation. Subsection 25.06(4)(e) states that "proposed roads shall conform to the City's Street Standards, as adopted in the Transportation System Plan."</p> <p>Article 29 of the Oakridge Zoning Ordinance addresses district changes. This article does not contain a provision that approval criteria for proposed zone changes include consistency with the functions, capacities, and performance standards of transportation facilities, as planned in the adopted TSP.</p> <p><b>Recommendation:</b> Add language to Section 29.03 of the Oakridge Zoning Ordinance that ensures amendments are consistent with the adopted TSP.</p>
<p><b>(3) Local governments shall adopt land use or subdivision regulations for urban areas and rural communities as set forth below.</b></p>	
<p><i>(a) Bicycle parking facilities as part of new multi-family residential developments of four units or more, new retail, office and institutional developments, and all transit transfer stations and park-and-ride lots.</i></p>	<p>Article 20 of the Oakridge Zoning Ordinance regulates off-street parking for all zoning districts. Section 20.11 specifically addresses bicycle parking, and includes language requiring bicycle parking for multi-family residences (one space for each unit for units of four or more) and for non-residential developments (minimum of one space for every seven motor vehicle parking spaces).</p> <p><b>Recommendation:</b> Consider adding language to Subsection 20.11(1) requiring bicycle parking facilities for transit transfer stations and park-and-ride lots.</p>
<p><i>(b) On-site facilities shall be provided which accommodate safe and convenient pedestrian and bicycle access from within new subdivisions, multi-family developments, planned developments, shopping centers, and commercial districts to adjacent residential areas and transit stops, and to neighborhood activity centers within one-half mile of the development. Single-family residential developments shall generally include streets and accessways. Pedestrian</i></p>	<p><b>On-site circulation and connections:</b> Section 6.03 of the Oakridge Land Division Ordinance addresses block standards for new developments. Subsection 6.03(3)(c) states that "when desirable for public convenience a pedestrian or bicycle way may be required to connect to a cul-de-sac or to pass through an unusually long or oddly-shaped block or otherwise provide appropriate circulation."</p> <p>Section 7.03 of the Oakridge Land Division Ordinance, which addresses improvements that may be required</p>

Requirement	Ordinance References and Recommendations
<p><i>circulation through parking lots should generally be provided in the form of accessways.</i></p> <p><i>(A) "Neighborhood activity centers" includes, but is not limited to, existing or planned schools, parks, shopping areas, transit stops or employment centers;</i></p> <p><i>(B) Bikeways shall be required along arterials and major collectors. sidewalks shall be required along arterials, collectors and most local streets in urban areas except that sidewalks are not required along controlled access roadways, such as freeways;</i></p> <p><i>(C) Cul-de-sacs and other dead-end streets may be used as part of a development plan, consistent with the purposes set forth in this section;</i></p> <p><i>(D) Local governments shall establish their own standards or criteria for providing streets and accessways consistent with the purposes of this section. Such measures may include but are not limited to: standards for spacing of streets or accessways; and standards for excessive out-of-direction travel;</i></p> <p><i>(E) Streets and accessways need not be required where one or more of the following conditions exist:</i></p> <p><i>(i) Physical or topographic conditions make a street or accessway connection impracticable. Such conditions include but are not limited to freeways, railroads, steep slopes, wetlands or other bodies of water where a connection could not reasonably be provided;</i></p> <p><i>(ii) Buildings or other existing development on adjacent lands physically preclude a connection now or in the future considering the potential for redevelopment; or</i></p> <p><i>(iii) Where streets or accessways would violate provisions of leases, easements, covenants, restrictions or other agreements existing as of May 1, 1995, which preclude a required street or accessway connection.</i></p>	<p>for subdivisions, states in Subsection 7.03(7) that "if appropriate to the extension of a system of bicycle routes, existing or planned, the Planning Commission may require the installation of separate bicycle lanes within streets or separate bicycle paths."</p> <p>Section 25.06 of the Oakridge Zoning Ordinance addresses criteria for site plan review evaluation. Subsection 25.06(4) includes specific criteria related to traffic, circulation, and parking. Subsection 25.06(4)(b) states that "Internal pedestrian and bicycle circulation shall be provided with a system of sidewalks or paths, and shall provide connections to parking areas, entrances to the development, and recreational or other community facilities associated with the development. Pedestrian and bicycle linkages shall connect with the peripheral street system and external existing or planner pedestrian and bicycle facilities wherever possible."</p> <p><b>Parking lots:</b> Section 20.03 of the Oakridge Zoning Ordinance addresses off-street parking area design but does not include any regulations regarding pedestrian circulation through parking lots.</p> <p><b>Bikeways and sidewalks:</b> Street standards are addressed in the Oakridge Land Division Ordinance in Article 6 - Design Standards but the article does not include provisions for sidewalks or bike lanes. Standards for bikeways and sidewalks are currently found in the City's adopted TSP but are not referenced in Article 6.</p> <p><b>Cul-de-sacs:</b> Subsection 6.02(8) of the Oakridge Land Division Ordinance limits cul-de-sacs to a length of 400 feet and requires that they end with a circular turn-around area. Section 7.03 of the Oakridge Land Division Ordinance, which addresses improvements that may be required for subdivisions, states in Subsection 7.03(6) that the City "may require the installation of special pedestrian ways (such as at the bulb end of a cul-de-sac)."</p> <p><b>Street and accessway layout:</b> Section 6.03 of the Oakridge Land Division Ordinance, which addresses block standards for new developments, limits block lengths to 1,200 feet and states that "the length, width and shape of blocks shall consider the need for adequate building site size and street width and shall recognize the limitations of the topography."</p> <p>Access spacing is addressed in Section 21.02 of the Oakridge Zoning Ordinance.</p> <p><b>Recommendations:</b></p> <p>Consider including requirements to plan for on-site bicycle and pedestrian connectivity to adjacent residential areas, transit stops, and activity centers near the proposed development.</p>

Requirement	Ordinance References and Recommendations
	<p>Add requirements to Section 20.03 of the Oakridge Zoning Ordinance requiring pedestrian circulation through off-street parking lots in the form of accessways.</p>
<p><i>(c) Off-site road improvements are otherwise required as a condition of development approval, they shall include facilities accommodating convenient pedestrian and bicycle and pedestrian travel, including bicycle ways on arterials and major collectors.</i></p>	<p>Section 6.03 of the Oakridge Land Division Ordinance addresses block standards for new developments. Subsection 6.03(3)(c) states that "when desirable for public convenience a pedestrian or bicycle way may be required to connect to a cul-de-sac or to pass through an unusually long or oddly-shaped block or otherwise provide appropriate circulation."</p> <p>Section 7.03 of the Oakridge Land Division Ordinance, which addresses improvements that may be required for subdivisions, states in Subsection 7.03(6) that the City "may require the installation of special pedestrian ways (such as at the bulb end of a cul-de-sac)." Subsection 7.03(7) states that "if appropriate to the extension of a system of bicycle routes, existing or planned, the Planning Commission may require the installation of separate bicycle lanes within streets or separate bicycle paths." Per Section 7.04, these same provisions apply to partitions.</p> <p>Section 25.06 of the Oakridge Zoning Ordinance addresses criteria for site plan review evaluation. Subsection 25.06(4) includes specific criteria related to traffic, circulation, and parking. Subsection 25.06(4)(b) states that "Internal pedestrian and bicycle circulation shall be provided with a system of sidewalks or paths, and shall provide connections to parking areas, entrances to the development, and recreational or other community facilities associated with the development. Pedestrian and bicycle linkages shall connect with the peripheral street system and external existing or planner pedestrian and bicycle facilities wherever possible."</p> <p><b>This TPR provision is met.</b></p>
<p><i>(d) For purposes of subsection (b) "safe and convenient" means bicycle and pedestrian routes, facilities and improvements which:</i></p> <p><i>(A) Are reasonably free from hazards, particularly types or levels of automobile traffic which would interfere with or discourage pedestrian or cycle travel for short trips;</i></p> <p><i>(B) Provide a reasonably direct route of travel between destinations such as between a transit stop and a store; and</i></p> <p><i>(C) Meet travel needs of cyclists and pedestrians considering destination and length of trip; and considering that the optimum trip length of pedestrians is generally 1/4 to 1/2 mile.</i></p>	<p>Bicycle and pedestrian connectivity are addressed in Articles 6 and 7 of the Oakridge Land Division Ordinance and in Article 25 of the Oakridge Zoning Ordinance. They do not specifically mention "safe and convenient" bicycle and pedestrian routes that refer to the conditions listed in this part of the TPR.</p> <p><b>Recommendation:</b> Consider including additional language in these sections that specifies acceptable ways to accommodate on-site pedestrian and bicycle routes, consistent with this TPR provision.</p>

Requirement	Ordinance References and Recommendations
<p><i>(e) Internal pedestrian circulation within new office parks and commercial developments shall be provided through clustering of buildings, construction of accessways, walkways and similar techniques.</i></p>	<p>Section 25.06 of the Oakridge Zoning Ordinance addresses criteria for site plan review evaluation. Subsection 25.06(4) includes specific criteria related to traffic, circulation, and parking. Subsection 25.06(4)(b) states that "Internal pedestrian and bicycle circulation shall be provided with a system of sidewalks or paths, and shall provide connections to parking areas, entrances to the development, and recreational or other community facilities associated with the development. Pedestrian and bicycle linkages shall connect with the peripheral street system and external existing or planner pedestrian and bicycle facilities wherever possible."</p> <p><b>This TPR provision is met.</b></p>
<p><b>(4) To support transit in urban areas containing a population greater than 25,000, where the area is already served by a public transit system or where determination has been made that a public transit system is feasible, local governments shall adopt land use and subdivisions as provided in (a)-(g) below.</b></p>	
<p><i>(a) Transit routes and transit facilities shall be designed to support transit use through provision of bus stops, pullouts and shelters, optimum road geometrics, on-road parking restrictions and similar facilities, as appropriate.</i></p>	<p>At the time of the most recent TSP adoption in 2001 there was no transit service within Oakridge. In 2003 Lane Transit District (LTD) created the Diamond Express service, which provides public transportation from Eugene to the cities of Oakridge and Westfir via a fixed route call the "Diamond Express." This service includes three round trips per weekday, with no service available on the weekends.</p> <p><b>Recommendation:</b> At which time the City of Oakridge becomes part of the LTD service district, the City should revisit design requirements on transit routes and for transit facilities and update requirements in the Oakridge Land Division Ordinance and Oakridge Zoning Ordinance to reflect those requirements.</p>
<p><i>(b) New retail, office and institutional buildings at or near major transit stops shall provide for convenient pedestrian access to transit through the measures listed in (A) and (B) below.</i></p> <p><i>(A) Walkways shall be provided connecting building entrances and streets adjoining the site;</i></p> <p><i>(B) Pedestrian connections to adjoining properties shall be provided except where such a connection is impracticable. Pedestrian connections shall connect the on site circulation system to existing or proposed streets, walkways, and driveways about the property. Where adjacent properties are undeveloped or have potential for redevelopment, streets, accessways and walkways on site shall be laid out or stubbed</i></p>	<p>There are no specific requirements for development near major transit stops within the code today.</p> <p><b>Recommendation:</b> The City should consider amending existing design standards to include requirements consistent with this TPR provision for development proposals that are within a certain distance from an existing or planned transit stop.</p>

Requirement	Ordinance References and Recommendations
<p>to allow for extension to the adjoining property;</p> <p>(C) In addition to (A) and (B) above, on sites at major transit stops provide the following:</p> <p>(i) Either locate buildings within 20 feet of the transit stop, a transit street or an intersecting street or provide a pedestrian plaza at the transit stop or street intersection;</p> <p>(ii) A reasonably direct pedestrian connection between the transit stop and building entrances on the site</p> <p>(iii) A transit passenger landing pad accessible to disabled persons</p> <p>(iv) An easement or dedication for a passenger shelter if requested by the transit provide; and</p> <p>(v) Lighting at the transit stop.</p>	
<p>(c) Local governments may implement 4(b)A) and (B) above through the designation of pedestrian districts and adoption of appropriate implementing measures regulating development within pedestrian districts. Pedestrian districts must comply with the requirement of (4)(b)(C) above.</p>	<p>The City of Oakridge does not currently have a designated pedestrian district. Identifying and determining the requirements related to a specific pedestrian district or districts that include existing or planned major transit routes is not an anticipated outcome of this TSP update process.</p>
<p>(d) Designated employee parking areas in new developments shall provide preferential parking for carpools and vanpools</p>	<p>Article 20 of the Oakridge Zoning Ordinance addresses off-street parking requirements but does not include provisions for carpool and/or vanpool parking.</p> <p><b>Recommendation:</b> The City should consider requiring new developments with planned designated employee parking areas to provide preferential parking for employee carpools and vanpools. A typical local code requirement requires employers with more than a specific number of employees to dedicate a percentage of the required parking spaces for carpools and/or vanpools.</p> <p>Alternatively, code provisions could provide optional incentives for reductions in the overall number of required parking spaces for a development where carpool and/or vanpool parking is accommodated.</p>
<p>(6) In developing a bicycle and pedestrian circulation plan as required by 660-012-0020(2)(d), local governments shall identify improvements to facilitate bicycle and pedestrian trips to meet local travel needs in developed areas. Appropriate improvements should provide for more direct, convenient and safer bicycle or pedestrian travel within and between residential areas and</p>	<p>The TSP update process has made recommendations with the pedestrian and bicycle systems that are consistent with TPR -0020. This TPR requirement is addressed as follows:</p> <p><b>Walkways between cul-de-sacs and adjacent roads –</b>                      See response and recommendations related to cul-de-sacs, Section -0045(3)(b).</p>

Requirement	Ordinance References and Recommendations
<p><i>neighborhood activity centers (i.e., schools, shopping, transit stops). Specific measures include, for example, constructing walkways between cul-de-sacs and adjacent roads, providing walkways between buildings, and providing direct access between adjacent uses.</i></p>	<p><b>Walkways between buildings</b> – See response and recommendations related to accessways, Section - 0045(3)(b).</p> <p><b>Access between adjacent uses</b> – See response and recommendations related to accessways, Section - 0045(3)(b).</p>
<p><i>(7) Local governments shall establish standards for local streets and accessways that minimize pavement width and total ROW consistent with the operational needs of the facility. The intent of this requirement is that local governments consider and reduce excessive standards for local streets and accessways in order to reduce the cost of construction, provide for more efficient use of urban land, provide for emergency vehicle access while discouraging inappropriate traffic volumes and speeds, and which accommodate convenient pedestrian and bicycle circulation. Notwithstanding section (1) or (3) of this rule, local street standards adopted to meet this requirement need not be adopted as land use regulations.</i></p>	<p>Article 6 of the Land Division Ordinance (Ordinance 805) regulates design standards for streets, blocks, and building sites. Section 6.02 Streets includes minimum right-of-way and pavement widths for street classifications and cul-de-sacs in Subsection 6.02(2).</p> <p><b>Recommendation:</b> See recommendations in Section - 0045(2)(a).</p>
<p><b>OAR 660-12-0060</b></p>	
<p><i>Amendments to functional plans, acknowledged comprehensive plans, and land use regulations that significantly affect an existing or planned transportation facility shall assure that allowed land uses are consistent with the identified function, capacity, and performance standards of the facility.</i></p>	<p>Article 29 of the Oakridge Zoning Ordinance addresses district changes. This article does not contain a provision that approval criteria for proposed zone changes include consistency with the functions, capacities, and performance standards of transportation facilities.</p> <p><b>Recommendation:</b> See recommendations in Section - 0045(2)(g).</p>

## PART 2: IMPLEMENTING CODE AMENDMENTS

This section provides proposed regulatory amendments that are intended to be consistent with the goals and objectives of the draft updated TSP, implement the proposed new Comprehensive Plan transportation policies, and ensure compliance with the state Transportation Planning Rule (the "TPR," OAR 660, Division 12). More broadly, the intent of the proposed amendments is to ensure that the City's development regulations provide sufficient guidance to ensure that future land use decisions and actions are consistent with the planned transportation system by protecting the function of existing roadways and promoting a multi-modal system.

The proposed language implements the recommendations from the code audit in Part 1 of this memorandum and is intended to be consistent with the standards in the Draft TSP. The recommended changes are summarized in Table 2, which includes comments regarding the basis for the changes. Following Table 2 the proposed amendment language is presented in the order shown in the summary table. Recommended changes are in an adoption-ready format; text that is proposed to be added is shown as underlined, and text proposed to be removed is shown in ~~strikeout~~.

Table 2. Summary of Recommended Amendments to City of Oakridge Land Use and Development Code

Reference Number	Proposed Amendment	TPR Reference
<b>Land Division Ordinance</b>		
1.	Remove the right-of-way and roadway widths standards currently found in Section 6.02 of the Land Division Ordinance and add a reference to the updated TSP.	Implements OAR 660-012-0045(2)(a)
2.	Add requirements to Article 6 for on-site bicycle and pedestrian connectivity to adjacent residential areas, transit stops, and activity centers near the proposed development.	Implements OAR 660-012-0045(3)(b)
3.	Add language to Article 6 that specifies acceptable ways to accommodate on-site pedestrian and bicycle routes.	Implements OAR 660-012-0045(3)(d)
4.	Amend existing design standards to include requirements for development proposals that are within a certain distance from an existing or planned transit stop.	Implements OAR 660-012-0045(4)(b)
5.	Add language to the procedures sections specifying the need to provide notice to public agencies providing transportation facilities and services, including ODOT and Lane Transit District, regarding proposals that are adjacent to, or will have an impact on, transportation facilities or services.	Implements OAR 660-012-0045(2)(f)
<b>Zoning Ordinance</b>		
6.	Revise zoning Articles to allow transportation facilities, services, and improvements that are consistent with the TSP to be permitted outright in all zones.	Implements OAR 660-012-0045(1)(a)-(b)
7.	Add language to Subsection 15.05 requiring notice to ODA of any development permits within an overlay zone with the FAA Form 7460-1, Notice of Proposed Construction or Alteration, and establishing a process for submission of this form.	Implements OAR 660-012-0045(2)(f)



Reference Number	Proposed Amendment	TPR Reference
8.	Add requirements to Section 20.03 requiring pedestrian circulation through off-street parking lots in the form of accessways.	Implements OAR 660-012-0045(3)(b)
9.	Add language requiring new developments with planned designated employee parking areas to provide preferential parking for employee carpools and vanpools.	Implements OAR 660-012-0045(4)(d)
10.	Add language to Subsection 20.11(1) requiring bicycle parking facilities for transit transfer stations and park-and-ride lots.	Implements OAR 660-012-0045(3)(a)
11.	Add language that requires a Traffic Impact Analysis (TIA) for developments that may impact the operations of transportation facilities, including provisions that specify when a proposal must be reviewed for potential traffic impacts; when a TIA must be submitted with a development application; the required contents of a TIA; and who is qualified to prepare the analysis.	Implements OAR 660-012-0045(2)(b)
12.	Add language that specifies that expected impacts to the transportation system, as documented in the results of a TIA, may be the basis for imposing conditions of approval.	Implements OAR 660-012-0045(2)(e)
13.	Add language to Article 25 that references the language regarding acceptable ways to accommodate on-site pedestrian and bicycle routes that was added to Article 6 of the Land Division Ordinance.	Implements OAR 660-012-0045(3)(d)
14.	Add language to Section 29.03 that ensures amendments are consistent with the adopted TSP.	Implements OAR 660-012-0045(2)(g)

## CODE AMENDMENT LANGUAGE

### RECOMMENDATION 1

Remove the right-of-way and roadway widths standards currently found in Section 6.02 of the Land Division Ordinance and add a reference to the updated TSP.

ORDINANCE NO. 805 LAND DIVISION ORDINANCE

[...]

ARTICLE 6 - DESIGN STANDARDS

[...]

SECTION 6.02 STREETS

[...]

(2) Minimum Right-of-Way and Roadway Widths and Street Cross Section Standards. The width of streets and roadways in feet shall be adequate to fulfill all City specifications, and shall not be less than the minimums found in Table 3-1 of the adopted TSP shown in the following table.

Type of Street	Right of Way Width	Paving Widths
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Arterials	60'	48'
Collectors	60'	36'
Local streets less than 1,200 feet	50'	28'
Local streets greater than 1,200 feet	60'	36'
Cul-de-sac bulbs	92'	70'

The actual width will be decided by the Planning Commission based upon nearby physical conditions, safety of the public, and the traffic needs of the community.

## RECOMMENDATION 2

Add requirements to plan for on-site bicycle and pedestrian connectivity to adjacent residential areas, transit stops, and activity centers near the proposed development.

ORDINANCE NO. 805 LAND DIVISION ORDINANCE

[...]

SECTION 6.02 STREETS

[...]

(12) Bicycle and Pedestrian Connectivity.

(a) Connections Required. New development shall provide safe and convenient on-site pedestrian and bicycle circulation systems as follows:

(i) Connecting the new development and adjacent and nearby residential areas or activity centers;

(ii) Connecting to adjacent and nearby outdoor activity areas such as parking lots, transit stops, recreational or play areas and plazas;

(iii) Connecting main building entrances to the nearest public sidewalk or walkway leading to a public sidewalk;

(iv) Stubbing accessways to adjacent vacant land or to developed land without pedestrian/bicycle connections where practicable, based on site topography and future development or redevelopment potential of the adjacent land.

(b) Accessibility. On-site pedestrian circulation systems shall include accessways and facilities for handicapped persons, consistent with applicable federal and state requirements, and with emphasis wherever practicable on providing continuous, uninterrupted routes.

## RECOMMENDATION 3

Add language to Article 6 of the Oakridge Land Division Ordinance that specifies acceptable ways to accommodate on-site pedestrian and bicycle routes.

ORDINANCE NO. 805 LAND DIVISION ORDINANCE

[...]

SECTION 6.02 STREETS

[...]

(12) Bicycle and Pedestrian Connectivity.

[...]

(c) For purposes of subsection (a) "safe and convenient" means bicycle and pedestrian routes, facilities and improvements which:

(i) Are reasonably free from hazards, particularly types or levels of automobile traffic which would interfere with or discourage pedestrian or cycle travel for short trips;

(ii) Provide a reasonably direct route of travel between destinations such as between a transit stop and a store; and

(iii) Meet travel needs of cyclists and pedestrians considering destination and length of trip; and considering that the optimum trip length of pedestrians is generally 1/4 to 1/2 mile.

## RECOMMENDATION 4

Amend existing design standards to include requirements for development proposals that are within a certain distance from a major transit stop.

ORDINANCE NO. 805 LAND DIVISION ORDINANCE

[...]

SECTION 6.02 STREETS

[...]

(13) Transit Requirements. Proposed retail, office, or institutional development that is adjacent to or includes an existing or planned transit stop will be required to plan for convenient pedestrian access to the transit stop consistent with the following provisions. These requirements apply where the subject parcel(s) or portions thereof are within 200 feet of a transit stop.

(a) Walkways shall be provided connecting building entrances and streets adjoining the site;

(b) Intersection or mid-block traffic management improvements may be required, as needed and practicable, to allow for pedestrian crossings at transit stops.

(b) Building placement shall be within 20 feet of the transit stop, a transit street or an intersection street, or a pedestrian plaza at the stop or a street intersection.

(c) Transit passenger landing pads accessible to disabled persons shall be required to the standards of the transit provider.

(d) An easement or dedication for a passenger shelter may be required if requested by the transit provider.

(e) Lighting at the transit stop shall be provided.

## RECOMMENDATION 5

Add language to the procedures sections of the Oakridge Land Division Ordinance specifying the need to provide notice to public agencies providing transportation facilities and services, including ODOT and Lane Transit District, regarding proposals that are adjacent to, or will have an impact on, transportation facilities or services.

ORDINANCE NO. 805 LAND DIVISION ORDINANCE

[...]

## ARTICLE 8 - GENERAL PROVISIONS

### SECTION 8.01 NOTICE

Notice of any public hearing mentioned in this ordinance shall be mailed to any affected party. For purposes of this section, "affected party" shall mean any resident or property owner within 150 feet, excluding street right-of-way, of the land for which the development is proposed. For all proposals that are adjacent to, or will have an impact on, transportation facilities or services, notice shall be provided to all public agencies providing transportation facilities and services, including ODOT and Lane Transit District.

## RECOMMENDATION 6

Revise the Zoning Ordinance to allow transportation facilities, services, and improvements that are consistent with the TSP to be permitted outright in all zones.

### ORDINANCE NO. 874 OAKRIDGE ZONING ORDINANCE

[...]

#### ARTICLE 4 - LOW DENSITY RESIDENTIAL DISTRICT (R-1)

[...]

##### SECTION 4.02 USES AND STRUCTURES

(1) Permitted uses and structures:

[...]

(k) Bed and breakfast establishments provided there are no more than two guest rooms;

(l) Transportation facilities, including construction, operation, and maintenance of facilities located within right-of-way controlled by a public agency, consistent with the City of Oakridge Transportation System Plan.

[...]

#### ARTICLE 5 - MEDIUM DENSITY RESIDENTIAL DISTRICT (R-2)

[...]

##### SECTION 5.02 USES AND STRUCTURES

(1) Permitted uses and structures:

[...]

(o) Single-dwelling, attached (townhouse) developments subject to the procedures and criteria Article 25 - Site Plan Review of this ordinance;

(p) Transportation facilities, including construction, operation, and maintenance of facilities located within right-of-way controlled by a public agency, consistent with the City of Oakridge Transportation System Plan.

[...]

#### ARTICLE 6 - NEIGHBORHOOD COMMERCIAL DISTRICT (C-1)

[...]

##### SECTION 6.02 USES AND STRUCTURES

(1) Permitted uses and structures:

[...]

(m) Transportation facilities, including construction, operation, and maintenance of facilities located within right-of-way controlled by a public agency, consistent with the City of Oakridge Transportation System Plan.

[...]

#### ARTICLE 7 - CENTRAL COMMERCIAL DISTRICT (C-2)

[...]

##### SECTION 7.02 USES AND STRUCTURES

(1) Permitted uses and structures:

[...]

(t) Accessory buildings and uses normal and incidental to the uses permitted conditionally by this section; other than drive-through facilities;:

(u) Transportation facilities, including construction, operation, and maintenance of facilities located within right-of-way controlled by a public agency, consistent with the City of Oakridge Transportation System Plan;

(~~u~~) Uses determined by the Planning Director to be similar to the uses listed above and also consistent with the purpose of this district stated in section 7.01.

[...]

#### ARTICLE 8 - HIGHWAY COMMERCIAL DISTRICT (C-3)

[...]

##### SECTION 8.02 USES AND STRUCTURES

(1) Permitted uses and structures:

[...]

(v) Transportation facilities, including construction, operation, and maintenance of facilities located within right-of-way controlled by a public agency, consistent with the City of Oakridge Transportation System Plan;

(~~v~~) Uses determined by the Planning Director to be similar to the uses listed above and also consistent with the purpose of this district stated in section 8.01.

[...]

#### ARTICLE 10 - LIGHT INDUSTRIAL DISTRICT (I-1)

[...]

##### SECTION 10.02 USES AND STRUCTURES

(1) Permitted uses and structures:

[...]

(h) Retail sale of wood for fuel or the sale of other wood products;:

(i) Transportation facilities, including construction, operation, and maintenance of facilities located within right-of-way controlled by a public agency, consistent with the City of Oakridge Transportation System Plan.

[...]

#### ARTICLE 11 - HEAVY INDUSTRIAL DISTRICT (I-2)

[...]

SECTION 11.02 USES AND STRUCTURES

(1) Permitted uses and structures:

[...]

(o) Retail sale of wood for fuel or the sale of other wood products;

(p) Transportation facilities, including construction, operation, and maintenance of facilities located within right-of-way controlled by a public agency, consistent with the City of Oakridge Transportation System Plan.

[...]

ARTICLE 12 - OPEN SPACE/AGGREGATE EXTRACTION DISTRICT (OS/AE)

[...]

SECTION 12.02 USES AND STRUCTURES

(1) Permitted uses and structures:

[...]

(h) River channel maintenance;

(i) Transportation facilities, including construction, operation, and maintenance of facilities located within right-of-way controlled by a public agency, consistent with the City of Oakridge Transportation System Plan.

[...]

ARTICLE 13 - PUBLIC FACILITIES DISTRICT (PF)

[...]

SECTION 13.02 USES AND STRUCTURES

(1) Permitted uses and structures:

[...]

(e) Transportation facilities, including construction, operation, and maintenance of facilities located within right-of-way controlled by a public agency, consistent with the City of Oakridge Transportation System Plan.

[...]

ARTICLE 14 - PARK, RECREATION AND OPEN SPACE DISTRICT (PRO)

[...]

SECTION 14.02 USES AND STRUCTURES

(1) Permitted uses and structures:

[...]

(i) Transportation facilities, including construction, operation, and maintenance of facilities located within right-of-way controlled by a public agency, consistent with the City of Oakridge Transportation System Plan.

[...]

## RECOMMENDATION 7

Add language to Subsection 15.05 of the Oakridge Zoning Ordinance requiring notice to the Oregon Department of Aviation of any development permits within an overlay zone with the FAA Form 7460-1, Notice of Proposed Construction or Alteration, and establishing a process for submission of this form.

ORDINANCE NO. 874 OAKRIDGE ZONING ORDINANCE

[...]

SECTION 15.05 AIRPORT SAFETY SUBDISTRICT (/AS)

[...]

### (9) NOTICE OF LAND USE AND PERMIT APPLICATIONS WITHIN OVERLAY ZONE AREA

Except as otherwise provided herein, written notice of applications for land use of limited land use decisions, including comprehensive plan or zoning amendments, in an area within this overlay zone, shall be provided to the airport sponsor and the Oregon Department of Aviation (ODA) in the same manner as notice is provided to property owners entitled by law to written notice of land use or limited land use applications.

(a) Notice shall be provided to the airport sponsor and ODA when the property, or a portion thereof, that is subject to the land use or limited land use application is located within 5,000 feet of the sides or ends of a runway.

(b) Notice of land use and limited land use applications shall be provided within the following timelines.

(i) Notice of land use or limited land use applications involving public hearings shall be provided prior to the public hearing at the same time that written notice of such applications is provided to property owners entitled to such notice.

(ii) Notice of land use or limited land use applications not involving public hearings shall be provided at least 20 days prior to entry of the initial decision on the land use or limited land use application.

(iii) Notice of the decision on the land use or limited land use application shall also be provided to the airport sponsor within the same timelines that notice is provided to parties to the proceeding.

(c) Notices required in this section need not be provided to the airport sponsor or the Department of Aviation where the land use or limited land use application meets all of the following criteria:

(i) Would only allow structures of less than 35 feet in height above ground level.

(ii) Involves property located entirely outside the approach surface;

(iii) Does not involve industrial uses, mining or similar uses that emit smoke dust or steam; sanitary landfills or water impoundments; or radio, radiotelephone, television or similar transmission facilities or electrical transmission lines; and

(iv) Does not involve wetland mitigation, creation, enhancement or restoration.

(d) Applicant must file FAA form 7460-1 to the FAA and the Oregon Department of Aviation.

## RECOMMENDATION 8

Add requirements to Section 20.03 of the Oakridge Zoning Ordinance requiring pedestrian circulation through off-street parking lots in the form of accessways.

ORDINANCE NO. 874 OAKRIDGE ZONING ORDINANCE

[...]

ARTICLE 20 - OFF STREET PARKING

[...]

SECTION 20.03 VEHICLE PARKING AREA DESIGN

[...]

(5) Pedestrian circulation shall be provided in the form of accessways and walkways in all new off-street parking lots. Accessways shall connect sidewalks adjacent to parking lots to the entrances of new buildings where feasible.

## RECOMMENDATION 9

Add language requiring new developments with planned designated employee parking areas to provide preferential parking for employee carpools and vanpools.

ORDINANCE NO. 874 OAKRIDGE ZONING ORDINANCE

[...]

ARTICLE 20 - OFF STREET PARKING

[...]

SECTION 20.04 VEHICLE PARKING SPACES REQUIRED

(5) Carpool and Vanpool Parking. Carpool and vanpool parking shall be provided within new commercial, industrial, and institutional developments with 30 or more required parking spaces. Where provided, carpool and vanpool parking spaces shall be located closer to the main employee, student, or commuter entrance than all other employee parking spaces with the exception of handicapped parking spaces. The carpool/vanpool spaces shall be clearly marked "Reserved - Carpool/Vanpool Only."

## RECOMMENDATION 10

Add language to Subsection 20.11(1) of the Oakridge Zoning Ordinance requiring bicycle parking facilities for transit transfer stations and park-and-ride lots.

ORDINANCE NO. 874 OAKRIDGE ZONING ORDINANCE

[...]

ARTICLE 20 - OFF STREET PARKING

[...]

SECTION 20.11 BICYCLE PARKING REQUIREMENTS



(c) Transit Transfer Stations and Park-and-Ride Lots. Minimum bicycle parking facilities for transit transfer stations and park-and-ride lots shall conform to the requirements of Section 20.11(1)(b).

## RECOMMENDATION 11

Add language to the Oakridge Zoning Ordinance that requires a Traffic Impact Analysis (TIA) for developments that may impact the operations of transportation facilities, including provisions that specify when a proposal must be reviewed for potential traffic impacts; when a TIA must be submitted with a development application; the required contents of a TIA; and who is qualified to prepare the analysis.

ORDINANCE NO. 874 OAKRIDGE ZONING ORDINANCE

[...]

ARTICLE 21 – ACCESS MANAGEMENT, AND VISION CLEARANCE, AND TRAFFIC IMPACT ANALYSIS REQUIREMENTS

SECTION 21.03 TRAFFIC IMPACT ANALYSIS REQUIREMENTS

(1) Purpose. The purpose of this subsection is to coordinate the review of land use applications with roadway authorities and to implement Section 660-012-0045(2)(e) of the state Transportation Planning Rule, which requires the City to adopt a process to apply conditions to development proposals in order to minimize impacts and protect transportation facilities. The following provisions also establish when a proposal must be reviewed for potential traffic impacts; when a Traffic Impact Analysis must be submitted with a development application in order to determine whether conditions are needed to minimize impacts to and protect transportation facilities; the required contents of a Traffic Impact Analysis; and who is qualified to prepare the analysis.

(2) When a Traffic Impact Analysis is Required. The City or other road authority with jurisdiction may require a Traffic Impact Analysis (TIA) as part of an application for development, a change in use, or a change in access. A TIA shall be required where a change of use or a development would involve one or more of the following:

(a) A change in zoning or a plan amendment designation;

(b) Operational or safety concerns documented in writing by a road authority;

(c) An increase in site traffic volume generation by 300 Average Daily Trips (ADT) or more;

(d) An increase in peak hour volume of a particular movement to and from a street or highway by 20 percent or more;

(e) An increase in the use of adjacent streets by vehicles exceeding the 20,000 pound gross vehicle weights by 10 vehicles or more per day;

(f) Existing or proposed approaches or access connections that do not meet minimum spacing or sight distance requirements or are located where vehicles entering or leaving the property are restricted, or such vehicles are likely to queue or hesitate at an approach or access connection, creating a safety hazard;

(g) A change in internal traffic patterns that may cause safety concerns; or

(h) A TIA required by ODOT pursuant to OAR 734-051.

(3) Traffic Impact Analysis Preparation. A professional engineer registered by the State of Oregon, in accordance with the requirements of the road authority, shall prepare the Traffic Impact Analysis.

(4) Approval Criteria. The traffic impact study report shall be reviewed according to the following criteria:

(a) The study complies with the content requirements set forth by the City and/or other road authorities as appropriate;

(b) The study demonstrates that adequate transportation facilities exist to serve the proposed land use action or identifies mitigation measures that resolve identified traffic safety problems in a manner that is satisfactory to the road authority;

(c) For affected City facilities, the study demonstrates that the project meets mobility and other applicable performance standards established in the adopted transportation system plan, and includes identification of multi-modal solutions used to meet these standards, as needed; and

(d) Proposed design and construction of transportation improvements are in accordance with the design standards and the access spacing standards specified in the transportation system plan.

## RECOMMENDATION 12

Add language to the Oakridge Zoning Ordinance that specifies that expected impacts to the transportation system, as documented in the results of a Traffic Impact Analysis, may be the basis for imposing conditions of approval.

ORDINANCE NO. 874 OAKRIDGE ZONING ORDINANCE

[...]

ARTICLE 21 – ACCESS MANAGEMENT, ~~AND~~ VISION CLEARANCE, ~~AND~~ TRAFFIC IMPACT ANALYSIS REQUIREMENTS

SECTION 21.03 TRAFFIC IMPACT ANALYSIS REQUIREMENTS

[...]

(5) Conditions of Approval

(a) The City may deny, approve, or approve a proposal with conditions necessary to meet operational and safety standards; provide the necessary right-of-way for planned improvements; and require construction of improvements to ensure consistency with the future planned transportation system.

(b) Construction of off-site improvements, including those related to bicycle and pedestrian facilities, may be required to mitigate impacts resulting from development that relate to capacity deficiencies and public safety; and/or to upgrade or construct public facilities to City standards.

(c) Where the existing transportation system is shown to be impacted by the proposed use, improvements such as paving; curbing; installation of or contribution to traffic signals; and/or construction of sidewalks, bikeways, access ways, paths, or streets that serve the proposed use may be required.

(d) Improvements required as a condition of development approval, when not voluntarily provided by the applicant, shall be roughly proportional to the impact of the development on transportation facilities. Findings in the development approval shall indicate how the required improvements directly relate to and are roughly proportional to the impact of development.

## RECOMMENDATION 13

Add language to Article 25 of the Oakridge Zoning Ordinance that references the language regarding acceptable ways to accommodate on-site pedestrian and bicycle routes that was added to Article 6 of the Land Division Ordinance.

ORDINANCE NO. 874 OAKRIDGE ZONING ORDINANCE

[...]

ARTICLE 25 - SITE PLAN REVIEW PERMITS

[...]

SECTION 25.06 CRITERIA FOR SITE PLAN REVIEW EVALUATION

[...]

(4) Traffic, Circulation and Parking.

[...]

(g) The proposed development provides adequate pedestrian and bicycle connectivity consistent with the requirements in Section 6.02(12) of the Oakridge Land Division Ordinance.

## RECOMMENDATION 14

Add language to Section 29.03 of the Oakridge Zoning Ordinance that ensures amendments are consistent with the adopted TSP.

ORDINANCE NO. 874 OAKRIDGE ZONING ORDINANCE

[...]

ARTICLE 29 - DISTRICT CHANGES

[...]

SECTION 29.03 CRITERIA

[...]

(4) Changes to land use designations, densities, and design standards resulting from the proposed amendment are consistent with the functions, capacities, and performance standards of facilities identified in the TSP.



# memo

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to James Cleavenger, Oakridge City Administrator  
Rick Zylstra, City of Oakridge  
Laura Buhl, DLCD

from Darci Rudzinski, AICP and Emma-Quin Smith, MIG | APG

re Oakridge Code Evaluation & Update – Stakeholder Interview Summary

date November 28, 2022

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## Introduction

The City seeks to address several identified challenges through a planning project titled the Code Evaluation and Update for the City of Oakridge. The project will result in recommendations related to urban design, housing, and transportation policy and development requirements to help the City remove barriers to creating a vibrant community. The City requested and received a Transportation and Growth Management (TGM) Code Assistance grant to assist with this work. Key principles of the TGM Program<sup>1</sup> include, but are not limited to:

- Create communities composed of vibrant neighborhoods and lively centers linked by accessible transportation.
- Save public and private costs with compact land development patterns and well-connected transportation networks.
- Provide transportation choices to support communities with the balanced and interconnected transportation networks necessary for mobility, equity, and economic growth.

The Code Evaluation and Update Project objectives are consistent with these principles.

The purpose of this memo is to summarize findings of stakeholder interviews completed as part of Phase 1 of the Oakridge Code Evaluation and Update project. The purpose of the interviews was to gather input on the general direction and priorities for potential amendments to the Zoning and Land Division ordinances (code), and to help identify how code requirements can support the City's growth and development goals.

The interviews were facilitated by the project consultants, Darci Rudzinski and Emma-Quin Smith, and provided an opportunity to hear from participants about what is valued and important to preserve and improve in the City of Oakridge. The conversations highlighted and discussed initial observations from the revised Draft Evaluation Memorandum (November 14, 2022 draft) related to the City's policy and regulatory requirements. The interviews were centered around questions focusing on the following four topics:

1. Uptown (Old Town Design Subdistrict)

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<sup>1</sup> To learn more about the program's mission, goals, and objectives, see <https://www.oregon.gov/lcd/TGM/Documents/mission-goals-objectives.pdf>.

2. Housing
3. Multimodal Transportation
4. Short Term Rentals (STRs)

Stakeholders also shared other issues of concern and areas of potential improvement.

The stakeholders invited to participate represent a subset of the population of Oakridge that included residents, property owners, business owners, and individuals who are involved in the community in various capacities. The interviews were conducted in three, approximately one-hour sessions with 14 stakeholders participating in total. The following project stakeholders participated:

- Sarah Altemus-Pope (via Zoom) – South Willamette Solutions
- Jason Nehmer – Willamette Mountain Mercantile
- Bev McCully – Upper Willamette Community Development Corporations
- Bob Obermeyer – Local Walking Individual
- Matt Burney – Artist/Business Owner/New Resident
- Bobby Whitney – Senior and Disabled Services
- Norine “Tink” Blankenship (via Zoom) – Unhoused community activist, retired RN
- Susan Hardy – School Board Representative
- Lynda Kamerrer – Parks and Community Services
- Robeart Chrisman - Public Works Maintenance Supervisor
- Priscilla Davidson - Realtor
- Rick Yarbrough & Lindsey Compton (joined via phone) – Property & Business Owner in the C-2 District
- Michelle Emmons – Oakridge/Westfir Chamber of Commerce

The following anonymized summary highlights key themes that emerged from the interview conversations.

## Interview Topics & Summary

Key themes and findings that were revealed through the interviews are summarized in this section. In general, the stakeholders were enthusiastic about the goals and potential outcomes of the project and held relatively similar views on the types of code amendments that would advance the City’s goals for new development and redevelopment.

### Uptown (Old Town Design Subdistrict)

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#### DISCUSSION QUESTIONS

- How can the City provide more opportunities for multi-dwelling and middle housing (e.g., duplexes, triplexes, townhomes, cottage clusters)?
- Where should multifamily residential development be encouraged?
- Should standalone multifamily (development that does not include a commercial or office use) be allowed in the Central Commercial (C-2) zone?

- Would you support prohibiting new single family housing development in the Medium Density Residential (R-2), Central Commercial (C-2), or Highway Commercial (C-3) zones to allow that land to be reserved for other, potentially smaller, and more affordable, housing types?
- 

One of the most apparent interview takeaways was that the Old Town Design Subdistrict in the code was not recognized by the stakeholders. Informally and in other community contexts (e.g., economic development, community planning, etc.) the area is known as “Uptown.” Additionally, the stakeholders suggested removing the “Oakridge Frontier Style” architectural design standards from the code and requiring something simpler and more reflective of the modern Oakridge community. Facilitators noted that at this stage of the project we can explore different, more community-reflective design standards for Uptown. It is important to have design standards that are rightsized for the Uptown district in order to promote a safe, active, and attractive district.

Stakeholders identified several barriers to development in Uptown:

- Onerous design standards: Oakridge Frontier Style creates too many cost barriers for developers. Business owners want more flexibility to do what they feel will work best for their property and express their business’s brand.
- Lack of demand: not enough density in Uptown to support existing or new shops. Single dwelling housing in the central area of Uptown may not be appropriate for future development, multi dwelling residential infill on the periphery of Uptown may be a good solution to needed housing.
- Investment risk: large investors are not interested in developing here due to lack of design control, aging infrastructure, and lack of workforce.

Overall, the stakeholders were supportive of the removal of off-street parking minimums in Uptown. One stakeholder observed, “Oakridge is in a little valley and people are fighting over having a place to live, not a place to park.” Utilizing existing parking lots and on-street parking by adding new municipal signage to direct people to parking was suggested by another stakeholder to help more efficiently use the existing parking supply in Uptown.

## Housing

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### DISCUSSION QUESTIONS

- How can the City provide more opportunities for multi-dwelling and middle housing (e.g., duplexes, triplexes, townhomes, cottage clusters)?
  - Where should multifamily residential development be encouraged?
  - Should standalone multifamily (development that does not include a commercial or office use) be allowed in the Central Commercial (C-2) zone?
  - Would you support prohibiting new single family housing development in the Medium Density Residential (R-2), Central Commercial (C-2), or Highway Commercial (C-3) zones to allow that land to be reserved for other, potentially smaller and more affordable, housing types?
- 

Stakeholders noted that “homeownership feels out of reach for a lot of people in Oakridge” and were generally supportive of developing more affordable housing in Oakridge. “Plexes” (duplex, triplex, quadplex), cottage cluster housing, and second-story residential in Uptown were solutions suggested by

stakeholders to increase the stock of safe and attractive affordable housing. This project can help address some of these ideas through code amendments. Stakeholders identified the following housing needs in Oakridge:

- Senior housing
- Accessible housing
- Transitional housing for currently houseless community members
- Workforce housing, particularly housing for teachers

Cottage clusters, Accessory Dwelling Units (ADUs), or tiny homes were identified as housing types that could be good options for senior and transitional housing. According to stakeholders, current senior living apartments have long wait lists and lots of applicants.

Mobile home parks are a source of deeply affordable housing in Oakridge and there is concern about them being purchased and redeveloped. However, Oregon state laws carefully regulate how mobile home parks can be developed. Stakeholders noted that many current concerns with the safety and maintenance of mobile home parks are code compliance issues and could be solved with more code enforcement. It was acknowledged that enforcement could present an equity issue. One stakeholder noted that some mobile home parks are in prime locations for housing - close to services, commercial areas, and transit. Overall, stakeholders felt the community needs more information on mobile home parks and wants to take action on code enforcement. Facilitators noted that enforcement is outside the scope of this code audit project, but the project can provide more information and guide preliminary discussions on the topic.

Stakeholders also identified opportunities for partnerships to develop more affordable housing through Homes for Good and St. Vincent's. These conversations are also important to have as part of the concurrently running Housing Needs Analysis (HNA) project.

## Multimodal Transportation

A goal of this project is to enhance connectivity for all modes of transportation.

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### DISCUSSION QUESTIONS

- What are your ideas related to how people can safely and efficiently access their homes, goods and services, parks, etc.?
- How could the City improve access and make it easier for bicyclists, pedestrians, and people who use mobility devices?
- How do you see vehicular and bicycle parking supporting residents, businesses, and travelers and visitors to the City?
- Are you familiar with the recent Transportation System Plan update and recommendations to reconfigure parking in Uptown? Do you have suggestions regarding parking needs in Uptown?

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Stakeholders identified several opportunities to improve multimodal connectivity in Oakridge to make it safer and more convenient for people to walk, roll, and bike around the community. The main area of concern for stakeholders was bike and pedestrian safety along Highway 58. Stakeholders mentioned several recent fatalities that may have been prevented with safer crossings and connections for

pedestrians. Stakeholders acknowledged the contentious past of redesigning Highway 58, but repeatedly noted the great need for a bike path, continuous sidewalks, and safer crossings.

Another need identified by stakeholders is ADA accessible sidewalks with curb cuts and ramps, and smooth paving that doesn't pose a tripping hazard. Many residential streets lack sidewalks and have cracked or buckled pavement that creates tripping hazards for pedestrians. Cars parked on the shoulders of residential streets that lack sidewalks forces pedestrians to walk in the car travel lane and poses an additional safety concern.

In addition to the need for a bike path along Highway 58, stakeholders discussed the opportunity for more trail connections around town. The proposed trestle trail was discussed, as well as bike connections between Westfir and Oakridge. The need for safer connections to the school was also discussed.

Stakeholders supported removing off-street parking requirements in the Uptown district, as well as reviewing off-street parking requirements for housing. While stakeholders were generally in support of more bike parking in order to make the community more bikeable, some were concerned with pushing the cost of providing bike parking onto developers. One suggestion was to provide consolidated (centrally located) bike parking in the Uptown district that would be provided by the city.

### Short Term Rentals (STRs)

As of October 2022, there are 35 listings on Airbnb within Oakridge city limits that are being used for temporary lodging or short-term rentals (STRs). Several more Airbnb listings are outside city limits, but considered part of the Oakridge community. These uses have not been identified as an immediate concern. However, the City can benefit from new and updated standards to help prepare for future challenges that the uses may present. Specifically, tourism growth in Oakridge could make preserving housing for residents a pressing issue. One of the key objectives of this project is to recommend amendments that will enable visitors to find lodging in walkable and bikeable areas, while at the same time recognizing affordable housing in those same locations.

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### DISCUSSION QUESTIONS

- Should short term rentals be allowed? In what parts of town should they be permitted?
  - How should the City regulate STRs?
- 

Several stakeholders currently own property within or just outside of Oakridge city limits that they rent out through Airbnb. While stakeholders acknowledged the potential for STRs to negatively impact the affordable housing stock, most agreed that STRs were an important component of the Oakridge economy. For some, they provide an additional source of income that helps homeowners afford to continue living in the community. Overall, stakeholders overwhelmingly supported allowing STRs in residential zones in Oakridge, and favored a low-barrier permitting system (that favors local property owner, if possible) to track STRs in the City.

Stakeholders expressed community concern for absentee property owners or transient visitors in short term rentals bringing strangers into the community. One stakeholder noted that providing locals priority to participate in the STR market would keep outside investors from purchasing property and their



drastically raising housing or rental costs. Local priority would also cut down on absentee property owners and houses (with out-of-town owners) sitting empty.

Stakeholders noted that STRs fill an important gap in the tourism economy. Hotels alone do not provide families with kids or pets a place to stay, a reportedly common demographic that visits Oakridge. One stakeholder suggested that STRs also have the potential to meet the need for tourism beds in the community; currently the supply does not meet the demand. ADUs rented as STRs could also be part of the solution for tourism needs. While there is a high need for housing in the community, the STR market is not currently viewed by stakeholders as a cause of that demand. Comments suggested that there are not enough STRs in the market to have an impact on housing supply - as one stakeholder said, "Oakridge isn't there yet."

### Other Topics

Stakeholders were invited to share any additional thoughts on topics not covered in the interview questions. Resilience and green infrastructure were both topics raised during these conversations. With the recent wildfires and their impact on Oakridge top of mind, wildfire preparedness and community resilience will be important to incorporate into potential code amendments. Stakeholders suggested looking into resilient building standards or a program like Firewise for hardening the community against future fires.



# memo

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to James Cleavenger, Oakridge City Administrator  
Rick Zylstra, City of Oakridge  
Laura Buhl, DLCD

from Darci Rudzinski, AICP and Emma-Quin Smith, MIG | APG

re Oakridge Code Evaluation & Update – DRAFT Community Meeting Summary

date December 28, 2022

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## Community Meeting Summary

### Introduction

The project team hosted a community meeting at Oakridge City Hall on Wednesday, December 7, 2022.

The agenda was as follows:

6:30 – Welcome Community Members and invite to start perusing the boards

7:00 – Project Presentation

8:30 – Adjourn

There were 14 community members present, in person and participating online, in addition to the project team (James Cleavenger, Rick Zylstra, Laura Buhl, Darci Rudzinski, and Emma-Quin Smith).

Memorandum content is organized by the topics presented at the meeting and in the meeting materials.

The following is a summary of items the project team presented and participants' comments and questions that were posed at the meeting. Responses that were received via an online open house and survey, or that were submitted in hard copy to City Hall, are summarized and included in an attachment.

## Uptown (Old Town Design Subdistrict)

*Issues presented to the community for consideration:*

- *Changing the requirements for certain architectural or design features for new or renovated buildings in Uptown. (Examples of features could include materials used on the outsides of buildings, the style of windows, specific colors that are required or prohibited, etc.)*
- *Providing flexibility for property and business owners to decide how to meet their parking needs when they (re)develop by removing the requirement to build off-street parking spaces*
- *Requiring new developments and businesses to install secure bicycle parking close to their front doors.*
- *Providing more housing by allowing apartment buildings to be built in Uptown without any required ground floor commercial space or use*

As shown in Figure 1, participants were neutral on the issue of changing the architectural design standards in Uptown. Participants thought it somewhat important to address the issue of parking flexibility in Uptown. Addressing bike parking was “not very important” to the majority of participants. And providing more housing in Uptown by adding apartment buildings was “very important” or “somewhat important” to the majority of participants.

On the boards, one community member expressed concern about removing minimum parking requirements in the Old Town subdistrict saying that, particularly for residential uses, if no parking was required to be built, the streets would get “clogged.” Another community member comments that “solar, greywater, swales, and shade trees” should be incorporated into the district design standards.


During the presentation and Q&A, one community member asked about the tax implications of removing off-street parking minimum requirements. In response, it was noted that if more useable, taxable space is developed in uptown, the taxable value of the space increases, thereby increasing the tax revenue for the area.

Figure 1: Uptown Board Results

CITY OF OAKRIDGE — CODE EVALUATION AND UPDATE, PHASE 1

# UPTOWN


(OLD TOWN DESIGN SUBDISTRICT)



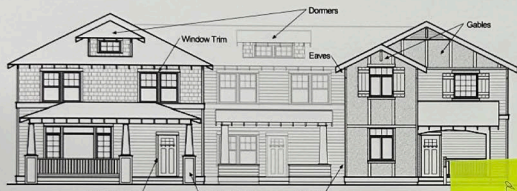
## How important are each of following topics to you?

Place a dot along the line in the spot that best reflects your view.

Changing the requirements for certain architectural or design features for new or renovated buildings in Uptown. (Examples of features could include materials used on the outsides of buildings, the style of windows, specific colors that are required or prohibited, etc.)

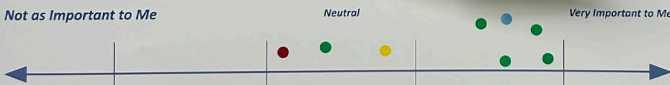


Above: Example of building built with current architectural design standards.

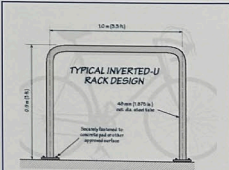



Left: Elements that can be regulated with design standards.

Providing flexibility for property and business owners to meet their parking needs when they (re)develop by removing the requirement to build off-street parking spaces




Requiring new developments and businesses to install secure bicycle parking close to their front doors.

Bike parking standards and bike parking close to building entrance.

Providing more housing by allowing apartment buildings to be built in Uptown without any required ground floor commercial space or use.



Is there anything else the project should consider addressing future growth and development in Uptown? Use a sticky note to share your thoughts below.

*Solar grey water swales shade trees*

2

MIG

## Housing

*Issues presented to the community for consideration:*

- *Increasing housing options by removing code barriers to building middle housing types (e.g., duplexes, triplexes, townhomes, cottage clusters).*
- *Allowing multiple-dwelling development anywhere residential uses are allowed.*
- *Creating more opportunities for senior housing, low-income housing, and transitional housing for currently houseless community members.*
- *Creating a High Density Residential (R-3) zone to encourage more development of apartment housing.*
- *Allowing multiple-dwelling development in existing commercial areas (Uptown and along Highway 58) to provide more housing options closer to services and community hubs.*
- *Preserving land in the Medium Density Residential (R-2), Central Commercial (C-2), and Highway Commercial (C-3) zones for commercial uses and smaller, more affordable housing types by prohibiting new single dwelling housing development in these zones.*
- *Reducing off-street parking requirements in residential zones to one space per dwelling to help decrease the cost of developing housing.*

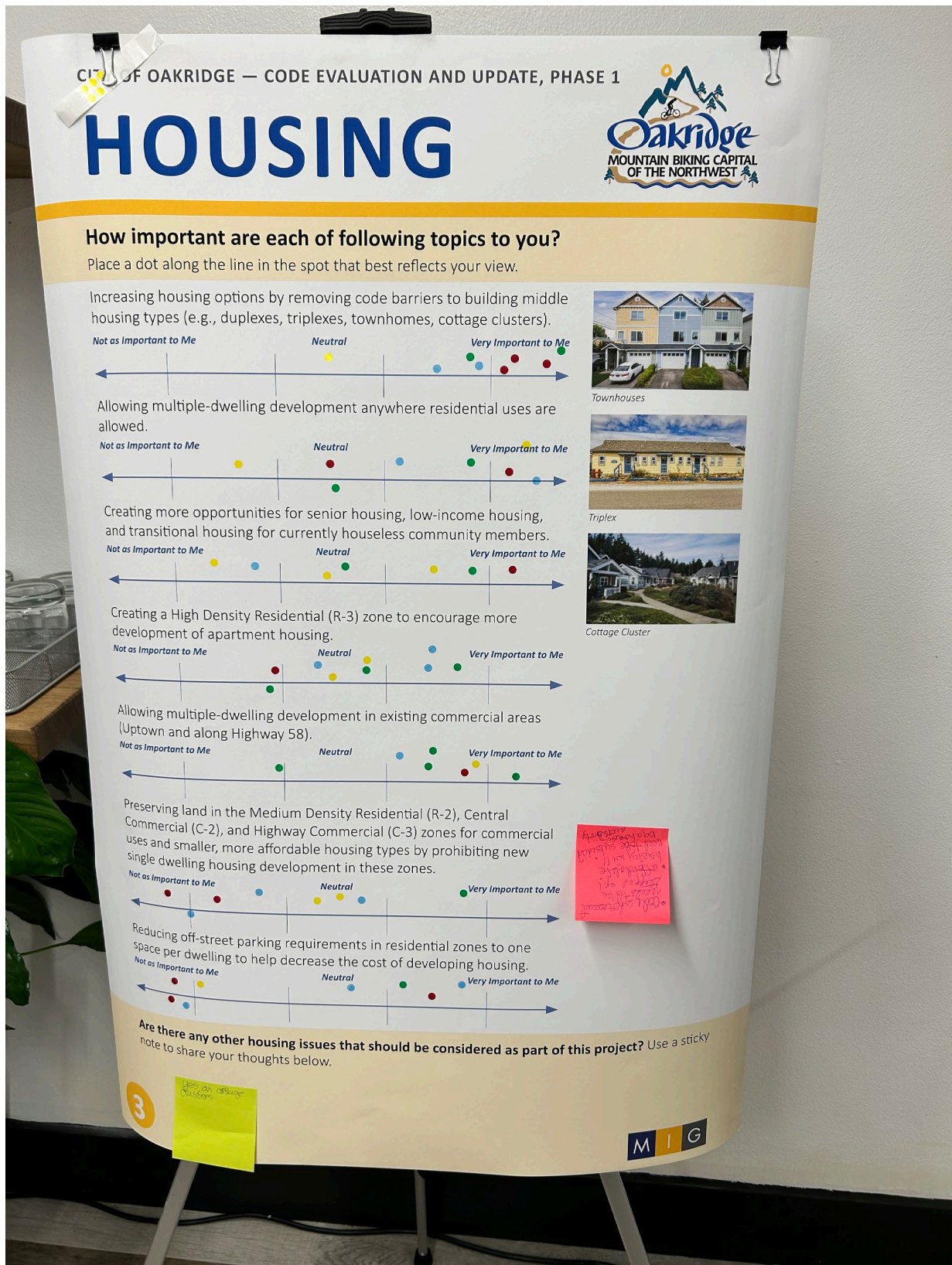
As shown in Figure 2, increasing housing options was “very important” to the majority of participants. “Allowing multiple-dwelling development anywhere residential uses are allowed” was “very important” to neutral to the majority of participants. Creating more senior, transitional, etc. housing options was of varied importance to participants – “very important” to some, “somewhat unimportant” to others. Participants responded fairly neutral to creating a R-3 High Density Residential zone. The majority of participants voted that “allowing multiple-dwelling development in existing commercial areas” is “somewhat important.” Preserving land in certain zones for smaller, more affordable housing types was “not as important” or of neutral importance to most participants. Reducing off-street parking requirements in residential zones was “not as important” to about half of participants, and “somewhat important” or “neutral” to the other half of participants.

Community members shared the following comments on the boards:

- Yes, to cottage clusters!
- Code enforcement needs to be stepped up!
- Affordable housing will need to be subsidized by a housing authority

During the presentation, a community member asked about allowing tiny homes and the building code associated with such development. While building code is outside the scope of this project, this project could explore zoning code amendments that could catalyze the development of more tiny homes.

Figure 2: Housing Board Results



## Multimodal Transportation

### *Issues to consider:*

- *Improving the safety of walking, biking, and rolling (e.g., scooters, mobility devices) along and across Hwy. 58.*
- *Improving bike and pedestrian connectivity around town through more trails, bike lanes, and sidewalks.*
- *Reconfiguring on-street parking in Uptown to make space for bike lanes, as proposed in the adopted Transportation System Plan.*
- *Requiring green infrastructure, like street trees or stormwater planters, to be built with new development.*

As shown in Figure 3 improving safety along and across Hwy. 58 was "somewhat" or "very important" to the majority of participants. Improving bicycle and pedestrian connectivity was "neutral" or "somewhat important" to most participants. Most participants voted that reconfiguring off-street parking in Uptown was "neutral" or "not as important" to them. Requiring green infrastructure was "somewhat" or "very important" to most participants.

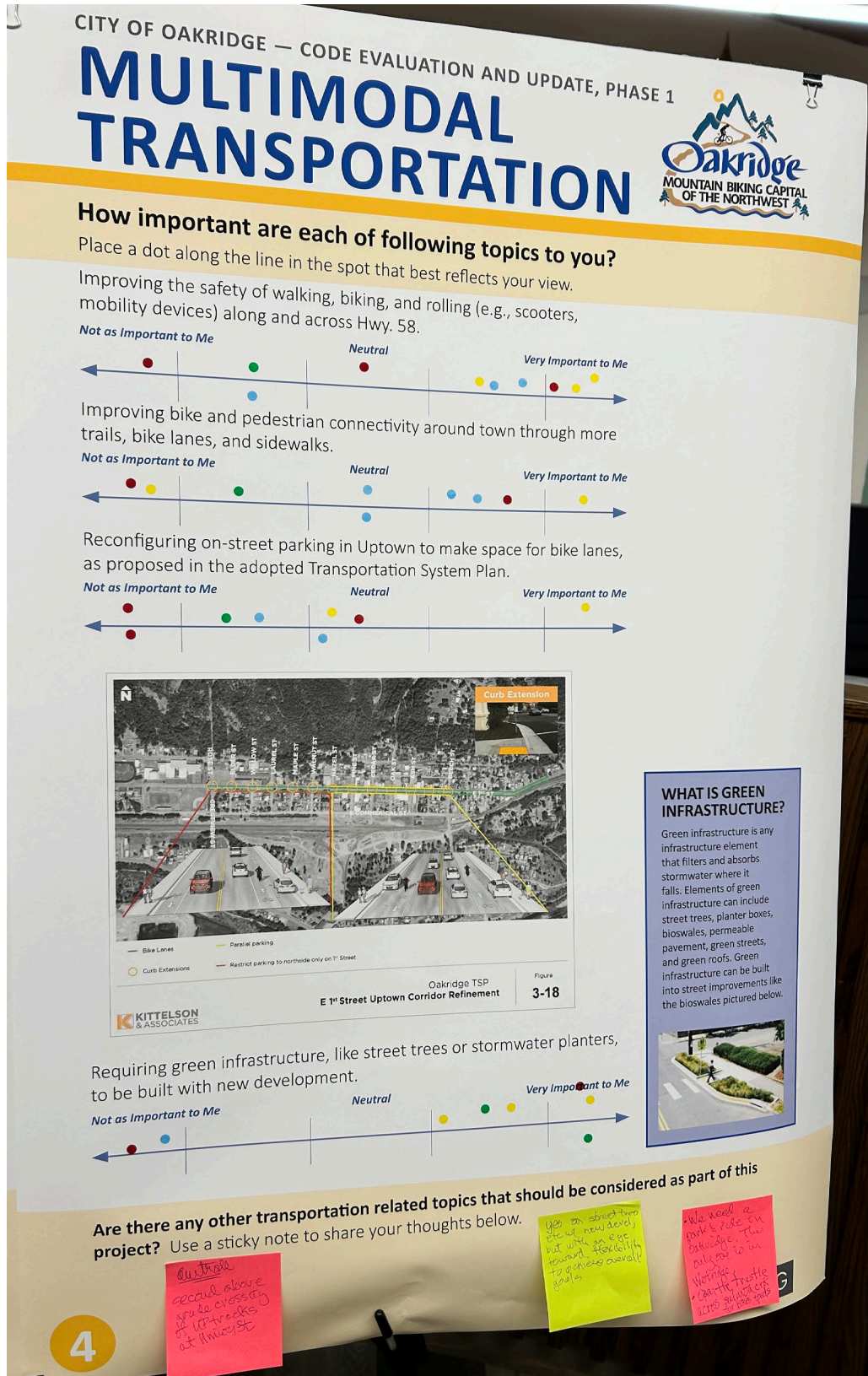
### Comments put on the board included:

- We need a park and ride in Oakridge. The only one is in [Westfir].
- Open the trestle across Salmon Creek for bikes and peds.
- Yes, on street trees, etc. with new development but with an eye toward flexibility to achieve overall goals.
- Second above grade crossing of UP tracks at Union St.

During the presentation, a community member asked how transit service could be built within Oakridge and incorporated into the code amendments.

Another community member mentioned the partnerships that businesses have with transit services in Eugene. Businesses can buy reduced fee bus passes for their employees. This service is not currently available in Oakridge but would help more people be able to work in Eugene and make a living wage. Project team members acknowledged that, while a partnership like this is outside the scope of this project, it is still important to note.

Figure 3: Multimodal Transportation Board Results





## Short Term Rentals (STRs)

### *Issues to consider:*

- *Adding a definition for “short term rentals” to the Oakridge Zoning Ordinance so that they may be more specifically addressed in the code.*
- *Requiring STR owners, such as those with properties listed on Airbnb, to register their unit(s) with the City and pay a permit fee.*
- *Requiring owner-occupancy, ensuring that the owner of the STR unit will live somewhere on the property.*
- *Limiting the number of STR units allowed within city limits.*

As shown in Figure 4, participants were split on the importance of adding a definition for STRs to the Zoning Ordinance. Most participants voted that STR registration permit and/or fees were "very important" or "somewhat important."

One comment on the board said “yes – register STR; no – pay fee.”

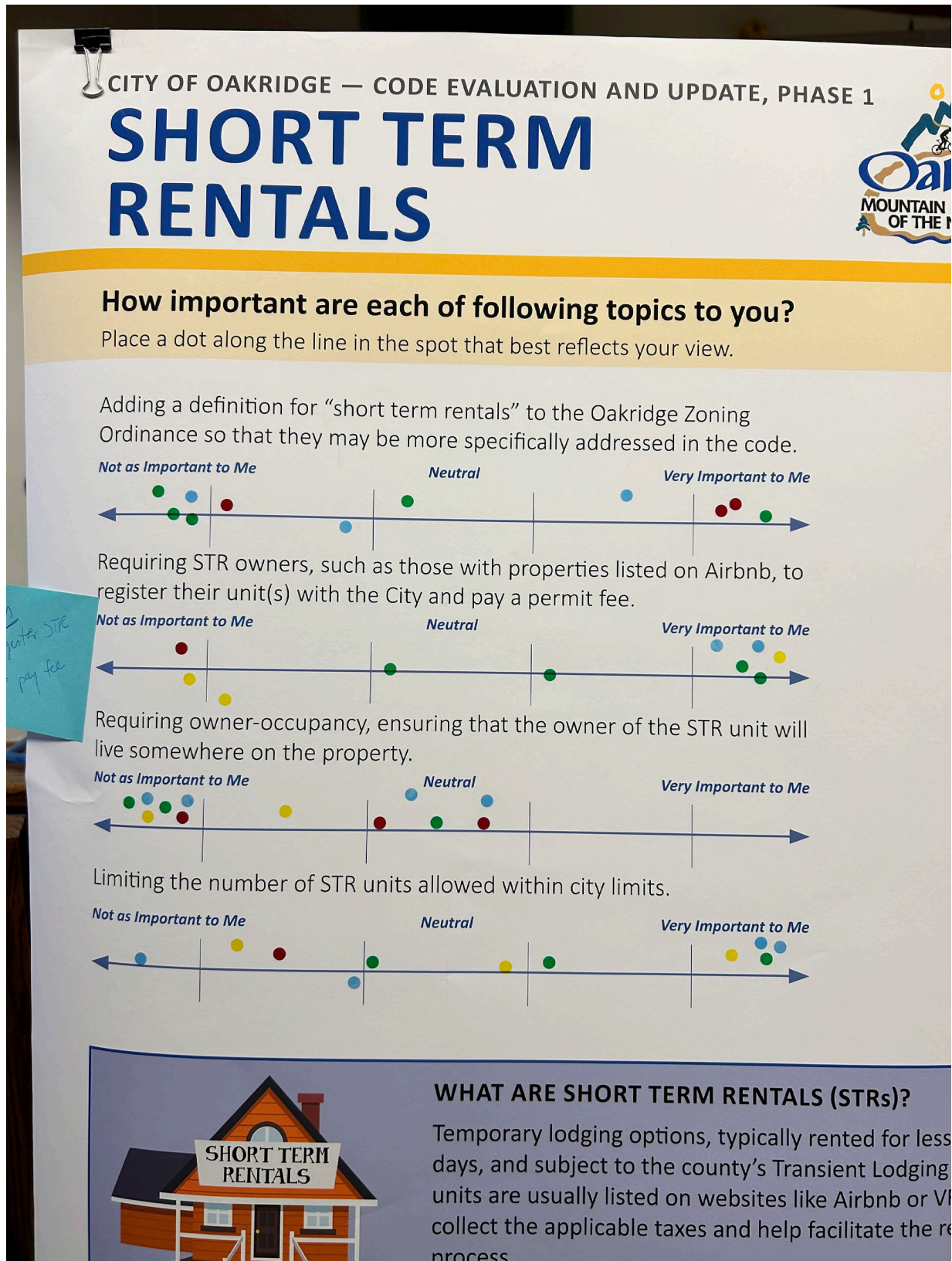
During the presentation, one community member shared that the STR(s) she owns would not be affordable housing to anyone, even if it was not a STR, due to the value of improvements. Therefore, she felt that STRs were not taking away from the affordable housing stock in Oakridge.

Another community member shared that a house on his street that is currently a long-term rental creates problems for the street. He would rather see it be an Airbnb than a nuisance property.

One community member asked how a cap on the number of STRs could be calculated. The consultant team shared that it is up to the City to decide. Data on housing availability and affordability constraints from the concurrent Housing Needs Analysis project could help determine the cap.

Another community member raised the point that STRs provide tax revenue that long-term rentals do not via the transient room tax.

Figure 4: Short Term Rentals Board Results



## Other Topics

During the presentation the following questions and comments were raised:

- Design guidelines in Uptown and for residential uses should be updated to Firewise or similar standards
- A community member asked if smart growth development guidelines are codified anywhere or required by state statute.

## Online Engagement Summary

Overall, the online open house results aligned with the comments heard at the in-person community meeting. The online open house was open for public response from December 7 to December 31, 2022. Online respondents indicated that all topics were at least somewhat important to address in the project. Detailed responses can be found in the Online Response Export attachment.

## Attachments

- A. ONLINE RESPONSE EXPORT
- B. PRESENTATION SLIDE DECK
- C. TGM INFORMATION HANDOUT
- D. TOPIC BOARDS



# Code Evaluation and Update Phase 1

PLANNING COMMISSION WORK SESSION #1

JANUARY 31, 2023 | 6:00 – 8:00 PM



# Presentation Agenda

---

- Introductions
- Process Overview
- Evaluation Memorandum Overview
- Public Feedback Findings
- Draft Action Plan
- Approach and Content
- Next Steps

# Project Team

INTRODUCTIONS

## City of Oakridge

James Cleavenger, City Administrator

Rick Zylstra, Community Development Director

## MIG | APG, Consultant

Darci Rudzinski, AICP | Principal, Project Manager

Emma-Quin Smith, Planner

## Oregon DLCD, Project Manager

Laura Buhl, AICP, CNU-A | Land Use & Transportation  
Planner, TGM



# TGM Mission

---

*By linking land use and transportation planning, TGM works in partnership with local governments to create vibrant, livable places in which people can walk, bike, take transit, or drive where they want to go.*

The City was awarded a grant from the Transportation and Growth Management (TGM) program, a joint effort of the Oregon Department of Transportation (ODOT) and the Department of Land Conservation and Development (DLCD).



# TGM and Smart Development Principles

- Efficient use of land and energy resources
  - Compact development patterns & infill
  - Appropriate parking standards
- Full use of urban services
  - Efficient use of public utilities and infrastructure
- Mixed use development
  - Services, homes, shops and restaurants in close proximity
- Transportation options
  - Safe and convenient for walking, biking and driving
  - Detailed, human-scaled design





# Project Objective

---

**Evaluate Oakridge's Zoning Ordinance** to identify ways the City can improve their land use regulations and development standards to support a walkable and bikeable community.

**Create an Action Plan** describing potential amendments to City policies and development principles and a walkable and bikeable Oakridge.

*At project completion, the City Council may elect to pursue future grant funding to draft specific Comprehensive Plan policy and Zoning Ordinance amendments.*

# Project Objectives

This project will evaluate the Oakridge Zoning Ordinance and Comprehensive Plan to create an action plan that addresses the following goals:



# Project Overview

## PROJECT KICK-OFF

August 2022

- Site Tour
- Public Involvement Plan
- Project Webpage

## EXISTING PLAN EVALUATION

Fall-Winter 2022

- Plan Review
  - Comprehensive Plan
  - Transportation System Plan
  - Zoning Ordinance and other development related ords.
- Stakeholder Interviews
- Community Meeting

## ACTION PLAN

Winter-Spring 2023

- Draft Action Plan
- City Council/Planning Commission Work Session
- Final Action Plan
- City Council Meeting

# Public Involvement Overview

OUTREACH TOOLS

- Community Meeting
- Online Community Meeting
- Stakeholder Interviews
- **Planning Commission Work Session**
- **Joint Planning Commission & City Council Work Session**
- **City Council Meeting**



# Evaluation Memo

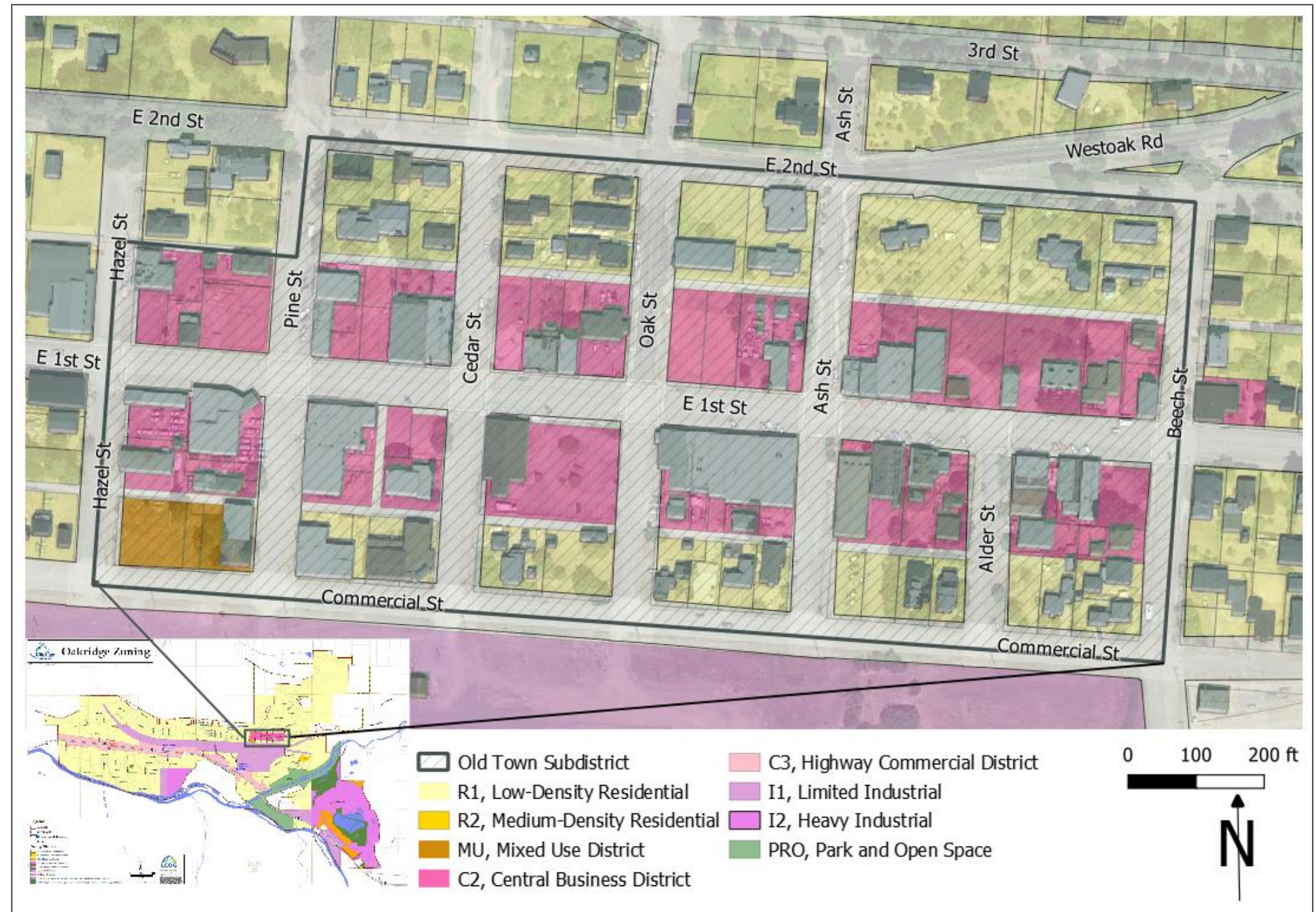
# What can code requirements accomplish?

---

- Determine where buildings can be built and how they look
- Regulate the types of uses that can be in those buildings
- Determine how buildings interact with pedestrians at the ground level
  - Primary entrances
  - Windows
  - Design features
  - Gathering places
- Give clear and easy to use instructions
- Enable transportation options, such as walking, biking, and transit

# UPTOWN

## OLD TOWN DESIGN SUBDISTRICT



# UPTOWN

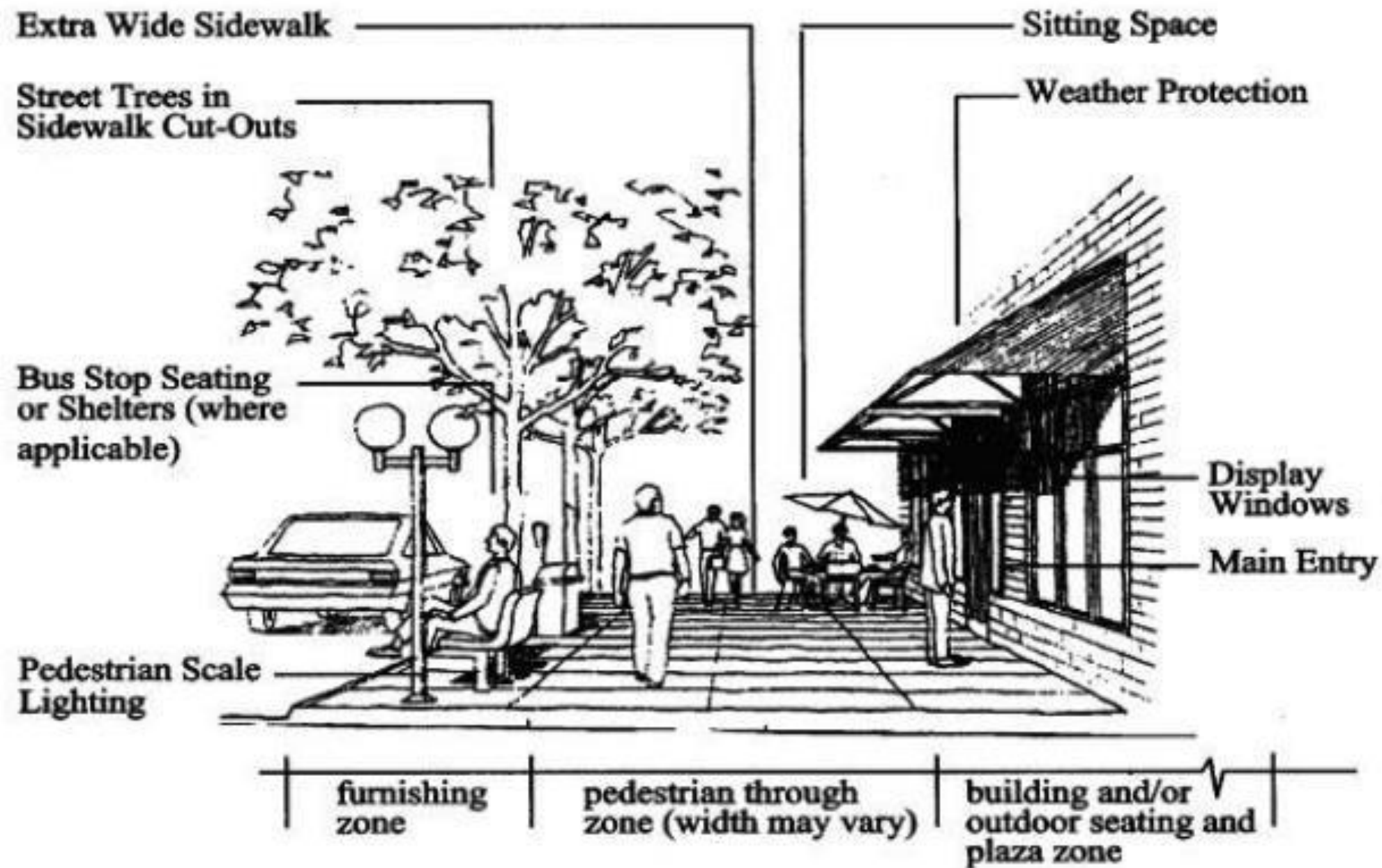
OLD TOWN DESIGN  
SUBDISTRICT

## KEY ISSUES TO CONSIDER

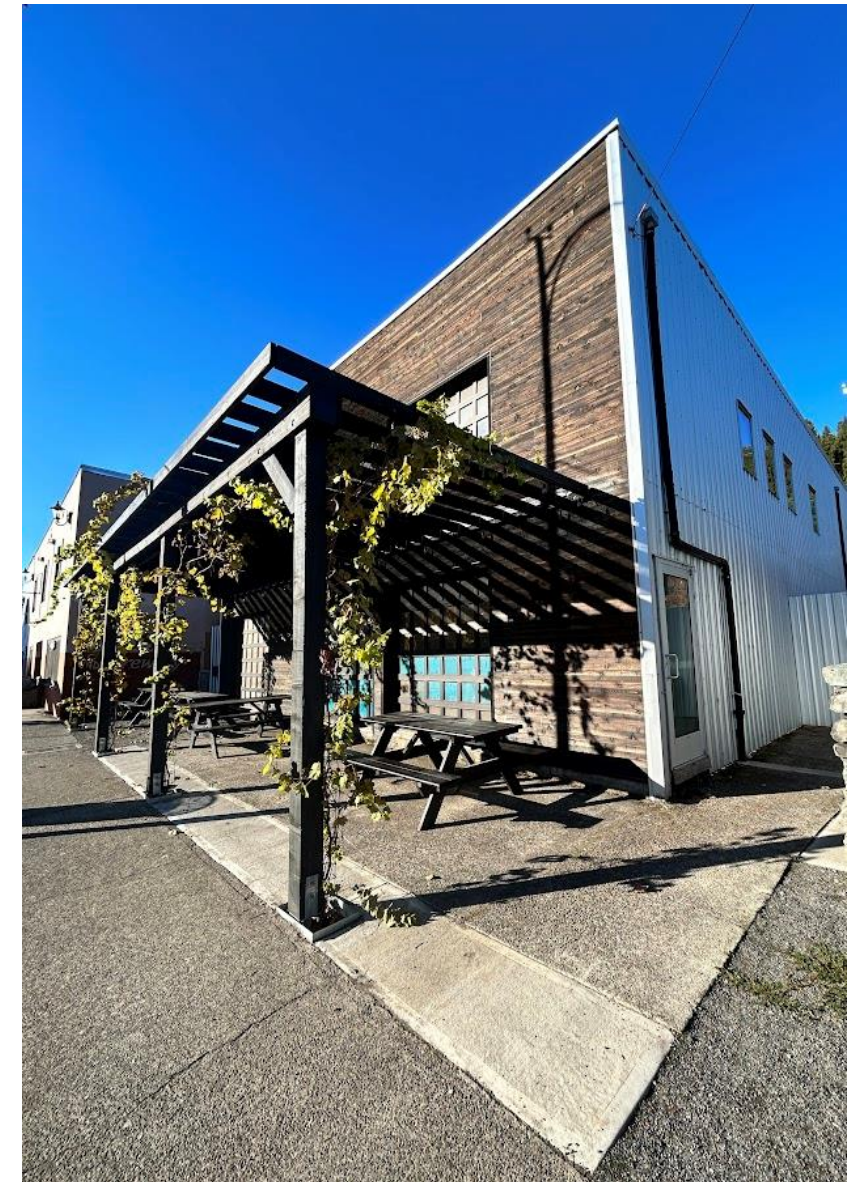
- Architectural design standards
- Remove minimum parking requirements to provide business owners flexibility
- Bicycle parking
- Allow apartments without any ground floor commercial space



# Architectural Design Standards



# Architectural Design Standards



# “Right sizing” Off-street Parking



- Less required off-street parking means:
- More flexibility for business owners
  - More land is available for other types of development
  - More opportunities for active uses
  - Enhancing visual interest along the street front
  - Using land efficiently

*“Oakridge is in a little valley and people are fighting over having a place to live, not a place to park.”*

# UPTOWN

(OLD TOWN DESIGN SUBDISTRICT)



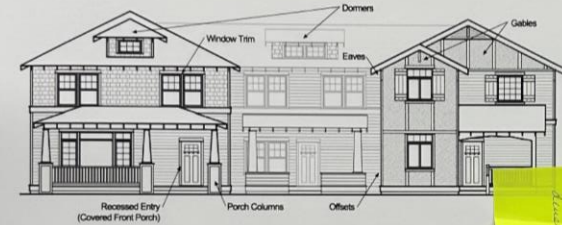
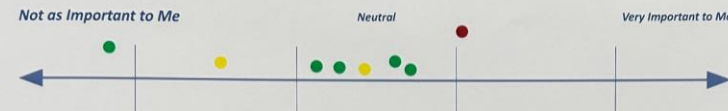
## How important are each of following topics to you?

Place a dot along the line in the spot that best reflects your view.

Changing the requirements for certain architectural or design features for new or renovated buildings in Uptown. (Examples of features could include materials used on the outsides of buildings, the style of windows, specific colors that are required or prohibited, etc.)

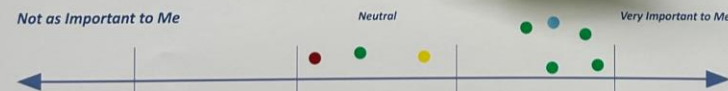


Above: Example of building built with current architectural design standards.

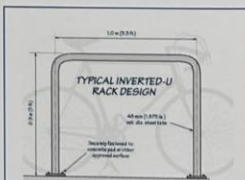


Left: Elements that can be regulated with design standards.

Providing flexibility for property and business owners to meet their parking needs when they (re)develop by removing the requirement to build off-street parking spaces



Requiring new developments and businesses to install secure bicycle parking close to their front doors.



Providing more housing by allowing apartment buildings to be built in Uptown without any required ground floor commercial space or use.



Bike parking standards and bike parking close to building entrance.

Is there anything else the project should consider addressing future growth and development in Uptown? Use a sticky note to share your thoughts below.

Solar  
grey water  
swales  
shade trees

## UPTOWN

Total

	Not as Important	Neutral	Very Important	Total
<b>Changing the requirements for architectural or design features</b>	1	5	1	8
<b>Providing Flexibility by removing off street parking requirements</b>	0	3	5	8
<b>New Development to install secure bicycle parking close to front door</b>	4	2	1	10
<b>Allowing Apartments to be built without commercial space requirements</b>	0	3	2	10
<b>Anything Else, Need to provide parking for all residential development</b>				

# HOUSING

## KEY ISSUES TO CONSIDER

- Increasing housing options by removing code barriers to building middle housing types (e.g., duplexes, triplexes, townhomes, cottage clusters).
- Creating more opportunities for senior housing, low-income housing, and transitional housing for currently houseless community members.
- Allowing multiple-dwelling development anywhere residential uses are allowed.
- Creating a High Density Residential (R-3) zone to encourage more development of apartment housing.
- Provide more housing options closer to services and community hubs.
- Preserving land in the Medium Density Residential (R-2), Central Commercial (C-2), and Highway Commercial (C-3) zones for commercial uses and smaller, more affordable housing types by prohibiting new single dwelling housing development in these zones.
- Reducing off-street parking requirements in residential zones to one space per dwelling to help decrease the cost of developing housing.



Townhouses



Cottage Clusters



Duplexes



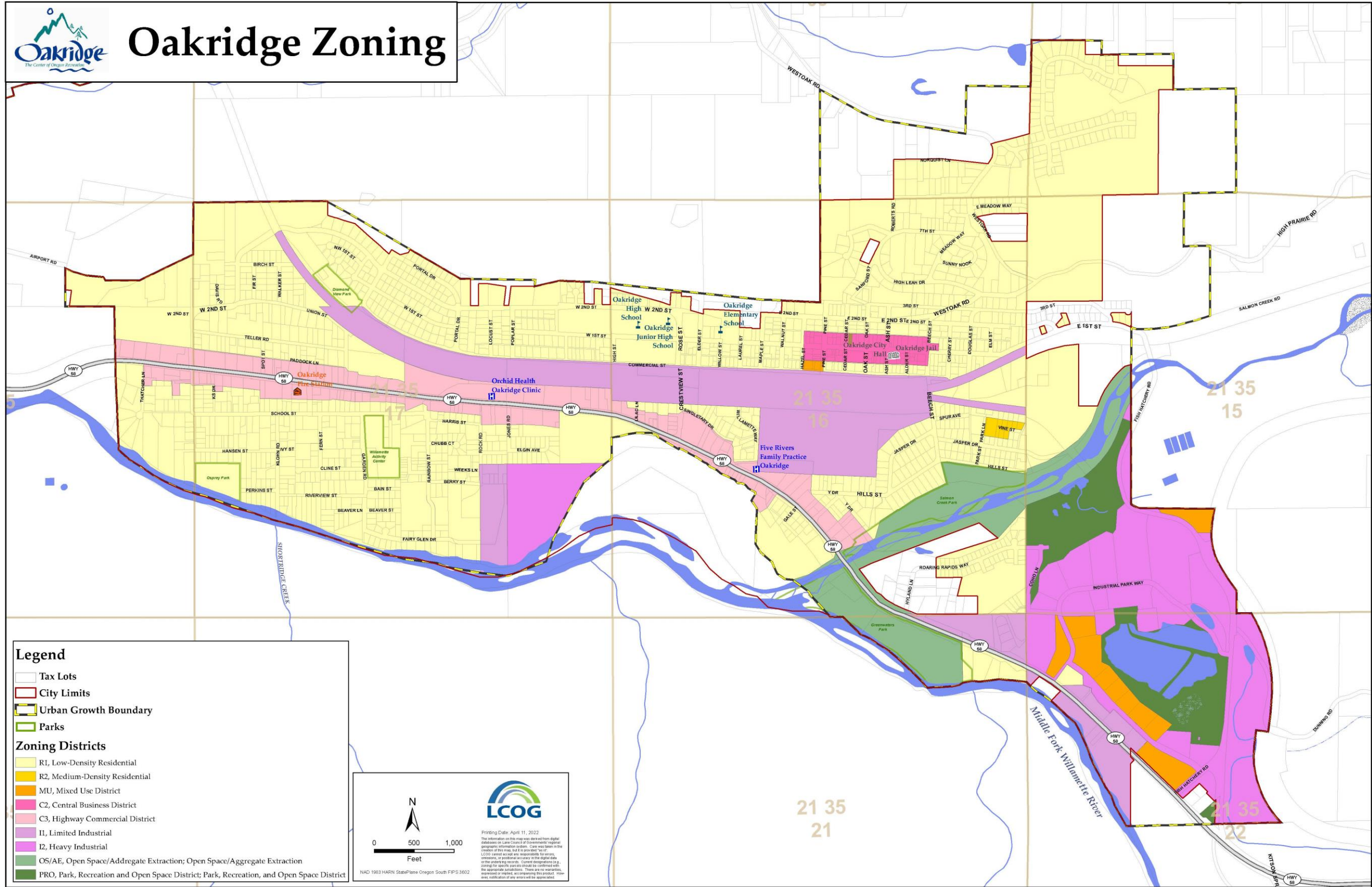
Triplex

## What is Middle Housing?

Middle housing typically includes duplexes, triplexes, quadplexes, townhomes, and cottage clusters. These housing types can encourage greater housing availability, affordability, and flexibility to meet different needs.



# Oakridge Zoning



**Legend**

- Tax Lots
- City Limits
- Urban Growth Boundary
- Parks

**Zoning Districts**

- R1, Low-Density Residential
- R2, Medium-Density Residential
- MU, Mixed Use District
- C2, Central Business District
- C3, Highway Commercial District
- I1, Limited Industrial
- I2, Heavy Industrial
- OS/AE, Open Space/Aggregate Extraction; Open Space/Aggregate Extraction
- PRO, Park, Recreation and Open Space District; Park, Recreation, and Open Space District

**LCOG**

Printing Date: April 11, 2022

The information on this map was derived from digital databases on Lake County of Government regional geographic information system. Care was taken in the creation of this map, but it is provided "as is" and LCOG cannot be held responsible for errors, omissions, or positional accuracy in the digital data or the underlying records. Contact designated staff for more information. There are no warranties, expressed or implied, accompanying this product. However, evaluation of any errors will be appreciated.

NAD 1983 HARN StatePlane Oregon South FIPS 3602

0 500 1,000 Feet

# HOUSING



## How important are each of following topics to you?

Place a dot along the line in the spot that best reflects your view.

Increasing housing options by removing code barriers to building middle housing types (e.g., duplexes, triplexes, townhomes, cottage clusters).



Allowing multiple-dwelling development anywhere residential uses are allowed.



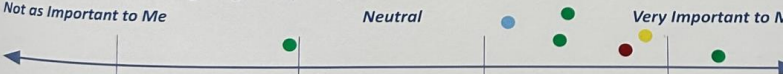
Creating more opportunities for senior housing, low-income housing, and transitional housing for currently houseless community members.



Creating a High Density Residential (R-3) zone to encourage more development of apartment housing.



Allowing multiple-dwelling development in existing commercial areas (Uptown and along Highway 58).

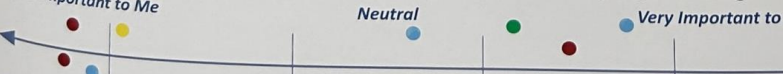


Preserving land in the Medium Density Residential (R-2), Central Commercial (C-2), and Highway Commercial (C-3) zones for commercial uses and smaller, more affordable housing types by prohibiting new single dwelling housing development in these zones.



*Handwritten note on pink sticky:*  
 I don't think we should have a high density R3 zone. It's not in the city's character and it's not what we need. We need more affordable housing options like duplexes and triplexes.

Reducing off-street parking requirements in residential zones to one space per dwelling to help decrease the cost of developing housing.



Are there any other housing issues that should be considered as part of this project? Use a sticky note to share your thoughts below.

3  
 Yes on cottage clusters



## HOUSING

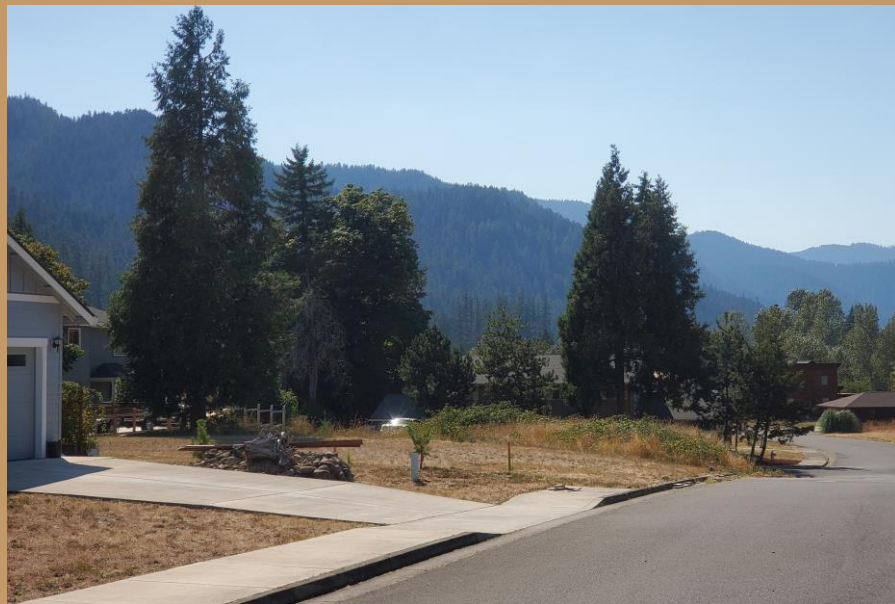
Total

Topic	Not as Important	Neutral	Very Important	Total
Increasing housing options by removing code barriers to building middle housing types	0	1	3	8
Allow multiple dwelling units anywhere residential uses are allowed	0	2	2	8
More opportunities for senior, low-income and transitional housing	0	2	2	7
Create a High Density R3 zone to encourage apartment Development	0	4	3	9
Allowing Multiple-dwelling development in existing commercial areas	0	1	5	7
Preserving land in R-2, C-2 & C-3 by prohibiting single-family Development	1.5	3	1	7
Reducing off street parking in residential zones to one space per dwelling	3	1	3	8
Anything Else, Code enforcement needs to be stepped up - Affordable Housing will need to be subsidized by a housing authority - Yes on cottage clusters				

“Homeownership feels out of reach for a lot of people in Oakridge.”



# MULTIMODAL TRANSPORTATION



## KEY ISSUES TO CONSIDER

- Improving bike and pedestrian connectivity around town through more trails, bike lanes, and sidewalks.
- Reconfiguring on-street parking in Uptown to make space for bike lanes, as proposed in the adopted Transportation System Plan.
- Requiring green infrastructure, like street trees or stormwater planters, to be built with new development.
- Improving the safety of walking, biking, and rolling (e.g., scooters, mobility devices) along and across Hwy. 58.

# WHAT IS GREEN INFRASTRUCTURE?

Green infrastructure is any infrastructure element that “filters and absorbs stormwater where it falls.” Elements of green infrastructure can include **street trees**, planter boxes, **bioswales**, permeable pavement, **green streets**, and green roofs.



# MULTIMODAL TRANSPORTATION



## How important are each of following topics to you?

Place a dot along the line in the spot that best reflects your view.

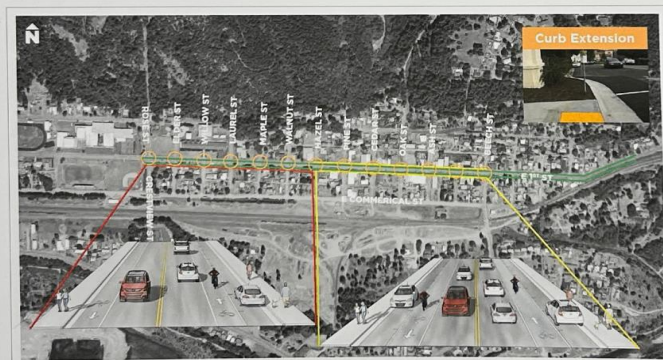
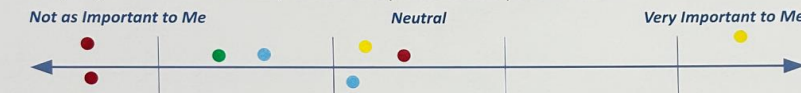
Improving the safety of walking, biking, and rolling (e.g., scooters, mobility devices) along and across Hwy. 58.



Improving bike and pedestrian connectivity around town through more trails, bike lanes, and sidewalks.



Reconfiguring on-street parking in Uptown to make space for bike lanes, as proposed in the adopted Transportation System Plan.



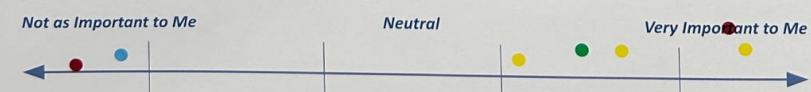
Oakridge TSP  
E 1<sup>st</sup> Street Uptown Corridor Refinement  
KITTelson & ASSOCIATES  
Figure 3-18

### WHAT IS GREEN INFRASTRUCTURE?

Green infrastructure is any infrastructure element that filters and absorbs stormwater where it falls. Elements of green infrastructure can include street trees, planter boxes, bioswales, permeable pavement, green streets, and green roofs. Green infrastructure can be built into street improvements like the bioswales pictured below.



Requiring green infrastructure, like street trees or stormwater planters, to be built with new development.



Are there any other transportation related topics that should be considered as part of this project? Use a sticky note to share your thoughts below.

4

*second above grade crossing of UP tracks at Union St*

*yes on street trees etc w/ new devel, but with an eye toward flexibility to achieve overall goals*

*We need a park & ride in Oakridge. The only one is in Westridge. Open the trestle across Salmon Creek for bikes and peds.*

## Multimodal

Total

<b>Improving the safety of walking, biking, and rolling along and across Hwy. 58.</b>					
Not as Important		Neutral		Very Important	
1	2	1	3	3	10
<b>Improving bike and pedestrian connectivity around town through more trails, bike lanes, and sidewalks.</b>					
Not as Important		Neutral		Very Important	
2	1	2	3	1	9
<b>Reconfiguring on-street parking in Uptown as proposed in the adopted Transportation System Plan.</b>					
Not as Important		Neutral		Very Important	
2	2	3	0	1	8
<b>Requiring green infrastructure to be built with new development.</b>					
Not as Important		Neutral		Very Important	
2	0	0	3	3	8
<b>Anything Else, Sec on above grade crossing of UP tracks at union St. - Yes on Street trees, ect. With new development, but with an eye towards flexibility to achieve overall goals. - We need a park &amp; ride in Oakridge. The is only one in Westridge. Open the tresstele across Salmon Creek for bikes and peds.</b>					

# SHORT TERM RENTALS

## KEY ISSUES TO CONSIDER

- Adding a definition for “short term rentals” to the Oakridge Zoning Ordinance so that they may be more specifically addressed in the code.
- Requiring STR owners, such as those with properties listed on Airbnb, to register their unit(s) with the City and pay a permit fee.
- Requiring owner-occupancy, ensuring that the owner of the STR unit will live somewhere on the property.
- Limiting the number of STR units allowed within city limits.

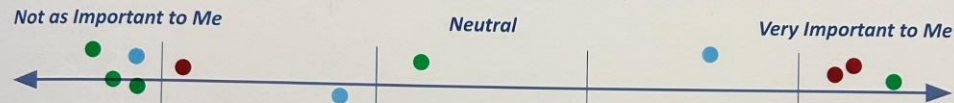
# SHORT TERM RENTALS



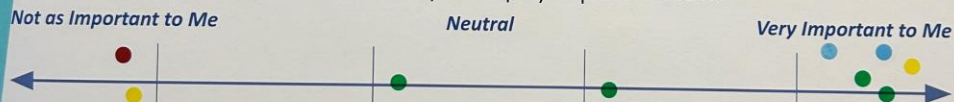
## How important are each of following topics to you?

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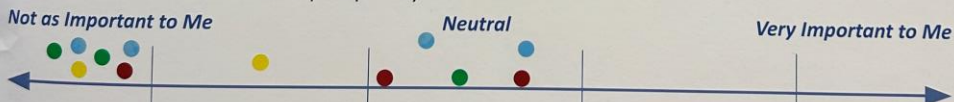
Adding a definition for “short term rentals” to the Oakridge Zoning Ordinance so that they may be more specifically addressed in the code.



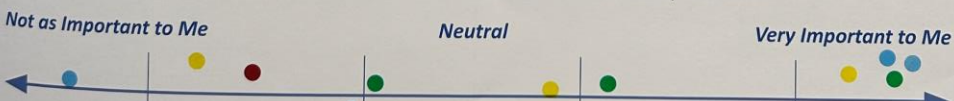
Requiring STR owners, such as those with properties listed on Airbnb, to register their unit(s) with the City and pay a permit fee.



Requiring owner-occupancy, ensuring that the owner of the STR unit will live somewhere on the property.



Limiting the number of STR units allowed within city limits.



### WHAT ARE SHORT TERM RENTALS (STRs)?

Temporary lodging options, typically rented for less than 30 days, and subject to the county’s Transient Lodging Tax. STR units are usually listed on websites like Airbnb or VRBO. Owners collect the applicable taxes and help facilitate the rental process.



## SHORT TERM RENTALS

	Not as Important	Neutral	Very Important	Total		
<b>Adding a definition for “short term rentals” to the Oakridge Zoning Ordinance so that they may be more specifically addressed in the code.</b>	4	2	1	1	3	11
<b>Requiring STR owners, to register their unit(s) with the City and pay a permit fee</b>	2	1	1	1	5	10
<b>Requiring owner-occupancy, ensuring that the owner of the STR unit will live somewhere on the property.</b>	5	1	1	0	0	7
<b>Limiting the number of STR units allowed within city limits.</b>	1	3	2	1	4	11
<b>Anything Else, Yes register STR No pay fee,</b>						

*Community comments suggested that there are not enough STRs in the market to have an impact on housing supply - as one stakeholder said, “Oakridge isn’t there yet.”*

# Public Feedback Findings

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# Community Perspectives

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The feedback shared by community members will help us prioritize the solutions we recommend in the Action Plan.

All the issues and solutions presented are “on the table” for consideration; those that the community views as more important will be identified as priorities in the Action Plan.

# Public Feedback Summary

---

## MOST IMPORTANT ISSUES

- Allowing apartments to be built without commercial space requirements
- Increasing housing options by identifying code barriers to building middle housing types
- Housing needs in Oakridge:
  - Senior housing
  - Accessible housing
  - Transitional housing
  - Workforce housing
- Improving the safety of walking, biking, and rolling along and across Hwy. 58.
- Requiring STR owners to register their unit(s) with the City



# Public Feedback Summary

---

## OTHER ISSUES

- In corporate Wildfire preparedness and community resilience into any new design standards for commercial and residential development
- Information on mobile home park code enforcement pertaining to safety

# Draft Action Plan & Next Steps

---

# Draft Action Plan

## OUTLINE

The Draft Action Plan will document recommended amendments to the Comprehensive Plan and Development Ordinance. It will:

- List and describe recommended changes.
- Show how the proposed amendments meet project objectives.
- Document community support for the proposed changes.
- Provide direction for a “Phase 2” code update project and legislatively adopted amendments.

# Schedule Review

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Planning Commission Work Session #1	January 2023
Draft Action Plan	February 2023
PMT Meeting #3	February 2023
Joint City Council and PC Work Session #1	March 2023
PMT Meeting #4	April 2023
Final Action Plan	April 2023
City Council Meeting #1	May 2023
Phase 1 Title VI Report	May 2023
Project Expiration	July 15, 2023



# Questions and Comments?

THANK YOU!



# Code Evaluation and Update Phase 1

JOINT CITY COUNCIL / PLANNING COMMISSION WORK SESSION

APRIL 6, 2023 | 5:30 – 6:30 PM



# Presentation Agenda

---

- Introductions
- Project Overview
- Evaluation Memorandum Overview
- Public Feedback Findings
- Draft Action Plan Overview
- Next Steps

# Project Team

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James Cleavenger, City Administrator

Rick Zylstra, Community Development Director

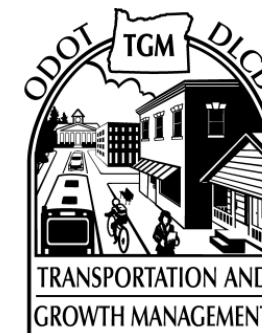
## MIG | APG, Consultant

Darci Rudzinski, AICP | Principal, Project Manager

Emma-Quin Smith, Planner

## Oregon DLCDC, Project Manager

Laura Buhl, AICP, CNU-A | Land Use & Transportation  
Planner, TGM





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---

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- Efficient use of land and energy resources
  - Compact development patterns & infill
  - Appropriate parking standards
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  - Efficient use of public utilities and infrastructure
- Mixed use development
  - Services, homes, shops and restaurants in close proximity
- Transportation options
  - Safe and convenient for walking, biking and driving
  - Detailed, human-scaled design



# Project Objective

---

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## ACTION PLAN

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# What can code requirements accomplish?

---

- Determine where buildings can be built and how they look
- Regulate the types of uses that can be in those buildings
- Determine how buildings interact with pedestrians at the ground level
  - Primary entrances
  - Windows
  - Design features
  - Gathering places
- Give clear and easy to use instructions
- Enable transportation options, such as walking, biking, and transit

# KEY TOPICS

- Uptown (Old Town Design Subdistrict)
- Uses and Standards
- Multimodal Transportation Facilities
- Green Infrastructure
- Temporary Lodging Standards
- Zoning Ordinance Structure



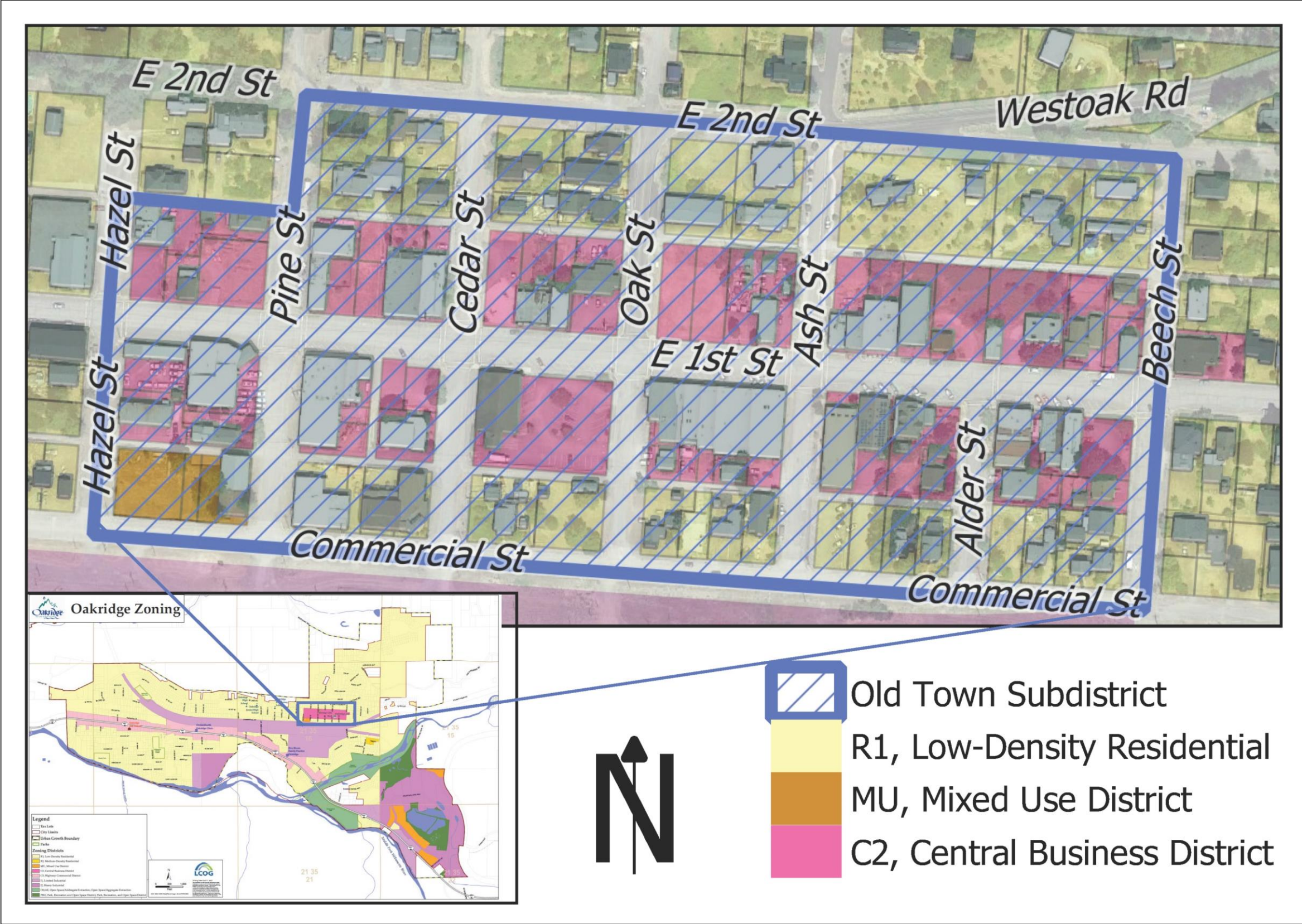
# UPTOWN


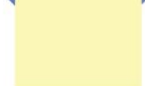


OLD TOWN DESIGN  
SUBDISTRICT

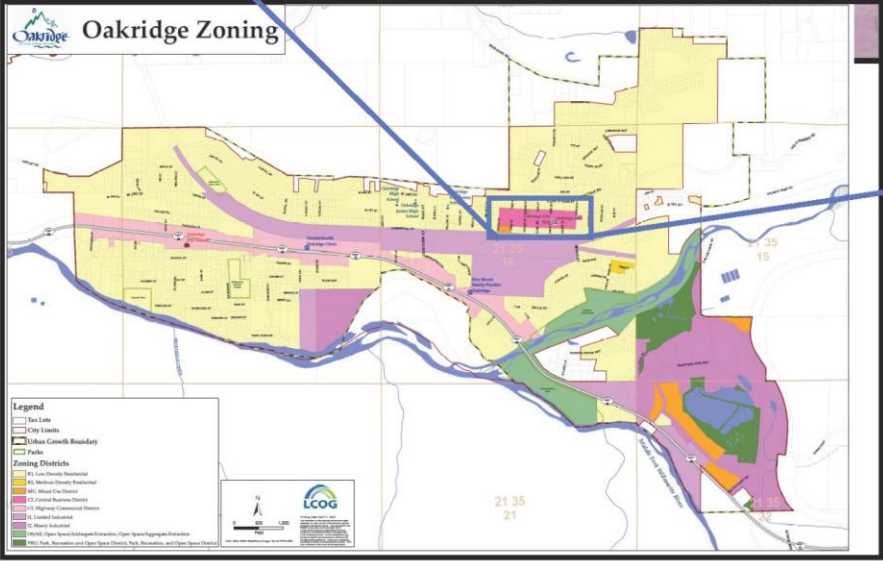
## KEY ISSUES TO CONSIDER

- Architectural design standards
- Remove minimum parking requirements to provide business owners flexibility
- Bicycle parking
- Allow apartments without any ground floor commercial space

# OLD TOWN DESIGN SUBDISTRICT ZONING



-  Old Town Subdistrict
-  R1, Low-Density Residential
-  MU, Mixed Use District
-  C2, Central Business District

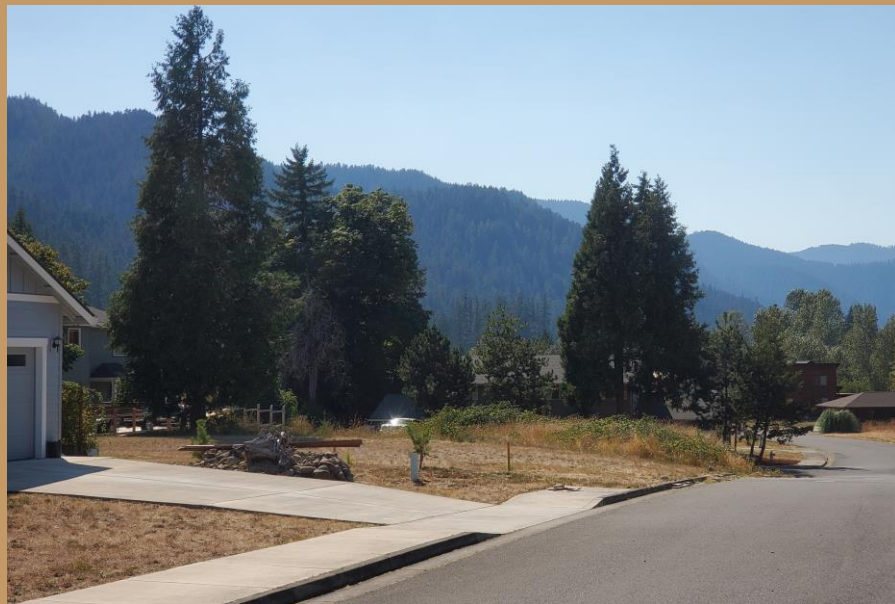


# HOUSING

## KEY ISSUES TO CONSIDER

- Increasing housing options by removing code barriers to building middle housing types.
- Creating more opportunities for senior housing, low-income housing, and transitional housing for currently houseless community members.
- Allowing multiple-dwelling development anywhere residential uses are allowed.
- Creating a High Density Residential (R-3) zone to encourage more development of apartment housing.
- Providing more housing options closer to services and community hubs.
- Preserving land for commercial uses and smaller, more affordable housing types by prohibiting new single dwelling housing development in commercial and medium density zones.
- Decreasing the cost of developing housing by reducing off-street parking requirements.

# MULTIMODAL TRANSPORTATION



## KEY ISSUES TO CONSIDER

- Improving bike and pedestrian connectivity around town through more trails, bike lanes, and sidewalks.
- Reconfiguring on-street parking in Uptown to make space for bike lanes, as proposed in the adopted Transportation System Plan.
- Requiring green infrastructure, like street trees or stormwater planters, to be built with new development.
- Improving the safety of walking, biking, and rolling (e.g., scooters, mobility devices) along and across Hwy. 58.

# SHORT TERM RENTALS

## KEY ISSUES TO CONSIDER

- Adding a definition for “short term rentals” to the Oakridge Zoning Ordinance so that they may be more specifically addressed in the code.
- Requiring STR owners, such as those with properties listed on Airbnb, to register their unit(s) with the City and pay a permit fee.
- Requiring owner-occupancy, ensuring that the owner of the STR unit will live somewhere on the property.
- Limiting the number of STR units allowed within city limits.

# Public Feedback Findings

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# Community Perspectives

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*The feedback shared by community members helped define and prioritize the solutions recommend in the Action Plan.*

# Public Involvement Overview

OUTREACH TOOLS

- Stakeholder Interviews
- Community Meeting
- Online Community Meeting
- Planning Commission Work Session
- **Joint Planning Commission & City Council Work Session**
- City Council Meeting





# COMMUNITY FEEDBACK

MOST IMPORTANT ISSUES

- Allowing **apartments** to be built without commercial space requirements
- **Increasing housing options** by identifying code barriers to building middle housing types
- **Housing needs in Oakridge:**
  - Senior housing
  - Accessible housing
  - Transitional housing
  - Workforce housing
- Improving the **safety of walking, biking, and rolling** along and across Hwy. 58
- Requiring **STR owners to register their unit(s)** with the City

# Draft Action Plan

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# DRAFT ACTION PLAN

## OUTLINE

### The Draft Action Plan:

- Documents recommended amendments to the Comprehensive Plan and Development Ordinance.
  - Lists and describes recommended changes.
  - Shows how the proposed amendments meet project objectives.
  - Documents community support for the proposed changes.
  - Provides direction for a “Phase 2” code update project and legislatively adopted amendments.

# UPTOWN

## RECOMMENDATIONS:

- Remove minimum standards for off-street parking requirements in the Old Town Subdistrict.
- Require zero lot line development in the Central Commercial (C-2) zone in Uptown.
- Reduce commercial ground floor requirements for multi-unit residential uses in Uptown C-2 zones.
- Permit outright standalone multi-unit residential uses in the R-1 and M-1 (Mixed Use) areas of the Old Town Subdistrict.
- Simplify Oakridge Frontier Architectural Standards and/or revise architectural design standards for the Old Town Design Subdistrict.

## Recommendation: Remove minimum standards for off-street parking requirements in the Old Town Subdistrict.



*On-street parking in Uptown*

- “Right sizing” and requiring less off-street parking in Uptown means:
- More flexibility for business owners
  - More land is available for other types of development
  - More opportunities for active uses
  - Enhancing visual interest along the street front
  - Using land efficiently

*“Oakridge is in a little valley and people are fighting over having a place to live, not a place to park.”*

# Recommendation: Simplify Oakridge Frontier Architectural Standards and/or revise architectural design standards for the Old Town Design Subdistrict.



Windows/  
Glazing

Weather  
Protection

Compact  
development

Building and Entrance  
located close to the street.  
Zero lot line development



McMinnville, OR

# USES & STANDARDS

## RECOMMENDATIONS:

- Allow middle housing types by right, not conditionally, in the R-1 zone.
- Decrease minimum lot sizes and increase lot coverage for middle housing in all residential zones.
- Increase residential height limit to 35 ft or 3 stories in R-1 zone.
- Increase ADU height limit to 2 stories or 24 feet.
- Update housing type definitions.
- Remove special architectural and design standards requirements for multiple-dwelling, middle housing types, and ADUs.
- Reduce minimum off-street parking requirements in all residential zones.
- Revise site plan review criteria to make permitting process clear and objective.

# Recommendation: Allow “middle housing” types outright.



Townhouses



Cottage Clusters



Duplexes



Triplex

*Middle housing typically includes duplexes, triplexes, quadplexes, townhomes, and cottage clusters. These housing types can encourage greater housing availability, affordability, and flexibility to meet different needs.*



# Recommendation: Update housing type definitions.



Dwelling Unit, Townhouse



Dwelling Unit, Triplex



Cottage Cluster



Dwelling Unit, Fourplex



Dwelling Unit, Single



Dwelling Unit, Triplex

**Recommendations:** Increase ADU height limit to 2 stories or 24 feet; Remove special architectural and design standards requirements for multiple-dwelling, middle housing types, and ADUs.



- Current requirements make multiple dwelling structures, middle housing, and ADUs more difficult and costly to develop than single dwelling housing.
- Simplified standards may encourage more development of these standards.
- Increasing the maximum ADU height provides more opportunity to develop livable ADUs on smaller lot sizes

# MULTIMODAL TRANSPORTATION

## RECOMMENDATIONS:

- Revise minimum right-of-way and pavement widths consistent with street functional classifications in TSP.
- Allow transportation facilities, services, and improvements that are consistent with the TSP to be permitted outright in all zones.
- Require a Traffic Impact Analysis (TIA) for development applications of a certain size
- Add requirements for shade and pedestrian circulation in parking lots of a certain size.
- Add language requiring bicycle parking for transit transfer stations and park-and-ride lots.
- Require proposed developments that are within a certain distance from an existing or planned transit stop to enhance access or accommodate this mode.
- Require new developments with planned designated employee parking areas to provide preferential parking for employee carpools and vanpools.
- Develop more robust standards for bike and pedestrian infrastructure and connectivity to develop a well-connected multimodal network.

## Recommendations:

Add requirements for shade and pedestrian circulation in parking lots of a certain size; require bicycle parking at transit transfer stations and park-and-ride lots.



*TriMet park-and-ride lot with landscaping, bike parking, and pedestrian circulation.*



# GREEN INFRASTRUCTURE

## RECOMMENDATION:

- Update Minor Site Plan Review requirements to include green infrastructure elements.

# WHAT IS GREEN INFRASTRUCTURE?

Green infrastructure is a term that describes natural elements in a city that conserve ecosystem functions, sustain clean air and water, and provide a wide array of benefits to people and wildlife.

Elements of green infrastructure can include **street trees**, planter boxes, **bioswales**, permeable pavement, **green streets**, and green roofs.



# TEMPORARY LODGING STANDARDS

## RECOMMENDATION:

- Include a definition of “short term rental.”

# ZONING ORDINANCE STRUCTURE

## RECOMMENDATIONS:

- Reformat residential development standards to increase legibility.
- Combine the Zoning Ordinance and Land Division Ordinance and create a unified development ordinance.



# Next Steps

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# Schedule Review

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Joint City Council and PC Work Session #1	April 6, 2023
PMT Meeting #4	April 11, 2023
Final Action Plan	April 27, 2023
City Council Meeting #1	May 4, 2023
Phase 1 Title VI Report	June 2023
Phase 1 Project Expiration	July 15, 2023



# Questions and Comments?

THANK YOU!

**CITY OF OAKRIDGE**

**RES. 09-2023**

**A RESOLUTION ADOPTING THE CITY OF OAKRIDGE TGM CODE ACTION PLAN AND SUPPORTS MOVING INTO PHASE 2 FOR SUPPORT OF IMPLEMENTATION**

**WHEREAS**, on December 3, 2020 the City of Oakridge adopted a Strategic Plan that included the goal to “Find creative ways to work with public and private partners to increase access to housing;”

**WHEREAS**, on January 7, 2021, the City of Oakridge adopted a Transportation System Plan (TSP) that included the goals to “Provide a transportation system with facilities and services that meet mobility needs of all potential users” and “Integrate transportation and land use planning to maximize the benefits of transportation;”

**WHEREAS**, the Transportation Growth Management (TGM) Code Assistance Program helps local governments identify and update regulations to promote efficient land use and multi-modal transportation;

**WHEREAS**, the mission of TGM is to support community efforts to expand transportation choices. By linking land use and transportation planning, TGM works in partnership with local governments to create vibrant, livable places in which people can walk, bike, take transit, or drive where they want to go;

**WHEREAS**, the City of Oakridge would like to address our lack of “Missing Middle” housing and remove code barriers that are inhibiting housing development and a thriving business community;

**WHEREAS**, the City of Oakridge understands and supports the mission, goals and objectives of the TGM Program as attached hereto;

**WHEREAS**, on March 18, 2021 the City passed Resolution 03-2021 supporting the City of Oakridge Code Assistance Application;

**WHEREAS**, TGM has completed phase 1 of the Code Evaluation and Update and is seeking council endorsement to enter phase 2 of the project to assist the City in implementing the Action Plan Recommendations outlined in phase 1.;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Oakridge adopts the TGM Code Assistance Action Plan and supports moving to phase 2 for implementation.

**BE IT FURTHER RESOLVED** that this Resolution shall take effect 30 days after its enactment.

**PASSED BY THE COUNCIL OF THE CITY OF OAKRIDGE THIS \_\_\_\_\_, DAY OF \_\_\_\_\_, 20\_\_\_\_.**

**APPROVED AND SIGNED BY THE MAYOR OF THE CITY OF OAKRIDGE THIS \_\_\_\_\_, DAY OF \_\_\_\_\_, 20\_\_\_\_.**

**Signed:** \_\_\_\_\_  
Bryan Cutchen, Mayor

Attest: \_\_\_\_\_  
Jackie Taylor, City Recorder

Ayes:  
Nays:



# memo

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to James Cleavenger and Rick Zylstra, City of Oakridge  
Laura Buhl, DLCD

from Darci Rudzinski, AICP and Emma-Quin Smith, MIG | APG

re Code Evaluation and Update Phase 1: Task 4.2 Final Action Plan

date April 26, 2023

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## Introduction

### A. PROJECT BACKGROUND

The goal of Oakridge’s Code Evaluation and Update project is to make recommendations related to urban design, housing, green infrastructure, and transportation policy and development requirements to help the City remove barriers to creating a vibrant, multimodal community. This project is partially funded by the Transportation and Growth Management (TGM) Program, a joint program of the Oregon Department of Transportation and the Oregon Department of Land Conservation and Development. The overarching project goal is consistent with the mission, goals, and objectives of the TGM program and "smart growth" (also known as “smart development”) principles.<sup>1</sup>

The Evaluation Memorandum completed in January 2023 identified policy language in the City’s adopted plans and development requirements that is creating barriers to smart development in the City. The focus of the Evaluation Memorandum was on how Oakridge could affect positive change in Uptown (referred to in the zoning code as the “Old Town Design Subdistrict”), and also explored potential changes that can improve future development-related outcomes elsewhere in the community. Ultimately, the project will provide recommend policies, requirements, standards, and tools to address the following:

- Housing availability and affordability
- Use and design standards in the Zoning Ordinance, including permitting “middle housing” types

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<sup>1</sup> This TGM project is financed, in part, by federal Fixing America’s Surface Transportation Act (FAST-Act), local government, and State of Oregon funds. The contents of this document do not necessarily reflect views or policies of the State of Oregon. To learn more about the program's mission, goals, and objectives, see <https://www.oregon.gov/lcd/TGM/Documents/mission-goals-objectives.pdf>. For an overview of smart growth principals, visit <https://smartgrowthamerica.org/our-vision/what-is-smart-growth/>

- Possible impacts of short-term rental housing/temporary lodging
- Barriers to redevelopment and new development in the community
- Development standards that may be impeding development, including design requirements
- Inefficient or unnecessarily complicated requirements in land use permitting processes
- Multimodal transportation opportunities
- Opportunities to incorporate green infrastructure elements, including street trees, to enhance pedestrian travel and livability
- Updated off-street parking requirements to ensure land use efficiency and maximize opportunities in Old Town and flexibility for developers to build affordable housing options
- Policy direction to support desired land uses, future development, and multimodal connectivity
- Code modifications from the recent Transportation System Plan planning project

To gauge the overall effectiveness and functionality of the land use regulations, Oakridge's land use ordinances were evaluated against smart development principles and "best practices" implemented in similarly sized jurisdictions in Oregon.<sup>2</sup> Transportation planning implementation requirements in the Transportation Planning Rule (OAR 660-012) were also referenced. The findings of the Code Evaluation and a code audit completed as part of the 2020 Oakridge Transportation System Plan update are attached to this memorandum.

## **B. OVERVIEW OF ACTION PLAN**

Phase 1 of the project includes developing an Action Plan that provides specific direction to the community and City leaders. This Action Plan outlines recommended policy and code amendments to the Oakridge Zoning Ordinance (Ord. 874) and the Land Division Ordinance (Ord. 805), including a description of where the amendments should occur and the rationale for the change. It does not provide adoption-ready code amendments; the development of adoptable code language could be a second phase of this TGM Code Assistance project.<sup>3</sup> The recommendations in this Action Plan are based on work done in previous project tasks conducted between August 2022 and February 2023, including the code evaluation, stakeholder interviews, discussions with City Staff, a public open house and online survey, and meetings with the Planning Commission. Supporting documents from this earlier work, meetings, and community engagement are included as attachments.

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<sup>2</sup> A principal document in this review is the TGM Model Development Code and User's Guide for Small Cities - 3rd Edition (Model Code). For more information, see: <https://www.oregon.gov/lcd/TGM/Pages/Model-Code.aspx>

<sup>3</sup> Note: The second phase of the project will occur only after endorsement by the City Council and authorization by the TGM Program.

## Action Plan

### A. POTENTIAL COMPREHENSIVE PLAN AMENDMENTS

Oakridge Comprehensive Plan policies generally support the objectives of this project; however, some minor modifications are recommended to strengthen the policy framework for proposed code amendments described in the following section. The suggested Comprehensive Plan amendments are characterized as follows:

- Modify Uptown (Old Town Design Subdistrict) provisions to be more open to various types of commercial uses and a broader range of housing types.
- Make the policy language related to residential densities consistent with proposed code amendments (where needed).
- Modify transportation policies to emphasize multimodal facilities (i.e., a transportation network, safety, and comfort for all types of transportation, including pedestrians and cyclists) and connectivity in Oakridge.

### B. CODE RECOMMENDATIONS

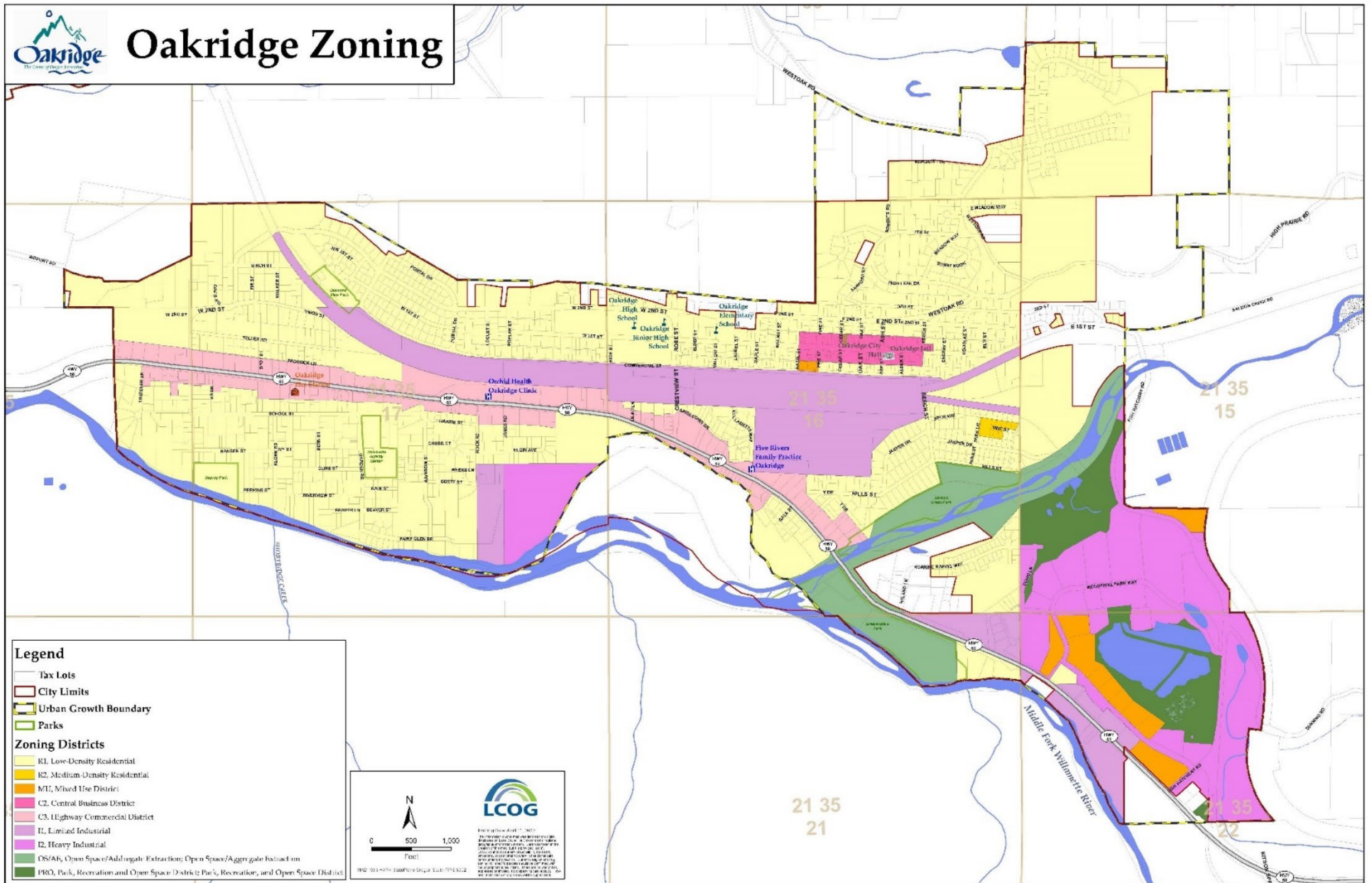
The recommended updates to the Zoning Ordinance and Land Division Ordinance are presented in Table 1-Table 6. Tables are titled and ordered consistent with the topic areas introduced in the Evaluation Memorandum:

- Uptown (Old Town Design Subdistrict)
- Uses and Standards
- Multimodal Transportation Facilities
- Green Infrastructure
- Temporary Lodging Standards
- Zoning Ordinance Structure

For each heading, there are several recommended code modifications, as proposed in the Evaluation Memorandum and informed by public input. For each recommendation, there are citations to the existing Land Division or Zoning Ordinance section, as applicable, and a discussion column to provide context for the recommendation. Depending on the recommended change, comments may include how the recommendations are consistent with TGM goals and objectives and how they reflect community feedback from stakeholder interviews, the community meeting and survey, and the Planning Commission and City Council work sessions. Proposed Zoning Ordinance or Land Division Ordinance amendments based on the updated Transportation System Plan and compliance with the Transportation Planning Rule are found in the Evaluation Memorandum's Attachment Table ("TPR Assessment")



Figure 1. Oakridge Zoning Map



**Uptown (Old Town Design Subdistrict)**

This section lists recommendations for updating standards in the Old Town Design Subdistrict section (Subsection 15.06) of the Oakridge Zoning Ordinance. The Old Town Design Subdistrict encompasses the area of Oakridge that is commonly referred to as “Uptown.” “Uptown” and “Old Town Design Subdistrict” are used interchangeably in this memo; however, it is recommended to rename the “Old Town Design Subdistrict” to “Uptown” in the Zoning Ordinance so that community members, developers, City staff, etc. are aware of the geography in question when review development applications and plans for the area.

*Figure 2. Old Town Design Subdistrict Zoning*

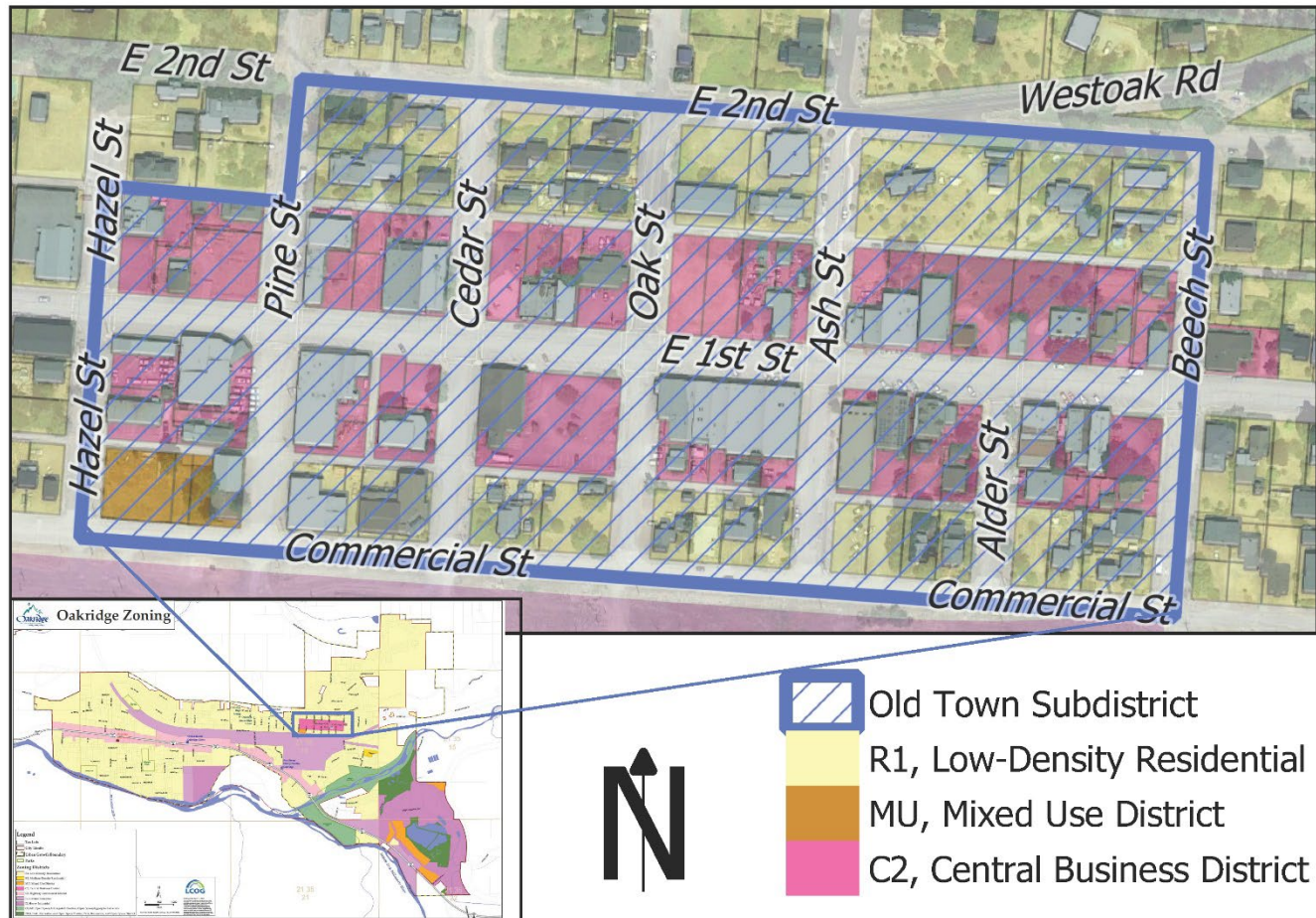


Table 1. Action Plan Recommendations - Uptown (Old Town Design Subdistrict)

RECOMMENDED AMENDMENTS	CODE SECTION	DISCUSSION
<p><b>Remove minimum standards for off-street parking requirements in the Old Town Design Subdistrict.</b></p> <p>To maximize flexibility for property owners and developers, ensure the highest and best use of valuable land, and promote a more pedestrian friendly environment, there should be no minimum required parking in the Old Town Design Subdistrict.</p> <p>Add parking exception provision to Section 15.06 – Old Town Design Subdistrict</p>	<p>Section 15.06 – Old Town Design Subdistrict</p>	<p>In a downtown area, the amount of space dedicated to parking should be minimized to create more space for activities and business and to help foster a compact built environment. By removing off-street parking requirements, the City can give business owners and developers flexibility and freedom to determine the amount and type of parking that will meet the needs of their clients.</p> <p>Removing off-street parking requirements does not mean that off-street parking will go away, nor that more will not be built, it simply allows the City and business owners to meet the true parking needs of the Old Town district.</p>
<p><b>Require zero lot line development in the Central Commercial (C-2) zone in Uptown.</b></p> <p>Currently, there is a maximum allowed front setback of 10 ft in the Old Town Design Subdistrict. Remove provision that states “(n)o specific front and rear yard standards shall be provided. They shall be decided upon an individual basis and guided by the prevailing setbacks in the immediate vicinity.”</p> <p>Remove maximum allowed setbacks and add requirement for zero lot line</p>	<p>Section 15.06 (3) – Old Town Site Development Standards; Section 7.04 – Yards</p>	<p>The goal of removing setbacks and requiring zero lot line development is to maximize potential space for activity and development in Uptown. Structures built to the lot line, rather than to a setback line, will allow for a larger building envelop on commercial lots. Larger building envelopes mean more rentable or useable space for property owners. Older existing buildings in Uptown are built close to the sidewalk and new development should continue this pattern for visual consistency and to enhance walkability in Old Town.</p>

RECOMMENDED AMENDMENTS	CODE SECTION	DISCUSSION
<p>development (0 ft. setbacks). Require 10 ft. setbacks except on lots adjacent to alleys. Maintain 10 ft. setback for lots adjacent to residential uses.</p>		
<p><b>Reduce commercial ground floor requirements for multi-unit residential uses in Uptown C-2 zones.</b></p> <p>Allow a greater percentage of residential use on the ground floor of mixed-use buildings. Currently, new residential uses are permitted only as part of mixed-use development (with the front 25 feet of a building footprint for commercial use).</p> <p>Given the proposed allowance for ground floor residential, the City could consider preserving available commercial space by designating specific blocks in the core of Uptown for commercial ground floor use. Designating blocks where only commercial uses are permitted on the ground floor would ensure that future commercial land needs are met, and that the Uptown core along 1<sup>st</sup> St. is enlivened by future shops.</p>	<p>Article 7 – Central Commercial District (C-2)</p>	<p>Reduce requirement for ground floor commercial with new residential development that states: “provided that dwelling units do not occupy the front 25 feet of the building’s ground floor facing the principal commercial street.”</p> <p>Residential development in Uptown can encourage support for businesses in the area creating a “built in” customer base.</p> <p>Stakeholders expressed concerns regarding potential loss of limited and valuable commercial space in Uptown. In response, the PMT recommends the City designate specific blocks where only commercial space on the ground floor is permitted in order to keep the core of Uptown commercial. The City could also implement storefront design standards on certain blocks but remain flexible about which use is built on the ground floor. This allows building use to adapt to the market while preserving the ground floor commercial frontage. Identifying the exact block faces on which ground floor commercial would be preserved would occur in Phase 2 of this project.</p>

RECOMMENDED AMENDMENTS	CODE SECTION	DISCUSSION
<p><b>Permit outright standalone multi-unit residential uses in the R-1 and M-1 (Mixed Use) areas of the Old Town Subdistrict.</b></p> <p>Currently, multi-unit housing (small apartment buildings) is not allowed in the R-1 zone or the M-1 zone.</p> <p>Consider revising permitted uses in Old Town Design Subdistrict to include stand-alone multi-unit development, such as small apartment complexes, provided architectural standards can met.</p>	<p>Article 4 – Low Density Residential District (R-1), Article 9 – Mixed Use Districts (M-1)</p>	<p>The intended result of allowing standalone multi-unit residential uses in the R-1 and M-1 areas of the Old Town Design Subdistrict is higher density residential development in the future that could support commercial development in Uptown. One critical element of a thriving central business district like Uptown is having residents in proximity to places where they can dine, shop, or work.</p> <p>Allowing standalone multi-family housing in Uptown effectively intensifies development in the district while maintaining ground floor area for commercial development in the core of Uptown.</p>
<p><b>Simplify Oakridge Frontier Architectural Standards and/or revise architectural design standards for the Old Town Design Subdistrict.</b></p> <p>An attractive, unique, and aesthetic environment can be maintained in Old Town, even with simplified design standards. Allowing more design flexibility may encourage more development in the Old Town with fewer barriers and a faster approval process.</p>	<p>Section 15.06 (5) – Oakridge Frontier Style Architectural Standards</p>	<p>A review of the existing design standards required for new development in Old Town concluded that similar standards are implemented in many of Oregon’s small communities and are not overly restrictive. However, many community members, property owners, and developers have expressed concern over the complexity of the standards and point to them as inhibiting growth and redevelopment. While there has been limited new development in Old Town since the Oakridge Frontier Style was implemented, there is no empirical or conclusive evidence that City design requirements are to blame.</p> <p>During this planning process some community members have expressed distaste for the “frontier” style, pointing to an unnecessary adherence to Oakridge’s past as a timber town. Stakeholders also expressed concern over the lengthy review</p>

RECOMMENDED AMENDMENTS	CODE SECTION	DISCUSSION
<p>The following simplifications are for future discussion:</p> <ul style="list-style-type: none"> <li>Remove decorative roof requirements (15.06 (5)(d)(iii)(A-C))</li> <li>Remove decorative window requirements (15.06 (5)(e)(iii)(A-B))</li> </ul> <p>Review materials lists and update according to fire resiliency best practices.</p>		<p>process for implementing the design standards, the likelihood of having the City grant an exception, and the inclusion of wood as a permitted siding material given the history of forest fires in the area. Modifying the design standards while maintaining a reasonable list of requirements to ensure a safe and attractive Uptown may spur interest in development and redevelopment in the district.</p> <p>Some community members have also expressed interest in incorporating Firewise or other wildfire resiliency best practices into the architectural standards for Uptown.<sup>4</sup> The City is a signatory to the Lane County Firewise program, however other types of resiliency standards should be considered as well. Incorporating these types of design and development standards would promote the City’s goals for new development in Oakridge to be more resilient to wildfires.</p>

Uses and Standards

Table 2. Action Plan Recommendations - Uses and Standards

RECOMMENDED AMENDMENTS	CODE SECTION	DISCUSSION
<p><b>Allow middle housing types by right, not conditionally, in the R-1 zone.</b></p> <p>Remove corner lot and double frontage requirements based on the</p>	<p>Section 4.02</p>	<p>Permitting all middle housing types by right in the R-1 zone may encourage the development of more affordable housing options in Oakridge. Duplexes and triplexes can be accommodated on lots with the same lot size dimensions as single-unit homes. Similarly,</p>

<sup>4</sup> More information on Firewise can be found here: <https://www.nfpa.org/-/media/Files/Training/certification/CWMS/SaferFromtheStart.ashx> Specific design guidance can be found here: <https://static.colostate.edu/client-files/csfs/pdfs/firewise-construction2012.pdf>

RECOMMENDED AMENDMENTS	CODE SECTION	DISCUSSION
<p>number of units in a development, for example duplexes and triplexes.</p> <p>Eliminate minimum lot size requirements for townhouses in R-1 zone.</p>		<p>the City may see more interest in townhouse development by eliminating minimum lot size requirements for this housing type.</p> <p>This recommendation supports the RLNA strategy “rezone an area of the R-1 zone to the R-2 zone in order to dedicate additional land for higher density townhouses/plexes and multi-family housing” without having to go through a rezoning process.</p>
<p><b>Decrease minimum lot sizes and increase lot coverage for middle housing in all residential zones.</b></p> <p>Current minimum lot sizes may create a significant barrier to developing housing, including middle housing, and increase the overall cost of homeownership on those lots.</p> <p>Lot coverage standards should in the R-1 zone for housing that contains more units to make slightly larger buildings feasible for developers.</p>	<p>Section 4.03 Section 5.03</p>	<p>The City’s recent Residential Land Needs Analysis (RLNA, August 18, 2022, Draft) identified the need for more affordable housing types, such as townhouses/plexes, multi-unit, and manufactured housing. Preliminary strategies resulting from the RLNA work include reducing minimum lot size standards and establishing minimum density standards.</p> <p>The City should discuss appropriate decreases to minimum lot size and increases to lot coverage standards in residential zones. In another approach to increasing future housing opportunities, the City should consider establishing minimum density standards. Alternatively, the City could consider the possibility of setting a maximum lot size to ensure that residential zones are not developed exclusively with large lots.</p>
<p><b>Increase residential height limit to 35 ft or 3 stories in R-1 zone.</b></p> <p>Currently residential structures are limited to the lesser of 2 ½ stories or 28 ft. The height requirements should</p>	<p>Article 4.05 (1)</p>	<p>Increasing maximum height limits will allow for a greater variety of housing types and may increase the viability of housing development that can be accommodated in the City’s residential areas.</p>

RECOMMENDED AMENDMENTS	CODE SECTION	DISCUSSION
<p>be modified to allow more flexibility for developing middle housing.</p>		
<p><b>Increase ADU height limit to 2 stories or 24 feet.</b></p> <p>Currently accessory structures are limited to the lesser of one-story or 15 ft.</p>	<p>Article 4.05 (2)</p>	<p>Increasing the maximum ADU height provides more opportunity to develop livable ADUs on smaller lot sizes, thereby increasing the options for affordable housing.</p>
<p><b>Update housing type definitions.</b></p> <p>Standardize usage of term “dwelling unit, single” and remove references to “single family” dwellings for consistency and clarity.</p> <p>Add definition for “cottage cluster” housing type.</p> <p>Update “dwelling unit, multiple” to exclude fourplexes from essentially being apartments.</p> <p>Add definition for “dwelling unit, fourplex” to allow this type of middle housing to be built in the R-1 zone.</p>	<p>Article 33 – Definitions</p>	<p>Residential use definitions can be updated using the Middle Housing Model Code and current best practices.</p> <p>Cottage cluster housing is technically allowed under the current definition “dwelling unit, multiple.” To encourage further diversification of housing in Oakridge, the City should add a specific definition and standards for cottage cluster housing.</p> <p>Cottage cluster developments are often defined as multi-unit residential developments where grouping(s) of four to twelve (12) cottage dwellings are arranged around or adjacent to shared open space and located on a single lot. This form of development provides for small-scale detached dwellings that form a small community.</p> <p>All definitions to be updated are listed in Attachment C. Code Evaluation Memorandum.</p>
<p><b>Remove special architectural and design standards requirements for multiple-dwelling, middle housing types, and ADUs.</b></p>	<p>Sections 25.09 - 25.12</p>	<p>Current requirements make multiple dwelling structures and middle housing more difficult and costly to develop than single dwelling units and should be removed. Standards should be simplified so that the City is applying the same or less restrictive development standards to ADUs as those for other accessory</p>



RECOMMENDED AMENDMENTS	CODE SECTION	DISCUSSION
<p>Multiple-dwelling and middle housing types and ADUs are subject to special architectural and design standards such as building mass standards,</p>		<p>buildings. The City should allow ADUs on any legal lot as long as setback and lot coverage requirements are met.</p>
<p><b>Reduce minimum off-street parking requirements in all residential zones.</b></p> <p>Reduce single- unit, duplex, triplex, and multi-unit requirements to one space per dwelling.</p> <p>Remove all requirements for additional off-street parking on lots with ADUs; require no off-street stalls for ADUs.</p>	<p>Section 4.07 Section 5.07</p>	<p>The City should reduce all off-street parking requirements in residential zones to lower land and development costs and provide more flexibility for developers to build affordable housing options. Eliminating parking requirements for ADUs will increase the viability of this housing type on more lots and is also required by state law.</p>
<p><b>Revise site plan review criteria to make permitting process clear and objective.</b></p> <p>In order to make the residential development process clear and objective, Section 25.06 Criteria for Site Plan Review Evaluation should be amended to remove requirements that are subjective. Examples of language that rely on subjective judgement by reviewers include requiring that the “development is compatible with surrounding developments and does not detract from the character of the</p>	<p>Section 25.06 – Criteria for Site Plan Review Evaluation</p>	<p>Oregon Revised Statute (ORS) 197.307(4) requires that local governments adopt and apply clear and objective standards, conditions, and procedures regulating the development of all housing. This is to ensure that communities do not use discretionary or subjective criteria to deny housing projects. Local standards, conditions, and procedures can’t discourage housing through unreasonable cost or delay.</p>

RECOMMENDED AMENDMENTS	CODE SECTION	DISCUSSION
neighborhood (25.06(1)(b))” and that the location, design, size, shape and arrangement of the uses and structures are “in scale and are compatible with the surroundings (25.06(2).”		

**Multimodal Transportation and Transportation Options**

The following recommendations are brought forward from the 2020 TSP Planning project. The recommendations are consistent with and would further project goals. The proposed recommendations support TGM principals, such as planning for appropriately sited, designed, and managed local, regional, and state transportation facilities and services that support the movement of goods and provide for services.

*Table 3. Action Plan Recommendations - Multimodal Transportation*

RECOMMENDED AMENDMENTS	CODE SECTION	DISCUSSION
<p><b>Revise minimum right-of-way and pavement widths consistent with street functional classifications in TSP.</b></p> <p>Street standards should be included in the City's land division provisions (Article 6) consistent with the standards in the Transportation System Plan. Consider modifying cross-section standards to provide more options to better accommodate design elements that serve all roadway users</p>	<p>Land Division Ordinance Section 6.02</p>	<p>Including street width standards in the LDO ensures that streets are “right sized” for their intended use and level of expected traffic. This project has continued the community conversation regarding the appropriate ways to repurpose existing right-of-way widths for bicycles and pedestrians in Uptown. While there has been community member support for improving the safety of walking and bicycling around Oakridge, there is mixed feedback about what specific changes to E 1<sup>st</sup> St. could look like. Street standards should include room for street trees.</p>

RECOMMENDED AMENDMENTS	CODE SECTION	DISCUSSION
(e.g., cyclists, pedestrians, and motor vehicles).		
<b>Add language that specifies acceptable ways to accommodate on-site pedestrian and bicycle routes.</b>	Zoning Ordinance Section 25.06 (4) - Traffic, Circulation and Parking.	This modification was suggested to ensure that non-motorized modes had safe access and passage through larger developments.
<b>Allow transportation facilities, services, and improvements that are consistent with the TSP to be permitted outright in all zones.</b>	Zoning Ordinance Articles 4-14 Section XX.02(1) - Permitted principle uses and structures	This addition will clarify that allowing transportation facilities that are consistent with the City’s long-range, adopted plan does not require a separate land use permitting process.
<b>Require a Traffic Impact Analysis (TIA) for development applications of a certain size</b> to ensure there will not be adverse impacts on the City’s transportation system. If adverse impacts are anticipated based on the analysis, the City should emphasize multimodal and transportation-demand-management-based mitigation measures to reduce the impacts.	No existing requirements in the Zoning Ordinance.	<p>TIAs ensure that the planned transportation system can support the proposed development, or that necessary improvements are constructed to support the expected impact of the proposed use/development.</p> <p>The proposed change supports TGM principals to plan land uses in coordination with appropriately sited, designed, and managed transportation facilities and services that support the movement of goods and provide for services.</p> <p>Non-automobile solutions to mitigate expected future traffic may be recommended as a result of TIA findings.</p>
<b>Add requirements for shade and pedestrian circulation in parking lots of a certain size.</b>	Zoning Ordinance Section 20.23	This modification was suggested to ensure that future development includes safe pedestrian access and passage through larger parking lots.

RECOMMENDED AMENDMENTS	CODE SECTION	DISCUSSION
<p><b>Add language requiring bicycle parking for transit transfer stations and park-and-ride lots.</b></p>	<p>Zoning Ordinance Section 20.11 – Bicycle Parking Requirements</p>	<p>Increasing the availability of bicycle parking can make this mode choice more convenient and desirable.</p>
<p><b>Require proposed developments that are within a certain distance from an existing or planned transit stop to enhance access or accommodate this mode.</b></p>	<p>TBD</p>	<p>This suggestion involves requirements that ensure future development facilitates access to planned transit stops. This would include coordinating with the (future) transit provider and accommodating needed improvements (e.g., dedicating land for a transit shelter), consistent with an adopted long-range transit plan.</p>
<p><b>Require new developments with planned designated employee parking areas to provide preferential parking for employee carpools and vanpools.</b></p>	<p>Zoning Ordinance Section 20.04 Vehicle Parking Spaces Required</p>	<p>Requiring commercial or employment uses to designate carpool or vanpool parking could make ridesharing a more viable option for commuting. Dedicated parking spaces for this use are most practical for larger employers.</p>
<p><b>Develop more robust standards for bike and pedestrian infrastructure and connectivity to develop a well-connected multimodal network.</b></p> <ul style="list-style-type: none"> <li>• Require sidewalks, planter strips, and street trees on both sides of local streets, with exceptions for extreme circumstances. Where topography or other natural hazards limit the opportunity for a full street section, or the full street design is cost prohibitive, the City could require sidewalks on one side of the street. The circumstances under which</li> </ul>	<p>No existing requirements in the Zoning Ordinance.</p> <p>Land Division Ordinance Section 7.03 (5-7)</p>	<p>The City should consider replacing Sidewalk Ordinance No. 697 with updated standards for bicycle and pedestrian connectivity.</p> <p>The recommendations support TGM goals and objectives, such as increasing:</p> <ul style="list-style-type: none"> <li>• Travel choices, especially for vulnerable citizens underserved communities and</li> <li>• Safe and convenient walking, biking, and public transportation opportunities to support a healthy, active lifestyle.</li> </ul>

RECOMMENDED AMENDMENTS	CODE SECTION	DISCUSSION
sidewalks would not be required on both sides of the street should be quantifiable and codified (e.g., slopes over 15%, dead-end streets shorter than 500 feet).		

Green Infrastructure

Table 4. Action Plan Recommendations - Green Infrastructure

RECOMMENDED AMENDMENTS	CODE SECTION	DISCUSSION
<b>Update requirements to include green infrastructure elements, with a focus on those that most benefit pedestrian and bicycle travel.</b>	Land Division Ordinance Article 7 – Improvement Requirements  Zoning Ordinance Article 25 (and other applicable sections)	Through community discussions there is a general interest in incorporating green infrastructure elements within the right-of-way. Community members expressed general support for street trees and stormwater plantings but emphasized maintaining flexibility for developers. It is possible for these types of improvements to be required of private developers as part of subdivision approval. The City will need to determine what green infrastructure elements are permitted and/or required as part of development approval for proposals subject to Minor Site Plan Review. The City should also revisit public works standards and public right-of-way standards and consider updating the TSP to include green infrastructure elements.

Temporary Lodging Standards

Table 5. Action Plan Recommendations - Temporary Lodging Standards

RECOMMENDED AMENDMENTS	CODE SECTION	DISCUSSION
<p><b>Include a definition of “short term rental” to Article 33 and add to use list of each zone.</b> Consider whether more short-term rental (STR) development standards are needed as part of Phase 2.</p>	<p>Zoning Ordinance Article 33 – Definitions</p>	<p>As a currently allowed use, the recommendation is to define the term “short term rental” in the Zoning Ordinance. While there was indication through community feedback that the City is not currently in need of development requirements specific to short-term rentals, this topic should be revisited in Phase 2.</p> <p>As indicated during the Community Meeting (see summary in Attachment F.) and through City Council comments, there is interest in requiring registration for short term rentals. Formalizing this type of requirement is not expected to be part of Phase 2, which will focus on land use requirements and development code modifications. A registration requirement is not a land use decision and would not be found in the Zoning Ordinance or Subdivision Ordinance, but could be included elsewhere in City Code.</p>

Zoning Ordinance Structure

Table 6. Action Plan Recommendations - Zoning Ordinance Structure

RECOMMENDED AMENDMENTS	CODE SECTION	DISCUSSION
<p><b>Reformat residential development standards to increase legibility.</b></p>	<p>Sections 4.03 - 4.05</p>	<p>This recommendation is intended to be content neutral. The suggested direction for a future code update is to move standards into a table format for easier reference and implementation.</p>
<p><b>Combine the Zoning Ordinance and Land Division Ordinance and integrate adopted land use ordinances that are not yet codified to create a unified development ordinance.</b></p>	<p>N/A</p>	<p>A unified development ordinance (UDO) will streamline the Zoning Ordinance and Land Division Ordinance into one combined document that would be more easily accessible to the public, designers, and City staff reviewers. A UDO will help ensure consistency across the documents and make it easier to update standards across the documents.</p>

RECOMMENDED AMENDMENTS	CODE SECTION	DISCUSSION
		<p>Note that creating a UDO can be approached as a “policy neutral” exercise where the focus is not on changing zoning or development standards. However, reconciling discrepancies may necessitate policy discussions regarding the intent of the existing ordinance language.</p>

## List of Attachments

- Attachment A. Public Involvement Plan
- Attachment B. Planning Commission Meeting # 1 Presentation
- Attachment C. Code Evaluation Memorandum
- Attachment D. Transportation Planning Rule Evaluation
- Attachment E. Stakeholder Interviews Summary
- Attachment F. Community Meeting Summary
- Attachment G. Planning Commission Work Session #1 Presentation
- Attachment H. Joint City Council/Planning Commission Work Session Presentation



## Business of the City Council

City of Oakridge, Oregon

May 4, 2023

**Agenda Title:** TGM Code Analysis Final Action Report, Resolution 09-2023, and Support for phase 2

**Proposed Council:** A motion from the floor to approve

**Agenda Item No:** 9.3

**Exhibit:** Code Evaluation and Update Final Action Plan and Resolution 09-2023

**Author:** Rick Zylstra

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**ISSUE:** Transportation and Growth Management (TGM) has completed Phase 1 of the City of Oakridge Code Evaluation Update. This phase of the project is to make recommendations related to urban design, housing, green infrastructure, and transportation policy and development requirements to help the City remove barriers to creating a vibrant, multimodal community. The recommendations from the project accumulate into the Action Plan that are based on work done in previous project tasks conducted between August 2022 and February 2023, including the code evaluation, stakeholder interviews, discussions with City Staff, a public open house, online survey, and meetings with the Planning Commission. If and after the recommendations are adopted by council, TGM is offering their assistance with implantation of the recommendations. By passing Resolution 09-2023, Council would be adopting the action plan and showing support for entering phase 2 of the project.

Laura Buhl from DLCD and Darci Rudzinski from MIG/APG will be present during the Council meeting to answer questions about the Final Report.

**FISCAL IMPACT:** None

**OPTIONS:** 1) Adopt Resolution 09-2023, adopting the TGM Code Action Plan and support moving to Phase 2 (Implementation), after a 1<sup>st</sup> and 2<sup>nd</sup> reading  
2) Reject Resolution 09-2023  
3) Modify the Action Plan and/or Resolution 09-2023

**RECOMMENDATION:** Option 1.

**RECOMMENDED MOTION:** *"I move we approve the 1<sup>st</sup> reading of Resolution 09-2023, adopting the City of Oakridge TGM Code Action Plan and support moving to Phase 2 for implementation."*

**STRATEGIC THEMES/GOALS INVOLVED:**

Theme 1 (Safe Community), Goal #1: Ensure a safe community by partnering to protect people, property and the environment.

Theme 2 (Responsive Government), Goal #2: Provide facilities & infrastructure that support current & future needs.

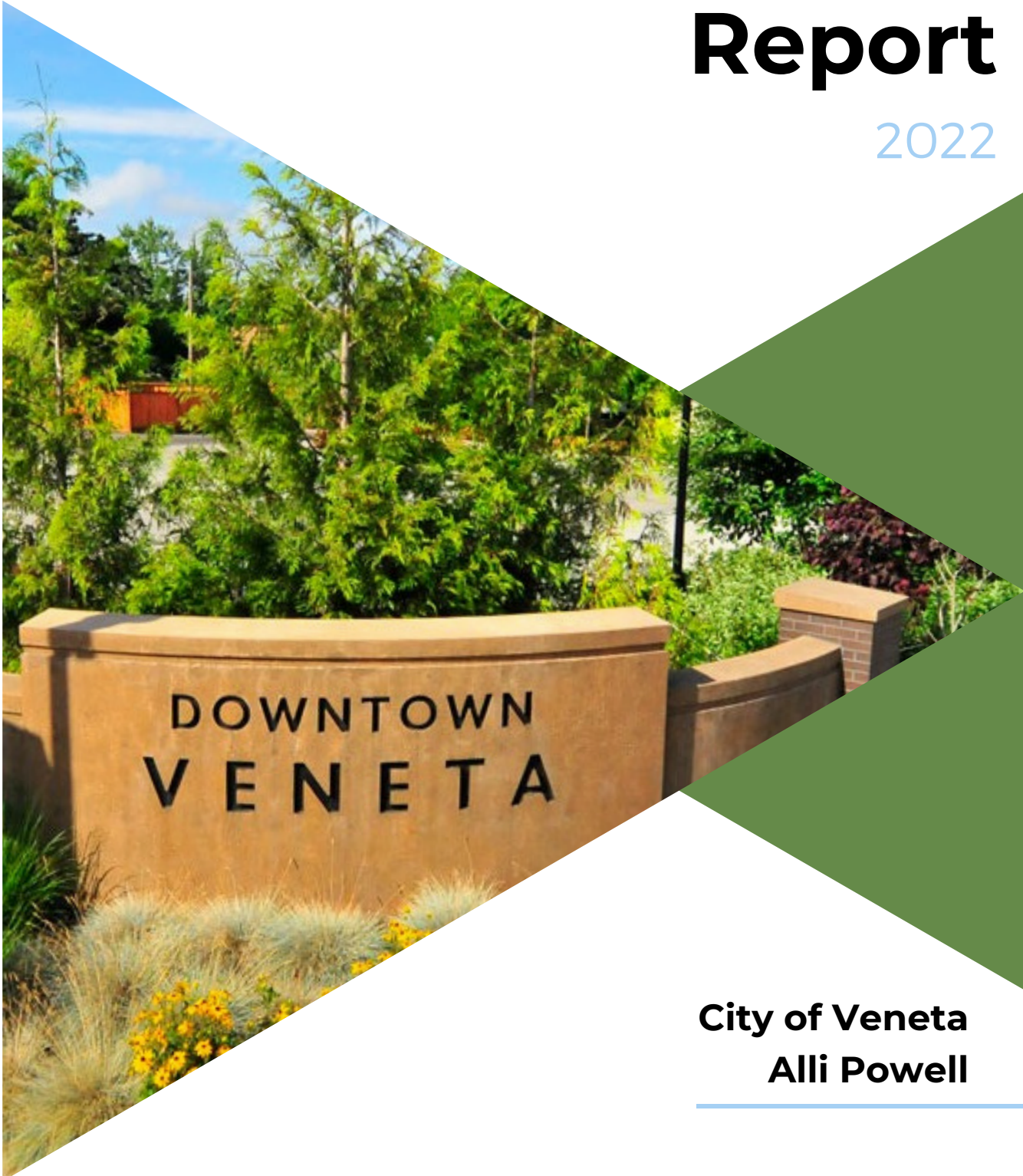
Theme 3 (Strong Economy) Improve the city's economy by creating an atmosphere that is open to business.

Theme 4 (Community Livability), Goal #3: Seek opportunities to revitalize the City's business corridors and neighborhoods to provide safe and beautiful places to live and work.

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# Veneta Business Retention and Expansion Report

2022



**City of Veneta**  
**Alli Powell**

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# Introduction

City of Veneta | BRE Report 2022

The City of Veneta contracted with Community Planning Workshop in 2014 to create a 5-year Action Plan for Economic Development that included an environmental scan, an economic vision report, and an implementation plan. Strategy 2.1 of the implementation plan highlighted the need to develop an outreach program designed to better understand and meet the needs of local businesses. The City accomplished that goal by partnering with Rural Development Initiatives (RDI) in 2015 to complete Business Retention and Expansion (BRE) surveys in our community. The City continued to complete annual BRE surveys in partnership with RDI through 2018.

In 2022, Veneta's Economic Development Committee and several volunteers worked together to continue to contact and interview small business owners and entrepreneurs to learn how to best support local businesses. The business interview process is a cooperative effort led by the Veneta Economic Development Committee (EDC). Teams of interviewees are comprised of retired business owners, economic development practitioners, and community volunteers.

In addition to the annual small business interviews, City Staff created a community wide BRE survey to gauge the community's perception of business retention and expansion in Veneta.

## Veneta's BRE

- Action oriented
- Visitation & Survey Processes
- Relationship based data gathering
- Actionable results

## The Objectives of the Business Retention and Expansion program are to:

1. Assess local business climate and needs.
2. Provide support for identified business needs.
3. Help solve immediate business issues.
4. Develop and implement an action plan for economic development practitioners
5. To build community capacity to sustain and promote economic development

# Interviews Overview

City of Veneta | BRE Report 2022

## Learning how to best support local business owners



Six volunteers completed the Business Retention and Expansion Training to join the interview team. Each interview was completed by a team of two volunteers that conducted a comprehensive and cohesive interview with local businesses; one volunteer would lead the interview, and another would take notes. Interviewers were instructed to avoid any implication of judgement, give the business owner space to do the talking, and to remain neutral and polite at all times. Interviewers generally followed a guide during the interview to keep each interview consistent.

### Goals of the Interview Process:

1. Assess local business climate and needs.
2. Provide support for identified business needs.
3. Help solve immediate business issues.
4. Develop and implement an action plan for economic development practitioners.
5. Build community capacity to sustain and promote economic development.

# General Interview Findings

City of Veneta | BRE Report 2022

Each interview was a long, detailed opportunity for businesses to describe what is working for them, what is challenging, and how they envision the City of Veneta and the BRE team to support them moving forward. From those interviews, City staff gathered summaries of the general findings.

## Top priorities that would support businesses the most

- Special Events or Promotions
- Exterior atmosphere of the area
- High speed internet improvements
- City assistance with adhering to government regulations
- Shared business advertising

## The most important location factors for business success

- Visibility
- Education and Training
- Local Business Support
- Workforce

## What would make downtown more appealing to do business?

- Special Events or Promotions
- Property development
- Telecom/High Speed Internet
- Improved buildings and rental facilities
- Improved exterior of the area

## What kind of events would you like to see?

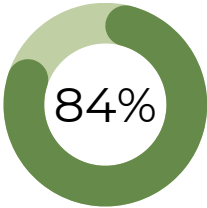
- Pop-up shops
- Summer block party
- Wine/beer garden
- Summer movie nights
- Social Gatherings/Community Events

Of the inquiries listed above the following was most popular in each respective area:

- Special Events or Promotions is the top priority that would help businesses the most.
- The most important location factor is visibility.
- Property development and special events/promotions would make downtown the most appealing to do business.
- Business owners would most like to see wine and/or beer garden events.

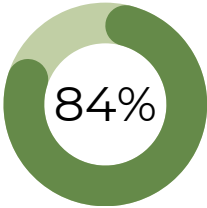
## Business Characteristics and Climate

Thirteen businesses participated in the interview process. Each ranging in size and sector to reflect the variety in Veneta's economy. Types of businesses ranged from medical services, food and beverage production, health and fitness, gaming, property management, and personal care services.



**with a physical location**

While 84% of businesses have a physical location, only 30% own the building they operate out of.



**have an online presence**

84% of businesses have an online presence. Only 15% of those businesses make online sales, ranging from 10-40% of overall sales. Others, use their online presence for information and scheduling.

## The City of Veneta celebrates the hard work of local entrepreneurs

Other notable business characteristics include:

- 23% of businesses were formed within the last three years
- Businesses have a range of 1-30 full time employees
- 38% of business are interested in hiring interns or apprentices
- 100% of businesses operate year round

Veneta's overall appearance and image



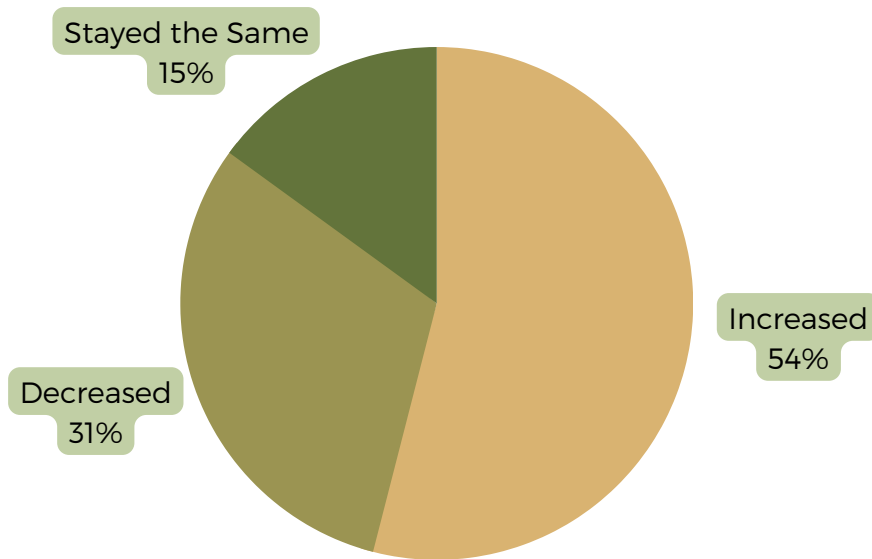
Overall opinion of the community as a place to do business



## Business Health and Key Competitive Advantages

Seven businesses detailed an increase in customer base over the past two years despite the restrictions followed by the COVID-19 pandemic. Following COVID-19, four businesses' customer base declined, two stayed the same, and seven saw an increase in the last two years. The positive increases were attributed to connection to the community, great products and staff, unique services, and location.

### Customer Base over the Last Two Years



Over half of the businesses interviewed anticipate needing assistance in the next 1-3 years. Specifically, businesses expect help regarding development with city codes, marketing, events, writing business plans, financial management, and employee retention.

Businesses consider their great staff, unique products, connection to the community, and support system to contribute to what sets their business apart from other similar businesses.

# 54%

anticipate needing assistance in the next 1-3 years.

# 4.56

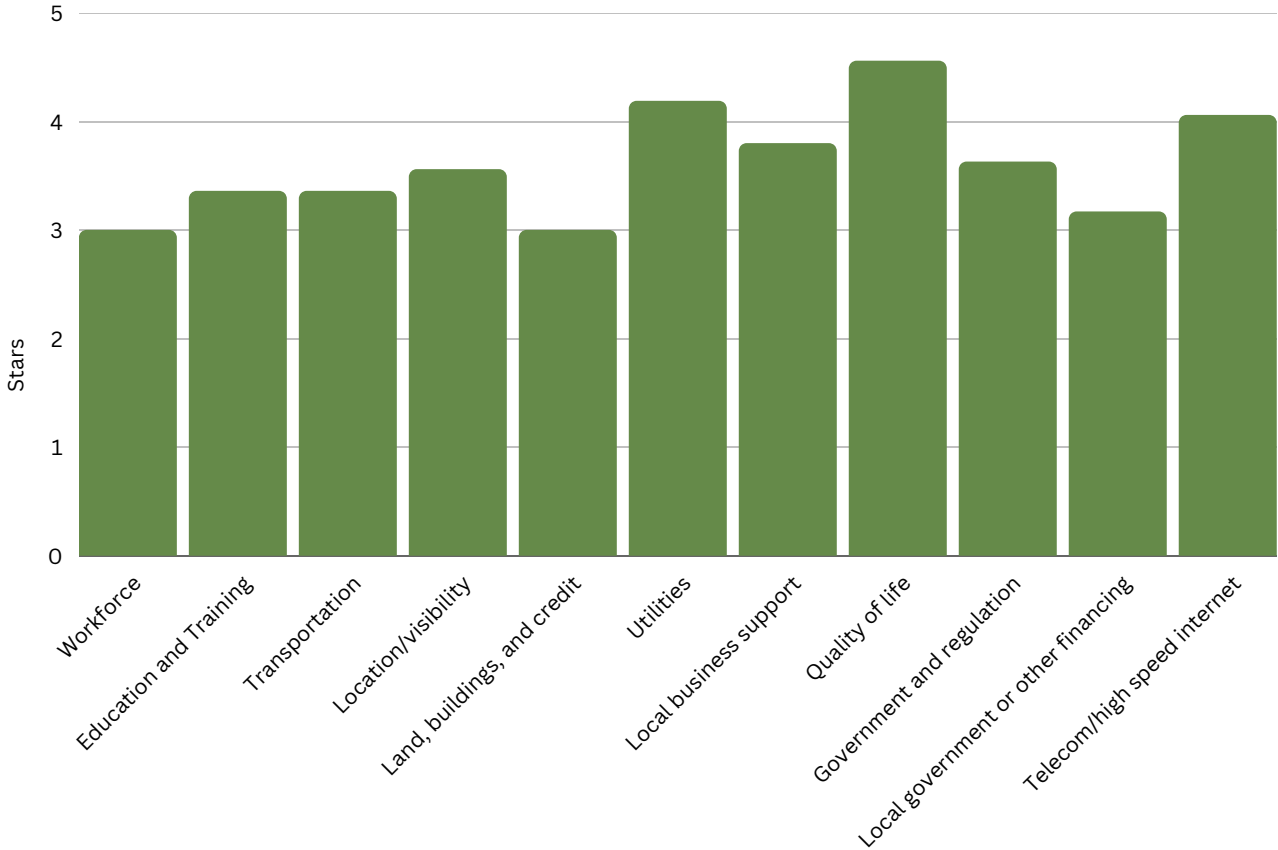
average rating out of 5 stars for the quality of life in Veneta compared to other communities

# 54%

of businesses experienced an increase in customer base.



## How does Veneta compare to other communities in the following location factors?



Interviewees were asked to rate the following location factors out of 5 stars when comparing to other communities. The highest rated category was quality of life with an average rating of 4.56. Followed by utilities (4.19 stars) and telecom/high speed internet (4.06 stars). The lowest rated category was land, buildings, and credit as well as workforce with an average rating of 3 stars.

Businesses would like to see a business directory, business focused events, CAHOOTS, and "kickbacks" to developers integrated into the Veneta community.

### Innovation and Technology Opportunities

Almost all of the businesses could envision technological innovations that will change their industry. Those that did highlighted the need for reliable and highspeed internet. Phone, computer, and merchant sale systems require consistent and effective highspeed internet in the area.

## Business Expansions and Opportunity for Growth

Business owners were asked what complementary businesses they would like to see that would complement their business. Responses included:

- Healthy living stores
- Healthcare centers
- Multi-family housing
- Youth center
- Retail stores
- Entertainment opportunities
- Places to gather
- Media/Music stores

In the next 1-3 years businesses are considering developing plans for future expansions. Many businesses expressed the need for attainable building space and technical services such as developing business plans and financial counseling in order to grow. Businesses also envision needing assistance with marketing, adhering to city codes, expansion efforts, and parking lot improvements/expansions.

In the future, businesses imagine expanding, getting involved with the community, attaining consistent employees, improving inventory, potentially relocating, and growing.

Businesses expressed what they need improved in order to operate proficiently. Responses include:

- Better visibility
- Better wayfinding
- Stable internet
- Increased parking
- More garbage cans
- Storefront availability with highway access
- Improved City image

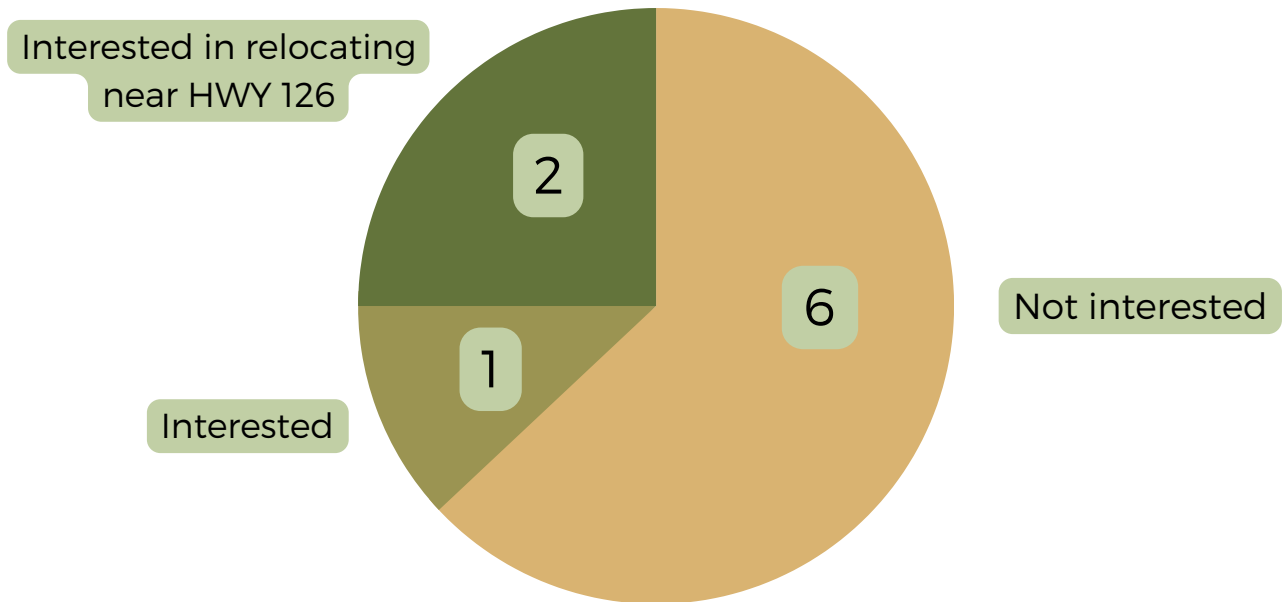
Some also note the challenges financing with high development fees.

Businesses were also asked if they were to choose one thing that the BRE team could do to help their business the most, what it would be. Despite the broad nature of that question, a concise general summary for future areas that the BRE team could support businesses in was curated as seen below.

- Better internet access
- Simplify development process
- Increase available storefronts
- Consistent business outreach
- Sponsorship for promotions
- Marketing assistance
- Communicate grant information

The majority of businesses consider their current location to be perfect for their needs and customer base. While some are interested in relocating downtown and near Highway 126.

### Business Interest in Relocating



To make their current location more appealing, there was further emphasis on improved visibility and wayfinding, adding complimentary businesses to the surrounding area, stable internet access, increased parking, more garbage cans, introducing a Neighborhood Watch Program, and storefront availability with access to the highway or Broadway.

Businesses were asked what mix of businesses they would like to see in the downtown commercial district. This open-ended question offered a wide array of responses regarding businesses that could offer an added value to the downtown commercial district. Responses included: a brew pub, food trucks, community gathering locations, retail stores, more local run businesses, services, resource and rec center for children. Other responses mentioned the development of site known as "The Attic", little markets, coffee shops, and other ways to opportunities to gather as a community.

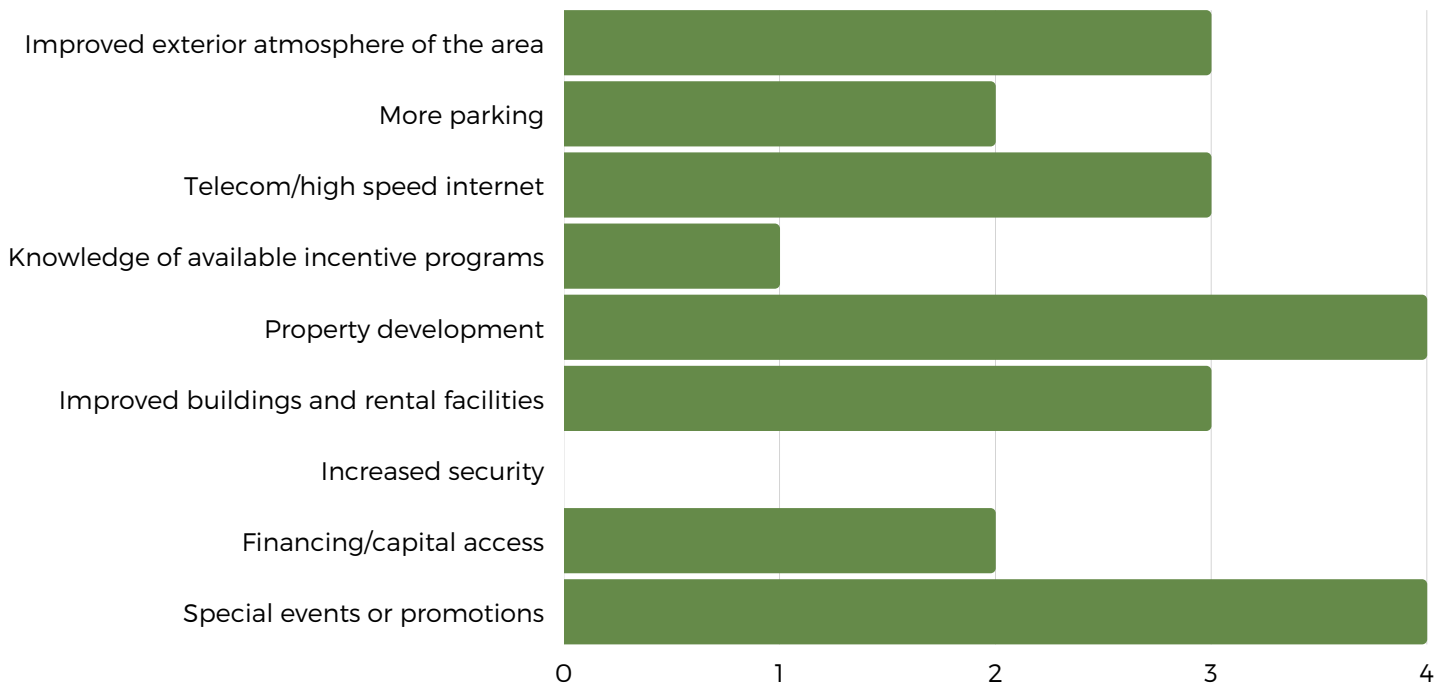
## Most important location factors for business success

Location is a major contributor to the success of a business. When looking at different location factors, businesses believe that land, buildings, and credit are the most important factors for success. Following this is quality of life, and high-speed internet as important location factors for business success.

Businesses were asked what type of land, buildings, and infrastructure they need. Responses included: better parking, increased visibility, mixed residential and commercial land, and available storefronts. One business noted how they had to build their facility because no other suitable location existed. With this challenge in finding a suitable storefront, businesses note struggling to build their own store due to high System Development Charges (SDCs). Businesses expect to need anywhere from 1,800-6,700 square feet of commercial rental space and mixed residential and commercial space to use for their business or for expansions of their current store.

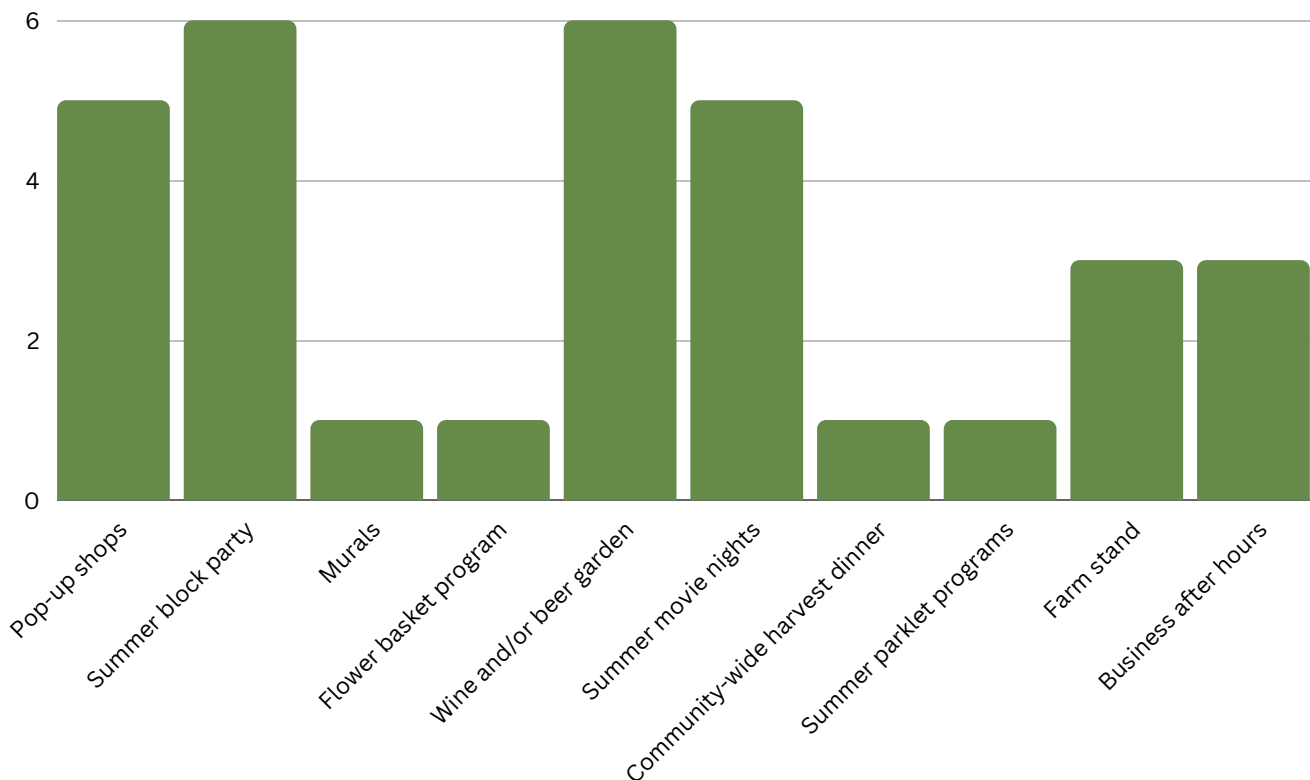
Factors	Stars
Land, buildings, and credit	4.7
Quality of life	4.6
Telecom/high speed internet	4.6
Location/Visibility	4.4
Utilities	4.2
Local business support	4.1
Education and Training	4
Local government or other financing	3.8
Workforce	3.7
Transportation	3.6
Government and regulation	3.2

## What would make downtown more appealing to businesses?



According to business owners, special events or promotions and property development would make downtown Veneta more appealing to do business. Other appealing aspects include an improved exterior atmosphere of the area, high speed internet, cohesive identity, and improved buildings and rental facilities.

## What kinds of events would you like to see downtown, or within the community?



Business owners would most like to see a summer block party and a wine or beer garden downtown and in the general community. They would also like to see pop-up shops and summer movie nights. Comments from businesses regarding events within the community include wanting live music at events, more street fairs and other parades throughout the year, and anything that would encourage social gathering.

## Business Challenges

With a diverse group of businesses, there is generally a mix of significant challenges. The most common challenges were limited staffing, difficulties with marketing, access to capital, increasing foot traffic, and inflation. Other common business challenges including the lack of stable internet. Businesses highlighted that without stable internet connection, they are unable to keep up with technological advances. Other challenges included limited opportunities for expansion, limited wayfinding, and lack of complementary businesses.

Some employers have observed skill gaps in employees or applicants. Skill gaps include:

- General computer skills
- Real estate licensing
- Basic arithmetic
- Penmanship
- Previous relevant experience
- Point of Sales training
- Customer service skills
- Marketing skills

Businesses formed within the last three years noted challenges with COVID-19 and related customer base retention, staffing issues as well as problems with obtaining accounting services and sharing information and social media efforts. Following the negative impacts of COVID-19, there was a general trend of appreciation from businesses that the city provided masks and other personal protective equipment. Those that were impacted would like help from the City with marketing and general spread of information regarding their business in order to inform and encourage customers.

## Business Priorities

The following table identifies business priorities that would support businesses most.

Special events or promotions (shop local campaign, Friday night movies, music events, sidewalk sales, etc.)	69%
High Speed Internet Improvements	62%
Exterior atmosphere of the area (front entrances, rear entrances, landscaping, street trees, store fronts, sidewalks, cleanliness, signage, etc.)	62%
Shared Business Advertising	46%
Sales and Marketing	46%
Business support services (general advising, mentoring, business planning, financial advising, bookkeeping, etc.)	38%
Finance Packing/Capital Access	38%
Property development	38%
Dealing with government regulations	31%
Start-up Operating Expense Assistance	23%
Business to business networking (i.e. local sourcing, cross marketing, shared business advertising)	15%
Improved Rental Facilities	15%
Small Business Assistance Center (i.e. shared computer work space, presentation / conference space)	8%

## Business Follow Up and Flag Warning Review

Following the interview, volunteer interviewers were asked to rate that business with a red, yellow, or green flag correlating to their current status and need for help. Of the seven businesses that were rated, six were given green flags, and one was given a yellow flag. When asked if any of the businesses needed immediate assistance, there were comments about the need for better internet soon, more communication to local businesses about City programs and grants and needing assistance with getting a website established.

62% of businesses are familiar with the City of Veneta's Business Grants Program, Rescue Veneta Grants Program, or the Redevelopment Toolkit. 50% of businesses are interested in having local providers such as the City of Veneta, RAIN Catalysts, or the Lane County SBDC contact them to help address their business needs.

Businesses shared their perception of the City of Veneta as a partner in the development process. Responses included feeling like new and potential businesses need to have access to more information. This includes information regarding advertising and how to get started in Veneta. Other responses include feeling like development is a long, difficult, and expensive process in Veneta. Businesses note that they want the City of Veneta to work with developers to achieve common goals. Other responses include feeling the city was very cooperative and helpful in the development of their new business.

Overall, every business representative found the value of the outreach effort to be excellent.

## Overall Issues and Themes

When business owners were asked if they were to choose one thing that the Veneta BRE team could be doing currently to help their business the most, the most observed answer was to help in development. With this, there were also comments around simplifying the development process and reducing fees. Other ways the BRE team could help businesses is through improving the internet access and quality, offering sponsorship opportunities, spreading information about grant information, and marketing assistance.

Themes from businesses includes needing better internet access and quality, wishing there were more available storefront locations to run out of, wanting help with spreading information about their business, and simplifying the development process.



# Survey Overview

City of Veneta | BRE Report 2022

## Creating an open dialogue between consumers and the city

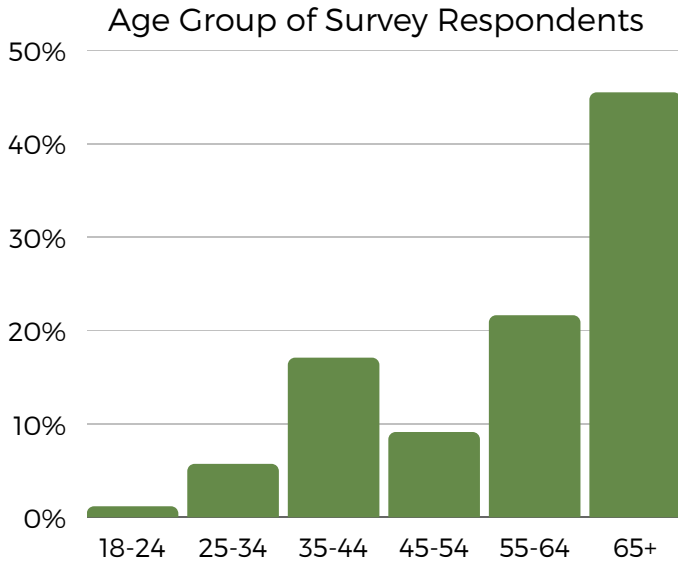


Following the completion of the business interviews, City staff created a community-wide survey to understand how locals perceive businesses in the City. Staff distributed a physical survey along with the City Newsletter that accompanies every utility bill (sent through mail) and by directly delivering the survey to local business owners through canvassing efforts. Staff also posted an online version on the City website and made several Facebook posts promoting it. Of the total 88 survey responses, staff collected 33 paper responses and 55 online responses.

### Survey Purpose:

1. Create an open dialogue between consumers and the city.
2. Assist in developing an economic budget for the 2023-2024 year.
3. Establish an opportunity for community members to voice their opinions.
4. Develop a cohesive understanding of the needs within the community.
5. Compare data between Business Owner Interviews and Community Members.

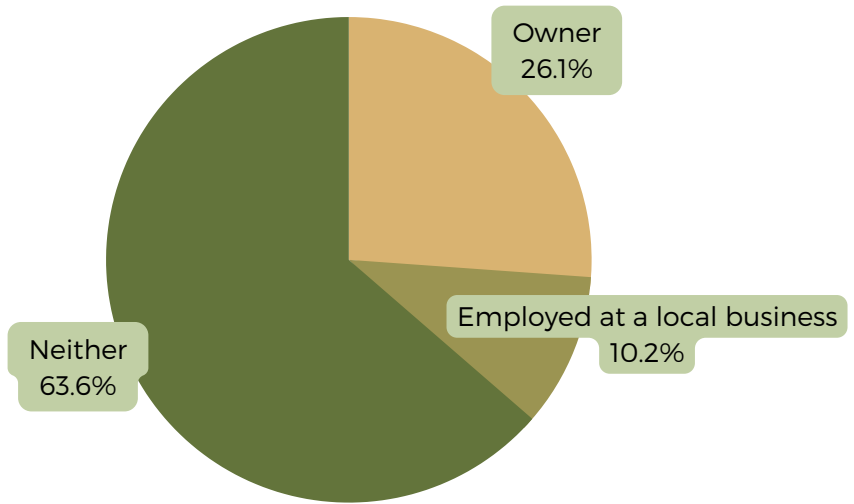
# Survey Respondent Characteristics



Staff asked respondents various questions to understand how their demographics and relationship to the City that may impact their survey responses.

## SUMMARY OF CHARACTERISTICS

- 85% are residents of Veneta.
- 26% own a business in the City of Veneta and 10% are employed at a local business and 64% are neither.
- 45% are 65 or older.
- 22% are between the ages of 55 and 64.
- 17% are between the ages of 35 and 44.



**85%**

of respondents are residents of Veneta

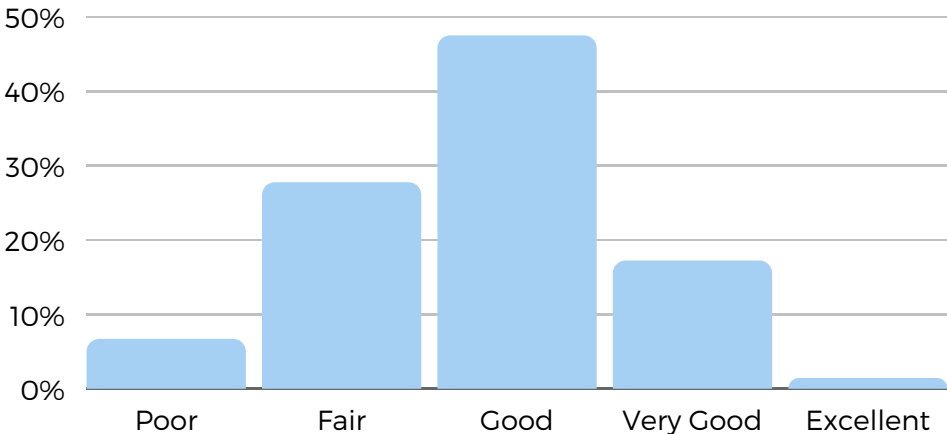
**88**

total responses

**26%**

of respondents own a business in Veneta

# Rate the City of Veneta as a Place to Do Business



City Staff wanted to know the general feelings towards Veneta as a place to do business. Overall, the majority of respondents (47.37%) felt that the City of Veneta was a good place to do business.



Average rating of 2.78 stars out of 5

# How Should the City of Veneta Support Businesses?

<p><b>61%</b></p> <p>want the City to develop an identity to attract people to the community</p>	<p><b>65%</b></p> <p>want more city events to attract visitors and encourage residents to spend their leisure time in Veneta</p>	<p><b>60%</b></p> <p>want the City to continue working with businesses to help them apply for various City Grants</p>
<p><b>55%</b></p> <p>want the City to market Veneta as an excellent place to live, work, and play</p>	<p><b>54%</b></p> <p>want the City to continue offering the Vibrant Veneta Grants Program to beautify the city</p>	<p><b>50%</b></p> <p>want faster and more reliable service providers in the area</p>

City Staff wanted to know how to best support businesses. This was a check-all-that-apply question with 14 possible choices. Six of those options had at least 50% respondent selection with the highest selected answer as wanting more city events to attract visitors and encourage residents to spend their leisure time in Veneta.

## How Should the City Support Emerging Businesses and New Entrepreneurs?

City Staff wanted to know how to best support emerging businesses and new entrepreneurs. This was a check-all-that-apply question with current programs that the City offers for aspiring and active businesses. Overall, all of the current opportunities for new businesses were positively received by respondents with at least 49% or more wanting the City to continue offering the various programs.

72%

Work with entrepreneurs to help them apply to the City of Veneta Business Grants Program which offers matching grants of up to \$25,000 for business expansion projects.

Continue The Shoppes at Fern Ridge to provide an in-person low-cost retail marketplace for entrepreneurs to test their business.

65%

52%

Continue to provide business mentoring services through RAIN Catalysts.

Continue supporting ShopFernRidge.com, a low-cost virtual retail marketplace for entrepreneurs to test their business.

49%

Is there anything you would like to see changed or any new programs you would like to see implemented to support economic development in the City?

This was an open-ended question to allow respondents to suggest any changes or programs that they could think of. Of the written responses collected, comments included mentions of the following:

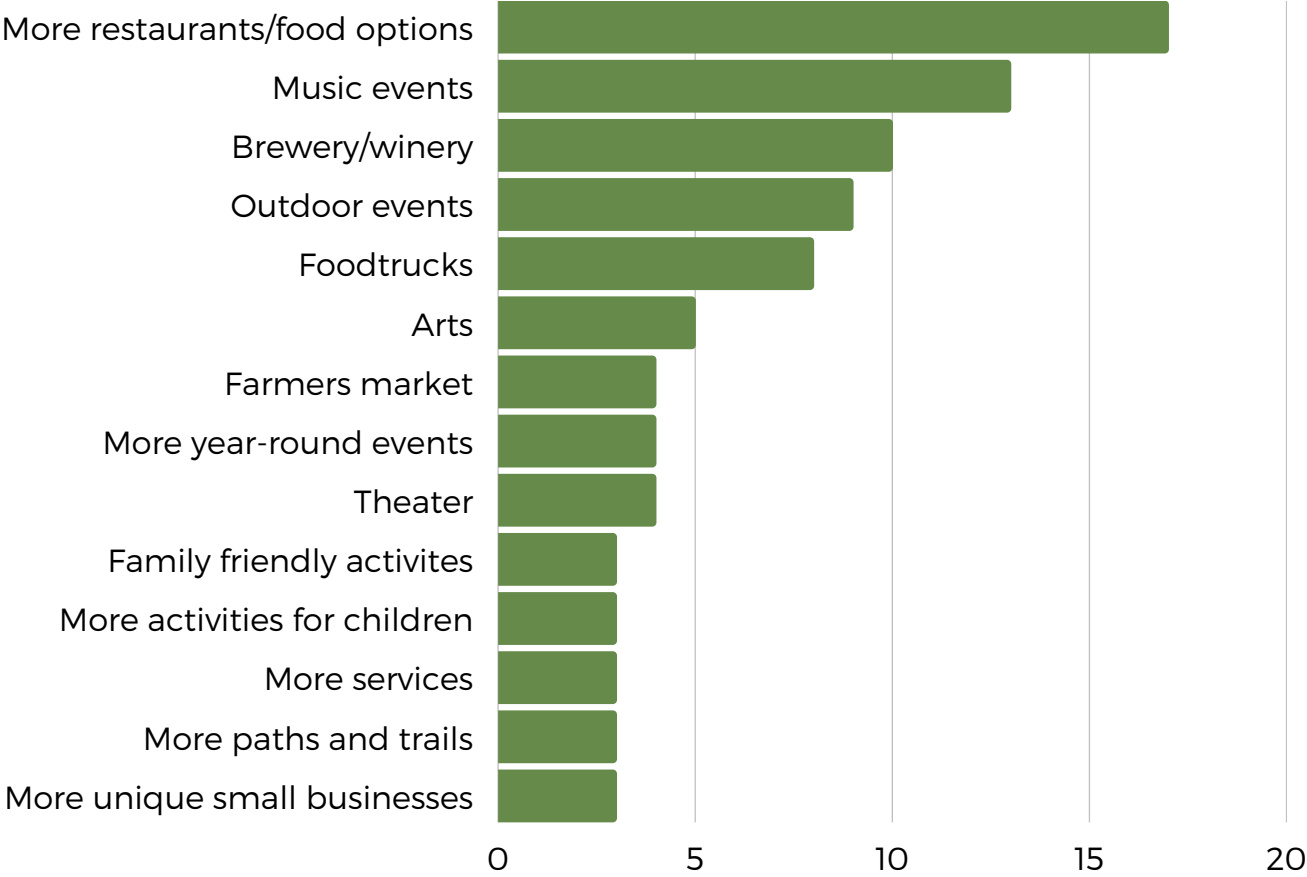


Other responses include:

- creating more spaces for businesses to run out of (4)
- simplifying codes, registration, and grant application processes (3)
- introducing incentives to bring businesses to the area (2)
- personal help from City Staff (2)
- among other general comments of supporting local businesses

# What businesses, events, or activities would make you more likely to spend your leisure time in the City of Veneta?

Staff wanted to know what businesses, events, or activities would increase the likelihood of people to spend their leisure time in Veneta. This was an open-ended question, allowing respondents to come up with and list a multitude of factors that they would like to spend time doing in Veneta. 54 survey respondents listed various businesses, events, and activities. From those responses, the following topics were mentioned.



# Overall Issues, Themes, and Conclusion

City of Veneta | BRE Report 2022

After interviewing 13 businesses, and receiving public input from 88 community members, City staff has organized general trends that have been presented through both sources of data. Including information on what's working, areas to improve, and action items to implement.

## Themes

The most observed trend through all methods of data collection was the desire to enhance the feeling of and opportunity to enjoy community. Business owners and community members alike value connecting with one another and having the spaces, times, and opportunity to do so. Community members and business owners want more events that foster a relationship between each other as well as areas within the City to connect.

Overwhelmingly, businesses and survey respondents desire more restaurants and areas to gather with friends and family. Similarly, businesses need areas to lease in Veneta in order to achieve the dual goal of creating more businesses in Veneta and more areas to gather as a community. Businesses also struggle to keep up with technological advancements due to the lack of stable internet. Businesses find marketing challenging and community members wish they had better access to find businesses and information about them.



Expand internet service connection and quality



Improve access to commercial rental spaces



Increase access to necessary information for consumers and businesses



Simplify codes, regulations, and processes for business operations and development

# Key Issues

## Public Infrastructure

- Continued improvements to and development of built infrastructure, especially in the downtown area and near Highway 126.
- Improvement of access to and quality of internet access.
- Increase and introduce new wayfinding opportunities.

## Business Infrastructure

- The lack of commercial development leaves business owners without access to available, quality, and commercial retail space.

## Business Tools and Resources

- Business owners find the process to apply for grants confusing and hard to navigate.
- Businesses are seeking help in marketing and sharing information about their business to the community.

## Business to Business Relationships

- Businesses desire more variety in businesses that will complement their business.

## Business to Community Relationships

- Businesses seek more information to be available to community members about what they offer and what makes their business unique.
- Community members desire more variation in businesses.
- Business and community members alike want to have more opportunities and spaces to gather.
  - Specific events and opportunities include pop-up shops, a summer block party, a wine/beer garden, summer movie nights, family trucks, and family friendly events year-round.

## Workforce

- Availability of qualified and skilled labor is needed.
  - Lack of entry-level and specialized education, training, and experience.

## Access to Capital

- Businesses expressed concern with the application process of loans and grants.
- Businesses lack understanding and awareness of various loans and grants.

Survey respondents rated the City of Veneta 2.78 out of 5 stars as a place to do business whereas business owners gave the City a rating of 4.07 stars. Bringing the average rating of the City of Veneta as a place to do business at 3.42 stars out of 5.





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# Acknowledgements

City of Veneta | BRE Report 2022

## **Interview Volunteers**

Thomas Cotter  
Heather Blake  
John Tribolet  
Carolyn Heckler  
Gina Haley-Morrell  
Herb Vloedman

## **Economic Development Committee**

Thomas Cotter, Council Appointee  
Herb Vloedman, Committee Chair  
Len Goodwin, Committee Vice Chair  
Gina Haley-Morrell  
Dalen Corbett  
John Tribolet  
Mark Davis  
Brittany Lehman  
John Stephens

## **The Business Retention and Expansion program is supported locally by the following organizations:**

City of Veneta  
Veneta Economic Development Committee  
Veneta-Fern Ridge Chamber of Commerce  
RAIN Catalysts

**We thank you for your continued support and contributions towards economic development.**

## Business of the City Council

City of Oakridge, Oregon

May 4, 2023

**Agenda Title:** Discussion of the Veneta Business Retention and Expansion Report

**Proposed Council Action:** N/A (info only)

**Agenda Item No:** 9.4

**Exhibits:** Veneta Business Retention and Expansion Report

**Author:** CA & Councilor Hollett

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**ISSUE:** See the attached “Veneta Business Retention and Expansion Report” for discussion.

**FISCAL IMPACT:** N/A (info only)

**OPTIONS:** N/A (info only)

**RECOMMENDATION:** N/A (info only)

**RECOMMENDED MOTION:** N/A (info only)

**STRATEGIC THEMES/GOALS INVOLVED:**

Theme 2 (Responsive Government), Goal #1: In an open and transparent manner, effectively deliver services that citizens need, want, and support.

Theme 3 (Strong Economy), Goal #1: Improve the City's economy by focusing on increasing living-wage jobs, training, and education opportunities for Oakridge residents.

Theme 3 (Strong Economy), Goal #3: Improve the city's economy by creating an atmosphere open to business.

Theme 4 (Community Livability), Goal #1: Work with community partners to provide recreation, education, and enrichment opportunities for citizens and youth.

## **2023 Oregon Governors Tourism Conference**

### **April 3-5, 2023 | Michelle Emmons Report to Oakridge City Council**

I used to feel like tourism was all about marketing - but now I see it as both a business opportunity as well as a platform to help our communities make space for broader and more diverse perspectives, creating a stronger sense of belonging, and being “seen” as part of what makes our State of Oregon so special.

This year's Oregon Governors Tourism Conference has been eye opening on so many levels, reframing the previously described challenges as opportunities to enhance our communities' economic growth and prosperity, restore our environment and promote sustainable outdoor recreation experiences through regenerative and cultural tourism, and elevate our collective voices in celebration, integrity and pride for this special place, Oregon, which we call home.

I'm excited to get back on the Willamette River, come back to Eugene and Oakridge, take it to the trails, and share what I've learned!

#### **Key notes:**

- In 2022, the tourism industry provided \$643 million in tax support for the State of Oregon. In part, this was affected by the 2022 World Track & Field Championship held in the summer, in Eugene, with Travel Lane County playing a significant partnership role in event coordination and marketing.
- This year's conference theme was: “Potlatch”, which means, We Are Stronger Together.
- The tourism industry has “pivoted” from simply being a business that provides a service element of the visitor's experience (i.e. a restaurant, hotel, etc.) to being “in the business of guest satisfaction”.

#### **Sampling of Tourism Industry Leadership Resources:**

Here is Oregon travel blog: <http://HereisOregon.com> / Jeffrey Haney Oregon Live/Here is Oregon contributor: 541.420.4719 [jhaney@oregonian.com](mailto:jhaney@oregonian.com)

Oregon Travel Commission/Hub World Tours: David Pelton  
[David@americashubworldtours.com](mailto:David@americashubworldtours.com)

Oregon Tourism Leadership Academy will be accepting applications again soon:  
<https://industry.traveloregon.com/resources/news-detail/oregon-tourism-leadership-academy/>

**1859 Magazine:** Jenny Kamprath | [Jenny@statehoodmedia.com](mailto:Jenny@statehoodmedia.com)

## The “New” Hospitality Standard:

- Building Memorable Hospitality Experiences
- Chinook Winds Casino Resort - Building Tribal connections into community's identity and bringing the Native identity to life as part of the customer experience
- Develop a culture of “**Unreasonable Hospitality**” – going the extra mile to provide a memory that will last a lifetime.
- **There is a “universal need” for humans to feel like we “belong”** – providing those extra touches that make your visitors feel like they are on the “inside” of your community will bring them back for more.
- Provide hospitality experiences with “**unbridled intention**”.
- Treat every customer as a unique individual - **make people feel seen** - providing small, thoughtful gestures to take care of clients.
- Consider *all* the touchpoints that help create the sum total of a visitor's experience, understanding that the perceived most insignificant touchpoints can have the greatest impact, i.e. holding a bottle of Oregon wine/beer and Euphoria chocolates in an AirBnB.
- See, taste, feel, touch... the land - when you give people **IMMERSIVE experiences** you change the world!
- If you believe in something, make it as easy as possible for your team to execute... consider timing when delivering on the customer experience – don't try new things all at once – work out the kinks ahead of time, and reuse the best processes, customizing for each customer.
- Always make time to **evaluate what you are doing well, and keep doing it!!!**
- **Stewardship Vacations** are becoming more frequently requested among travel experiences – people want to feel like they are giving back to the places they enjoy most.
- Work with Chamber of Commerce to highlight unique businesses in the community and build events that do so while attracting tourists to the area, i.e.: Chefs Night Out – a “restaurant crawl” serving a single meal component at different eatery establishments within walking distance of each other.
- What are the things you were forced to do today that you will choose to do tomorrow?
- Don't take yourself too seriously!

## Trail Town Experiences

- Cultural preservation as part of building and maintaining community trails experiences; incorporate representation and acknowledgement into trail experiences and events, i.e. Yachats Amanda's Trail - January 1st Yachats Peace Walk
- Cultivate civic leadership and pride in your community by engage youth in community building – for trails, this can be engaging local youth agencies,

schools, and/or local leadership to provide stewardship events focused on youth contributions

- Relationship between people moving through the community and community endurance: where are people stopping that they learn more about the unique identity and culture of your community? How do streets, trails, and sidewalks connect these dots?

**Idea for Oakridge:** Telling the story of intra-town and Forest Service trails through the interconnection of Working Forests and Native Heritage - Molalla Tribe connections?

**OSU SCARC – Special Collections and Archive Research Center:**

<http://scarc.library.oregonstate.edu/>

**CCC Camp Oakridge** – how does this history play a role in the Oakridge community identity? Are there lessons from this history that we can build on to help broaden our identity and celebrate our culture?

**Catering Travel Experiences to People with Disabilities:**

- Each disability is uniquely experienced by the individual – do not assume a “one size fits all” solution will work for everyone, even if they seem to have the same outward disability issue
- Accessible transportation options – this includes mechanism of travel i.e. busses, shuttles, taxi/Uber, etc. as well as connecting transportation corridors – think about neighborhood allies, trails, streets and sidewalks, where crosswalks are located, etc.
- Include accessibility details in your lodging, services, or event venue description – even if not ADA certified, including these details indicates that we are a welcoming community for people of all abilities
- Create accessible attractions by design, provide an equitable opportunity for people with disabilities to interact, and a create sense of belonging between people of all abilities
- Travelers with disabilities serve as ambassadors that sell our destinations – “impact networks” are used both by people with disabilities and BIPOC communities to book travel
- Break down hierarchies to work together more effectively – do not judge a person’s qualifications to participate personally or professionally in an activity based on their disability

**Tourism and Destination Management Trends:**

- As we consider coming out the other side of Covid, facing extreme climate change and a shifting cultural environment – “identity” is coming into focus at the

very core of the tourism industry.

54% all out of State visitors traveling to Oregon plan outdoor recreation activities

- Zoom out to set a vision for your community's destination identity – convene stakeholders such as Chamber of Commerce, City officials, business owners, historians, artists and art councils, teachers, and culturally relevant organizations.
- Room demand still below the trend in 2019, but overall, all business in leisure and travel is trending upwards
- Canada travel is trending upward in Pacific Northwest visitation

### Recent Travel Destination Marketing Slogans:

- *Discover your Best*
- *This is where it's at (inspire fearlessness)*
- *Leave no trace, leave a Legacy!*

### Tourism Tech: Websites, Apps, Social Media, and AIChat OH MY!

- **YouTube**
  - Google is strongly invested in YouTube as its parent company – having a YouTube channel brings your community up in the Google search index
  - Web stories are “evergreen” long existence - boosts organic search to your website - blue links and google “discover” app - targeted online search information
  - **YouTube shorts engage 50 billion viewers daily!** Every tourism town should have its own channel to tell their story, celebrate business successes, market special events, etc.  
<https://marketing.sfgate.com/blog/7-of-the-best-travel-industry-marketing-videos-and-why-they-worked>
  - YouTube is second most visited website globally - experiment connecting YouTube shorts with Instagram reels and TikTok videos - consider using YouTube Web Stories to boost traffic
- **Generative AI** - use cases for revolutionizing tourism – GPTChat offers a huge opportunity for Chambers and DMOs to research the web in a fraction of the time required for past project efforts

### Regenerative Tourism: Special Events & Tours

Concerns about the impacts of tourism include noise, waste, disruptions and natural habitats – this became especially apparent during Covid, when the demand for outdoor spaces was notably higher than before Covid.

Evolving tourism to be more sustainable, DMOs and Travel Oregon are looking to include elements of stewardship into marketing travel opportunities. Stewardship organizations and communities are encouraged to reach out to regional tourism partners with a calendar of public opportunities for participating in civic and environmental stewardship events, and connecting outfitters to volunteer stewardship organizations for opportunities to build volunteer contributions into tour operator offerings.

Electric Vehicle Infrastructure – where to place to highlight destination points, trailheads, services, art, etc. while people wait to have their car charged up

## **Diversity, Equity and Inclusion Considerations in Tourism**

### **Presenters included:**

#### **Ambreen Tariq**

[@BrownPeopleCamping](#) is a social media initiative that advocates for greater diversity, equity, access, and social justice in the outdoors.

#### **[Vamonos Outdoors](#), Wesley Heredia**

Our intention is to connect, engage & inspire our Latinx families & community into the outdoors for all of Central Oregon.

- Reputation and authenticity MATTERS
- Consider that fear that is passed down – how do marginalized people find the courage to break down these barriers, and how can people in the majority population be more welcoming and open to provide experiences that may be connected to negative implications from the past
- Connect on values - not on obvious differences - being authentic and being yourself - understand generational trauma associated with outdoor experiences - being vulnerable is being courageous- intention doesn't wipe away perception- learn to react to criticism with grace and acknowledgement - we are all an ally to someone else
- Create community using organic, authentic experiences around food.
- Try not to be aspirational – rather, work on elevating real people - celebrating human connections – embrace the culture of the people you are trying to cater to
- Community is out there already - meet people where they are at – promote more family friendly activities
- Causes vs. Colleagues
- Condescending Benevolence vs. Authentic Representation
- Obstacles for BIOC travel plans include: “remote” areas which means crossing off a safety checklist pertaining to being attacked by other people
- It is important that BIPOC folks feel a sense of trust in the group leader (tour/outfitter) that they have the ability to support others in case a need arises

- All inclusive planning with gear, guides, stewardship opportunities, etc. helps to eliminate the sense of elitism and lack of knowledge to participate safely with the “right” gear... this might include having a gear library for beginners and new attendees
- Normalization of beginners in the outdoors!
- Consider developing a BIPOC Stewardship Program



## City of Oakridge

### **Sole Source Determination For Well No. 2 Telemetry Services to install a Down Hole Level Probe to Record Operational Water Level.**

**March 2023**

Utilization of the Automation Group (TAG) only in a currently bid project involving refurbishment of Well No. 2, for level probe installation and associated telemetry services, is suitable for sole source procurement based upon **ORS 279B.075(2)(a) and (b)**, **“that the efficient utilization of existing goods requires the acquiring compatible goods or services”** and **“that the goods or services required to exchange software or data with other public or private agencies are available from only one source.”**

Specifically, the City of Oakridge is currently contracted with TAG to perform telemetry services of record for its water and sewer systems. Pursuant to this, TAG has developed and installed the controls system currently in use to operate the City’s well field, including operation of Well No.2. As a result TAG is familiar with all required hardware and software necessary to install, program and test the required new level probe and integrate it into the City’s operational SCADA system. Use of another controls contractor to perform these services would be inefficient and uneconomical, and from a practical standpoint, difficult for both the City Staff and Well contractor to work with in an efficient manner. In addition, TAG has performed all Controls work on the City’s water system telemetry system since 2005, and therefore has a reasonable probability of remaining the telemetry operator of record for the foreseeable future to offer support and repair of the Well No. 2 water level probe system, so this work will be continue to be supported properly in the future.

# CONTRACT

Effective this \_\_\_ day of \_\_\_\_\_, 20\_\_, The Automation Group, Inc. (“The Automation Group, Inc.”) and the party or parties identified below (“Owner”) enter into this Contract.

Owner/General Contractor:

City of Oakridge

Project Identification:

Oakridge WTP - Well #2 Rehab SCADA

General Description of Work:

Provide Downwell transducer, Radios and analog card- PLC & SCADA Programming

\_\_\_\_\_  
\_\_\_\_\_  
All work will be performed in accordance with any relevant bid, all applicable drawings, specifications, and other Contract Documents as revised prior to the date of this Contract; and the Terms and Conditions set out below.

Exclusions or Special Provisions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Approximate Completion Date:

TBD – Based on Material Delivery (Radios)

Price: Quote (\$17,902.00) Per attached Quote Oakridge WTP - Well #2 Rehab SCADA – TAG Quote #230422G2.

\_\_\_\_\_  
\_\_\_\_\_  
Warranties:

1-Year

Terms and Conditions

This Contract is entered into accordance with, and on the condition of, the conditions set out below.

1. This Contract incorporates by reference all of the terms in the 1997 version of the American Institute of Architects' forms "General Conditions of the Contract for Construction A201-1997" and, if applicable, form "Standard Form of Agreement" between Owner and The Automation Group, Inc., A111-1997, except Paragraph 4.6 (Arbitration) of that document and as noted below. In the event of any conflict between the terms of this Contract and any other Contract Documents, the terms of this Contract shall control.

2. Payment. Payment is due on the earlier of (a) 30 days from the date of each invoice or (b) the date specified in the Contract Documents. All amounts due shall bear interest at the rate of one and one-half percent (1½%) per annum from the due date until paid. Under no circumstances shall payment to The Automation Group, Inc. be conditioned upon receipt or approval of payment from any person, entity, or fund.

3. Changes. Upon any change in the Work, or if The Automation Group, Inc.'s performance is delayed or interfered with by any event, person or entity, not under its control, The Automation Group, Inc. shall be entitled to an equitable adjustment in the Contract price, Contract time, or both as may be appropriate, regardless of any contrary term in any of the Contract Documents. The Automation Group, Inc. shall have a reasonable time after learning of the facts justifying any equitable adjustment to make such a claim and an additional reasonable time thereafter to provide supporting documentation and a specific claim amount.

4. Liens and Bonds. Notwithstanding any other provision of the Contract Documents, The Automation Group, Inc. retains all rights to file a lien, assert a claim against any bond, or otherwise collect amounts due in accordance with the applicable law.

5. Warranties. Except to the extent set out above, The Automation Group, Inc. makes no warranties with respect to its work, express or implied. Without limiting the scope of this provision, the parties specifically agree that The Automation Group, Inc. makes no implied warranty of MERCHANTABILITY or FITNESS FOR ANY PARTICULAR PURPOSE with respect to any materials it may provide. The Automation Group, Inc. uses the products of reputable manufacturing and Owner's only remedy with respect to any defect in those products is under or pursuant to the relevant manufacturer's warranty.

6. Disputes. In the event any party to this Contract commences an arbitration or legal proceeding to enforce any right arising under this Subcontract, the prevailing party shall be entitled to recover its reasonable attorney's fees and related expenses, including the costs of transcripts and fees of expert witnesses.

\_\_\_\_\_  
Owner City of Oakridge

\_\_\_\_\_  
The Automation Group, Inc.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
By (Type or Print Signer's Name and Title)

Gary Jenks - President  
\_\_\_\_\_  
By (Type or Print Signer's Name and Title)

**Contract Clauses for contracts with  
Professional Services Contractors (i.e. Consultants)  
for projects funded by Safe Drinking Water financing**

**Contract Clause Language**

**Instructions:** *The following language to be included verbatim in contracts according to any accompanying instructions.*

**1. SAM Registration**

All entities that enter into contracts with a Safe Drinking Water Revolving Loan Fund recipient (i.e. contractors) must have a SAM Registration. The links below can be provided to contractors if they have not already addressed this requirement.

**SAM Registration:** <https://www.sam.gov/SAM/>

NOTE: The SAM registration expires annually and must be kept active until the SDWRLF project is closed

**2. Source of Funds**

Work under this contract is funded by the federal Safe Drinking Water Revolving Loan Fund through Business Oregon and a partnership of Local and/or Private Funds.

**3. Whistleblower** (language to be included in all contracts and subcontracts)

“Contractor receiving SDWRLF funds shall under or through this contract to, post notice of the rights and remedies provided to whistleblowers under No Fear Act Pub. L. 107-174. 29 CFR § 1614.703 (d).”

**4. Non Discrimination**

“The contractor shall not discriminate on the basis of race, color, national origin or sex in the performance of this contract. The contractor shall carry out applicable requirements of 40 CFR part 33 in the award and administration of contracts awarded under EPA financial assistance agreements. Failure by the contractor to carry out these requirements is a material breach of this contract which may result in the termination of this contract or other legally available remedies.”

**5. Termination for Cause and for Convenience & Breach of Contract**

“Contractor shall address termination for cause and for convenience, including the manner by which it will be effected and the basis for settlement. In addition, contractor shall address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.”

**6. Intellectual Property** (language to be included in all contracts:)

“Contractor hereby grants to the U.S. E.P.A. a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for federal government purposes, any intellectual property developed under this contract. Contractor shall secure from third parties the same license in the name of the U.S. E.P.A. regarding any intellectual property developed by third parties as subcontractors to perform this project, or developed under contract with the Contractor specifically to enable Contractor’s obligations related to this project.”

**7. Inspections; Information** (language to be included in all contracts and subcontracts:)

“Contractor shall permit, and cause its subcontractors to allow *[insert name of water system Owner]*, the State of Oregon, the federal government and any party designated by them to:

- (1) Inspect and make copies of any accounts, books and records, including, without limitation, its records regarding receipts, disbursement, contracts, and any other matters relating to the Project, and to its financial standing, and shall supply such reports and information as reasonably requested.
- (2) Interview any officer or employee of the Contractor, or its subcontractors, regarding the Project.

Contractor shall retain all records related to the Project for three years after final payments are made and any pending matters are closed.”

**8. American Iron Steel**

[language to be included in all contracts and subcontracts for engineering design work when subsequent construction work is also funded with Safe Drinking Water financing (i.e. design/construction projects)].

“The Contractor acknowledges to and for the benefit of the *[insert name of water system Owner]* (“Water System”) and the State of Oregon (the “State”) that subsequent construction activities funded under this agreement are being funded with monies made available by the Drinking Water State Revolving Fund that have statutory requirements commonly known as “American Iron and Steel;” that requires all of the iron and steel products used in the project to be produced in the United States (“American Iron and Steel Requirement”). The Contractor hereby represents and warrants to and for the benefit of the Water System and the State that (a) the Contractor has reviewed and understands the American Iron and Steel Requirement, and (b) all engineering design, plans and specifications, and cost estimates shall facilitate compliance with the American Iron and Steel Requirement. While the Contractor has no direct contractual privity with the State, as a lender to the Purchaser for the funding of its project, the Purchaser and the Contractor agree that the State is a third-party beneficiary and neither this paragraph (nor any other provision of this Agreement necessary to give this paragraph force or effect) shall be amended or waived without the prior written consent of the State.”

**9. Prohibition on the Use of Federal Funds for Lobbying** (Certification Regarding Lobbying form follows, for any contracts in excess of \$100,000)

---

(form follows)

**CERTIFICATION REGARDING LOBBYING**

(Awards to Contractors and Subcontractors in excess of \$100,000)

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signed

---

Title

---

Date

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## Business of the City Council

City of Oakridge, Oregon

May 4, 2023

**Agenda Title:** Well #2 Refurbishment  
Project Status and Spending Authorization

**Proposed Council:** A motion from the floor  
to approve

**Agenda Item No:** 9.6

**Exhibits:** Change Order #4 for extra costs and  
project description

**Agenda Bill Author:** CA & Ed Hodges

---

### ISSUE:

City Engineer Ed Hodges of Curran-McLeod Engineering Inc. has provided another update on the Well #2 Refurbishment and Pump Replacement Project, which has gone over-budget again by **\$17,900.00** due to the following issue encountered during the project, as described by Hodges:

Attached is a contract for the Cities controls contractor, The Automation Group, for controls work at Well #2. Originally, we thought we could reuse the existing control wiring to operate the pump system and obtain data from the new level sensor installed as part of the project. This turned out to *not* be case, due to the existing wiring not being compatible with modern water level transmitters like the one being installed with the new pump. To replace the existing wiring, two small radio units will be installed, one in the Well House and another in the Chlorine enclosure at the well field. This will allow Well No. 2 to communicate with the main radio link to the system wide controls network, which is required for the well to operate correctly. The use of the radios is significantly cheaper than installing new buried underground cable, which would have been \$35,000 or more. The cost of this work will be **\$17,900**, which will be a change order (#4). At this point I do not see any more cost increases occurring.

As for the project status in general, the previous issue with the faulty pump columns was resolved quickly by the contractor and the pump has now been installed. Then on 4/26/23, the contractor did a performance test and found that Well #2 can now pump **950-1,000 gallons-per-minute** (before the improvements it could only pump a maximum of 450 gallons-per-minute), so performance has ***more than doubled***. It also performed well on the “drawdown” test.

In order to proceed with the rest of the refurbishment project, a “Change Order #4” (see attached Exhibit) must be signed by the CA after Council approves him to do so.

**FISCAL IMPACT:** \$17,900.00

**RECOMMENDATION:** Approve

**RECOMMENDED MOTION:** *“I move to allow the CA to sign Change Order #4 for the \$17,900 in extra costs incurred during the Well #2 Refurbishment Project.”*

**STRATEGIC THEMES/GOALS INVOLVED:**

Theme 1 (Safe Community), Goal #1: Ensure a safe community by partnering to protect people, property and the environment.

Theme 2 (Responsive Government), Goal #1: In an open and transparent manner, effectively deliver services that citizens need, want, and support.

Theme 2 (Responsive Government), Goal #2: Provide facilities & infrastructure that support current & future needs.

Theme 2 (Responsive Government), Goal #3: Manage finances in a fiscally responsible manner ensuring long term financial stability.



## Business of the City Council

City of Oakridge, Oregon

May 4, 2023

**Agenda Title:** USFS Fee Waiver Request for OIP parking/camping for OHV Volunteers  
June 16-18

**Agenda Item No:** 9.7

**Exhibits:**

**Proposed Council:** A motion from the floor to approve

**Agenda Bill Author:** CA

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### ISSUE:

Kevin Rowell, the USFS Trails Manager with the Middle Fork Ranger District, has organized a volunteer work party on June 17<sup>th</sup> in order to work on 2 roads and trails which will make it possible for ATV/SXS users to access the OHV park directly from Oakridge without having to trailer them to the trailhead. This is something the City has supported and is expected to increase tourism, etc.

Specifically, the volunteers will be brushing to improve the sight lines and installing "OHV on Roadway" signs on roughly 2.1 miles of Road 19, between Roads 1928 and 1926. Once this work is done, SXS users can legally ride from 1928/Huckleberry Flats area to road 19, then to 1926, which gets them into the Christy Flats area and a lot more roads that are already open to SXS's. Additional work on Road 24 is also planned for the near future once the fire closure in that area is lifted.

Mr. Rowell has requested that the city allow some of his volunteers to be able to park and camp in one of our OIP lots (to be selected by Robeart Chrisman) before and after the work (June 16-18) because most of them are coming from Eugene, Bend, and Portland. It would normally cost \$200 per night (\$400 total) to rent one of the OIP lots and Mr. Rowell is requesting a fee waiver because they do not have money in the project budget for the rental fees. Similarly, Mr. Rowell will not be able to attend the Council meeting himself because it would require overtime for him to do so and it is not within their budget. City staff supports the request, since this volunteer project will directly benefit our community.

**FISCAL IMPACT:** \$400 (fee waiver)

**RECOMMENDATION:** Approve

**RECOMMENDED MOTION:** *"I move to approve the fee waiver request to allow forest service volunteers to park and camp at one of the OIP lots from June 16-18."*

**STRATEGIC THEMES/GOALS INVOLVED:**

Theme 2 (Responsive Government), Goal #1: In an open and transparent manner, effectively deliver services that citizens need, want, and support.

Theme 3 (Strong Economy), Goal #2: Sustainably develop and market the recreational tourism industry in a way that benefits local business and residents.

Theme 4 (Community Livability), Goal #1: Work with community partners to provide recreation, education, and enrichment opportunities for citizens and youth.

## Business of the City Council

City of Oakridge, Oregon

May 4, 2023

**Agenda Title:** Greenwaters Park  
Community Volunteer Clean-Up Day June  
3rd

**Proposed Council:** A motion from the floor  
to approve

**Agenda Item No:** 9.8

**Exhibits:** None

**Agenda Bill Author:** CA

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### ISSUE:

In preparation for the many summer events at Greenwaters Park, the CA would like to organize a Community Volunteer Clean-Up Day on **Saturday June 3<sup>rd</sup> from 10am-3pm**. All volunteers would sign liability waivers. The following is a list of possible projects:

- Sand and paint picnic tables and park benches
- Weed, rake, and prune garden beds
- Weed sandbox/play structure
- Paint bathroom wall and floors (if the plumbing job is finished)
- Paint new storage shed donated by OHS
- Scrape and paint amphitheater and sound booth
- Abate brush along entrance north of T-ball field
- Remove limbs and debris from roofs of community building, amphitheater, and picnic shelter
- Garbage pick-up in the park and riverbank

**FISCAL IMPACT:** Overtime for 1 public works employee

**RECOMMENDATION:** Approve

**RECOMMENDED MOTION:** *"I move to allow the CA to organize a Community Volunteer Clean-Up Day at Greenwaters Park on June 3rd"*

### STRATEGIC THEMES/GOALS INVOLVED:

Theme 1 (Safe Community), Goal #1: Ensure a safe community by partnering to protect people, property and the environment.

Theme 2 (Responsive Government), Goal #1: In an open and transparent manner, effectively deliver services that citizens need, want, and support.

Theme 2 (Responsive Government), Goal #2: Provide facilities & infrastructure that support current & future needs.

# RTMP QUESTIONNAIRE

Event Name: Concerts in the Park  
Contact Person(s): Kevin Gobelman Phone: 541-606-8482  
Address: 47718 Portal Drive  
Email: kevin.gobelman@gmail.com  
Date of Event: July 23rd, 2022 Event Location: Greenwater Park

Please answer the following questions regarding your event/project by circling Y or N.

- |   |      |      |
|---|------|------|
| 1. Does your event/project create overnight stays? (hotel/motel/STR)  | Y=10 | N=0  |
| 2. Does your event/project increase room stays during the Fall or early Spring?   | F=5  | S=5  |
| 3. Does your event/project create visits or increase the amount of time spent in the area by improving the attractiveness of the community? | Y=10 | N=0  |
| 4. Does your event/project focus its marketing to bring in visitors from other states?  | Y=5  | N=0  |
| 5. Does your event/project focus on attracting Oregonians to Oakridge during "peak season/" (June -August)                                  | Y=5  | N=0  |
| 6. Does your event/project work with other organizations to market the Oakridge area within local, state and private agencies?              | Y=10 | N=0  |
| 7. Is this a group travel tour or package?  | Y=5  | N=0  |
| 8. Are you working with Travel Lane County?   | Y=10 | N=0  |
| 9. Do you offer incentives to promote return visits?  | Y=10 | N=0  |
| TOTAL:  |      | Y=40 |

\*On a separate piece of paper please provide an explanation for each question you marked "yes." Please number your responses corresponding to the number as above. You **do not** need to meet all to be funded. Scores of 30 pts or more will qualify for funding.

Applicant or Group agrees to indemnify, defend and hold harmless the City and its officers, agents and employees against all liability, loss and costs arising from actions, suits, claims or demands attributed in whole or in part to the acts or omissions of Applicant or Group, and Applicant's and or Group's officers, agents and employees, in performance of the Event or project.

Check here if your event requests Special Funding (see details above)

Signature: Kevin Gobelman Date: December 31, 2022

OAKRIDGE CONCERTS IN THE PARK

July 23<sup>rd</sup>, 2022

Greenwaters Park

3. Does your event/project create visits or increase the amount of time spent in the area by improving the attractiveness of the community?

Our concerts attract statewide concertgoers and passing travelers to attend our afternoon event at Greenwaters Park and enjoy the beauty of the surrounding countryside. At the Concert we promote the Uptown Businesses for continued entertainment and food after the show.

4. Does your event/project focus its marketing to bring in visitors from other states?

We strive to market through our web site and Facebook page whose audience is global.

5. Does your event/project focus on attracting Oregonians to Oakridge during "peak season/" (June - August).

All our shows take place during the peak season.

6. Does your event/project work with other organizations to market the Oakridge area within local, state, and private agencies?

We are members of the local Chamber of Commerce, Highway 58 Herald, and the Eugene Weekly.

8. Are you working with Travel Lane County?

Through our sister CFA organization partnership with Travel Oregon we post on their web site.

**REQUEST  
FOR  
FUNDING**

<b>Budget Category</b>	<b>Expenses</b>	<b>Funding Requested</b>
<i>Personnel</i>		\$ 3000.00
<i>Equipment</i>	\$	\$ 1000.00
<i>Travel/Conferences/ Training</i>	\$	\$
<i>Supplies</i>	\$	\$ 1600.00
<i>Advertising</i>	\$	\$ 500.00
<i>Rent/Utilities</i>	\$	\$ 500.00
<i>Administrative Costs</i>	\$	\$ 500.00
<i>Other INSURANCE</i>	\$	\$ 200.00
<i>Other</i>	\$	\$
<i>Total</i>	\$	\$ 7300.00

Prepared by: Title: Kevin Gobelman      Treasurer

Signature of Program Contact: Kevin Gobelman 

**Note:**  
**This form must be submitted in the original grant application.**

## Your Advertising Plan

If you are awarded funding from the RTMP all advertising must include the following statement:

***"This event is funded in part by the Lane County Rural Tourism Marketing Program."***

Describe your plan for advertising this event / activity / project. This may include, but not limited to: Flyers, Posters, Brochures, websites, logos. Does your Event/Project have a web page, social media link? please provide the link(s):

*Attach additional pages if needed.*

Event use multi-layered advertising through Internet, social, and print media.

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Internet : <https://www.oakridgeconcerts.com/>

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Facebook : <https://www.facebook.com/OakridgeConcertsInThePark/>

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If not yet completed, we will need a copy of all printed ads included in your After Event Summary.

**\*\*Please note, one way to help fund your event is to request local businesses to sponsor your event with a donation, in return your event include their logo on all of your advertising.**

**REQUEST FOR REIMBURSEMENT**

Event Name: \_\_\_\_\_

<b>Budget Category</b>	<b>Short Description of Expense</b>	<b>Total Spent</b>
<i>Personnel</i>	Bands, Sound , and fuel reimbursement for picking up beer garden supplies	\$2600.00
<i>Equipment</i>	snow fence stakes, lighting, bucks,Uhaul, Uhaul fuel	\$924.80
<i>Travel/Conferences/Training</i>		\$
<i>Supplies</i>	Ice, Beer, wine, cups	\$1482.00
<i>Advertising</i>	H58H AD, Hosting Fee	\$302.00
<i>Rent/Utilities</i>	Storage Rent	\$ 480.00
<i>Administrative Costs</i>	USPS PO Box, SOS Renewal, bank feel	\$ 169.00
<i>Other : Insurance</i>	CFA Policy Share	\$ 173.00
<i>Other</i>		\$
<i>Total</i>		\$ 6135.00
<i>Funds Requested</i>		\$ 2500.00

**\* Amounts Requested for Reimbursement must have supporting documentation attached. (Proof of purchase)**

For office use only: Total \$ Award by Council \_\_\_\_\_ on this date \_\_\_\_\_



## After Event Summary

On a separate piece of paper please summarize your event to be presented to Council. Below is the information we ask to be included in the summary, and a few suggestions we would like to hear about, but are not required.

### Suggested Event Summary

- Of event attendees, how many stayed in local accommodations? \_\_\_\_\_ If so, which ones? \_\_\_\_\_
- Of event attendees, how many were from out of the area?
- How many people attended and where were they from? I.E. Oakridge 78, Eugene 13, Springfield 12, etc.
- Have you asked any Hoteliers if they had overnight guests from your event?

Event has lost some momentum due smoke and the pandemic. These free music and art festivals are held typically in July and August. The musical acts have a following that bring in out of area people, along with the attraction of passers driving by.



Category: ADVERT  
Check

Online Description:  
Check #1134

Statement Description:  
Check

Date:  
1/31/2022

Type:  
Debit - Check 1134

OAKRIDGE CONCERTS IN THE PARK  
PO BOX 1907  
OAKRIDGE, OR 97463-0697

1134  
18-71072233  
244  
MICR ADDRESS

Jan 25 2022  
Date

Pay to the Order of  
Kevin Gobelman  
\$ 149.50  
Dollars

One Hundred Forty Nine & 50/100

BANNER BANK  
1-800-272-6828  
www.bannerbank.com

For: *Barbara's Renewal*  
Tom Godwin

⑆32337⑆076⑆ 24406000349⑆ 1134

# Bandzoogle payment receipt

**Date:** Jan 25 2022 3:03PM **Order ID:** 3066960  
**Payment method:** mastercard, exp: 8/2026 (card ends with 6835) **Invoice ID:** in\_1KLy2sJr80I0W452iYLw8hWd  
**Charge ID:** ch\_3KLy2sJr80I0W45217x1L67z **Received by:** Sitezoogle Inc.  
1608 S. Ashland Ave #92842  
Chicago, IL  
USA 60608-2013

**Customer:** Oakridge Concerts in the Park  
oakridgeconcertsinthepark@gmail.com

Item number	Description	Quantity	Amount
77	Standard	1	\$149.50

Category: OTHER - INSURANCE  
Check

Online Description:  
Check #1135

Statement Description:  
Check

Date:  
3/3/2022

Type:  
Debit - Check 1135

OAKRIDGE CONCERTS IN THE PARK  
PO BOX 697  
OAKRIDGE, OR 97463-0697

1135  
99-1017233  
244  
3/28/2022  
LUB  
@2555X  
Pay to the  
Order of  
Community Festival Assoc.  
One hundred Seventy Three & 1/10  
\$ 173.10  
Dollars  
Banner  
BANK  
1-800-572-6002  
www.bannerbank.com  
For  
2022 Insurance  
33233710761 244060003490 1135

Category: SUPPLIES  
Check *o*

Online Description:  
Check #1137 *o*

Statement Description:  
Check

Date:  
7/5/2022

Type:  
Debit - Check 1137

OAKRIDGE CONCERTS IN THE PARK  
PO BOX 597  
OAKRIDGE, OR 97463-0597

1137  
98-7107/2333  
244  
CHECK PERMIT

Pay to the Order of *Sequential Retail* Date *6/15/2022* \$ *1374.23* Dollars

*One thousand three hundred forty four and 23/100*

1-800-275-6681  
BANK OF AMERICA  
www.bankofamerica.com

For *our order*

⑆ 3233710761 2440600034911 ⑈

*[Signature]*

Category: SUPPLIES  
Check

Online Description:  
Check #1138

Statement Description:  
Check

Date:  
7/1/2022

Type:  
Debit - Check 1138

OAKRIDGE CONCERTS IN THE PARK  
PO BOX 697  
OAKRIDGE, OR 97469-0697

1138  
06-7107/2022  
JUN 29 2022  
1016  
CHECK #1138  
24

Pay to the Order of: Cathy Schoer  
Forty Dollars and 00/100  
\$ 40.00

FOR beer pickup

1-800-275-0033  
www.BannerBank.com

[Signature]  
1138

1:3233710760 2440600034911 1138

Category:  
Check

Online Description:  
Check #1139

Statement Description:  
Check

Date:  
7/27/2022

Type:  
Debit - Check 1139

PERSONNEL

1139  
98-7107023 244  
OAKRIDGE CONCERTS IN THE PARK  
PO BOX 597  
OAKRIDGE, OR 97463-0597

Pay to the Order of JOHN BAUMANN \$ 500.00  
Five Hundred & No/100

Date July 23, 2022

For Satoru Bob JML Johnson

BANNER BANK  
1-800-272-9533  
www.bannerbank.com

⑆ 3233 710761 2440600034910 1139

Photo  
Services  
Available



Category:  
Check

PERSONNEL

Online Description:  
Check #1140

Statement Description:  
Check

Date:  
7/27/2022

Type:  
Debit - Check 1140

1140  
987107233 344  
OAKRIDGE CONCERTS IN THE PARK  
PO BOX 587 OR 97463-0587  
OAKRIDGE, OR 97463-0587

12/17 23, 2022  
Date

JOHN BAUMANN  
Pay to the Order of

One thousand dollars and 00/100  
\$ 1000.00  
Dollars

FOR: AEB PRODUCTIONS  
1-800-272-6993  
www.bannerbank.com

3233710765 2440600034910  
Banner Bank

Photo  
ID  
Mark  
Date  
Valid  
through

Category:

Check

Online Description:

Check #1141

Statement Description:

Check

Date:

8/9/2022

Type:

Debit - Check 1141

EQUIPMENT

OAKRIDGE CONCERTS IN THE PARK  
 PO BOX 597  
 OAKRIDGE, OR 97463-0597

1141  
 10-71870321  
 744  
 CHECK NUMBER

July 23, 2022  
 DATE

Pay to the Order of JOHN BAHAMANN \$ 95.00

Party Fun and

BANNER BANK  
 1-800-276-6000  
 www.bannerbank.com

For Lighting Rental

⑆333371076⑆ 244060003191⑆ 1141

Category: PERSONNEL  
Check

Online Description: Check #1142

Statement Description: Check

Date: 7/25/2022

Type: Debit - Check 1142

OAKRIDGE CONCERTS IN THE PARK  
PO BOX 587  
OAKRIDGE, OR 97463-0587

1142  
687189223  
14  
08/25/2022

July 23 2022  
Date

Pay to the Order of: DORIAN MAY HIG  
Six hundred and 14/100 Dollars

ANNEK BANK  
1-800-222-9033  
www.annekbank.com

For: ENTERTAINMENT  
Don Johnson

⑆323371076⑆ 2440600034⑈ 1142

Category:

Check

Online Description:

Check #1143

Statement Description:

Check

Date:

7/25/2022

Type:

Debit - Check 1143

PERSONNEL

OAKRIDGE CONCERTS IN THE PARK  
 PO BOX 597  
 OAKRIDGE, OR 97463-0597

1143  
 98-7107223  
 744  
 @MFC

July 23, 2022  
 Date

Pay to the Order of  
 JERRY LEEFF  
 Five Hundred and no/100  
 \$ 500.00  
 Dollars

BANNER BANK  
 1-800-272-9639  
 www.BannerBank.com

For  
 NATTY "O"  
 24406000349  
 1143

Post Office Box 597  
 Oakridge, Oregon 97463

Category: EQUIPMENT  
Check

Online Description:  
Check #1144

Statement Description:  
Check

Date:  
8/31/2022

Type:  
Debit - Check 1144

OAKRIDGE CONCERTS IN THE PARK  
PO BOX 597  
OAKRIDGE, OR 97463-0597

1144  
10-1187/223  
244  
CHECK NUMBER

8/4/2022 Date  
\$ 90.00  
96  
96  
DOLLARS

Pay to the Order of: Community Festival Assoc.  
Twenty and 96/100

1-800-273-6723  
www.bannerbank.com

For DEPOSIT ONLY: 24,40600031,910 1144

J. M. Johnson

Category: SUPPLIES  
Check 

Online Description:  
Check #1145 

Statement Description:  
Check

Date:  
8/30/2022

Type:  
Debit - Check 1145

**OAKRIDGE CONCERTS IN THE PARK**  
PO BOX 687  
OAKRIDGE, OR 97463-0687

1145  
8871070233  
244  
8/30/2022

Pay to the Order of Kevin Gobelman \$ 19.90

Quarter and 90¢

**WINNER BANK** 1-800-372-9833  
www.winnerbank.com

For 10 bags of ice @ 1.99 ea

John Gobelman

103233710761 2440600003491 1145

08/30/2022

Category: RENT  
Check

Online Description:  
Check #1146

Statement Description:  
Check

Date:  
10/12/2022

Type:  
Debit - Check 1146

OAKRIDGE CONCERTS IN THE PARK  
PO BOX 597  
OAKRIDGE, OR 97463-0597

1146  
88-1187323  
244  
CHECK NUMBER

10/5/2022  
Date

Pay to the Order of: Cascade Motel's Storage  
Amount: \$ 480.00

For: Four hundred Eighty and No/100  
Banner Bank  
1-800-271-0833  
www.bannerbank.com

Signature: Jim Johnson

1146  
⑆323371076⑆ 24406000349⑆

POSTNET

Expand/Collapse

Category: ADMIN

Check 

Online Description:

Check #1147 

Statement Description:

Check

Date:

12/1/2022

Type:

Debit - Check 1147

OAKRIDGE CONCERTS IN THE PARK  
PO BOX 597  
OAKRIDGE, OR 97483-0597

1147  
88-19870224  
244  
CHECK

11/14/2022  
Date

Pay to the Order of Corporation Division No. 00.  
One Hundred Dollars & 00/100  
Dollars

1-800-272-9232  
www.bannerbank.com


FOR 3 YEAR BENE. JOBS

14408000349  
1147

Signature: *David Johnson*

1147



**Category:**  
Shopping 

EQUIPMENT

\$16.45

**Online Description:**  
Amazon 

**Statement Description:**

AMAZON.COM\*MP2FS AMAZON.COM SEATTLEWA C# \*3835 POS DEB 0035 06/09/22 NRHEU0RR

**Date:**  
6/9/2022

TABLECLOTH

**Type:**  
Debit



Final Details for Order # 111-8943051-6264258

[Print this page for your records.](#)

# Equipment

Order Placed: June 8, 2022

Amazon.com order number: 111-8943051-6264258

Order Total: **\$16.45**

Shipped on June 9, 2022

## Items Ordered

1 of: *ABCCANOPI Spandex Table Cover 6 ft. Fitted 30+ Colors Polyester Tablecloth Stretch Spandex Table Cover-Table Toppers (6 FT, Black)* **Price** \$16.45

Sold by: # 1 Instant Shelter ([seller profile](#)) | Product question? [Ask Seller](#)

Condition: New

## Shipping Address:

Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

## Shipping Speed:

FREE Prime Delivery

## Payment Method:

Debit Card | Last digits: 3835

## Billing address

Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

## Payment information

Item(s) Subtotal: \$16.45  
Shipping & Handling: \$0.00


-----  
Total before tax: \$16.45  
Estimated tax to be collected: \$0.00

-----  
**Grand Total: \$16.45**

To view the status of your order, return to [Order Summary](#).

[Conditions of Use](#) | [Privacy Notice](#) © 1996-2023, Amazon.com, Inc. or its affiliates


**Category:**

Shopping 

EQUIPMENT

\$33.95

**Online Description:**

Amazon 

**Statement Description:**

AMAZON.COM\*UD1TN AMAZON.COM SEATTLEWA C# \*3835 POS DEB 1954 06/08/22 8SF8CT1K

**Date:**

6/9/2022

TABLECLOTH

**Type:**

Debit

Final Details for Order #111-7075769-7731437

[Print this page for your records.](#)

Order Placed: June 8, 2022

Amazon.com order number: 111-7075769-7731437

Order Total: \$33.95

# EQUIPMENT

Shipped on June 9, 2022

## Items Ordered

1 of: *ABCCANOPI Spandex Tablecloths for 8 ft Home Rectangular Table Fitted Stretch Table Cover Polyester Tablecover Table Toppers*

Sold by: #1 Instant Shelter ([seller profile](#)) | [Product question?](#) [Ask Seller](#)

Price  
\$33.95

Condition: New

## Shipping Address:

Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

## Shipping Speed:

FREE Prime Delivery

## Payment Method:

Debit Card | Last digits: 3835

## Billing address

Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

## Payment information


Item(s) Subtotal: \$33.95  
Shipping & Handling: \$0.00

-----  
Total before tax: \$33.95  
Estimated tax to be collected: \$0.00

-----  
**Grand Total: \$33.95**


To view the status of your order, return to [Order Summary](#).

**Category:**

Uncategorized 

EQUIPMENT

**Online Description:**

Bucks Sanitary 

\$535.00

**Statement Description:**

BUCKS SANITARY S 541-3423905OR Card# \*3835 DBT CRD 2316 07/12/22 65

**Date:**

7/13/2022

**Type:**

Debit

RESTROOMS

# Transaction Receipt from Bucks Sanitary Service for \$535.00 (USD)

# EQUIPMENT

Auto-Receipt <noreply@mail.authorize.net> to me

**Order Information**

Description: Service Address Site: # 1199  
 Invoice Number 194432  
 Customer ID 11119

**Billing Information**

Kevin Gobelman  
 Oakridge Concerts in the Park  
 PO Box 597  
 Oakridge, OR 97463  
 oakridgeconcertsinthepark@gmail.com  
 5416068482

Item Name	Description	Qty	Taxable	Unit Price (USD)	Item Total (USD)
1 Pay Bucks Sanitary	Customer specified amount	1	N	\$535.00	\$535.00

Total: \$535.00 (USD)

**Payment Information**

Date/Time: 12-Jul-2022 14:23:37 PDT  
 Transaction ID: 63812378764  
 Payment Method: MasterCard xxxxx3835  
 Transaction Type: Purchase  
 Auth Code: 580216


**Merchant Contact Information**

Bucks Sanitary Service  
 Eugene, OR 97402  
 US  
 sdw@bucks-sanitary.com

Reply

Forward

Category:

Shopping 

SUPPLIES

\$18.99

Online Description:

Amazon 

Statement Description:

AMAZON.COM\*GE53L AMAZON.COM SEATTLEWA C# \*3835 POS DEB 0058 07/16/22 T2L4QYN5

Date:

7/18/2022

WINE CUPS

Type:

Debit



Final Details for Order #111-2263789-4801825

[Print this page for your records.](#)

Order Placed: July 15, 2022  
Amazon.com order number: 111-2263789-4801825  
Order Total: \$18.99

# Supplies

Shipped on July 16, 2022

### Items Ordered

1 of: *Plasticpro 9 oz Disposable Plastic Party Cups, Old fashioned Designed Tumblers, Crystal Clear (Clear With Rose Gold Rim, 100)*

**Price**  
\$18.99

Sold by: [Plastic Disposables \(seller profile\)](#)

Condition: New

### Shipping Address:

Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

### Shipping Speed:

FREE Prime Delivery

### Payment information

### Payment Method:

Debit Card | Last digits: 3835

### Billing address

Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

Item(s) Subtotal: \$18.99  
Shipping & Handling: \$0.00

-----  
Total before tax: \$18.99  
Estimated tax to be collected: \$0.00


-----  
**Grand Total: \$18.99**

To view the status of your order, return to [Order Summary](#).

[Conditions of Use](#) | [Privacy Notice](#) © 1996-2023, Amazon.com, Inc. or its affiliates



Category:

Shopping 

SUPPLIES

\$25.99

Online Description:

Amazon 

Statement Description:

AMAZON.COM\*NV7BO AMAZON.COM SEATTLEWA C# \*3835 POS DEB 0058 07/16/22 710X9EPR

Date:

7/18/2022

BUBBLE LIQUID

Type:

Debit



## Final Details for Order #111-9208216-4558622

[Print this page for your records.](#)

**Order Placed:** July 15, 2022  
**Amazon.com order number:** 111-9208216-4558622  
**Order Total:** \$25.99

# SUPPLIES

**Shipped on July 16, 2022**

### Items Ordered

1 of: *BubblePlay 2 Bottles Bubble Solution Refill 128 OZ - Easy Pour Bottle for Fun Bubble Machines, Bubble Guns and Wands,- Easter - Refills,* \$25.99  
*Birthdays for*

Sold by: ToySupercenter ([seller profile](#))

Condition: New

### Shipping Address:

Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

### Shipping Speed:

FREE Prime Delivery

### Payment Method:

Debit Card | Last digits: 3835

### Billing address

Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

### Payment information

Item(s) Subtotal: \$25.99  
Shipping & Handling: \$0.00


-----  
Total before tax: \$25.99  
Estimated tax to be collected: \$0.00

-----  
**Grand Total: \$25.99**

To view the status of your order, return to [Order Summary](#).

[Conditions of Use](#) | [Privacy Notice](#) © 1996-2023, Amazon.com, Inc. or its affiliates


Category:

Shopping 

ADVERT

\$58.00

Online Description:

Amazon 

Statement Description:

AMAZON.COM\*YM7FI AMAZON.COM SEATTLEWA C# \*3835 POS DEB 0058 07/16/22 703Z6KV8

Date:

7/18/2022

Type:

Debit

INK

**Final Details for Order #111-2426592-4219419**

[Print this page for your records.](#)

**Order Placed:** July 15, 2022

**Amazon.com order number:** 111-2426592-4219419

**Order Total: \$58.00**

**ADVERT**

**Shipped on July 16, 2022**

**Items Ordered**

1 of: *Canon PGI-280 / CLI-281 5 Color Ink Pack, Compatible to TS8120, TS6120, TR8520, TR7520, and TS9120 Wireless Printers, Multi, PGI-280* **Price** \$58.00  
*Full Standard Set*

Sold by: Amazon.com Services LLC

Condition: New

**Shipping Address:**

Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

**Shipping Speed:**

FREE Prime Delivery

**Payment Method:**

Debit Card | Last digits: 3835

**Billing address**

Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

Item(s) Subtotal: \$58.00  
Shipping & Handling: \$0.00


Total before tax: \$58.00  
Estimated tax to be collected: \$0.00

**Grand Total: \$58.00**

**Payment information**

To view the status of your order, return to [Order Summary](#).


Category:

Shipping 

ADMIN

\$66.00

Online Description:

US Postal Service 

Statement Description:

USPS PO 40625604 OAKRIDGEOR Card# \*3835 DBT CRD 0808 07/16/22 95

Date:

7/18/2022

PO BOX

Type:

Debit

Category:  
Food & Dining

## SUPPLIES

Online Description:  
Center Market

ICE

\$32.89

Statement Description:

CENTER MARKET 31 OAK RIDGEOR Card# \*3835 POS DEB 2331 07/24/22 59


Date:

7/25/2022

Type:


Debit

Category:

Home Services 

## EQUIPMENT

Online Description:

U-Haul 

\$123.40

Statement Description:

U-HAULKEEPER SUP OAKRIDGEOR Card# \*3835 DBT CRD 0654 07/25/22 65

Date:

7/25/2022

UHAUL TRUCK

Type:

Debit

Category:  
Gas

## EQUIPMENT

\$30.00

Online Description:  
Chevron



Statement Description:  
CHEVRON 0304013 OAKRIDGEOR Card# \*3835 DBT CRD 2309 07/25/22 28

Date:  
7/26/2022

Type:  
Debit


UHAUL FUEL




Expand/Collapse

---

Category:

Uncategorized 

Online Description:

Blue Sprocke 

Statement Description:

SQ \*BLUE SPROCKE gosq.comOR Card# \*3835 DBT CRD 2301 08/08/22 10

Date:

8/9/2022

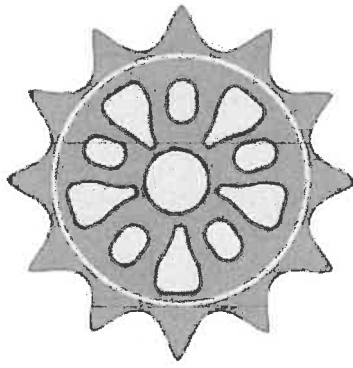
Type:

Debit

ADVERT

\$94.50

H58H ADVERT



*ADVERT*

ADVERT

**Blue Sprocket Brokerage, LLC**

Invoice Paid

**\$94.50**

Paid on August 8, 2022

**BSB for Highway58Herald.org**

Invoice #H58H-OAKCONCERTJUL23

August 8, 2022

**Customer**

Rene' and Kevin Gobelman

Oakridge Concerts in the Park

[oakridgeconcerts@thepark@gmail.com](mailto:oakridgeconcerts@thepark@gmail.com)

541-606-8482

**Message**

All payments made to Blue Sprocket Brokerage, LLC

Proudly representing local Oregon publishers since 1997

Thank you for supporting local business!

**Invoice summary**

Highway58Herald.org, Digital Display Ad **\$94.50**

80x200px banner half page

1 Week

Start/End: Jul 15, 23 - 2022

Subtotal **\$94.50**

**Total Paid \$94.50**

Mastercard 3835

08/08/22, 4:18 PM

Send estimates or invoices for your business?  
Process \$1,000 in sales free when you sign up for Square

**Get Started**

**Blue Sprocket Brokerage, LLC**  
PO Box 155  
WEST LINN, OR 97068-5124 United States  
[bluesprocketbrokerage@gmail.com](mailto:bluesprocketbrokerage@gmail.com)  
503-367-6776

Come Rock The Park!!!!

Saturday July 23

12 to 8:30 pm

Greenwaters Park

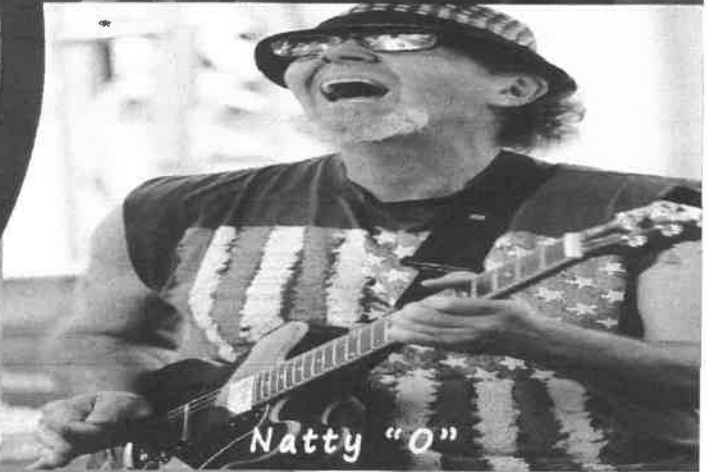
Oakridge, OR



Sharon Garnett  
with the Dorian May trio  
w/special-guests  
Marty Weissbarth on Sax  
James Britten on Congas



Satoria Bob



Natty "O"

No Entry Charge!!!!

Live Bands

All Ages

Food

Beer Garden

more info at

<http://www.oakridgeconcerts.com>

Funded in part through the Rural Tourism Marketing Program

## Business of the City Council

City of Oakridge, Oregon

May 4, 2023

**Agenda Title:** Concerts in the Park 2022  
RTMP Reimbursement Request

**Proposed Council Action:** A motion from  
the floor to approve

**Agenda Item No:** 9.9

**Exhibit:** RTMP application and reimbursement  
request form with receipts (1 document)

**Author:** CA

---

### ISSUE:

Kevin Gobelman, representing **Concerts in the Park**, has submitted a **\$2,500.00** RTMP funding application *and* reimbursement request, for \$2,500.00 of the \$6,135.00 in costs associated with the 2022 Concerts in the Park series. Mr. Gobelman was under the impression that he was not allowed to submit the request for RTMP funding request until after the event. I have advised him of the proper procedure for any future requests. He will be in attendance at the meeting to answer any questions.

Attached as an exhibit in one combined document is the RTMP application, reimbursement request form, and the expenditure receipts. See page 6 for a detailed description of the costs.

This request was sent to the RTMP/TRT Committee for review during their 5/2/23 meeting. The committee's recommendation will be provided during the City Council meeting.

**FISCAL IMPACT:** \$2,500.00 (from RTMP funds)

**OPTIONS:** Approve or deny

**RECOMMENDATION:** The RTMP/TRT Committee will provide their recommendation at the City Council meeting.

**RECOMMENDED MOTION:** *"I move to approve \$2,500.00 (or other amount) in RTMP funds for the 2022 Concerts in the Park."*

### STRATEGIC THEMES/GOALS INVOLVED:

Theme 3 (Strong Economy), Goal #2: Sustainably develop and market the recreational tourism industry in a way that benefits local business and residents.

Theme 4 (Community Livability), Goal #1: Work with community partners to provide recreation, education, and enrichment opportunities for citizens and youth.

# RTMP QUESTIONNAIRE

Event Name: Oakridge Art Council  
 Contact Person(s): Kevin Gobelman Phone: 541-606-8488 2  
 Address: 48513 OR-58 Suite 1  
 Email: rcgobelman@gmail.com  
 Date of Event: 2022 Event Location: OAC Gallery, 48513 OR-58, & 1st Friday Uptown Art Walk

**Please answer the following questions regarding your event/project by circling Y or N.**

- |   |      |     |
|---|------|-----|
| 1. Does your event/project create overnight stays? (hotel/motel/STR)  | Y=10 | N=0 |
| 2. Does your event/project increase room stays during the Fall or early Spring?   | F=5  | S=5 |
| 3. Does your event/project create visits or increase the amount of time spent in the area by improving the attractiveness of the community? | Y=10 | N=0 |
| 4. Does your event/project focus its marketing to bring in visitors from other states?  | Y=5  | N=0 |
| 5. Does your event/project focus on attracting Oregonians to Oakridge during "peak season/" (June -August)                                  | Y=5  | N=0 |
| 6. Does your event/project work with other organizations to market the Oakridge area within local, state and private agencies?              | Y=10 | N=0 |
| 7. Is this a group travel tour or package?  | Y=5  | N=0 |
| 8. Are you working with Travel Lane County?   | Y=10 | N=0 |
| 9. Do you offer incentives to promote return visits?  | Y=10 | N=0 |

TOTAL: 50

\*On a separate piece of paper please provide an explanation for each question you marked "yes." Please number your responses corresponding to the number as above. You **do not** need to meet all to be funded. Scores of 30 pts or more will qualify for funding.

Applicant or Group agrees to indemnify, defend and hold harmless the City and its officers, agents and employees against all liability, loss and costs arising from actions, suits, claims or demands attributed in whole or in part to the acts or omissions of Applicant or Group, and Applicant's and or Group's officers, agents and employees, in performance of the Event or project.

Check here if your event requests Special Funding (see details above)

Signature:  Date: 3/1/2022

2022

Oakridge Art Council

RTMP

QuestionnaireAnswers

1. Yes. The event would create motel/hotel stays because we are working on promoting in Springfield and Eugene and surrounding areas for our Art Walk Events. Also family members living in other cities did come for the first event and hopefully continue to come for future events.

2. Our event is continuous all year long.

3. Yes. since we are participating in pre-existing events that bring out of town and out of state tourism. Our hopes are to bring them back for our future events throughout other seasons. (example: we are participating in the Tree Planting Festival event this spring).

5. Yes, our gallery is open all year long on the Saturday and Sunday from 12 - 5PM, and we continue to have our members exhibit at the 1st Friday Art Walk.

6. Yes, our gallery is open all year long on the Saturday and Sunday from 12 - 5PM, and we continue to have our members exhibit at the 1st Friday Art Walk. Yes, we are currently collaborating with the Tree Planting Festival, Concerts in the Park UBRA (Uptown Business Rejuvenation Association), the Pioneer Museum, and the Uptown.

8. Yes, we currently are a partner with Travel Lane County and have an ad in Eugene, Coast, and Cascades.

**REQUEST  
FOR  
FUNDING**

Budget Category	Expenses	Funding Requested
<i>Personnel</i>		\$
<i>Equipment</i>	\$	\$ 2500.00
<i>Travel/Conferences/ Training</i>	\$	\$
<i>Supplies</i>	\$	\$ 1500.00
<i>Advertising</i>	\$	\$ 4000.00
<i>Rent/Utilities</i>	\$	\$ 500.00
<i>Administrative Costs</i>	\$	\$ 50.00
<i>Other Insurance</i>	\$	\$ 200.00
<i>Other</i>	\$	\$
<i>Total</i>	\$	\$ 8750.00

Prepared by: Title:

Kevin Gobelman

Treasuer

Signature of Program  
Contact:

*Kevin Gobelman* 

**Note:**  
**This form must be submitted in the original grant application.**

## Your Advertising Plan

If you are awarded funding from the RTMP all advertising must include the following statement:

***“This event is funded in part by the Lane County Rural Tourism Marketing Program.”***

Describe your plan for advertising this event / activity / project. This may include, but not limited to: Flyers, Posters, Brochures, websites, logos. Does your Event/Project have a web page, social media link? please provide the link(s):

*Attach additional pages if needed.*

We currently are a partner with Travel Lane County, advertise in Eugene, Coast, and Cascades.

We use social media with our Facebook Page, Oakridge-Westfir Chamber of Commerce,  
and other Facebook groups.

<https://www.facebook.com/oakridgeartwalk/>

---

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---

If not yet completed, we will need a copy of all printed ads included in your After Event Summary.

**\*\*Please note, one way to help fund your event is to request local businesses to sponsor your event with a donation, in return your event include their logo on all of your advertising.**



**REQUEST FOR REIMBURSEMENT**

Event Name: Oakridge Art Council

<b>Budget Category</b>	<b>Short Description of Expense</b>	<b>Total Spent</b>
<i>Personnel</i>		\$
<i>Equipment</i>	Booth Displays; Handling, mounting, cutting equip.;ZOOM subscription	\$ 447.79
<i>Travel/Conferences/Training</i>		\$
<i>Supplies</i>	Cleaning;classes;demo Supplies; Fundraiser;and outreach events	\$ 1046.45
<i>Advertising</i>	Travel Oregon;Eugene-Coast-Cascades;posters & fliers;printer maint.	\$ 581.89
<i>Rent/Utilities</i>	Office Rental	\$ 312.00
<i>Administrative Costs</i>	SOS Annual Return; PO Box	\$ 112.00
<i>Other</i> Insurance	CFA Policy share	\$ 173.00
<i>Other</i>		\$
<i>Total</i>		\$ 2673.13
<i>Funds Requested</i>		\$ 2500.00

**\* Amounts Requested for Reimbursement must have supporting documentation attached. (Proof of purchase)**

For office use only: Total \$ Award by Council \_\_\_\_\_ on this date \_\_\_\_\_



ADMIN



Server: Sonya  
Station ID: 01

**Table: Main Start Order -A**  
5/4/2022 1:42:06 PM

ART WALK

✓ 8/30/2022

<u>Item</u>	<u>Price</u>
\$50 50 PACK	50.00
ADD (4x) CHOCOLATE CHUNK	
ADD (4x) CLASSIC W/ M&MS	
ADD (4x) DOUBLE CHOC CHUNK	
ADD (4x) DOUBLE CHOC MINT	
ADD (4x) OATMEAL RAISIN	
ADD (4x) PEANUT BUTTER CHIP	
ADD (4x) SUGAR	
ADD (4x) WHT CHOC MC NUT	
ADD (4x) VEGAN BIRTHDAY CAKE	
ADD (4x) VEGAN CHOC CHUNK	
ADD (4x) VEGAN DBL CHOC CHUNK	
ADD (3x) GLUTEN FREE CHOC CHUNK	
ADD (3x) BERRIES N' CREAM	
ADD IND WRAPPED CELLOPHANE	

Subtotal:	50.00
Discount:	-25.00
Total:	25.00
Tax:	0.00

**Grand Total: 25.00**

Credit Card (49063)	25.00
ROWLAND/ JUDY A	
*****8551	
MASTERCA	****
Tip:	n/a

**Balance: 0.00**

ADMIN

✓ (Admin) 8/30



UNAKRIDGE  
48264 L ST ST  
UNAKRIDGE, OR 97463-9701  
(800)275-8777

ADMIN  
P.O. BOX

05/05/2022

11:38 AM

Product	Qty	Unit Price	Price
Box Renewal			\$62.00
ZIP Code: 97463			
Box #: 67			
Rental Start Date: 06/01/2022			
Next Renewal Date: 05/31/2023			
Customer Name: JUDY ROWLAND			

Grand Total: \$62.00

Credit Card Remitted \$62.00

Card Name: MasterCard  
Account #: XXXXXXXXXXXX8551  
Approval #: 897968  
Transaction #: 764  
AID: A0000000042203 Chip  
AL: DEBIT  
PIN: Not Required DEBIT



# Oakridge School District 76

"Schools and community partnering to prepare students for a productive citizenship."

Reta Doland  
Superintendent  
76499 Rose St.  
Oakridge, Oregon 97463  
rdoland@ohswarriors.net



8/30/2022

ADMIN

June 3, 2022

TO: Oakridge-Westfir Tree Planting Festival  
PO Box 67  
Oakridge, OR 97463

FR: District Office  
Oakridge School District  
76499 Rose Street  
Oakridge, OR 97463

RE: Tree Planting Festival: May 7, 2022

---

INVOICE

**Custodial Services**      May 7, 2022 – 3 hours x \$15.24 = \$45.72

ADMIN

554

**TOTAL AMOUNT DUE**

**\$45.72**

*Please remit payment to the above address. Thank you.*



8/30 Kelly

Kevin Gobelman <kevin.gobelman@gmail.com>

## Payment Receipt - Oregon Business Filing

ADMIN

<noreply@nicusa.com>

Sun, Jun 19, 7:40 PM

## Payment Receipt Confirmation

Your payment was successfully processed. You may print this receipt page for your records by selecting Print.

### Transaction Summary

Description	Amount
Oregon Business Filing	\$50.00
Total Amount Paid	\$50.00

### Customer Information

**Customer Name** Kevin Gobelman  
**Local Reference ID** 179205092  
**Receipt Date** 6/19/2022  
**Receipt Time** 07:40:09 PM PDT

### Payment Information

**Payment Type** Credit Card  
**Credit Card Type** MAST  
**Credit Card Number** \*\*\*\*\*8551  
**Order ID** 128514962  
**Billing Name** Judy Rowland

### Billing Information

**Billing Address** PO Box 67  
**Billing City, State** Oakridge, OR  
**ZIP/Postal Code** 97463  
**Country** US  
**Phone Number** 5416068482  
**This receipt has been emailed to the address below.**  
**Email Address** kevin.gobelman@gmail.com

Final Details for Order #111-4975797-9366619

Print this page for your records.

**Order Placed:** November 11, 2022  
**Amazon.com order number:** 111-4975797-9366619  
**Order Total: \$61.95**

**Shipped on November 12, 2022**

**Items Ordered**

**Price**

1 of: *Canon PGI-280 / CLI-281 5 Color Ink Pack, Compatible to TS8120, TS6120, TR8520, TR7520, and TS9120 Wireless Printers, Multi, PGI-280 Full Standard Set*

\$61.95

Sold by: True Modern Electronics ([seller profile](#))

Condition: New

**Shipping Address:**

Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

**Shipping Speed:**

FREE Prime Delivery

**Payment information**

**Payment Method:**

Debit Card | Last digits: 3487

Item(s) Subtotal: \$61.95  
Shipping & Handling: \$0.00  
-----

**Billing address**

Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

Total before tax: \$61.95  
Estimated tax to be collected: \$0.00  
-----

**Grand Total: \$61.95**

To view the status of your order, return to [Order Summary](#).

Final Details for Order #111-2292690-7917016

Print this page for your records.

**Order Placed:** November 15, 2022  
**Amazon.com order number:** 111-2292690-7917016  
**Order Total: \$65.97**

**Shipped on November 16, 2022**

**Items Ordered**

**Price**

3 of: *Canon CLI-271XL Yellow Ink Tank Compatible to MG6820, MG6821, MG6822, MG5720, MG5721, MG5722, MG7720, TS5020, TS6020, TS8020, TS9020, Canon CLI-271 XL Yellow, XL Ink Tank* \$21.99

Sold by: Amazon.com Services LLC

Condition: New

**Shipping Address:**

Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

**Shipping Speed:**

FREE Prime Delivery

**Payment information**

**Payment Method:**

Debit Card | Last digits: 3487

Item(s) Subtotal: \$65.97  
Shipping & Handling: \$0.00

**Billing address**

Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

Total before tax: \$65.97  
Estimated tax to be collected: \$0.00

**Grand Total: \$65.97**

To view the status of your order, return to [Order Summary](#).



**Final Details for Order #111-7855482-3537867**

Print this page for your records.

**Order Placed:** December 4, 2022  
**Amazon.com order number:** 111-7855482-3537867  
**Order Total: \$138.39**

**Shipped on December 5, 2022**

**Items Ordered**

1 of: *ILFORD 2001893 GALERIE Prestige Smooth Gloss - 17 Inches x 88.5 Feet Roll* **Price**  
Sold by: Ace Photo ([seller profile](#)) **\$119.99**

Condition: New

**Shipping Address:**

Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

**Shipping Speed:**

Standard Shipping

**Payment information**

**Payment Method:**

Debit Card | Last digits: 3487

Item(s) Subtotal: \$119.99  
Shipping & Handling: \$18.40

**Billing address**

Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

-----  
Total before tax: \$138.39  
Estimated tax to be collected: \$0.00  
-----

**Grand Total: \$138.39**

**Credit Card transactions**

MasterCard ending in 3487: December 5, 2022: \$138.39

To view the status of your order, return to [Order Summary](#).

Final Details for Order #111-5403059-0691456

Print this page for your records.

**Order Placed:** November 12, 2022  
**Amazon.com order number:** 111-5403059-0691456  
**Order Total: \$163.93**

**Shipped on November 13, 2022**

**Items Ordered**

**Price**

1 of: *Canon MC-20 OS Maintenance Cartridge, 0628C002 (Maintenance Cartridge)* \$24.00  
Sold by: Enrich The World ([seller profile](#))  
Condition: New

**Shipping Address:**

Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

**Shipping Speed:**

FREE Prime Delivery

**Shipped on November 13, 2022**

**Items Ordered**

**Price**

8 of: *Canon CLI-281 CYAN Compatible to TR7520, TR8520, TR8620, TS6120, TS6220, TS6320, TS702, TS8120, TS8220, TS8320, TS9120, TS9520 Printers* \$12.99  
Sold by: Amazon.com Services LLC  
Condition: New

1 of: *Canon CLI-281 Black, Cyan, Magenta and Yellow 4 Ink-Pack, Compatible to IB4120, MB5420, MB5120, IB4020, MB5020, MB5320* \$47.99  
Sold by: Amazon.com Services LLC  
Condition: New

**Shipping Address:**

Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

**Shipping Speed:**

FREE Prime Delivery

**Payment information**

**Payment Method:**

Debit Card | Last digits: 3487  
Reference number: 20221112  
Gift Card

Item(s) Subtotal: \$175.91  
Shipping & Handling: \$0.00  
-----  
Total before tax: \$175.91

**Final Details for Order #111-5632259-8169058**

Print this page for your records.

**Order Placed:** September 1, 2022  
**Amazon.com order number:** 111-5632259-8169058  
**Order Total: \$84.71**

**Shipped on September 4, 2022**

**Items Ordered**

**Price**

2 of: *Hamilco White Cardstock Thick Paper – 8 1/2 x 11" Blank Heavy Weight 80 lb Cover* \$13.99  
*Card Stock - for Brochure Award and Stationery Printing - 50 Pack*  
Sold by: Hamilco ([seller profile](#))

Condition: New

1 of: *CanonInk LUCIA PRO MC-20 printer Maintenance Cartridge Ink* \$18.59  
Sold by: Amazon.com Services LLC

Condition: New

**Shipping Address:**

Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

**Shipping Speed:**

Two-Day Shipping

**Shipped on September 3, 2022**

**Items Ordered**

**Price**

1 of: *Hammermill Printer Paper, Premium Inkjet & Laser Paper 24 Lb, 8.5 x 11 - 5 Ream* \$38.14  
*(2,500 Sheets) - 97 Bright, Made in the USA, 166140C*  
Sold by: Amazon.com Services LLC

Condition: New

**Shipping Address:**

Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

**Shipping Speed:**

Two-Day Shipping

**Payment information**

**Payment Method:**

Debit Card | Last digits: 3487

Item(s) Subtotal: \$84.71  
Shipping & Handling: \$0.00

-----

**Billing address**

Kevin Gobelman

Total before tax: \$84.71  
Estimated tax to be collected: \$0.00

Final Details for Order #112-1969333-7625031

Print this page for your records.

**Order Placed:** April 18, 2022  
**Amazon.com order number:** 112-1969333-7625031  
**Order Total: \$32.99**

**Shipped on April 19, 2022**

**Items Ordered**

1 of: *CanonInk LUCIA PRO MC-20 printer Maintenance Cartridge Ink*  
Sold by: Unique Photo, Inc. ([seller profile](#))

**Price**  
\$32.99

Condition: New

**Shipping Address:**

Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

**Shipping Speed:**

Standard Shipping

**Payment information**

**Payment Method:**

Debit Card | Last digits: 3487  
Reference number: 220418

Item(s) Subtotal: \$32.99  
Shipping & Handling: \$0.00  
-----

**Billing address**

Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

Total before tax: \$32.99  
Estimated tax to be collected: \$0.00  
-----

**Grand Total: \$32.99**

**Credit Card transactions**

MasterCard ending in 3487: April 19, 2022: \$32.99

To view the status of your order, return to [Order Summary](#).

Final Details for Order #111-9264106-0753822

Print this page for your records.

**Order Placed:** June 5, 2022  
**Amazon.com order number:** 111-9264106-0753822  
**Order Total: \$24.49**

**Shipped on June 7, 2022**

**Items Ordered**

**Price**

1 of: *VAKER Remanufactured Ink Cartridges 61 Replacement for HP 61XL 61 XL to Compatible with Envy 4500 5530 5534 Deskjet 1000 1056 1510 1512 OfficeJet 4630* \$24.49  
Sold by: zhuhairuilinkejiyouxiangongsi ([seller profile](#))

Condition: New

**Shipping Address:**

Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

**Shipping Speed:**

FREE Prime Delivery

**Payment information**

**Payment Method:**

Debit Card | Last digits: 3487

Item(s) Subtotal: \$24.49  
Shipping & Handling: \$0.00

**Billing address**

Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

Total before tax: \$24.49  
Estimated tax to be collected: \$0.00

**Grand Total: \$24.49**

To view the status of your order, return to [Order Summary](#).

**Final Details for Order #111-5421373-8637047**

Print this page for your records.

**Order Placed:** December 19, 2022  
**Amazon.com order number:** 111-5421373-8637047  
**Order Total: \$16.49**

**Shipped on December 19, 2022**

**Items Ordered**

	<b>Price</b>
1 of: <i>Neenah Bright White Mega Collection Coverstock, 8.5" x 11", 65 lb/176 gsm, 96 Brightness, Bright White, 325 Sheets, MORE SHEETS! (91632)</i>	\$16.49

Sold by: Amazon.com Services LLC

Condition: New

**Shipping Address:**

Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

**Shipping Speed:**

FREE Prime Delivery

**Payment information**

**Payment Method:**

Debit Card | Last digits: 3487

**Billing address**

Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

Item(s) Subtotal: \$16.49  
Shipping & Handling: \$0.00

-----  
Total before tax: \$16.49  
Estimated tax to be collected: \$0.00

-----  
**Grand Total: \$16.49**

To view the status of your order, return to [Order Summary](#).

**Final Details for Order #111-5551720-1592230**

Print this page for your records.

**Order Placed:** May 28, 2022  
**Amazon.com order number:** 111-5551720-1592230  
**Order Total: \$86.49**

**Shipped on May 31, 2022**

**Items Ordered**

**Price**

1 of: *Premium Lyve Matte Canvas Paper Perfect For Use on Professional Makes and Models of Epson, Canon and HP printers preferred by Professionals. 19 mil te* \$86.49  
Sold by: Breathing Color Inc ([seller profile](#))

Condition: New

**Shipping Address:**

Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

**Shipping Speed:**

Standard Shipping

**Payment information**

**Payment Method:**

Debit Card | Last digits: 3487

Item(s) Subtotal: \$86.49  
Shipping & Handling: \$0.00

**Billing address**

Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

-----  
Total before tax: \$86.49  
Estimated tax to be collected: \$0.00  
-----

**Grand Total: \$86.49**

**Credit Card transactions**

MasterCard ending in 3487: May 31, 2022: \$86.49

To view the status of your order, return to [Order Summary](#).

## Final Details for Order #111-2863683-2380211

[Print this page for your records.](#)

**Order Placed:** December 19, 2022  
**Amazon.com order number:** 111-2863683-2380211  
**Order Total: \$41.99**

**Shipped on December 22, 2022**

Items Ordered	Price
1 of: <i>Tiger-Hoo Heavy-Duty Inkjet Canvas 17 inch x40ft Roll Waterproof and White Matte Finish Digital Printing 100 percent Polyester Inkjet Water-based Dye and Pigment Ink Jet Printing Printers</i>	\$41.99
Sold by: Inkjet Media&Displays ( <a href="#">seller profile</a> )	

Condition: New

### Shipping Address:

Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

### Shipping Speed:

Two-Day Shipping

## Payment information

### Payment Method:

Debit Card | Last digits: 3487

Item(s) Subtotal: \$41.99  
Shipping & Handling: \$0.00

### Billing address

Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

Total before tax: \$41.99  
Estimated tax to be collected: \$0.00

**Grand Total: \$41.99**

To view the status of your order, return to [Order Summary](#).



Final Details for Order #112-4646916-6568208

Print this page for your records.

**Order Placed:** April 18, 2022  
**Amazon.com order number:** 112-4646916-6568208  
**Order Total:** \$109.98

**Shipped on April 19, 2022**

<b>Items Ordered</b>	<b>Price</b>
2 of: <i>A-SUB Premium Photo Paper High Glossy 11x17 Inch 66lb for Inkjet Printers 50 Sheets</i> Sold by: PTsky ( <a href="#">seller profile</a> ) Condition: New	\$27.99
1 of: <i>CanonInk Lucia PRO PFI-1000 Croma Optimizer Individual Ink-Tank</i> Sold by: Amazon.com Services LLC Condition: New	\$54.00

**Shipping Address:**

Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

**Shipping Speed:**

FREE Prime Delivery

**Payment information**

**Payment Method:**

Debit Card | Last digits: 3487  
Reference number: 220418

Item(s) Subtotal: \$109.98  
Shipping & Handling: \$0.00  
-----

**Billing address**

Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

Total before tax: \$109.98  
Estimated tax to be collected: \$0.00  
-----

**Grand Total:\$109.98**

To view the status of your order, return to [Order Summary](#).

Final Details for Order #111-4222407-4013051

[Print this page for your records.](#)

**Order Placed:** September 3, 2022  
**Amazon.com order number:** 111-4222407-4013051  
**Order Total: \$79.90**

**Shipped on September 4, 2022**

<b>Items Ordered</b>	<b>Price</b>
2 of: <i>ILFORD GALERIE Prestige Smooth Pearl - 5 x 7 Inches 100 Sheets (2001744) High-Density Heavyweight Professional Inkjet Photo Range Paper with HDR Insta</i>	\$39.95
Sold by: VIDEO CAMERA CENTER ( <a href="#">seller profile</a> )	

Condition: New

**Shipping Address:**

Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

**Shipping Speed:**

FREE Prime Delivery

**Payment information**

**Payment Method:**

Debit Card | Last digits: 3487

Item(s) Subtotal:	\$79.90
Shipping & Handling:	\$0.00
	-----

**Billing address**

Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

Total before tax:	\$79.90
Estimated tax to be collected:	\$0.00
	-----

**Grand Total: \$79.90**

To view the status of your order, return to [Order Summary](#).



Your Receipt# E4P6 from Travel Lane  
3 messages

Travel Lane County <notify@talech.com>  
To: oakridgeartcouncil@gmail.com

13 January 2022 at 15:57

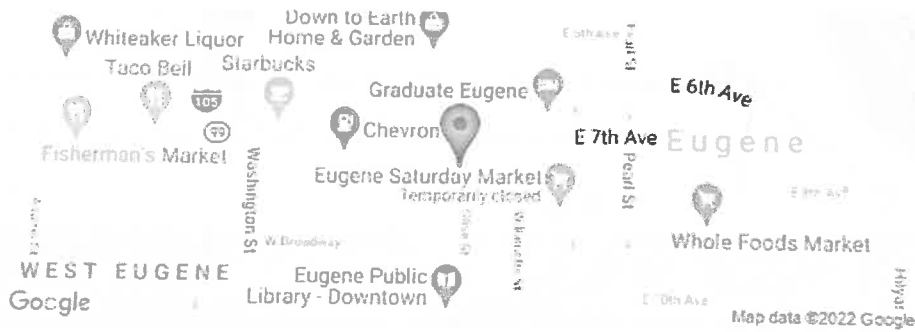
20220113.01 Advert

Having trouble viewing this email? Click here

### Travel Lane County

754 Olive St  
Eugene, OR 97401  
541-484-5307

### Oakridge art council



Receipt #: E4P6  
Cashier: Megan T.

January 13, 2022  
3:56 PM

# \$260.00

Items	Item Price	Qty	Price
Partner Payments	\$260.00	1	\$260.00
- Notes: New partner fee Oak Art Council			
Subtotal			\$260.00
Tax			\$0.00



# Advertising Agreement

EXECUTED ON 2/10/2022 *Kdy*  
APPROVED PROOF ATTACHED

MEDIAmerica Inc.  
12570 SW 69th Ave, Suite 102  
Portland, Oregon 97223  
(503) 223-0304 • Fax (503) 221-6544

Rep: Kirkpatnck, Megan  
Phone: 503.445.8804  
Email: megank@mediamerica.net

**Advertiser:**

Kevin Gobelman  
Oakridge Arts Council  
48513 OR-58 Suite  
Oakridge, OR 97463  
oakridgeartscouncil@gmail.com

**Agency:**

**Billing Contact:**

Kevin Gobelman  
Oakridge Arts Council  
48513 OR-58 Suite  
Oakridge, OR 97463  
oakridgeartscouncil@gmail.com

Publication	Year	Ad Size	Rate	Net
Eugene, Cascades & Coast Visitor Guide	2022	Community Page Single Tile - Oakridge	176.00	\$176.00
<b>Total:</b>				<b>\$176.00</b>

**NOTES:** Please sign & mail, email or fax to 503-221-6544 to officially reserve your space.

**AD MATERIALS:** Your ad materials will be due by **November 19, 2021**. Please submit your ad materials and questions regarding ad materials to [hindissaa@mediamerica.net](mailto:hindissaa@mediamerica.net).

**BILLING:** Upon publication (March 2022).

**Thank you for your business!**

By signing below, I accept the above agreement as well as the publisher's Advertising Terms and Conditions printed on attached sheet.

Advertiser \_\_\_\_\_ Date \_\_\_\_\_ Account Executive \_\_\_\_\_ Date \_\_\_\_\_

## ADVERTISING TERMS AND CONDITIONS

- (A) As used in this section entitled "ADVERTISING TERMS & CONDITIONS" the term "Publisher" shall refer to MEDIAmerica, Inc.
- (B) All insertion orders are accepted subject to provisions of our current rate card. Rates are subject to change upon notice from the Publisher. Should a change in rates be made, space reserved may be canceled by the advertiser or its agency at the time the change becomes effective at no cost to advertiser.
- (C) Advertisements are accepted upon the representation that the advertiser and its agency have the right to publish the contents thereof. In consideration of such publication, the advertiser and its agency agree to indemnify and hold Publisher harmless against any expense or loss by reason of any claims arising out of publication.
- (D) All contents of advertisements are subject to Publisher approval. Publisher reserves the right to reject or cancel any advertisement, insertion order, space reservation or position commitment at any time without cause. Publisher reserves the right to insert the word "advertisement" above or below any copy. Publisher will immediately refund any amounts prepaid by advertiser for cancelled or rejected advertisements.
- (E) Advertisements not received by the final materials closing date will not be entitled to the privilege of okay or revision by the advertiser or its agency.
- (F) Cancellations or changes in order may not be made by the advertiser or its agency after the reservation closing date. If a contract is cancelled, the publisher will assess a cancellation fee of 20% on the contract amount. If there are changes in the order, after signing the original contract, the rate may be subject to an upcharge.
- (G) Positioning of advertisements is at the discretion of the Publisher except where a request for a specific preferred position is acknowledged by Publisher in writing.
- (H) Publisher is not liable for delays in delivery and/or non delivery in the event of an Act of God, action by any government or quasi-governmental entity, fire, flood, insurrection, riot, explosion, embargo, strikes whether legal or illegal, labor or material shortage, transportation interruption of any kind, work slow down, or any condition beyond the control of the Publisher affecting production or delivery in any manner.
- (I) Publisher shall have the right to hold advertiser and/or its advertising agency jointly and severally liable for such monies as are due and payable to the Publisher for

**Order Placed:** June 1, 2022  
**Amazon.com order number:** 111-4302076-2905823  
**Order Total:** \$72.93

**Shipped on June 2, 2022**

Items Ordered	SUPPLIES	Price
1 of: <i>Death Wish Coffee Co., Instant Coffee, Single Serve Packets, Net wt. 1.38 Oz (Pack of 8)</i>		
Sold by: Valley Oasis ( <a href="#">seller profile</a> )		
Condition: New		
1 of: <i>PowerBar Protein Plus Bar, Chocolate Peanut Butter, 2.12 Ounce (15 Count)</i>		
Sold by: Amazon.com Services LLC		
Condition: New		
1 of: <i>Avery A-Z Tab Dividers for 3 Ring Binders, Customizable Table of Contents, Multicolor Tabs, 3 Sets (44225)</i>		
Sold by: Amazon.com Services LLC		
Condition: New		
1 of: <i>Starrett Measure Stix, SM44ME - Steel Measuring Tape Tool, 1/2" x 4' with Permanent Adhesive Backing, Mount to Work Bench, Saw Table, Drafting Tables and More, Cut Down to Needed Size</i>		
Sold by: Onkata ( <a href="#">seller profile</a> )		
Condition: New		
1 of: <i>COLORWING M-K231 Replacement for Brother P Touch M Tape M-K231s MK231 M231 for Brother PTouch PT-M95 PT-90 PT-70 PT-65 PT-85 Label Maker Refills, 12mm 0.47inch White, 4-Pack</i>		
Sold by: COLORWING ( <a href="#">seller profile</a> )		
Condition: New		

**Shipping Address:**

Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

**Shipping Speed:**

FREE Prime Delivery

**Payment information**

**Payment Method:**

Debit Card | Last digits: 3487

Item(s) Subtotal: \$72.93  
Shipping & Handling: \$0.00  
-----

**Billing address**

Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

Total before tax: \$72.93  
Estimated tax to be collected: \$0.00  
-----

**Grand Total: \$72.93**

## Final Details for Order #111-6550746-4822660

[Print this page for your records.](#)**Order Placed:** June 1, 2022**Amazon.com order number:** 111-6550746-4822660**Order Total: \$65.00****Shipped on June 4, 2022****Items Ordered**1 of: *Gourmet Kitchn Nature's Bakery Whole Wheat Fig Bars - 3 Twin Pack Boxes, 72 Bars (36 Blueberry, 36 Raspberry Each) - Healthy Snacks - Vegan, Non-GMO*Sold by: ASH01 ([seller profile](#))

Condition: New

**Price**

\$65.00

**Shipping Address:**Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States**Shipping Speed:**

Two-Day Shipping

**Payment information****Payment Method:**

Debit Card | Last digits: 3487

Item(s) Subtotal: \$65.00

Shipping &amp; Handling: \$0.00

-----

Total before tax: \$65.00

Estimated tax to be collected: \$0.00

-----

**Billing address**Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States**Grand Total: \$65.00**To view the status of your order, return to [Order Summary](#).

**Final Details for Order #111-0578131-2113804**

[Print this page for your records.](#)

**Order Placed:** September 1, 2022  
**Amazon.com order number:** 111-0578131-2113804  
**Order Total: \$47.60**

**Shipped on September 4, 2022**

**Items Ordered****Price**

1 of: *Gourmet Kitchn Natures Bakery Whole Wheat Fig Bars - 2 Twin Pack Boxes, 48 Bars \$47.60*  
*(24 Blueberry, 24 Raspberry Each) - Healthy Snacks - Vegan, Non-GMO 48*

Sold by: The Market Space ([seller profile](#))

Condition: New

**Shipping Address:**

Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

**Shipping Speed:**

FREE Prime Delivery

**Payment information****Payment Method:**

Debit Card | Last digits: 3487

Item(s) Subtotal: \$47.60

Shipping & Handling: \$0.00

-----

Total before tax: \$47.60

Estimated tax to be collected: \$0.00

-----

**Grand Total: \$47.60**

**Billing address**

Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

To view the status of your order, return to [Order Summary](#).



**Final Details for Order #111-9565189-4419429**

[Print this page for your records.](#)

**Order Placed:** September 3, 2022

**Amazon.com order number:** 111-9565189-4419429

**Order Total: \$23.92**

**Shipped on September 4, 2022****Items Ordered****Price**

2 of: *Death Wish Coffee Instant Coffee Dark Roast, 8 Single Serve Packets, The World's Strongest Coffee, Bold & Intense Blend of Arabica & Robusta Beans, USDA Organic Powder, 300mg of Caffeine for Day Lift* \$11.96

Sold by: Death Wish Coffee Co. ([seller profile](#)) | Product question? [Ask Seller](#)

Condition: New

**Shipping Address:**

Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

**Shipping Speed:**

FREE Prime Delivery

**Payment information****Payment Method:**

Debit Card | Last digits: 3487

Item(s) Subtotal: \$23.92  
Shipping & Handling: \$0.00

**Billing address**

Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

Total before tax: \$23.92  
Estimated tax to be collected: \$0.00

**Grand Total: \$23.92**

To view the status of your order, return to [Order Summary](#).

**Final Details for Order #111-9041841-9552205**

[Print this page for your records.](#)

**Order Placed:** March 6, 2022

**Amazon.com order number:** 111-9041841-9552205

**Order Total: \$11.96**

**Shipped on March 6, 2022****Items Ordered**

1 of: *DEATH WISH COFFEE Strong Instant Coffee Packets - Instant Coffee Organic Powder [8 packs of single-serve packets | 4.9 g | 300mg of Caffeine] The Worl*

Sold by: Death Wish Coffee Co. ([seller profile](#)) | Product question? [Ask Seller](#)

Condition: New

**Price**

\$11.96

**Shipping Address:**

Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

**Shipping Speed:**

FREE Prime Delivery

**Payment information****Payment Method:**

Debit Card | Last digits: 3487

Item(s) Subtotal: \$11.96

Shipping & Handling: \$0.00

-----

Total before tax: \$11.96

Estimated tax to be collected: \$0.00

-----

**Grand Total: \$11.96**

**Billing address**

Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

To view the status of your order, return to [Order Summary](#).

**Final Details for Order #111-4053274-6162604**

Print this page for your records.

**Order Placed:** April 22, 2022  
**Amazon.com order number:** 111-4053274-6162604  
**Order Total: \$9.99**

**Shipped on April 23, 2022**

<b>Items Ordered</b>	<b>Price</b>
1 of: <i>Death Wish Coffee Co., Instant Coffee, Single Serve Packets, Net wt. 1.38 Oz (Pack of 8)</i>	\$5.99

Sold by: Kolaks Express Limited ([seller profile](#))

Condition: New

**Shipping Address:**

Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

**Shipping Speed:**

Standard Shipping

**Payment information****Payment Method:**

Debit Card | Last digits: 3487  
Reference number: 20220421

Item(s) Subtotal: \$5.99  
Shipping & Handling: \$4.00

**Billing address**

Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

Total before tax: \$9.99  
Estimated tax to be collected: \$0.00

**Grand Total: \$9.99**

**Credit Card transactions**

MasterCard ending in 3487: April 23, 2022: \$9.99

To view the status of your order, return to [Order Summary](#).

20220227.02 SUPPLIES  
 DILLARD GENERAL STORE #1748  
 LAKRIDGE, OR 97138 675-2003

TL CLNR WINDOW SPRY	1 25
035140701807-120	
SUAVE H SPRAY AERO S	3 00
079400181572-102	
RX 91 TSCP ALC 320Z	3 25
072785109544-100	
PAPER BAG FEE	0 05
LITERACY FOUNDATION	0 45

TOTAL SALE \$8.00  
 MC/Debit \$8.00

PIN VERIFIED  
 \*\*\*\*\*0188  
 EXPIRY: \*\*/\*\* CHIP  
 PIN VERIFIED  
 AUTH# A82824  
 REFERENCE# 000000042246  
 AID# AGC00006042203

ITEMS 5  
 2022-02-27 12:44:20 17448 01 6833



-----CUT HERE-----  
 XXX  
 \* Complete survey at [dgcustomerfirst.com](http://dgcustomerfirst.com) \*  
 \* For a chance to \*  
 \* WIN A \$100 Gift Card \*  
 \* Weekly Drawings, Must be 18+ to enter \*  
 \* Survey Code \*  
 \* 1-877-7728-1967-542 \*  
 XXX

-----CUT HERE-----  
**SATURDAY MAR. 5<sup>TH</sup> ONLY!**  
 DG Store Coupon Valid 3/3/2022  
**\$5 OFF \$25**  
 \$5 off your purchase of  
 \$25 or more (pretax)  
 OR 5% OFF ON THE ENTIRE PURCHASE CODE 1656AV72AN

\$25 or more (pretax) after all other DG discounts. Limit one DG \$2, \$3, or \$5 off store coupon per customer. Excludes phone, gift and prepaid financial cards, prepaid wireless handsets, Rug Doctor rental, propane, tobacco and alcohol.  
 X3443568128764741



-----CUT HERE-----

*ca*  
OR LIQUOR STORE 118  
47778 HIGHWAY 59  
OAKRIDGE, OR. 97463-9746  
541-782-3465

**SALE**

*2022.8.21 9:25:59*

REF= 00000033

Batch = 864

11 28 22

14:39:31

APPR CODE: 919507

Trace. 33

MASTERCARD

Chip

\*\*\*\*\*3487

\*\*\*

AMOUNT

\$16.10

*MEET & GREET  
WHITE CHRIST.  
APPROVED*

Mastercard Debit

AID: A0000000041010

TVR. 80 00 08 80 00

TSE 68 00

THANK YOU

CUSTOMER COPY

# FIRST FRIDAY OAC

20221104.01 SUPPLIES

CENTER MARKET # 31  
47693 OR-58  
Oakridge, OR 97463  
(541) 782-2225

## SALES INVOICE

Yellow Tail:Chardonnay 1.50 IT	11.99
Subtotal	11.99
Tax	0.00
Fee	0.00
<b>Total Sale</b>	<b>\$ 11.99</b>
Credit/Debit	11.99
Change	0.00

Mastercard Debit ... 3487  
Auth Code: 260667  
Entry Type: CHIP  
AID: A0000000041010  
ARQC: CB5B895AA8D1B0BD  
ECRID: 277-1667601521

**Sold Items : 1**  
Verified Age : 21

Please tell us your BOSS Revolution number with every order to receive BR Club benefits.

Visit:BRCLUBSAVES.COM



Your Cashier : Harry  
Terminal: 19315

11/04/2022 03:38pm, #277

OAC  
KEEP & CHECK

DOLLAR GENERAL STORE #17448  
DAK RIDGE, OR 458-675-2003  
2022-08-13 01:51:01 SUPERVISED BY THE ACT  
CRAYOLA MARKERS 10 071662077228 \*3.00  
2 @ 1.50  
REGULAR PRICE 3.00  
ASKILLS PENCILS ME 672125068861 3.50  
ASKILLS COLOR PENC 672125066898 5.00  
PLAYSKOOL CRAYONS 430001360412 2.00  
2 @ 1.00  
CRAYOLA CRAYONS 24 071662000240 \*0.50  
REGULAR PRICE 1.50  
TOTAL SALE \$14.00  
MC/Debit 3487 CHIP \$14.00  
AUTH# 000000  
REF: 000000005737 AID: A0000000042203  
2022-08-13 17:00:51 17448 02 5285

890357194112139117222923919912788611321165

-----CUT HERE-----  
\*\*\*\*\*  
\* Complete survey at dgcustomerfirst.com \*  
\* For a chance to \*  
\* WIN A \$100 Gift Card \*  
\* Weekly Drawings, Must be 18+ to enter \*  
\* Survey Code \*  
\* 1787-6148-151-4593 \*  
\*\*\*\*\*

-----CUT HERE-----  
**SATURDAY AUGUST 20<sup>TH</sup> ONLY!**  
DG Store Coupon Valid 8/20/2022  
**\$5 OFF \$25**  
\$5 off your purchase of  
\$25 or more (pretax)  
OR SHOP ONLINE: USE PROMO CODE DGSAV18AUG

\$25 or more (pretax) after all other DG discounts. Limit one DG \$2, \$3, or \$5 off store coupon per customer. Excludes phone, gift and prepaid financial cards, prepaid wireless handsets, Rug Doctor rental, propane, tobacco and alcohol  
X8615528222854741



-----CUT HERE-----  
**NOW HIRING.**  
Text DGJOBS to 25000 to find your opportunity today.  
  
\*Message and data rates may apply

-----CUT HERE-----

20220227.01 *Supplies*

Oakridge Hardware  
47975 Highway 58  
(541)349-3414

.....  
ref GH-211888

Sale Date: 2/27/2022 17:29 PM

4474557	SANDING SPONGE 3X5X1IN	3.79
2975597	SANDING SPNG WEDGE 3X5	3.99
6785810	SANDING SPNG DRYWL 3-3	2.99

---

Subtotal	10.77
Tax	0.00
Total	10.77
Credit Card	
Ref 20	10.77

Thank you for supporting  
your local Hardware Store!  
[www.OakridgeHardware.com](http://www.OakridgeHardware.com)

All Returns Require Receipt



# VALENTINE / OPEN HOUSE SUPPLIES

ORLAND GENERAL STORE #17448  
 BRIDGE RD 458-675-2003  
 2022 0208 . 01 EVENT SUPPLIES

4"X6" C.N.C. BIRD HE	1.00
U 3627106977-4 0	0.3-
STONE DISCOUNT	1.00
4"X6" C.N.C. BOW HEART	0.3-
U 3627106946-4 0	1.00
STONE DISCOUNT	
4"X6" C.N.C. BOW HEART	0.3-
U 3627106946-4 0	1.00
STONE DISCOUNT	
2.5" RED TEN FLA'S	0.3-
U 117917646-1 10	1.00
STONE DISCOUNT	
2.5" RED TEN FLA'S	0.3-
U 117917646-1 10	1.00
STONE DISCOUNT	
2.5" RED TEN FLA'S	0.3-
U 117917646-1 10	1.00
STONE DISCOUNT	
2.5" RED TEN FLA'S	0.3-
U 117917646-1 10	1.00
STONE DISCOUNT	
4"X6" HEART STICK E	0.3-
U 117916970-1 10	1.00
STONE DISCOUNT	
4"X6" BOW STICK BA	0.3-
U 117916934-1 10	1.00
STONE DISCOUNT	
4"X6" HEART STICK E	0.3-
U 117916987-1 10	1.00
STONE DISCOUNT	
2.5" RED TEN FLA'S	0.3-
U 117917636-1 10	1.00
STONE DISCOUNT	
2.5" RED TEN FLA'S	0.3-
U 117917636-1 10	1.00
STONE DISCOUNT	
2.5" RED TEN FLA'S	0.3-
U 117917636-1 10	1.00
STONE DISCOUNT	
2.5" RED TEN FLA'S	0.3-
U 117917636-1 10	2.00
STONE DISCOUNT	
V/L WRTG. LUGG SIGN	0.26-
4220011751-4 0	1.00
STONE DISCOUNT	
2.5" RED LUNCH NAPKI	0.3-
U 117917624-1 10	1.00
STONE DISCOUNT	
2.5" RED LUNCH NAPKI	0.3-
U 117917624-1 10	1.00
STONE DISCOUNT	
2.5" RED LUNCH NAPKI	0.3-
U 117917624-1 10	1.00
STONE DISCOUNT	
2.5" RED LUNCH NAPKI	0.3-
U 117917624-1 10	1.00
STONE DISCOUNT	
2.5" RED LUNCH NAPKI	0.3-
U 117917624-1 10	1.00
STONE DISCOUNT	
HEART BA. LOGN LUG NA	0.3-
U 117915720-1 10	1.00
STONE DISCOUNT	
HEART BA. LOGN LUG NA	0.3-
U 117915720-1 10	1.00
STONE DISCOUNT	
V/L TINSSEL BOWL WD	0.3-
42200136657E-4 0	1.00
STONE DISCOUNT	
V/L TINSSEL BOWL WD	0.3-
42200136667E-4 0	1.00
STONE DISCOUNT	
V/L SIGN FLANKED HEA	0.3-
422001367541-4 0	1.00
STONE DISCOUNT	
V/L SIGN FLANKED HEA	0.3-
422001367541-4 0	1.00
STONE DISCOUNT	
V/L SIGN FLANKED HEA	0.3-
422001367541-4 0	1.00
STONE DISCOUNT	
V/L SIGN FLANKED HEA	0.3-
422001367541-4 0	1.00
STONE DISCOUNT	
3"X4" S. CRYST HEART E	0.3-
01142049781-1 0	1.80 N
STONE DISCOUNT	
3"X4" S. CRYST HEART E	0.3-
01142049781-1 0	0.20-N
STONE DISCOUNT	
3"X4" S. CRYST HEART E	0.3-
01142049781-1 0	0.10
STONE DISCOUNT	
3"X4" S. CRYST HEART E	0.3-
01142049781-1 0	2.75 N
STONE DISCOUNT	
V/L DECOR LUSCAGE TA	0.37-N
4220012778E-4 0	1.00
STONE DISCOUNT	
3"X4" S. CRYST HEART E	0.3-
01142049781-1 0	0.50 N
STONE DISCOUNT	
3"X4" S. CRYST HEART E	0.06-N
01142049781-1 0	1.25 N
STONE DISCOUNT	
3"X4" S. CRYST HEART E	0.6-N
01142049781-1 0	1.25 N
STONE DISCOUNT	
PAPER BAG FEE	0.33-N
	0.05

TOTAL SALE

532.30

DEBIT  
 42200136657E-4 0  
 EXPIRY: 10/31/2022  
 2/18/2022  
 REFERENCE: 00000005058  
 3/18/2022 00000001203

TOTAL SAVINGS  
 55.00

ITEMS 36 28

20220805.1  
1ST FRIDAY  
ART WALK  
SUPPLIES  
ICE = 1.99

CENTER MARKET # 31  
47693 OR-58  
Oakridge, OR 97463  
(541) 782-2225

SALES INVOICE

→ Ice bag and ice block (1.99)  
~~Gatorade 20.00~~

Subtotal	4.48
DEPOSIT	0.10
<b>Total Sale</b>	<b>\$ 4.58</b>
Cash	10.00
Change	5.42

Sold Items : 2

Please tell us your BOSS Revolution number with every order to receive BR Club benefits.

Visit: [BRCLUBSAVES.COM](http://BRCLUBSAVES.COM)



Your Cashier : Harry  
Terminal: 19315

08/05/2022 03:56pm, #372

FIRST FRIDAY:  
ART WALL



18067 Hwy 58  
Storersridge, OR 97463  
(503) 782-4283

REXSE  
COBELMAN

20221104.2 OUTREACH

11/04/2022 15:49:10  
US Debit Entry Method: Chip  
CARD # XXXXXX XX XXXX0188  
PURCHASE - APPROVED  
AUTH CODE: 356847

Mode: Issuer  
AID: A000000042203  
TVR: 3000048000  
IAD: C110A00001220000000000000000  
00JFF  
TSI: 6800  
00  
MID: 000000 TID: 53000000700004ES  
001 SEQ: 042258

Total: USD\$ 36.93

PIN VERIFIED		
S/R ICE CREAM	\$5.99	F
Storersridge FF	-\$4.01	F
S/R ICE CREAM	\$5.99	F
Storersridge FF	-\$4.01	F
3" BLUEBERRY PIE	\$10.99	F
3" DUTCH APPLE PIE	\$10.99	F
3" CHERRY PIE	\$10.99	F

BALANCE DUE  
Debit Card  
[S] \*\*\*\*\*0188  
Auth Code = 856847

36.93  
36.93

Total number of items sold = 5

CHANGE \$0.00

\$ \$\$\$\$ \$\$\$\$ \$\$\$\$ \$\$  
\$ \$ \$ \$ \$

OAC  
MEET & GREET



48067 Hwy 58  
Oakridge, OR 97463  
(541) 782-4283

2022 11 18, 02 SUPPLIES

11/18/2022 14:53:56  
US Debit Entry Method: Chip  
CARD # XXXX:XX:XXXX:XXXX3487  
PURCHASE - APPROVED  
AUTH CODE: 923689

MoJe: Issuer  
AID: A000000042203  
TVR: 300088000  
IAD: C110A00001220000000000000000  
000FF  
TSI: 6800  
ARC: 00  
TC: A2621D5CB43FEA3C  
MID: 000000 TID: 001 SEQ: 043752

Total: USD\$ 32.41

HNYCRISP APPLE CIDR	\$8.99	F
TILLAMOCK BUTTER	\$6.99	F
KRAFT VELVEETA	\$12.49	F
UNCLE BENS RICE		
1 @ 2 FOR \$5.00	\$2.50	F
WAVEL ORANGE		
1.12 lb @ \$1.29/ lb	\$1.44	F

BALANCE DUE \$32.41

Master Card \$32.41

[S] \*\*\*\*\*3487

+h Code = 923689

ENTER MAIL # 31  
47693 OR-58  
Oakridge, OR 97463  
(541) 782-2225

SAL 20220820, 01 SUPPLIES

spirit Organic Regular 1.0	11.75
	11.75
	0.00
	0.00
<b>Total Sale</b>	<b>\$ 11.75</b>
.../Debit	11.75
Change	0.00

Mastercard Debit ... 3487  
Auth Code: 350306  
Entry Type: CHIP  
AID: A0000000041010  
ARQC: A6058A187E590734  
ECRID: 262-1661027618

- 11.27  
+ .54  
REFUNDED

Sold Items : 1  
Verified Age : 21

Please tell us your BR® Revolution number with every order to receive BR Club benefits.

Visit: BRCLUBSAVES.COM



Your Cashier : Harry  
Terminal: 19315

08/20/2022 01:33pm, #262

## Final Details for Order #111-2718188-1181853

[Print this page for your records.](#)**Order Placed:** July 10, 2022**Amazon.com order number:** 111-2718188-1181853**Order Total: \$6.98****Shipped on July 11, 2022****Items Ordered**

1 of: *Tuplip Fe- Nails 1-1/2"inch x 14 Gauge (290pc), Flat Head Nails Hardware (38mm), Brass Plated Gold Nails for Hanging Pictures/Wood/Decor/Plaster & Dr* **Price** \$6.98

Sold by: Tuplip Fe ([seller profile](#))

Condition: New

**Shipping Address:**

Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

**Shipping Speed:**

FREE Prime Delivery

**Payment information****Payment Method:**

Debit Card | Last digits: 3487

Item(s) Subtotal: \$6.98  
Shipping & Handling: \$0.00

-----

**Billing address**

Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

Total before tax: \$6.98  
Estimated tax to be collected: \$0.00

-----

**Grand Total: \$6.98**To view the status of your order, return to [Order Summary](#).

**Final Details for Order #111-5931958-9445838**

[Print this page for your records.](#)

**Order Placed:** January 16, 2022

**Amazon.com order number:** 111-5931958-9445838

**Order Total: \$12.91**

**Shipped on January 17, 2022**

<b>Items Ordered</b>	<b>Price</b>
----------------------	--------------

1 of: <i>Lineco Books by Hand pH Neutral Adhesive, Archival Quality Acid-Free Dries Clear and Quick Water Soluble Lay-Flat Property, 16 Ounces</i>	\$12.91
--	---------

Sold by: Golden State Art ([seller profile](#))

Condition: New

**Shipping Address:**

Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

**Shipping Speed:**

FREE Prime Delivery

**Payment information****Payment Method:**

Debit Card | Last digits: 3487

Item(s) Subtotal: \$12.91

Shipping & Handling: \$0.00

-----

Total before tax: \$12.91

Estimated tax to be collected: \$0.00

-----

**Grand Total:\$12.91**

**Billing address**

Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

To view the status of your order, return to [Order Summary](#).

## Final Details for Order #111-0366959-1881004

[Print this page for your records.](#)

**Order Placed:** April 22, 2022  
**Amazon.com order number:** 111-0366959-1881004  
**Order Total:** \$746.98

**Shipped on April 23, 2022**

<b>Items Ordered</b>	<b>Price</b>
2 of: <i>TARPFANG Banner/Umbrella Holder - Galvanized Steel Beach Umbrella Anchor, Beach Umbrella Holder, Umbrella Anchor, Metal Top For Repeated Use, Anchor For Beach Umbrella, Patio Umbrella holder</i>	\$23.99
Sold by: Stakeboss LLC ( <a href="#">seller profile</a> )	

Condition: New

**Shipping Address:**

Kevin Gobelman  
 47718 PORTAL DR  
 OAKRIDGE, OR 97463-9710  
 United States

**Shipping Speed:**

Two-Day Shipping

**Shipped on April 23, 2022**

<b>Items Ordered</b>	<b>Price</b>
1 of: <i>Canon PFI-1000 12 Color Pack, Small</i>	\$699.00
Sold by: Amazon.com Services LLC	

Condition: New

**Shipping Address:**

Kevin Gobelman  
 47718 PORTAL DR  
 OAKRIDGE, OR 97463-9710  
 United States

**Shipping Speed:**

Two-Day Shipping

**Payment information****Payment Method:**

Debit Card | Last digits: 3487  
 Reference number: 20220421

Item(s) Subtotal: \$746.98  
 Shipping & Handling: \$0.00  
 -----

Total before tax: \$746.98  
 Estimated tax to be collected: \$0.00  
 -----

**Grand Total: \$746.98****Billing address**

Kevin Gobelman  
 47718 PORTAL DR  
 OAKRIDGE, OR 97463-9710



Pp. CK # 1141 274053  
 9/18/2021

CUSTOMER'S ORDER NO. 09172021		DATE 9-17-21	
NAME Oarkridge Ant Concel			
ADDRESS 20210417.01 EQUIP.			
CITY, STATE, ZIP			
SOLD BY	CASH	C.O.D	CHARGE ON ACCT.
			MDSE RETD.
			PAID OUT
QUAN.	DESCRIPTION		AMOUNT
1	1	Display bench	
2		Material	36 00
3			
4		Labor	180 -
5		Donation	
6		Discount	- 180 -
7			
8		Total	\$36 00
9			
10			
11			
12			
RECEIVED BY <i>R. Woodson</i>			

KEEP THIS SLIP FOR REFERENCE  
 3705

2021/211.01 EQUIP

DOLLAR GENERAL STORE #17448  
47624 HIGHWAY 58  
OAKRIDGE, OR 97463-9738  
(458) 675-2003

ARTSKILLS INK PAD	3.00
672125067246-140	
STICKERS STARS	1.00
810031953059-140	
STICKERS STARS	1.00
810031953059-140	
STICKERS STARS	1.00
810031953059-140	
STICKERS STARS	1.00
810031953059-140	
STICKERS STARS	1.00
810031953059-140	
CMAS KRAFT GIFT TAG	1.00
430001551469-410	
CMAS BLY TRAD ORNMNT	1.00
411559243-410	
CMAS TRAD ORNMNT	1.00
411559243-410	
PAPER BAG FEE	0.05

TOTAL SALE \$11.05  
 MC/Debit \$11.05  
 \*\*\*\*\*3487  
 EXPIRY: \*\*/\*\* SWIPED  
 AUTH# 000000  
 REFERENCE# 00000032155

\$11.05  
 \$11.05

ITEMS 10 9843  
 2021-12-11 17:36:59 17448 01

890357752084739021022920419912788011321145

----- CUT HERE -----  
 \* Complete survey at [dgcustomerfirst.com](http://dgcustomerfirst.com) \*  
 \* For a chance to \*  
 \* WIN A \$100 Gift Card \*  
 \* Weekly Drawings, Must be 18+ to enter \*  
 \* Survey Code \*  
 \* 1737-0728-1234-552 \*  
 \*----- CUT HERE -----\*

**SATURDAY DEC. 18<sup>TH</sup> ONLY!**  
 DG Store Coupon Valid 12/18/2021  
**\$5 OFF \$25**  
 \$5 off your purchase of  
 \$25 or more (pretax)  
 ORIGINAL ONLINE USE PROMOCODE DG55WEEK

\$25 or more (pretax) after all other DG discounts. Limit one DG \$2, \$3, or \$5 off store coupon per customer. Excludes: phone, gift and prepaid financial cards; prepaid wireless handsets, Rug Doctor rental, propane, tobacco and alcohol.  
 X4303588128794741

----- CUT HERE -----

Save Time. Save Money.  
 Every Day!  
 at Dollar General

10/30/2022  
CHECK #1225  
\$80.44

TEA POTS  
Equipment

Resp: CAPTURE  
Code: 025435  
Ref #: 00742544  
CVU Rsp: P-Not Processed

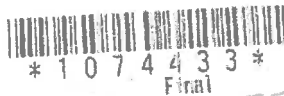
App Name: VISA DEBIT 3 PH  
AID: 00000000031010 2  
TUR: 0000000000

CUSTOMER COPY

	Amount
0000002425	\$14.99
Discourt	(\$1.50)
Sub Total	\$13.49
Total	\$13.49
Ca Tendered	\$100.00
Change Cash	\$86.51

You saved \$1.50!

A	
M	
T	
AM	10:00
MI	-0.40
10.	\$3.99
AMOU...	-10.000X
SUBTOTAL	-0.40
TOTAL	\$49.97
CHARGE1	\$49.97
	\$49.97



THANK YOU  
for Choosing St Vinnie's  
visit us at [www.svdp.us](http://www.svdp.us)  
CLERK T 171954 00100

Details for Order #111-4054773-5681824

[Print this page for your records.](#)

**Order Placed:** December 23, 2022  
**Amazon.com order number:** 111-4054773-5681824  
**Order Total: \$24.90**

**Shipping now**

**Items Ordered**

1 of: 24" x 36" SwiftGlimpse 2023 Wall Calendar Erasable Large Wet & Dry Erase  
Laminated 12 Month Annual Yearly Wall Planner, Reversible, Horizontal/Vertical, Maroon  
Sold by: swiftmap ([seller profile](#))

**Price**  
\$24.90

Condition: New

**Shipping Address:**

Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

**Shipping Speed:**

FREE Prime Delivery

**Payment information**

**Payment Method:**

Debit Card | Last digits: 3487

Item(s) Subtotal: \$24.90  
Shipping & Handling: \$0.00

**Billing address**

Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

-----  
Total before tax: \$24.90  
Estimated tax to be collected: \$0.00  
-----

**Grand Total: \$24.90**

To view the status of your order, return to [Order Summary](#).

**Final Details for Order #111-0651735-0193063**

[Print this page for your records.](#)

**Order Placed:** June 8, 2022

**Amazon.com order number:** 111-0651735-0193063

**Order Total: \$67.80**

**Shipped on June 9, 2022****Items Ordered**

4 of: *ABCCANOPY Spandex Tablecloths for 4 ft Home Rectangular Table Fitted Stretch Table Cover Polyester Tablecover Table Toppers* **Price**  
\$16.95

Sold by: #1 Instant Shelter ([seller profile](#)) | Product question? [Ask Seller](#)

Condition: New

**Shipping Address:**

Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

**Shipping Speed:**

FREE Prime Delivery

**Payment information****Payment Method:**

Debit Card | Last digits: 3487

Item(s) Subtotal: \$67.80  
Shipping & Handling: \$0.00

-----

**Billing address**

Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

Total before tax: \$67.80  
Estimated tax to be collected: \$0.00

-----

**Grand Total:\$67.80**

To view the status of your order, return to [Order Summary](#).

AR GENERAL STORE #17448  
RIDGE DR 458-675-2003

VINYL TABLECLOTH 60	5.50
84B405205936-2 0	
STORE DISCOUNT	0.83-
VINYL TABLECLOTH 60	5.50
84B405205936-2 0	
STORE DISCOUNT	0.83-
VINYL TABLECLOTH 60	5.50
84B405205936-2 0	
STORE DISCOUNT	0.83-
VINYL TABLECLOTH 60	5.50
84B405205936-2 0	
STORE DISCOUNT	0.83-
VINYL TABLECLOTH 60	5.50
84B405205936-2 0	
STORE DISCOUNT	0.83-
VINYL TABLECLOTH 60	5.50
84B405205936-2 0	
STORE DISCOUNT	0.83-
PAPER BAG FEE	0.05

TOTAL SALE \$28.05  
DEBIT \$28.05

PIN VERIFIED  
\*\*\*\*\*3487  
EXPIRY: 09/2003  
PIN VERIFIED  
AUTH AT 0303  
REFERENCE# 00000059747  
ID# A030000042203

0402.01 Equip.  
AR GENERAL STORE #17448  
RIDGE DR 458-675-2003

TOTAL SAVINGS \$5.00

ITEMS 7				
2002-04-02 10:31:50 17448 02	4257	CLOTH 60	5.50	
		3396-2 0		
		UNT	0.83-	
		CLOTH 60	5.50	
		3396-2 0		
		UNT	0.83-	
		CLOTH 60	5.50	
		3902-2 0		
		UNT	0.83-	
		CLOTH 60	5.50	
		405205936-2 0		
		STORE DISCOUNT	0.83-	
		VINYL TABLECLOTH 60	5.50	
		84B405205936-2 0		
		STORE DISCOUNT	0.83-	
		VINYL TABLECLOTH 60	5.50	
		84B405205936-2 0		
		STORE DISCOUNT	0.83-	
		PAPER BAG FEE	0.05	

TOTAL SALE \$28.05  
DEBIT \$28.05

PIN VERIFIED  
\*\*\*\*\*3487  
EXPIRY: 09/2003  
PIN VERIFIED  
AUTH AT 0303  
REFERENCE# 00000059747  
ID# A030000042203

TOTAL SAVINGS \$5.00

ITEMS 7  
2002-04-02 10:31:50 17448 02 4257

890357166133839113122937419582788514311155

-----CUT HERE-----  
XXX  
# Complete survey at dscustomer-first.com #  
# For a chance to  
# WIN A \$100 Gift Card  
# Thank You - Must

20221103.01EQUIPMENT

Oakridge Hardware  
47975 Highway 58  
(541)349-3414

ref CH-238089

Sale Date: 11/3/2022 10:36 AM

0111328 BATTERY ALKALINE CU TO 17.99

---

Subtotal	17.99
Tax	0.00
Total	17.99
Credit Card	
Ref 10	17.99

Thank you for supporting  
your local Hardware Store!  
[www.OakridgeHardware.com](http://www.OakridgeHardware.com)

All Returns Require Receipt

# Invoice

**Zoom**Zoom Video Communications Inc.  
55 Almaden Blvd, 6th Floor  
San Jose, CA 95113

Invoice Date: Dec 1, 2022  
Invoice #: INV178001042  
Payment Terms: Due Upon Receipt  
Due Date: Dec 1, 2022  
Account Number: 5000743229  
Currency: USD  
Account Information: Oakridge Art Council  
  
Sold To Address: PO Box 344,  
Oakridge, Oregon 97463  
United States  
  
rcgobelman@gmail.com  
  
Bill To Address: PO Box 344,  
Oakridge, Oregon 97463  
United States  
  
rcgobelman@gmail.com

Federal Employer ID Number: 61-1648780

*20221201.01 EQUIP*

Purchase Order Number:

Tax Exempt Certificate ID:

Zoom W-9

## Charge Details

CHARGE DESCRIPTION	SUBSCRIPTION PERIOD	SUBTOTAL	TAXES, FEES & SURCHARGES	TOTAL
<b>Charge Name: Zoom One Pro Annual</b>				
Quantity: 1 Unit Price: \$149.90	Dec 1, 2022-Nov 30, 2023	\$149.90	\$0.00	\$149.90
Subtotal				\$149.90
Total (Including Taxes, Fees & Surcharges)				\$149.90
Invoice Balance				\$0.00

## Taxes, Fees & Surcharge Details

CHARGE NAME	TAX, FEE OR SURCHARGE NAME	JURISDICTION	CHARGE AMOUNT	TAX, FEE OR SURCHARGE AMOUNT
Total (Including Taxes, Fees & Surcharges)				\$0.00



**Final Details for Order #111-5886964-3125868**

[Print this page for your records.](#)

**Order Placed:** January 10, 2022**Amazon.com order number:** 111-5886964-3125868**Order Total: \$29.50****Shipped on January 12, 2022****Items Ordered**

1 of: *Decorative Metal Shopkeepers Bell, Wooden Doorbell for Door Opening, Magnetically-Attached Design Hanging Door Chime for Entrance, Fridge, Coffee Shop*

**Price**  
\$29.50Sold by: BIG WAVE TOOL ([seller profile](#))

Condition: New

**Shipping Address:**

Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

**Shipping Speed:**

FREE Prime Delivery

**Payment information****Payment Method:**

Debit Card | Last digits: 3487

Item(s) Subtotal: \$29.50  
Shipping & Handling: \$0.00**Billing address**

Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

-----  
Total before tax: \$29.50  
Estimated tax to be collected: \$0.00  
-----**Grand Total: \$29.50**To view the status of your order, return to [Order Summary](#).

**Final Details for Order #111-4417662-2187410**

[Print this page for your records.](#)

**Order Placed:** December 6, 2022

**Amazon.com order number:** 111-4417662-2187410

**Order Total:** \$5.99

**Shipped on December 7, 2022****Items Ordered**

1 of: *YIKLA S Hooks for Hanging Plants, Clothes, Black S Shaped Hooks Made of Metal Iron, Heavy Duty S-Hooks, 30 Pack*

Sold by: Yikla ([seller profile](#)) | Product question? [Ask Seller](#)

Condition: New

**Price**

\$5.99

**Shipping Address:**

Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

**Shipping Speed:**

Standard Shipping

**Payment information****Payment Method:**

Debit Card | Last digits: 3487

Item(s) Subtotal: \$5.99  
Shipping & Handling: \$0.00

-----

**Billing address**

Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

Total before tax: \$5.99  
Estimated tax to be collected: \$0.00

-----

**Grand Total: \$5.99**

To view the status of your order, return to [Order Summary](#).

Details for Order #111-5419041-4749017

[Print this page for your records.](#)

**Order Placed:** December 26, 2022  
**Amazon.com order number:** 111-5419041-4749017  
**Order Total: \$5.99**

**Not Yet Shipped**

**Items Ordered**

**Price**

1 of: *Sooez 10 Pack Plastic Envelopes Poly Envelopes, Clear Document Folders Plastic File Folders US Letter A4 Size File Envelopes with Label Pocket, Assorted Color* \$5.99  
Sold by: Sooez Official ([seller profile](#))

Condition: New

**Shipping Address:**

Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

**Shipping Speed:**

Standard Shipping

**Payment information**

**Payment Method:**

Debit Card | Last digits: 3487

Item(s) Subtotal: \$5.99  
Shipping & Handling: \$0.00

-----

**Billing address**

Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

Total before tax: \$5.99  
Estimated tax to be collected: \$0.00

-----

**Grand Total: \$5.99**

To view the status of your order, return to [Order Summary](#).

**Final Details for Order #111-9661140-1018654**

[Print this page for your records.](#)

**Order Placed:** December 19, 2022  
**Amazon.com order number:** 111-9661140-1018654  
**Order Total: \$8.57**

**Shipped on December 20, 2022**

<b>Items Ordered</b>	<b>Price</b>
1 of: <i>Great Papers! Ivory Faux-Parchment Certificate, 8.5" x 11", 50 Count (2014030)</i> Sold by: Amazon.com Services LLC	\$8.57
Condition: New	

**Shipping Address:**  
Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

**Shipping Speed:**  
FREE Prime Delivery

**Payment information**

**Payment Method:**  
Debit Card | Last digits: 3487

Item(s) Subtotal: \$8.57  
Shipping & Handling: \$0.00

**Billing address**  
Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

-----  
Total before tax: \$8.57  
Estimated tax to be collected: \$0.00

-----  
**Grand Total: \$8.57**

To view the status of your order, return to [Order Summary](#).

Final Details for Order #111-6092329-9915409

Print this page for your records.

**Order Placed:** December 4, 2022  
**Amazon.com order number:** 111-6092329-9915409  
**Order Total:** \$170.44

**Shipped on December 5, 2022**

**Items Ordered**

1 of: *Canon GP-701 LTR 100SH GP-701 LTR Photo Paper Glossy (100 Sheets/Package)*  
Sold by: Amazon.com Services LLC

**Price**  
\$21.98 ADVERT

Condition: New

2 of: *Cotton Gloves for Dry Hands, Paxcoo 20 Pairs Large White Cotton Gloves for Cosmetic Moisturizing and Coin Inspection*  
Sold by: Paxcoo Direct ([seller profile](#))

\$14.99 EQUIP  
x2  
29.98

Condition: New

**Shipping Address:**

Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

**Shipping Speed:**

FREE Prime Delivery

**Shipped on December 5, 2022**

**Items Ordered**

1 of: *ZERRO Self Healing Cutting Mat 24" x 36", Professional Double Sided Durable Non-Slip Rotary Mat for Scrapbooking, Quilting, Sewing-3mm Thick (A1)*  
Sold by: ZERRO Store ([seller profile](#))

**Price**  
\$38.49 EQUIP

Condition: New

**Shipping Address:**

Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

**Shipping Speed:**

FREE Prime Delivery

**Shipped on December 5, 2022**

**Items Ordered**

1 of: *Ilford Galerie Prestige Smooth Pearl (8.5 x 11 in. - 100 Sheets)*  
Sold by: VIDEO CAMERA CENTER ([seller profile](#))

**Price**  
\$79.99 ADVERT

Condition: New

~~EQUIPMENT~~  
SPLIT

**Shipping Address:**

Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

**Shipping Speed:**

FREE Prime Delivery

**Payment information**

**Payment Method:**

Debit Card | Last digits: 3487

**Billing address**

Kevin Gobelman  
47718 PORTAL DR  
OAKRIDGE, OR 97463-9710  
United States

Item(s) Subtotal: \$170.44  
Shipping & Handling: \$0.00

-----

Total before tax: \$170.44  
Estimated tax to be collected: \$0.00

-----

**Grand Total: \$170.44**

To view the status of your order, return to [Order Summary](#).

[Conditions of Use](#) | [Privacy Notice](#) © 1996-2022, Amazon.com, Inc. or its affiliates

## Business of the City Council

City of Oakridge, Oregon

May 4, 2023

**Agenda Title:** Oakridge Arts Council 2022  
RTMP Reimbursement Request

**Proposed Council Action:** A motion from  
the floor to approve

**Agenda Item No:** 9.10

**Exhibit:** RTMP application and reimbursement  
request form with receipts (1 document)

**Author:** CA

---

### ISSUE:

Kevin Gobelman, representing the **Oakridge Arts Council**, has submitted a **\$2,500.00** RTMP funding application *and* reimbursement request, for \$2,500.00 of the \$2,673.13 in costs associated with programming and events during 2022. Mr. Gobelman was under the impression that he was not allowed to submit the request for RTMP funding request until after the event. I have advised him of the proper procedure for any future requests. He will be in attendance at the meeting to answer any questions.

Attached as an exhibit in one combined document is the RTMP application, the reimbursement request form, and the expenditure receipts. See page 6 for a detailed description of the costs.

This request was sent to the RTMP/TRT Committee for review during their 5/2/23 meeting. The committee's recommendation will be provided during the City Council meeting.

**FISCAL IMPACT:** \$2,500.00 (from RTMP funds)

**OPTIONS:** Approve or deny

**RECOMMENDATION:** The RTMP/TRT Committee will provide their recommendation at the City Council meeting.

**RECOMMENDED MOTION:** *"I move to approve \$2,500.00 (or other amount) in RTMP funds for the Oakridge Arts Council for their 2022 expenditures."*

### STRATEGIC THEMES/GOALS INVOLVED:

Theme 3 (Strong Economy), Goal #2: Sustainably develop and market the recreational tourism industry in a way that benefits local business and residents.

Theme 4 (Community Livability), Goal #1: Work with community partners to provide recreation, education, and enrichment opportunities for citizens and youth.

# RTMP QUESTIONNAIRE

Event Name: Oakridge Oregon Uptown Business Revitalization Association (VBRA)  
Contact Person(s): Kevin Gobelman Phone: 541-606-8482  
Address: 1st and Pine Street  
Email: uptownrevitalization@gmail.com  
Date of Event: All Year Event Location: The Uptown business district

**Please answer the following questions regarding your event/project by circling Y or N.**

1. Does your event/project create overnight stays? (hotel/motel/STR) Y=10 N=0
  2. Does your event/project increase room stays during the Fall or early Spring? F=5 S=5
  3. Does your event/project create visits or increase the amount of time spent in the area by improving the attractiveness of the community? Y=10 N=0
  4. Does your event/project focus its marketing to bring in visitors from other states? Y=5 N=0
  5. Does your event/project focus on attracting Oregonians to Oakridge during "peak season/" (June -August) Y=5 N=0
  6. Does your event/project work with other organizations to market the Oakridge area within local, state and private agencies? Y=10 N=0
  7. Is this a group travel tour or package? Y=5 N=0
  8. Are you working with Travel Lane County? Y=10 N=0
  9. Do you offer incentives to promote return visits? Y=10 N=0
- TOTAL: 30

\*On a separate piece of paper please provide an explanation for each question you marked "yes." Please number your responses corresponding to the number as above. You **do not** need to meet all to be funded. Scores of 30 pts or more will qualify for funding.

Applicant or Group agrees to indemnify, defend and hold harmless the City and its officers, agents and employees against all liability, loss and costs arising from actions, suits, claims or demands attributed in whole or in part to the acts or omissions of Applicant or Group, and Applicant's and or Group's officers, agents and employees, in performance of the Event or project.

Check here if your event requests Special Funding (see details above)

Signature: Kevin Gobelman  Date: 2/13/2023



Oakridge Oregon Uptown Business Revitalization Association  
2022 RTMP  
Questionnaire Answer

3. We assist business owners in the Uptown district to apply for the Main Street grant which reimburses for improvements to their property. We clean the Uptown district the Saturday before the Tree Planting Festival. In 2023 we are excited to kick off the crosswalk painting and stormwater awareness in partnership with the city. On national holidays our volunteers place our country's flag in front of each business in the Uptown district.

6. We work with the local chamber of commerce and post our activities on Facebook.

8. We are planning to launch an awareness info release to draw attention to our beautification efforts.

**REQUEST  
FOR  
FUNDING**

Budget Category	Expenses	Funding Requested
<i>Personnel</i>		\$
<i>Equipment</i>	\$	\$
<i>Travel/Conferences/Training</i>	\$	\$
<i>Supplies</i>	\$	\$
<i>Advertising</i>	\$	\$ 300
<i>Rent/Utilities</i>	\$	\$
<i>Administrative Costs</i>	\$	\$ 200
<i>Other</i>	\$	\$
<i>Other</i>	\$	\$
<i>Total</i>	\$	\$ 500

Prepared by: Title:

Kevin Gobelman

Treasurer

Signature of Program

Contact:

Kevin Gobelman 

**Note:**

**This form must be submitted in the original grant application.**

## Your Advertising Plan

If you are awarded funding from the RTMP all advertising must include the following statement:

***“This event is funded in part by the Lane County Rural Tourism Marketing Program.”***

Describe your plan for advertising this event / activity / project. This may include, but not limited to: Flyers, Posters, Brochures, websites, logos. Does your Event/Project have a web page, social media link? please provide the link(s):

*Attach additional pages if needed.*

**Oakridge Oregon Uptown Business Revitalization Association (UBRA) is committed to revitalizing the Uptown business district through beautification projects such as; Uptown street cleaning before the Tree Planting Festival, facilitating business application Main Street grants. Each year our volunteers plant, hang, and water colorful flower baskets in front of individual businesses on the street lighting poles, coordinate the holiday installation of the snowflakes and banners.**

**Social Media Link: <https://www.facebook.com/profile.php?id=100070070943425>**

**Email address: [uptownrevitalization@gmail.com](mailto:uptownrevitalization@gmail.com)**

If not yet completed, we will need a copy of all printed ads included in your After Event Summary.

**\*\*Please note, one way to help fund your event is to request local businesses to sponsor your event with a donation, in return your event include their logo on all of your advertising.**

**REQUEST FOR REIMBURSEMENT**

Event Name: \_\_\_\_\_

<b>Budget Category</b>	<b>Short Description of Expense</b>	<b>Total Spent</b>
<i>Personnel</i>		\$
<i>Equipment</i>		\$
<i>Travel/Conferences/Training</i>		\$
<i>Supplies</i>		\$
<i>Advertising</i>	Tanner lot garden, Uptown Flower Baskets	\$ 810.52
<i>Rent/Utilities</i>		\$
<i>Administrative Costs</i>	SOS renewal, banking statement fees, POBox, check reorder	\$ 153.60
<i>Other</i>		\$
<i>Other</i>		\$
<i>Total</i>		\$ 964.12
<i>Funds Requested</i>		<del>\$ 964.12</del> <b>500.00</b>

964.12

*JK*

**\* Amounts Requested for Reimbursement must have supporting documentation attached. (Proof of purchase)**

For office use only: Total \$ Award by Council \_\_\_\_\_ on this date \_\_\_\_\_

## After Event Summary

On a separate piece of paper please summarize your event to be presented to Council. Below is the information we ask to be included in the summary, and a few suggestions we would like to hear about, but are not required.

### Suggested Event Summary

- Of event attendees, how many stayed in local accommodations? \_\_\_\_\_ If so, which ones? \_\_\_\_\_
- Of event attendees, how many were from out of the area?
- How many people attended and where were they from? I.E. Oakridge 78, Eugene 13, Springfield 12, etc.
- Have you asked any Hoteliers if they had overnight guests from your event?

**We have yet to find a way to account for and segregate the Uptown traffic. Our efforts to revitalize the Uptown business district appeals to all residents and visitors.**

Post Date	Check	Description	Debit	Credit	Status	Balance	Classification	EXPENSE	PAYEE	2022 RTMP
01-03-2022		Paper Statement Fee	\$3.00		Posted	3861.77		FEE	BANNER	ADMIN
01-04-2022	2044	Check	\$62.00		Posted	3799.77	Check	PO BOX 639	KEVIN GOBELMAN	ADMIN
02-01-2022		Paper Statement Fee	\$3.00		Posted	3896.77		FEE	BANNER	ADMIN
03-01-2022		Paper Statement Fee	\$3.00		Posted	3893.77		FEE	BANNER	ADMIN
03-02-2022		ACH HARLAND CLARKE	\$29.60		Posted	3864.17		CHECK ORDER		ADMIN
04-01-2022		Paper Statement Fee	\$3.00		Posted	4061.17		FEE	BANNER	ADMIN
04-06-2022	3001	Check for 589.16 parsed below	\$330.17		Posted	3472.01	Check	BELOW	BELOW	BELOW
04-06-2022	3001a	Parsed	\$208.99					FLOWERS	MICK GARVIN	ADVERT
04-06-2022	3001b	Parsed	\$50.00					G.H. - GARDEN		ADVERT
05-10-2022	3002	Check	\$29.99					SOS		ADMIN
07-18-2022	3006	Check	\$124.00		Posted	3645.02	Check	FLOWERS - FERTILIZER	KATHY HOLSTON	ADVERT
07-27-2022	3005	Check	\$32.87		Posted	3741.02	Check	FLOWERS -	JENNIFER JENSEN	ADVERT
08-16-2022	3007	Check #3007	\$34.50		Posted	3708.15	Check	FLOWERS - GAS	MICK GARVIN	ADVERT
08-30-2022	3008	Check #3008	\$50.00		Posted	3673.65	Check	FLOWERS - GAS	MICK GARVIN	ADVERT
						3623.65	Check	FLOWERS - GAS	KEVIN GOBELMAN	ADVERT


Expand/Collapse


Description:  
Check  
Date: 1/4/2022  
Type:  
Debit - Check 2044

**UPTOWN BUSINESS & REVITALIZATION ASSOCIATION**  
48310 E 1ST ST STE B  
PO BOX 839  
DANRIDGE, OR 97463-0839

Pay to the Order of: US Postal Service Date: Dec 28 121

Supply dues & re/1003 Dollars \$ 62.00

 Dollars

 **WINNER BANK** 1-800-273-6033  
www.winnerbank.com

For POS 839

⑆333371076⑆ 24105000410⑆ 2014

2044  
08/11/2023  
244

www.ocr.com

Expand/Collapse

Description:  
Check  
Date: 4/6/2022  
Type:  
Debit - Check 3001

**UPTOWN BUSINESS & REVITALIZATION ASSOCIATION**  
PO BOX 859  
OAKRIDGE, OR 97483

3001  
08-710A3233  
ZNY  
08:55:55 AM '09

Pay to the Order of Mick Garvin \$ 589.10  
Date

Five hundred eighty-nine & 10/100's Dollars

**BANNER BANK** 1-800-272-9833  
www.bannerbank.com  
FLOWERS - 336.17  
For Don - G. M. - 208899 reg 5000 Wendy m Dennis

⑆323371076⑆ 24406000410⑈ 3001



Billing Info

Shipping Info


Michael Garvin  
PO Box 357  
Westfir,Oregon  
United States  
T: +541 968-4623

michael garvin  
47840 Westoak Rd  
Westfir,Oregon  
United States  
T: +541 968-4623

Payment Method

Shipping Method

authorize\_net\_pay Free\_shipping

	Items	Qty	Price
	"Outsunny 20' x 10' x 7' Deluxe High Tunnel Walk-in Garden Greenhouse Kit - Green" SKU:"845-232GN"	1	\$208.99
<b>Subtotal</b>			\$208.99
<b>Shipping &amp; Handling</b>			\$0.0
<b>Tax</b>			\$0.0
<b>Grand Total</b>			\$208.99

Sent from [Mail](#) for Windows

Pd ✓ # 3001 589.16

Included 208.99 ~~Flowers~~ greenhouse  
330.17 Flowers  
50.00 non profit registration

New Search

# Business Entity Data

03-28-2022

13:00

Registry Nbr	Entity Type	Entity Status	Jurisdiction	Registry Date	Next Renewal Date	Renewal Due?
1948251-97	DNP	ACT	OREGON	03-25-2022	03-25-2023	
<b>Entity Name</b>	UPTOWN BUSINESS & REVITALIZATION ASSOCIATION					
<b>Foreign Name</b>						
<b>Non Profit Type</b>	PUBLIC BENEFIT WITH MEMBERS					

New Search

## Associated Names

Please click [here](#) for general information about registered agents and service of process.

Type	AGT REGISTERED AGENT	Start Date	03-25-2022	Resign Date
<b>Name</b>	EUGENE	CATHCART		
<b>Addr 1</b>	76589 VIEW CT			
<b>Addr 2</b>				
<b>CSZ</b>	OAKRIDGE	OR	97463	<b>Country</b> UNITED STATES OF AMERICA

Type	MAL MAILING ADDRESS	Start Date		Resign Date
<b>Addr 1</b>	PO BOX 839			
<b>Addr 2</b>				
<b>CSZ</b>	OAKRIDGE	OR	97463	<b>Country</b> UNITED STATES OF AMERICA

Type	PRE PRESIDENT	Start Date		Resign Date
<b>Name</b>	EUGENE	CARTHART		
<b>Addr 1</b>	PO BOX 649			
<b>Addr 2</b>				
<b>CSZ</b>	OAKRIDGE	OR	97463	<b>Country</b> UNITED STATES OF AMERICA

Type	SEC SECRETARY	Start Date		Resign Date
<b>Name</b>	ELISE	O'BRIEN		
<b>Addr 1</b>	46899 SUNSET AVE			
<b>Addr 2</b>				
<b>CSZ</b>	WESTFIR	OR	97492	<b>Country</b> UNITED STATES OF AMERICA

New Search

## Name History

Business Entity Name	Name	Name	Start Date	End Date

Expand/Collapse

Description:  
Check  
Date: 5/10/2022  
Type:  
Debit - Check 3002

UPDOWN BUSINESS & REVITALIZATION  
ASSOCIATION  
PO BOX 639  
OAKRIDGE, OR 97453

3002  
5/10/2022  
291

45.22  
\$ 29.99

Pay to the Order of Kathy Holston  
Twenty-nine and 99/100s

For Fertilizer

LIBERTY BANK  
1400 ST 2023  
www.libertybank.com

Liberty Dennis

⑆ 3233710761 24106000410⑆ 300⑉

Order date	Mar 20, 2022
Order #	111-4487102-0607410
Order total	\$29.99 (1 item)

## Shipment details

FREE Prime Delivery

## Delivered

Delivery Estimate

**Tuesday, March 22, 2022 by 9pm**



**Osmocote Smart-Release Plant Food Flower & Vegetable, 8 lb.** **\$29.99**

Qty: 1

Sold By: Amazon.com Services LLC

Track shipment



Buy it again



Expand/Collapse

Description:  
Check  
Date: 7/27/2022  
Type:  
Debit - Check 3005

**UPTOWN BUSINESS & REVITALIZATION ASSOCIATION**  
PO BOX 839  
OAKRIDGE, OR 97463



3005  
98-7100232  
241  
DISC 55X AM122

Pay to the Order of: Michael Carvum July 12, 2022  
Thirty two & 87/100 Date: \$ 32.87

**BANNER BANK** 1-800-272-9633  
www.bannerbank.com

For: Flower basket gas Eng

⑆323371076⑆ 24406000410⑆ 3005

Dollars  


Expand/Collapse

Description:  
Check  
Date: 7/18/2022  
Type:  
Debit - Check 3006

UPTOWN BUSINESS & RENTALIZATION  
ASSOCIATION  
PO BOX 639  
DARTMOUTH, NH 07443

3006  
08/17/2022  
247  
CHECK NAME

Pay to the Order of Stamper Jensen Date July 12, 2022  
One hundred and twenty four 00/100 Dollars \$ 124.00

 **BANNER BANK**  
1-800-872-6000  
www.bannerbank.com

For Flower basket reimbursement Eng

⑆323371076⑆ 24406000410⑈ 3006

# UBRA

## LANE

LANE FOREST PRODUCTS  
Company to grow with.

543-9085 | 2111 Prairie Road,  
461-2427 | Eugene, OR 97402  
www.laneforest.com

Tkt # 5580      Cus# CASH      Rep: JB  
Date: 3/14/22      3:01 pm      Stn: 25

Qty	Item	Price	Total
<b>Sale</b>			
2.00	YARD	38.00	76.00

Lane Potting Mix--SOILLESS MIX  
FOR POTTING PLANTS & HANGING  
BASKETS. NEEDS FERTILIZERS SO  
ADD FERTILIZER OR YOUR OWN.

Payment rec'd  
Credit Card  
# \*\*\*\*

# UBRA

DOLLAR GENERAL STORE #17448  
BRIKBRIDGE, OR 458-675-2003

2PCS21 JEM ERSE BRD	12.00
818974269487-205	
25 CT LATCHING BIX-W	9.00
013149149589-200	
1 SLB NOTEBOOK 7 OCT	1.00
433001474287-140	
PORT 2 POCKET PRNGS	0.50
433001269593-140	
PORT 2 POCKET PRNGS	0.50
433001269593-140	
45NOLA FOLDERS 10CT	2.00
433001369213-140	
BIG BELOOFITY QD BLU	3.00
012330385678-140	
3-ARPIE DIESEL BLACK	3.00
01641382626-140	
ARTSKILLS HOLO LETTE	2.50
672125013601-110	
ARTSKILLS HOLO LRG L	2.50
672125012790-110	

TOTAL SALE \$36.00  
CASH \$40.00  
CHANGE \$4.00

ITEMS 10  
2022-04-06 15:11:31 17448 02 5070



890367989112139113410946910919918611311131

-----CU" HERE-----  
 \*\*\*\*\*  
 \* Complete survey at [dscustomerfirst.com](http://dscustomerfirst.com) \*  
 \* For a chance to \*  
 \* WIN A \$100 Gift Card \*  
 \* Weekly Drawings, Must be 18+ to enter \*  
 \* Survey Code \*  
 \* \*\*\*\*\*

-----CU" HERE-----

**SATURDAY APR. 9TH ONLY!**  
**\$5 OFF \$25**  
 \$5 off your purchase of  
 \$25 or more (pretax)

\$25 or more (pretax) after all other DG  
discounts. Limit one \$2, \$3, or \$5  
off store coupon per customer. Excludes:  
phone, gift and prepaid financial cards;  
prepaid wireless handsets, Rus Doctor  
products, propane, tobacco and alcohol.  
X743058220454741



-----CU" HERE-----

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Date:

8/16/2022

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Debit - Check 3007

<b>UPTOWN BUSINESS &amp; REVITALIZATION ASSOCIATION</b>		<b>3007</b>
PO BOX 638 OAKRIDGE, OR 97463		88-2102933 247 MICRIFLEX 144000
Pay to the Order of	<u>Michael Garvin</u>	Date <u>Aug 1, 2022</u>
	<u>Thirty four &amp; 50/100</u>	Dollars \$ <u>34.50</u>
Banner Bank 1-800-272-9938 www.bannerbank.com		
For <u>Reimbursement for gas</u>	<u>Flower basket</u>	
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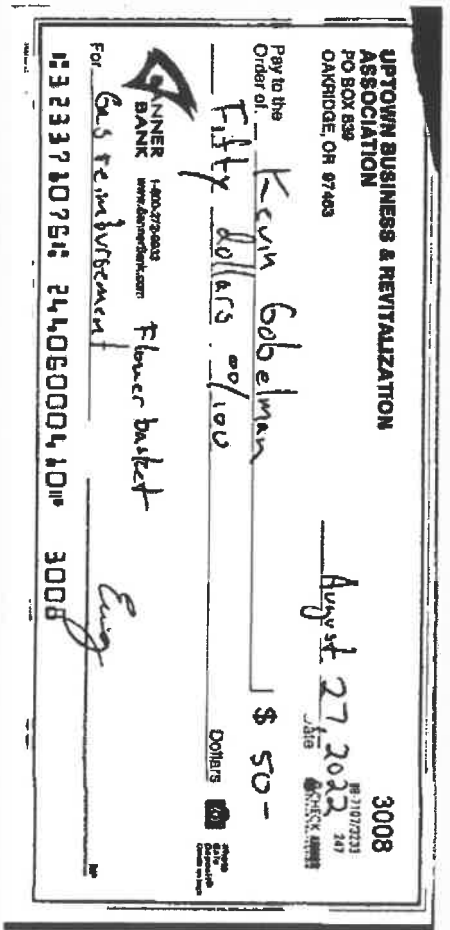


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Statement Description: Check  
Date: 8/30/2022  
Type: Debit - Check 3008



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1/4/2022

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**UPTOWN BUSINESS & REVITALIZATION ASSOCIATION**  
48310 E 1ST ST STE B  
PO BOX 839  
OAKRIDGE, OR 97463-0839

2044  
98-71002823  
244

Pay to the Order of US Postal Service \$ 6200  
Date Dec 28 121

For POB 839

 **BANNER BANK**  
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www.bannerbank.com

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## Business of the City Council

City of Oakridge, Oregon

May 4, 2023

**Agenda Title:** Uptown Business  
Revitalization Association (“UBRA”) 2022  
RTMP Reimbursement Request

**Proposed Council Action:** A motion from  
the floor to approve

**Agenda Item No:** 9.11

**Exhibit:** RTMP application and reimbursement  
request form with receipts (1 document)

**Author:** CA

---

### ISSUE:

Kevin Gobelman, representing the **Uptown Business Revitalization Association (“UBRA”)**, has submitted a **\$964.12** RTMP funding application *and* reimbursement request, for their costs associated with (primarily for the uptown flower baskets) during 2022. Mr. Gobelman was under the impression that he was not allowed to submit the request for RTMP funding request until after the event. I have advised him of the proper procedure for any future requests. Mr. Gobelman and/or Eugene Cathcart will be in attendance at the meeting to answer any questions.

Attached as an exhibit in one combined document is the RTMP application, the reimbursement request form, and the expenditure receipts. See page 6 for a detailed description of the costs.

This request was sent to the RTMP/TRT Committee for review during their 5/2/23 meeting. The committee’s recommendation will be provided during the City Council meeting.

**FISCAL IMPACT:** \$964.12 (from RTMP funds)

**OPTIONS:** Approve or deny

**RECOMMENDATION:** The RTMP/TRT Committee will provide their recommendation at the City Council meeting.

**RECOMMENDED MOTION:** *“I move to approve \$964.12 (or other amount) in RTMP funds for the Uptown Business Revitalization Association for their 2022 expenditures.”*

### STRATEGIC THEMES/GOALS INVOLVED:

Theme 3 (Strong Economy), Goal #2: Sustainably develop and market the recreational tourism industry in a way that benefits local business and residents.

Theme 3 (Strong Economy), Goal #3: Improve the city’s economy by creating an atmosphere open to business.

Theme 4 (Community Livability), Goal #1: Work with community partners to provide recreation, education, and enrichment opportunities for citizens and youth.

Theme 4 (Community Livability), Goal #3: Seek opportunities to revitalize the City's business corridors and neighborhoods to provide safe and beautiful places to live and work.

## Business of the City Council

City of Oakridge, Oregon

May 4, 2023

**Agenda Title:** Lowell Police Services  
Contract 2023-2024

**Agenda Item No:** 9.12

**Exhibits:** Lowell Police Services IGA Contract for  
FY 23-24

**Proposed Council Action:** A motion from  
the floor to approve

**Author:** CA

---

### ISSUE:

Attached as an Exhibit is the draft IGA contract with the City of Lowell for Police services for fiscal year 2023-2024 (starting July 1, 2023). The annual price for 480 hours of police services (40 hours per month) in Lowell increased from \$33,662.83 to **\$36,356.00**. This is an **8% increase** from last year. Police Chief Martin and Lowell city staff are all in support of the draft contract, which will also need to be approved by the Lowell City Council.

**FISCAL IMPACT:** \$36,356.00

**OPTIONS:** Approve or deny the draft IGA contract

**RECOMMENDATION:** Approve

**RECOMMENDED MOTION:** *"I move to approve the terms of the police services IGA contract with the City of Lowell for fiscal year 2023-2024."*

### STRATEGIC THEMES/GOALS INVOLVED:

Theme 1 (Safe Community), Goal #1: Ensure a safe community by partnering to protect people, property and the environment.

Theme 1 (Safe Community), Goal #2: Provide efficient, sustainable, and equitable public safety services including police, fire, and emergency medical services.

Theme 2 (Responsive Government), Goal #1: In an open and transparent manner, effectively deliver services that citizens need, want, and support.

Theme 2 (Responsive Government), Goal #3: Manage finances in a fiscally responsible manner ensuring long term financial stability.



**Oakridge**  
**Willamette Activity Center Public Involvement**  
**Draft Workscope**

<b>Date</b>	April 27, 2023
<b>Organization</b>	South Willamette Solutions
<b>Contact</b>	Sarah Altemus-Pope, Executive Director
<b>Consultant Tasks</b>	<p>The City of Oakridge (City) owns the Willamette Activity Center (WAC). Historically, the WAC has been used as a social services hub for the community. However, the WAC has been inoperable in recent years due to the need for costly repairs. The City has been working with local non-profit, South Willamette Solutions (SWS), to source funding to repair the building. While additional funding is needed to complete the repairs, the City and SWS are looking at how to involve the community in planning for the facility.</p> <p>Now, the City is considering priorities for the future use of the site and is seeking input from the community.</p> <p>Conсор Strategic Planning &amp; Communications proposes the following tasks to create a meaningful community survey that broadly engages the Oakridge community.</p> <p><b>Task 1.</b> Develop an online survey that allows community members to envision and prioritize potential options for the site. This survey will also include demographic questions, allowing results to be weighted by community members most likely to benefit from WAC services (e.g., underserved community members).</p> <ul style="list-style-type: none"> <li>— <i>Deliverable:</i> draft and final survey</li> </ul> <p><b>Task 2.</b> Use the online survey content to develop a 2-3 minute live in-person intercept survey to be deployed by City staff and/or volunteers at locations where community members frequent or gather.</p> <ul style="list-style-type: none"> <li>— <i>Deliverable:</i> Intercept survey</li> <li>— <i>Optional consultant support:</i> Conсор staff conduct the intercept survey. (See Optional Consultant Support estimate on page 3.)</li> </ul> <p><b>Task 3.</b> Create a survey promotion plan to be implemented by the City to maximize survey returns.</p> <ul style="list-style-type: none"> <li>— <i>Deliverable:</i> One-page promotion plan</li> <li>— <i>Optional consultant support:</i> Conсор staff support implementation of the promotion plan (social media graphics, email campaigns, and other promotion activities described in the survey promotion plan).</li> </ul>

	<p><b>Task 4.</b> Summarize the results of the survey in memorandum and PowerPoint format.</p> <ul style="list-style-type: none"> <li>— <i>Deliverable:</i> Survey summary and PowerPoint</li> <li>— <i>Optional consultant support:</i> Present results of the survey to City Council.</li> </ul> <p><b>Task 5.</b> Develop a fact sheet (e.g., 5 Things to Know) outlining the current and future plans for the WAC.</p> <ul style="list-style-type: none"> <li>— <i>Deliverable:</i> Fact sheet</li> </ul> <p><b>Task 6.</b> Virtually meet with SWS and City staff to discuss and plan the project and review deliverables as needed. The budget assumes 10 hours for project meetings and administration.</p>
<p><b>Schedule (Tentative)</b></p>	<p><b>August 1 - October 15, 2023</b></p> <p><b>August</b></p> <ul style="list-style-type: none"> <li>Notice to proceed</li> <li>Project kickoff meeting</li> <li>Develop &amp; post fact sheet</li> <li>Develop online survey</li> <li>Develop promotion plan</li> <li>Develop intercept survey</li> </ul> <p><b>September</b></p> <ul style="list-style-type: none"> <li>Launch online survey</li> <li>Conduct intercept survey</li> </ul> <p><b>October</b></p> <ul style="list-style-type: none"> <li>Close survey</li> <li>Develop survey summary &amp; PowerPoint</li> </ul> <p><b>As-needed</b></p> <ul style="list-style-type: none"> <li>Project Team meetings (up to 10 hours)</li> </ul>



**CITY OF OAKRIDGE**

# **Willamette Activity Center**

# **Community Priorities**

May 4, 2023



# Agenda

00 Welcome

01 Who We Are

02 Community Engagement

03 Q&A







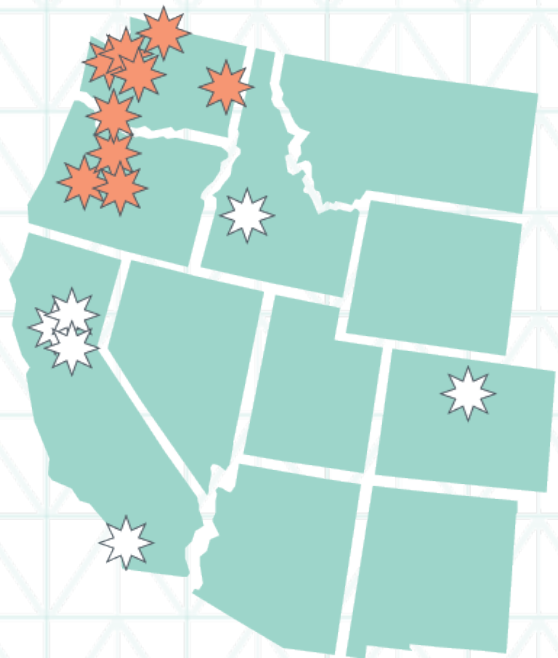
**01**

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# Who We Are



Our roots in the  
**Pacific Northwest** and  
Western US



# Our Services **and** Expertise



**Community Outreach  
and Engagement**



**Integrated  
Communications**



**Marketing and  
Public Relations**



# Kimi Sloop

## Project Manager

**Education:** Master of Public Administration + B.A. Political Science  
**Experience:** 30+ years



# Trisha Maxfield

## Deputy Project Manager

**Education:** M.S. Strategic Communications + M.S. Conflict Resolution  
**Experience:** 6+ years





02

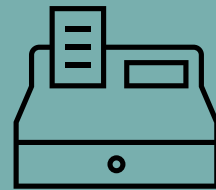
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# Community Engagement

## Opportunity:

- Historically, the WAC has been used as a social services hub for the community.
- The WAC has been inoperable in recent years due to the need for costly repairs.
- As repairs are underway, there is interest in involving the community to identify priorities for the site and the services provided at the facility.

# Similar Work



## City of Pasco

**PASCO ECONOMIC  
DEVELOPMENT STRATEGY**

Population: 78,871



## Clark County

**HERITAGE FARM  
COMMUNITY PRIORITIES**

Population: 511,504



## City of Hermiston

**LIVABLE HERMISTON  
COMMUNITY VISIONING**

Population: 19,455

# Our Tasks

1

## Online Survey

The online survey will clarify community priorities for the WAC. Demographic questions will be included.

2

## Intercept Survey

The intercept survey will be used as an in-person method for collecting data. It will be implemented by volunteers.

3

## Project Fact Sheet

The project fact sheet will give the public a go-to resource to understand the history of the WAC, current renovations, and work still needed.



# Our Tasks

4

## Promotion Plan

We will create an easily implementable promotion plan, that focuses special attention on reaching underserved community members.

5

## Survey Summary

A summary highlighting survey results will be shared with the community.

6

## Project Team Meetings

As an early step in the process, a project team will be identified. The project team will work together to develop and implement the project.







04

Questions?

## Business of the City Council

City of Oakridge, Oregon

May 4, 2023

**Agenda Title:** WAC Public Outreach & Opportunities Consultant

**Agenda Item No:** 9.13

**Proposed Council Action:** A motion from the floor to approve

**Exhibits:** Scope of Work, Presentation

**Author:** CA & Trisha Maxfield

---

### ISSUE:

The City of Oakridge (City) owns the Willamette Activity Center (WAC). Historically, the WAC has been used as a social services hub for the community. However, the WAC has been inoperable in recent years due to the need for costly repairs. The City has been working with local non-profit, South Willamette Solutions (SWS), to source funding to repair the building. While additional funding is needed to complete the repairs, the City and SWS are looking at how to involve the community in planning for the facility.

Trisha Maxfield of Consor Strategic Planning & Communications and also a former Oakridge City Councilor proposes the following scope of work (see attached) to create a meaningful community survey that broadly engages the Oakridge community and provides high-level informational materials to communicate with the public about the process for making the WAC safe and operable again. Funding for the survey would be provided from leftover funds from the \$56,000 Oregon Community Foundation grant obtained by South Willamette Solutions for the initial feasibility study.

The WAC Subcommittee will be reviewing this proposal as well during their 5/1/23 meeting and will provide a recommendation to council during the city council meeting. Trisha Maxfield will also be at both meetings to give a short presentation (see attached) and answer questions.

**FISCAL IMPACT:** \$0 (South Willamette Solutions to provide project sponsorship)

**OPTIONS:** Approve or deny

**RECOMMENDATION:** Approve

**RECOMMENDED MOTION:** *"I move to approve a community outreach and engagement survey through Consor Strategic Planning & Communications, sponsored by South Willamette Solutions, to identify community priorities for the Willamette Activity Center."*

### STRATEGIC THEMES/GOALS INVOLVED:

- Theme 2 (Responsive Government), Goal #1: In an open and transparent manner, effectively deliver services that citizens need, want, and support.
- Theme 4 (Community Livability), Goal #1: Work with community partners to provide recreation, education, and enrichment opportunities for citizens and youth.

## Business of the City Council

City of Oakridge, Oregon

May 4, 2023

**Agenda Title:** Travel Lane County Visitor Industry Summit

**Agenda Item No:** 9.14

**Proposed Council Action:** A motion from the floor to approve

**Exhibits:**

**Author:** CA

---

### ISSUE:

On **Wednesday May 17<sup>th</sup>**, Travel Lane County is hosting its annual Visitor Industry Summit in Eugene and the City of Oakridge has been invited. The event starts at 8am, includes lunch, and ends around 2pm. The cost is \$75 per person, or \$500 for a table of 8 people (\$62.50 each). TRT funds could be used for this. Oakridge was featured in several reports recently given to the Travel Lane County Board, including mention of our disc golf course, the potential for a paved pump track/bike park, and the Tree Planting Festival. Attending this event may help continue the focus and momentum on Oakridge.

For more information: [www.eugenecascadescoast.org/partners/training-events/visitor-industry-celebration/](http://www.eugenecascadescoast.org/partners/training-events/visitor-industry-celebration/)

Staff recommendation is to purchase a \$500 table and then direct the CA to extend an offer to city councilors, city staff, and Oakridge-Westfir Chamber of Commerce board members. Participants would be responsible for their own travel costs to the event (no mileage reimbursements).

**FISCAL IMPACT:** \$500.00 (TRT funds)

**OPTIONS:** Approve or deny

**RECOMMENDATION:** Approve

**RECOMMENDED MOTION:** *"I move to approve \$500 in TRT funds to be used to purchase a table at the Travel Lane County Visitor Industry Summit"*

### STRATEGIC THEMES/GOALS INVOLVED:

Theme 3 (Strong Economy), Goal #2: Sustainably develop and market the recreational tourism industry in a way that benefits local business and residents.

Theme 3 (Strong Economy), Goal #3: Improve the city's economy by creating an atmosphere open to business.

Theme 4 (Community Livability), Goal #1: Work with community partners to provide recreation, education, and enrichment opportunities for citizens and youth.



## **Public Safety Advisory Committee**

### **Recommendation to City Council & Budget Committee**

The Public Safety Advisory Committee voted unanimously during their meeting on Tuesday April 25, 2023, to recommend to City Council and the Budget Committee, that both bodies consider increasing funding for animal control services during the current budget process.

Date: 4/25/2023

A handwritten signature in blue ink, which appears to read "Trudy Hammond", is written over a horizontal line. The signature is fluid and cursive, with a large, prominent loop at the end.

**Trudy Hammond, Committee Chair**

## Business of the City Council

City of Oakridge, Oregon

May 4, 2023

**Agenda Title:** Adoption of the 2021 Oakridge Smoke Safety and Community Response Plan (1<sup>st</sup> Reading)

**Agenda Item No:** 13.1

**Exhibits:** (1) Resolution 06-2023  
(2) 2021 Oakridge Smoke Safety Plan

**Proposed Council Action:** A motion from the floor to approve

---

**ISSUE:** In 2021, the **Oakridge Smoke Safety (and Community Response) Plan** (hereinafter “the Plan”), was drafted by the City of Oakridge, in coordination with the Lane Regional Air Protection Agency (LRAPA) and Oakridge Air, to enhance coordination, communication, and notification of area residents about the air quality impacts from all types of smoke, and to provide recommendations to reduce exposure and mitigate the health impacts from exposure to smoke. The Plan has two primary goals:

1: Assist with the City’s requests to the Oregon Department of Forestry (ODF) and Oregon Department of Environmental Quality (DEQ), for an exemption from the 1-hour smoke intrusion threshold in accordance with the 2019 Oregon prescribed fire Smoke Management Plan (SMP).

2: Identify mitigation strategies to reduce the impacts of smoke from all sources.

Adopting the Plan can also make the City eligible to apply for additional grant funding, and it has similar goals as the 2020 Lane County Community Wildfire Protection Plan (“CWPP”) and the Lane County Natural Hazard Mitigation Plan (“NHMP”), both of which the City has also adopted. Resolution 06-2023 has been drafted to formally adopt the Plan in its entirety. Once the Resolution has been passed, it will take effect in 30 days.

Sarah Altemus-Pope, who helped draft the Plan, will be at the Council meeting to help answer any questions.

**FISCAL IMPACT:** None initially (some costs *may* be involved later for smoke mitigation efforts)

**OPTIONS:**

- (1) Recommend a public hearing on the resolution be held
- (2) Approve the 1<sup>st</sup> reading of the resolution (2<sup>nd</sup> reading at next meeting)
- (3) Reject the resolution
- (4) Adopt the resolution now *with 2 Readings & 2 Motions* (requires *unanimous* votes, *see City Council Rules of Procedure Chapter 3, Section II for more information*).

**RECOMMENDATION:** Option 4 (requires 2 *unanimous* votes and 2 readings)

**RECOMMENDED MOTION:** *“I move we approve the 1<sup>st</sup> reading of Resolution 06-2023, to adopt the 2021 Oakridge Smoke Safety and Community Response Plan.”*

**2<sup>nd</sup> Motion (only if 1<sup>st</sup> vote is unanimous):** *“I move we approve the 2<sup>nd</sup> reading of Resolution 06-2023, to adopt the 2021 Oakridge Smoke Safety and Community Response Plan.”*

**STRATEGIC THEMES/GOALS INVOLVED:**

Theme 1 (Safe Community), Goal #1: Ensure a safe community by partnering to protect people, property and the environment.

Theme 2 (Responsive Government), Goal #1: In an open and transparent manner, effectively deliver services that citizens need, want, and support.

Theme 4 (Community Livability), Goal #1: Work with community partners to provide recreation, education, and enrichment opportunities for citizens and youth.



City of Oakridge  
**Smoke Safety Plan**

Oakridge Smoke Sensitive  
Receptor Area

May 2021



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## Acronyms

COPD	Chronic Obstructive Pulmonary Disease
DEQ	Oregon Department of Environmental Quality
DSPG	Data Science for Public Good
EPA	Environmental Protection Agency
EQC	Oregon Environmental Quality Commission
HEPA	High-Efficiency Particulate Air
HWH	Home Wood Heating
LRAPA	Lane Regional Air Protection Agency
NAAQS	National Ambient Air Quality Standards
OAR	Oregon Administrative Rule
ODF	Oregon Department of Forestry
OSU	Oregon State University
PM <sub>2.5</sub>	Particulate Matter (2.5 micrometers or smaller)
SIP	State Implementation Plan
SMP	Smoke Management Plan
SPZ	Special Protection Zone
SSP	Smoke Safety Plan
SSRA	Smoke Sensitive Receptor Area
SWFC	Southern Willamette Forest Collaborative
TAG	Targeted Airshed Grant
UGB	Urban Growth Boundary
WUI	Wildland-Urban Interface

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## I. Executive Summary

The City of Oakridge, in coordination with the Lane Regional Air Protection Agency (LRAPA), has developed the following Smoke Safety Plan (SSP) for the Oakridge Smoke Sensitive Receptor Area (hereafter referred to as the Oakridge SSRA SSP) consistent with OAR 629-048-0180.

### Goal 1: Smoke Intrusion Exemption

The primary goal of this project is for the Smoke Safety Plan to assist with an eventual request to the Oregon Department of Forestry (ODF) and Oregon Department of Environmental Quality (DEQ) for an exemption from the 1-hour smoke intrusion threshold in accordance with the 2019 Oregon prescribed fire Smoke Management Plan (SMP). The SSP will enhance coordination, communication, and notification of residents and visitors of Oakridge and Westfir about planned prescribed fire, wildfire and winter time smoke events, potential smoke and air quality impacts, and recommendations to reduce exposure and mitigate the health impacts of smoke from all sources. Moreover, an exemption from the smoke intrusion threshold will increase opportunities to accomplish critical prescribed fire treatments in the wildland-urban interface (WUI) to improve forest health, reduce the risk of extreme wildfires, and increase community and firefighter safety when wildfires do occur.

### Goal 2: A Plan for the Community

The secondary goal of this project is to convene a local group of stakeholders collectively known as the Oakridge Air partners to craft a shared strategy to provide year round smoke messaging and mitigations to protect smoke-vulnerable populations in the Oakridge-Westfir area. This plan combines multiple agency and partner efforts in one place for the community.

The outcome and deliverables of this project include a shared community outreach platform, key messages, and coordination for how to disseminate information regarding fire, smoke, and public health impacts. Central to the strategy is the new Oakridge Air brand and website [www.oakridgeair.org](http://www.oakridgeair.org), which serves as the leading voice and a "one-stop-shop" for all information on prescribed fire, wildfire, and wintertime smoke and related public health impacts.

## II. Partners and Background

### Oakridge Air

A sense of wellbeing, healthy environment, and high quality of life are reasons why people choose to live in and visit Oakridge, Oregon. Yet, for the last three decades, the health of residents in Oakridge has been compromised due to poor air quality from high concentrations of particulate matter (PM<sub>2.5</sub>) from home wood heating smoke and wildfire smoke. The local climate and topography make the Oakridge area prone to inversions caused by stagnant air, low wind speeds, and poor atmospheric dispersion. Inversions, where cooler air pockets sit low in the valley for extended periods in the winter months, may trap wintertime smoke from uncertified wood stoves and improper burning techniques. Summertime wildfire smoke is also trapped in the valleys due to stagnant air or excessive wildfire smoke in the area.

Particulate matter is measured by its size in micrometers. “PM<sub>2.5</sub>” is particulate matter that is less than 2.5 micrometers. The concentration of PM<sub>2.5</sub> is measured in terms of micrograms (µg) per cubic meter (m<sup>3</sup>) of air.

At this size, particulates are small enough that people can inhale them, which can cause respiratory and health hazards by entering into the lungs and penetrating the body’s circulatory system.

The City of Oakridge and community stakeholders have worked together the past two decades to improve air quality and meet the Environmental Protection Agency (EPA) PM<sub>2.5</sub> threshold. In 2020, the EPA awarded a \$4.9 million Targeted Airshed Grant (TAG) to LRAPA on behalf of the City of Oakridge. This grant provided funding to formally launch Oakridge Air, a project that will span five years between 2019 and 2024 to establish the infrastructure and programs that sustain smoke reductions into the future. The Oakridge Air program is designed with the expressed goal to permanently reduce and sustain the average 24-hour PM<sub>2.5</sub> concentration to be below 30 µg/m<sup>3</sup>. After 2024, the Oakridge Air website and communications will be managed by the City of Oakridge and LRAPA.

### Developing the Oakridge Smoke Safety Plan

The City of Oakridge, LRAPA, and Oakridge Air partners developed the Oakridge Smoke Safety Plan with assistance from DEQ. The SSP was developed in accordance

with the 2019 smoke management rule, adopted by the Oregon Board of Forestry and Oregon Environmental Quality Commission, which adjusted the thresholds for community smoke impacts.

The following community partners met regularly to develop the SSP from June 2020 to March 2021.

City of Oakridge	Orchid Health
City of Westfir	Oregon Department of Environmental Quality
Good Company	Oregon Department of Forestry
Hazeldell Rural Fire District	Oregon State University
Lane Council of Governments	Saint Vincent De Paul
Lane County	Southern Willamette Forest Collaborative
Lane County Public Health	Sustainable Northwest
Lane Regional Air Protection Agency	Umpqua National Forest
Oakridge Air	University of Oregon
Oakridge Fire Dept.	Willamette National Forest
Oakridge School District	Willamette National Forest, Middle Fork Ranger District
Oakridge Volunteer Fire Department	

*Table 1: Oakridge Air partners*

### Smoke and Prescribed Fire

Healthy, resilient forests and communities are critical to resist catastrophic wildfire and climate change. Research consistently shows that prescribed fire, when used in conjunction with mechanical thinning and applied across the landscape, can significantly reduce the intensity and severity of future wildfire across the western United States.

Oakridge is one of only a few communities completely surrounded by National Forest. The Lane County Community Wildfire Protection Plan (CWPP) designates Oakridge as a WUI with high wildfire risk. Figure 1 (below) shows the severity of risk surrounding Oakridge.

# Oakridge Smoke Sensitive Receptor Area

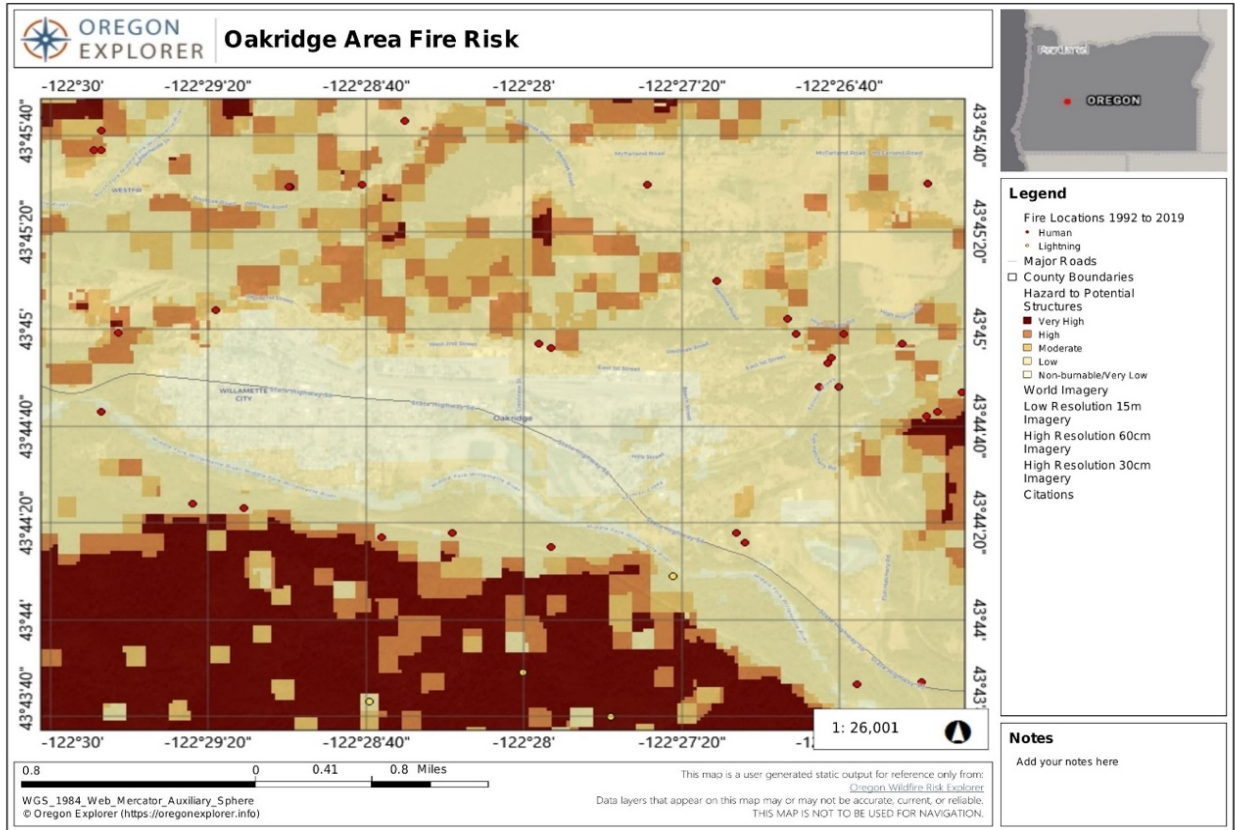


Figure 1: Map showing Oakridge fire risk (Source: Oregon Explorer)

Under the previous smoke management guidelines, prescribed burns were allowed only when conditions were not expected to result in any community smoke impacts. Land managers surrounding Oakridge were severely limited in the number of days that prescribed fire was permissible, anecdotally about five to six days a year, creating a growing backlog of untreated acres.

To reduce risk of a catastrophic, large wildfire in the Oakridge-Westfir area, the Willamette National Forest’s Middle Fork Ranger District worked cooperatively with the City of Oakridge, Emergency Services Department, the Hazeldell Rural Fire Protection District, the City of Westfir, and ODF to design and implement a thinning and fuels reduction project on the Forest Service lands surrounding the communities. The main objective of this project was to reduce long-term potential fire behavior in the WUI of Oakridge and Westfir. Treatments conducted as part of this project include commercial thinning, non-commercial understory thinning, and prescribed fire. Since 2010, approximately 2,000 acres have been completed, and hundreds of acres of prescribed fire activities are still underway.



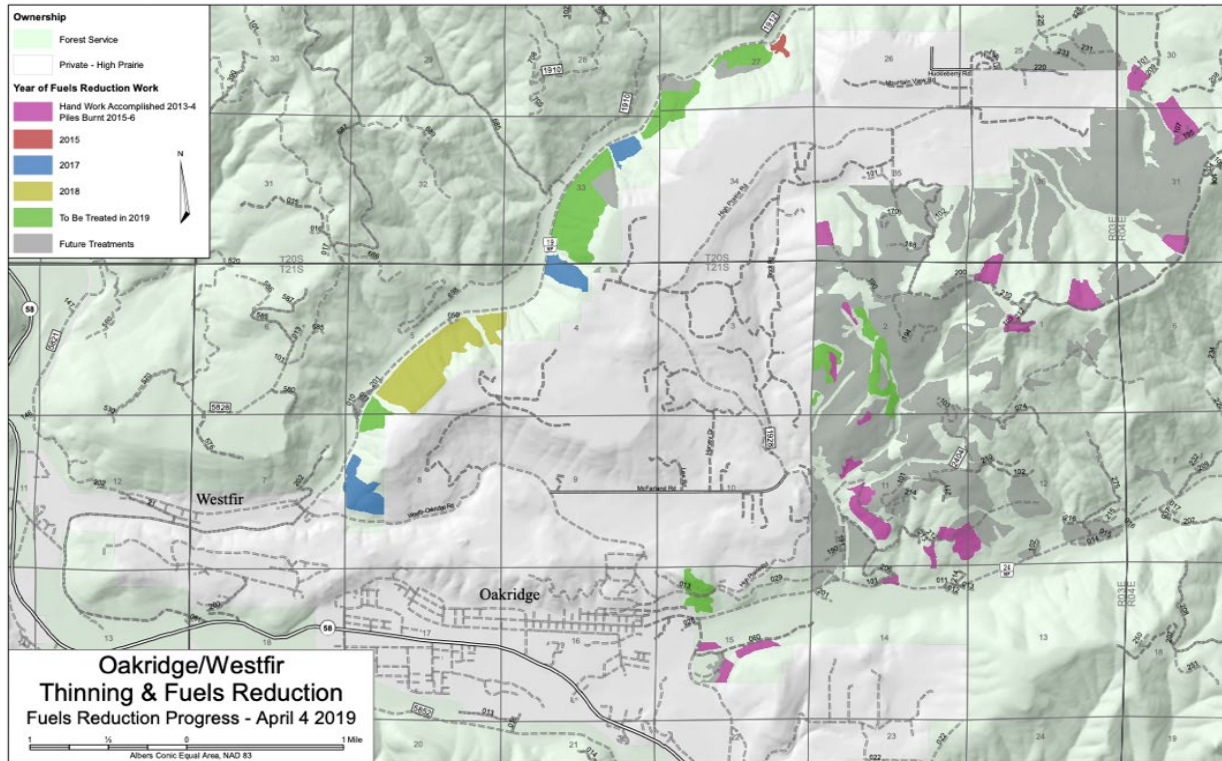


Figure 2: Map of Oakridge-Westfir Thinning and Fuels Reduction projects

## State-Required Components of Community Response Plans

As the 2019 Oregon prescribed fire SMP states, ODF and DEQ "recommend communities that are SSRAs and have experienced repeated smoke incidents and/or intrusions in the past collaboratively develop a [Smoke Safety Plan]<sup>1</sup> and program." Within the SMP, OAR 629-048-0180, Section 2 spells out the following required components of such a plan:

1. A description of populations in an SSRA community that are vulnerable to the health effects of short-term smoke
2. Adequate means by which the public, especially vulnerable populations in the SSRA community, will be notified in a clear and reliable way of anticipated smoke impacts in a timely manner

<sup>1</sup> The SMP refers to this type of report as a "Community Response Plan." Oakridge Air calls its Community Response Plan a "Smoke Safety Plan" to specify the types of events for which this information is intended. In particular, the "Smoke Safety Plan" terminology clarifies that this is not a community response plan for all types of emergencies and does not include response information for non-smoke wildfire impacts, winter storms, or other events that are likely to affect the Oakridge-Westfir area.

## Oakridge Smoke Sensitive Receptor Area

3. Adequate options for protecting the health of vulnerable populations (or helping such populations to protect themselves) from short-term exposure to smoke
4. A plan and program for communications between the entities that conduct prescribed fire, the local public health authority, and the community's public and vulnerable populations who may be impacted by smoke

Per the 2019 SMP, once Oakridge is in “attainment” for PM<sub>2.5</sub>, the Oakridge SSRA can be eligible for an exemption from the 1-hour prescribed fire smoke intrusion threshold if the public is adequately notified and a community response plan is in place. This policy change is intended to expand opportunities for prescribed burning and, over time, reduce the risk of catastrophic wildfires and their severe and widespread smoke impacts.

### III. Air Quality and Smoke

Clean, breathable air is essential to the health and enjoyment of Oakridge residents and visitors. Knowing what impacts clean air is key to prevention. Three types of smoke are common in the Oakridge area: wood stove smoke, wildfire, and prescribed fire. Wood stove smoke from home heating arises in the wintertime, whereas wildfire is the primary concern in the summertime. Prescribed fire smoke rarely impacts the airshed, but the frequency of prescribed fire has declined as smoke regulations have increased.

A “Red Advisory” is issued when predicted PM levels for the upcoming 24-hour period, beginning at 16:00 hours meet the following criteria. PM<sub>10</sub> levels are forecast by LRAPA to be  $\geq 125 \mu\text{g}/\text{m}^3$ , or when PM<sub>2.5</sub> levels are forecast by LRAPA to be  $\geq 25 \mu\text{g}/\text{m}^3$ .

Source: City of Oakridge Ordinance No. 920

### Home Wood Heating Woodsmoke

Many homes in Oakridge use wood as the sole, primary, or secondary heat source. As a result, home wood heating has been the major contributor to the historical PM<sub>2.5</sub> air pollution, especially on stagnant winter days when temperature inversions form over the small valley.

An inversion means a warm air layer traps polluted air. These inversion layers and the correlated poor air quality led to Yellow and Red Day designations issued by LRAPA's Home Wood Heating (HWH) advisory program (<https://www.lrapa.org/181/Home-Wood-Heating-Program>). On Yellow Days, voluntary curtailment of home wood heating is requested. On Red Days home wood heating is banned to maintain PM<sub>2.5</sub> below the EPA threshold. On average, Oakridge will have 13 Yellow and six Red Day designations a HWH season.

## Prescribed Fire Smoke

Prescribed fire is an important tool to reduce the community risk of wildfire. Prescribed burns in the area surrounding the Oakridge-Westfir SSRA rarely cause smoke impacts to residents. Detailed analysis of air quality data from the Oakridge nephelometer did not find smoke impacts from prescribed fire from 2015-2019. Prescribed fire is a key tool in restoring forest health, and a major goal of this plan is to provide opportunities for more prescribed fire.

A nephelometer is a device that measures particulate matter in the air.

## Wildfire Smoke

In recent years, wildfire has been a primary contributor to the poorest air quality in the Oakridge-Westfir SSRA throughout the entire year. Wildfire smoke is now the largest PM<sub>2.5</sub> source, and undoubtedly impacting the health and wellbeing of the community. Wildfires are unpredictable, but the frequency and severity of wildfires on the Willamette National Forest has increased in the past two decades. The effects of climate change are anticipated to continue this trend.

## Oakridge “Nonattainment Area” for 24-hour PM<sub>2.5</sub> Standard

The federal Clean Air Act requires the U.S. EPA to establish National Ambient Air Quality Standards (NAAQS) to protect public health. Areas in violation of either of the PM<sub>2.5</sub> standards<sup>2</sup> (based on the most recent three years of federal reference monitoring data) are designated as “nonattainment areas” by the EPA. Oakridge was designated

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<sup>2</sup> EPA adopted a 35 µg/m<sup>3</sup> 24-hour PM<sub>2.5</sub> standard in 2006 and a 12 µg/m<sup>3</sup> annual PM<sub>2.5</sub> standard in 2012.

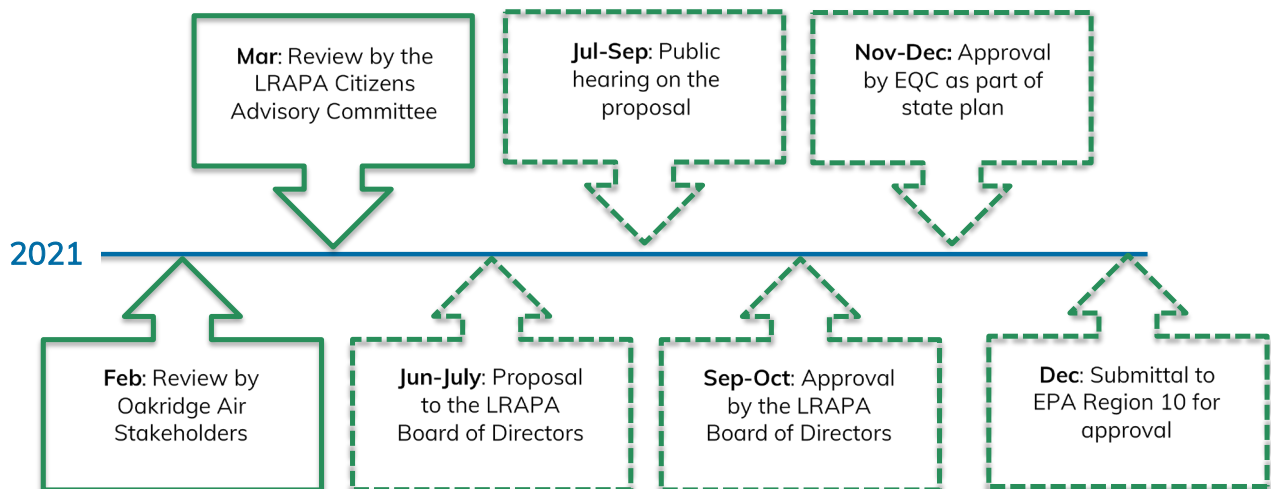
## Oakridge Smoke Sensitive Receptor Area

as a nonattainment area for the daily PM<sub>2.5</sub> standard in 2009 based on a comparison of Oakridge data from 2006-2008 with the 2006 standard of 35 µg/m<sup>3</sup>.

In response, LRAPA, the City of Oakridge, and other stakeholders developed the [Oakridge 2016 PM<sub>2.5</sub> Attainment Plan](http://www.lrapa.org/DocumentCenter/View/2108/Updated-Oakridge-Westfir-PM25-Attainment-Plan-EQC?bidId=) (“2016 Plan” available at <http://www.lrapa.org/DocumentCenter/View/2108/Updated-Oakridge-Westfir-PM25-Attainment-Plan-EQC?bidId=>) to bring air quality in Oakridge into compliance with the standard by December 31, 2016. The 2016 Plan was adopted by the LRAPA Board of Directors on November 10, 2016 and approved and incorporated into the State of Oregon Clean Act Implementation Plan, referred to as the State Implementation Plan (SIP), by the Oregon Environmental Quality Commission (EQC) on January 18, 2017.

As of the writing of this report, the Oakridge-Westfir airshed remains in nonattainment (<https://www3.epa.gov/airquality/greenbook/rbtc.html>). LRAPA is in the process of finalizing a “Redesignation request” and “Maintenance Plan” for PM<sub>2.5</sub> as well as PM<sub>10</sub> to submit to EPA, which is outlined below.

Once EPA approves the request, Oakridge will be in attainment and enter the “maintenance” phase. This is a phase of two, 10-year maintenance plans that LRAPA and the City of Oakridge will follow to assure Oakridge remains in “attainment.” After the first 10-year maintenance plan, LRAPA will submit a second 10-year maintenance plan. This 20-year clock begins with EPA approval of Oakridge’s “attainment.”



*The above timetable is approximate and specific to Oakridge-Westfir PM<sub>2.5</sub> Redesignation Request and PM<sub>2.5</sub> Maintenance Plan for 2015-2035. A PM<sub>10</sub> Redesignation Request and PM<sub>10</sub> Maintenance Plan will move near-consecutively with PM<sub>2.5</sub> plan through this process.*

## Oakridge Smoke Sensitive Receptor Area and Special Protection Zone

A Smoke Sensitive Receptor Area (SSRA) is a designated area provided the highest level of protection under the Oregon Smoke Management Plan. This designation is determined per past history of smoke incidents, density of population, or other special legal status. The Oakridge SSRA, shown in Figure 5, remains the Oakridge Urban Growth Boundary (UGB) as listed in Oregon Administrative Rules [629-048-0140](#).

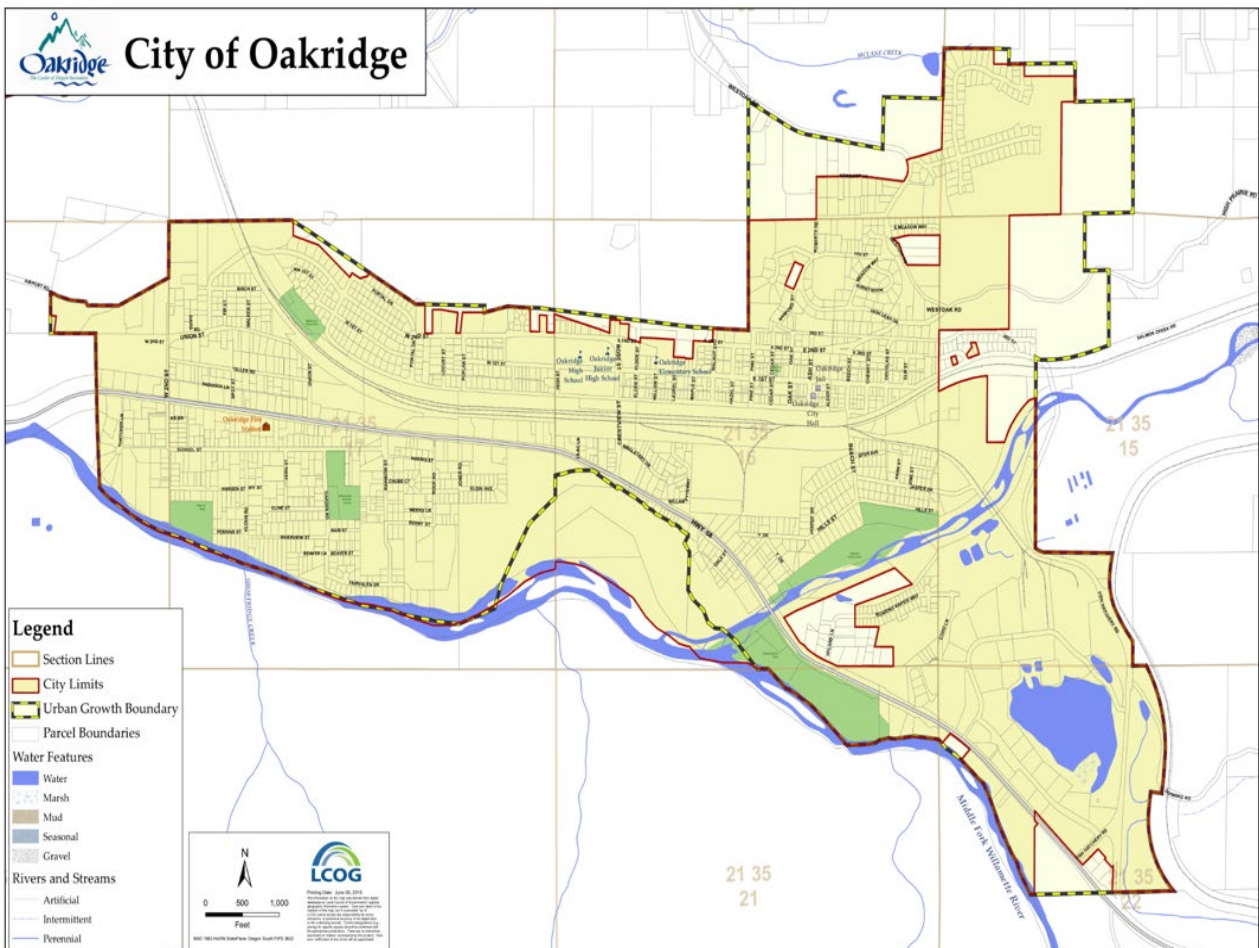


Figure 3: Oakridge SSRA boundary

## Oakridge Smoke Sensitive Receptor Area

**Special Protection Zones (SPZ)** have been established by the State around certain communities requiring additional protection from particulates. Any prescribed fire in an SPZ, during its protection period, must have the approval of the State meteorologist. Specific control strategy restrictions for these areas adopted by the Department of Environmental Quality (DEQ) and Oregon Department of Forestry (ODF) are found in OAR 629-048-0135 and OAR 629-048-0137. The Oakridge SPZ is shown in Figure 5.

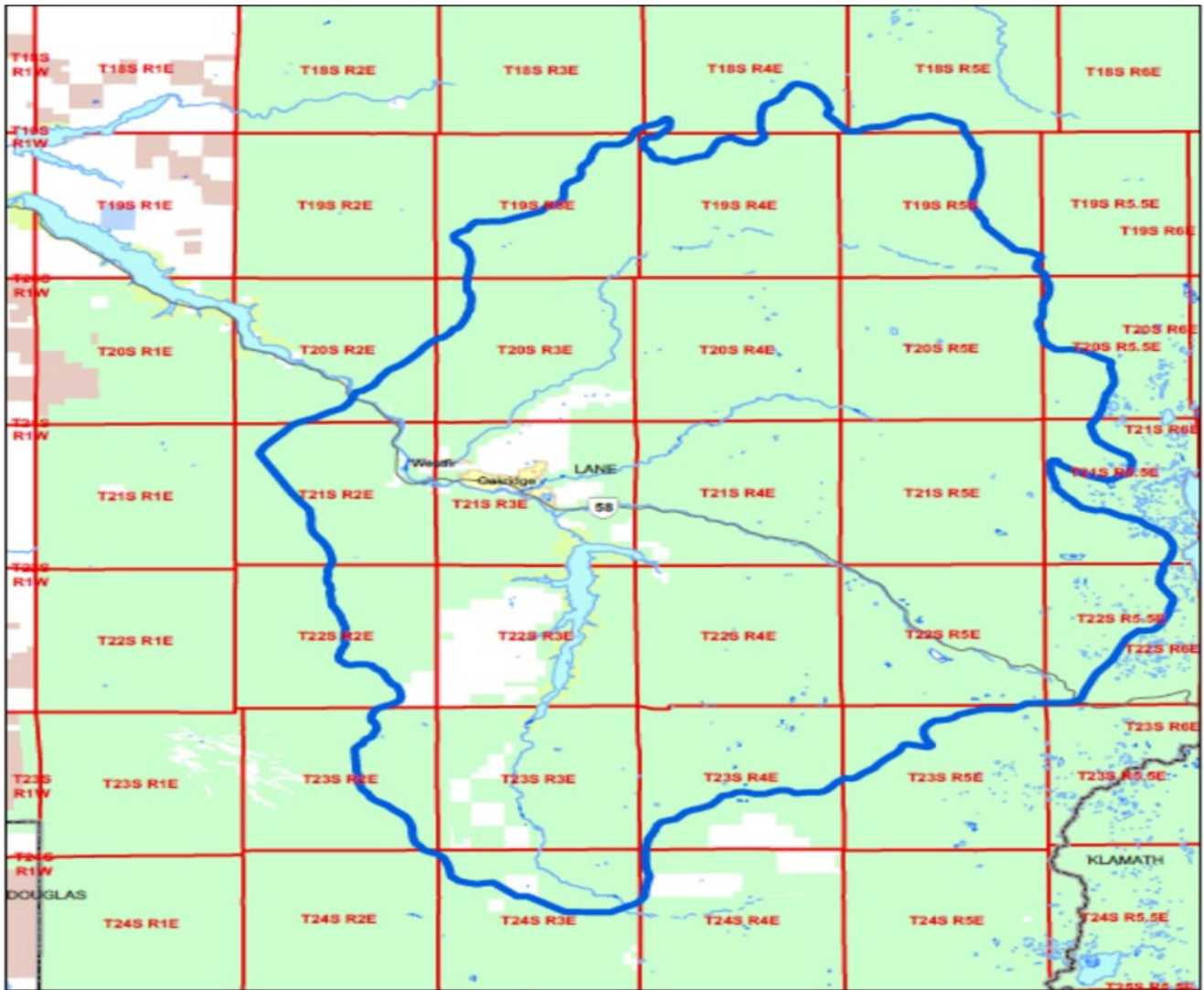


Figure 4: Map of Oakridge Special Protection Zone (Source: Oregon Smoke Management Program Directive, p. 43)

## IV. Smoke, Health and Safety

### Health Effects of Smoke

Smoke vapors contain particulate matter and gas droplets that may be dangerous if inhaled. People with chronic heart disease or lung disease, such as asthma or chronic obstructive pulmonary disease (COPD), or those with or recovering from COVID-19, who have compromised health/lung function, may be more likely to experience serious health complications from smoke. PM<sub>2.5</sub> is specifically linked to both respiratory and cardiac diseases, whereas PM<sub>10</sub> is more commonly linked to respiratory diseases.

Symptoms of short-term smoke exposure can include:

- Watery or dry eyes
- Persistent cough, phlegm, wheeze, scratchy throat, or irritated sinuses
- Headaches
- Shortness of breath, asthma attack, or lung irritation
- Irregular heartbeat, chest pain, or fatigue
- Heart attack

The following diseases are the common health impacts lined to smoke:

**Respiratory Diseases:** Acute bronchitis, asthma, COPD, pneumonia, upper respiratory infection

**Cardiovascular Diseases:** Arrhythmia, heart attack, cardiac arrest, deep vein thrombosis, heart failure, hypertension, ischemic heart disease, peripheral vascular disease, pulmonary embolism

**Cerebrovascular Diseases:** stroke

### Smoke-Vulnerable Populations

Many factors influence a person's sensitivity to smoke, including severity and duration of smoke exposure and a person's health. Smoke may worsen symptoms for people who have pre-existing health conditions and those who are particularly sensitive to air pollution. These smoke-vulnerable populations include:

## Oakridge Smoke Sensitive Receptor Area

- Persons with asthma or other chronic respiratory diseases, such as COPD and emphysema
- Persons with cardiovascular disease
- Persons 65 years of age or older
- Infants and children
- Pregnant women
- Smokers, especially those who have smoked for several years
- Persons without housing or access to closed-loop air conditioning

## Oakridge-Westfir social and economic demographics

- Community members below poverty level (2017):
  - All families, 25.0%,
  - All people 34.5%,
  - Under 18 years 82.7%,
  - 65 years and over 16.8%.
- Number of veterans 15.1%<sup>3</sup>
- 26.6% of the population has a disability<sup>4</sup>
- Infants and children under the age of 15: 15.5% of the population<sup>5</sup>
- Adult smokers 18.5% of population<sup>6</sup>
  - 26.5% of 11th graders used e-cigarettes in 2019

## Data Analysis of Air Quality Impacts to Public Health

Given the long-term exposure to smoke after decades of being out of attainment for PM<sub>2.5</sub> standards, Oakridge Air partners are attempting to better understand the connection between smoke exposure and health visits (all medical claims and pharmaceuticals) associated with respiratory and cardiac issues to better serve the community. As part of the Smoke Safety Plan development, Oakridge received data analysis support from Lane Council of Governments (LCOG) and the Data Science for Public Good (DSPG) program at Oregon State University (OSU).

### Health Claims Data Analysis

LGOG analyzed five years of LRAPA nephelometer data and Oregon Health Authority (OHA) Oregon All Payer All Claims Reporting Program (APAC) data to investigate the following questions:

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<sup>3</sup> Source: Census, 2019

<sup>4</sup> Ibid

<sup>5</sup> Ibid

<sup>6</sup> Source: Lane County, 2017



*Since 2015, how have public health impacts (overall claims and pharmaceuticals for select respiratory/cardiac issues) been impacted by PM<sub>2.5</sub> exposure from winter woodsmoke in the Oakridge/Westfir airshed using LRAPA data? How have these claims and pharmaceutical counts shifted following significant wildfire events?*

Overall, the analysis showed a significant correlation between PM<sub>2.5</sub> and health claims. The total APAC claims and the number of claims per person significantly increased in both the winter and summer when PM<sub>2.5</sub> concentrations were above a yellow threshold (>20ug/m<sup>3</sup>). The cost of treatment (visits/pharmaceuticals), number of visits, and claims per person were all increased when air quality was above the yellow and red thresholds. There is a higher significance connecting increases in visits and claims following significant wildfire events.

The same results repeat in both Oakridge and diagnosis and pharmacy data. There is strong evidence in the LRAPA and APAC data to support that PM<sub>2.5</sub>, particularly during summertime wildfire seasons, negatively impacts public health. The public is very likely more susceptible to both cardiovascular and respiratory diseases with a longer period of yellow-warning outdoor air quality.

### DSPG Study

DSPG researchers analyzed five years of Oakridge nephelometer data prescription compared to data from the Oakridge Postal Pharmacy. Through this analysis, DSPG researchers determined that there are, on average, six days a year when the daily PM<sub>2.5</sub> concentration is above the EPA threshold of 35 µg/m<sup>3</sup>. Additionally, data showed that around a quarter of the prescriptions filled (24%) between 2015 and 2019 were prescriptions specifically used to treat smoke-related cardiac and respiratory conditions.

**DSPG found that around a quarter of the prescriptions filled (24%) between 2015 and 2019 were prescriptions specifically used to treat smoke-related cardiac and respiratory conditions.**

Important takeaways from DSPG analysis show that there was a 3% increase in prescription counts within 30 days of a smoke event for every 10 µg/m<sup>3</sup> increase in

## Oakridge Smoke Sensitive Receptor Area

daily average  $PM_{2.5}$  concentration. This means if average daily  $PM_{2.5}$  concentration is at  $50 \mu\text{g}/\text{m}^3$ , then 30 days later, there would be a 15% increase in prescription fills.

Moreover, when poor air quality will affect the community can depend on the season. DSPG researchers found that the average air quality patterns throughout the day vary based on the season and related source of smoke. Figure 5 below demonstrates the hourly, seasonal  $PM_{2.5}$  concentration pattern averaged from 2015 to 2019.

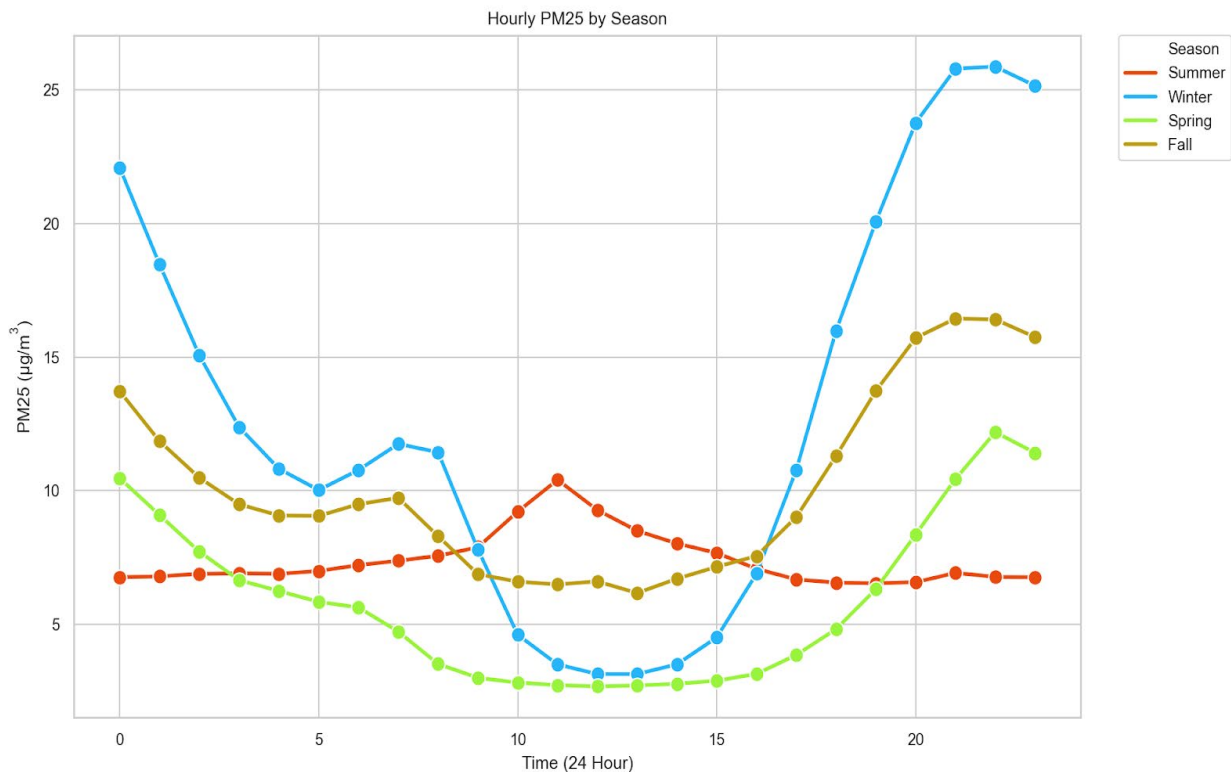


Figure 5: Graph of hourly  $PM_{2.5}$  by season

\* It is important to note that when averaged, the  $PM_{2.5}$  concentrations are not outside the “healthy” range.

**Staying safe inside between 10pm and 10am on Red Days is important to avoiding the effects of poor air quality.**

The largest spikes in smoke pollution occurred in the winter around 22:00 (10:00 pm), with the concentration dropping by 10:00 (10:00 am). A 10:00 pm spike is consistent throughout spring and fall, when you would expect people are home, burning wood for heat. In the summer, there is a noticeable spike in smoke pollution around 10:00

am, which correlates to diurnal weather patterns. Wildfire smoke tends to settle in valleys overnight as temperatures cool and lift in the morning when warming rise and cause increased atmospheric instability.

For more in-depth details about the data analysis of Oakridge smoke impacts to community health see Appendix D.

## V. Smoke Safety Plan Communications

In developing the SSP, the Oakridge Air partners identified different smoke-related events, seasonal timeline, and communications best practices for the Oakridge-Westfir SSRA. The scope of discussions included methods for coordinating and communicating messages in a way that builds credibility and trust with the entire community. Because there are multiple agencies and partners that communicate with the community about smoke, the group determined early on that it would be best to partner under one umbrella brand, Oakridge Air, to engage with the community about smoke and health.

Oakridge Air has two primary streams of communication to the public:

- 1) general seasonal educational information about smoke and health
- 2) specific messages about smoke events

Seasonal educational information will repeat in seasonal cycles:

- **Wintertime smoke** season - how to burn wood safely and ways to avoid yellow and red home wood heating advisory days
- **Prescribed fire smoke** season - when to expect land managers and the public to engage in fuels reduction and ecological burning
- **Wildfire smoke season** - how to reduce the risk of wildfire smoke and Firewise activities at both the community and individual levels

Specific smoke event messages are shared in preparation for planned events that may bring smoke to the community or in response to unplanned events:

- Wintertime inversions that cause degraded air quality and lead to yellow or red home wood heating advisories
- Prescribed fires scheduled by Forest Service or private land managers and smoke impacts
- Wildfires and wildfire smoke impacts

## Internal Communication Methods

The Oakridge Air partners follow the communications processes and methods outlined in the internal *Oakridge Air Outreach and Engagement Plan*. Oakridge Air Communications Committee meetings are held monthly and are open to all partners to plan seasonal smoke messaging and community events. For internal coordination regarding specific smoke events, key partners are notified through an email distribution list.

One shared email address, [smoke@oakridgeair.org](mailto:smoke@oakridgeair.org), auto-forwards emails to the following key partners: City of Oakridge, Forest Service, LRAPA, the Southern Willamette Forest Collaborative (SWFC), Oakridge Air, and ODF. Partners have access to a shared database of smoke and health safety public outreach materials that are distributed to the community via flyers, news media, Oakridge Air and City of Oakridge websites, and social media. Public messages are typically branded under the Oakridge Air brand and are then amplified by all partners' regular outreach methods.

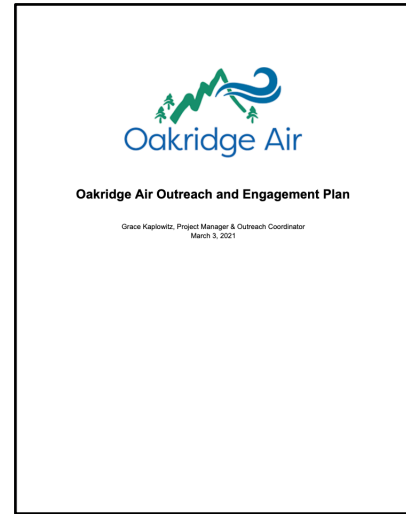


Figure 6: Cover Page of Oakridge Air Outreach and Engagement Plan

## PRESCRIBED FIRE COMMUNICATIONS TEMPLATES


PROJECT TITLE	Oakridge Air Communications Committee	ORGANIZATION							
DATE		May 2021							
CAMPAIGN TYPE		1. PRE-EVENT COMMUNICATIONS			2. EVENT COMMUNICATIONS			3. POST EVENT COM	
		Start to prescribed burn season	Pile burning planned	Understory burning planned	Planned prescribed burns 3-10 days	Planned burns 1-3 days out	Planned burns today	Burns went as planned	Burns did not planned/ sme
Press Releases	Details here	<a href="#">1A_PR</a>	<a href="#">1B_PR</a>	<a href="#">1C_PR</a>	<a href="#">2A_PR</a>	<a href="#">2B_PR</a>	<a href="#">2C_PR</a>	<a href="#">3A_PR</a>	<a href="#">3B_PR</a>
Email									
Blog/Newsletter	Details here	<a href="#">1A_Blog</a>	<a href="#">1B_Blog</a>	<a href="#">see 1B</a>	<a href="#">2A_Blog</a>	<a href="#">2B_Blog</a>	<a href="#">2C_Blog</a>	<a href="#">3A_Blog</a>	<a href="#">3B_Blog</a>
Online									
Social Media/Website	<a href="http://Oakridgeair.org">Oakridgeair.org</a>	<a href="#">1A.i_SM</a>	<a href="#">1B_SM</a>	<a href="#">1C_SM</a>	<a href="#">2A_SM</a>	<a href="#">2B_SM</a>	<a href="#">2C_SM</a>	<a href="#">3A_SM</a>	<a href="#">3B_SM</a>
	<a href="#">Oakridge Air Facebook</a>								
		<a href="#">1A.ii_SM</a>							

Figure 7: Screen capture of Oakridge Air smoke messaging template

### Internal coordination process for smoke events:

**Wintertime smoke alerts and home wood heating bans:** LRAPA emails the [smoke@oakridgeair.org](mailto:smoke@oakridgeair.org) distribution list and can directly implement Oakridge Air communications processes. Oakridge Air partners help to distribute through communications channels.

**Wildfire smoke:** LRAPA participates in the statewide Oregon Severe Smoke Response calls and shares relevant information to the distribution list. The Forest Service has included [smoke@oakridgeair.org](mailto:smoke@oakridgeair.org) as an important contact in the forest briefing package to be shared with any incoming wildfire incident management teams.<sup>7</sup> Oakridge Air partners help to distribute through communications channels.

**Prescribed fire smoke:** Prescribed fire is the most difficult to coordinate due to multiple jurisdictions and possible impacts from backyard burning and private burning on non-ODF administered lands. The Forest Service and ODF fire management include the smoke distribution list, [smoke@oakridgeair.org](mailto:smoke@oakridgeair.org), in any relevant communications for prescribed fire as outlined in the flow chart in Appendix A. Oakridge Air partners help to distribute through multiple communications channels.

### Public Communication Methods

Oakridge Air provides information through a range of media including online, print, and word of mouth. Regional media outlets such as the Register Guard newspaper, television news stations, and KLCC radio station rarely pick up Oakridge-specific news. The local Oakridge newspaper closed in 2020, and was quickly replaced by the online newspaper, the Highway 58 Herald. Facebook is the preferred method of informal information sharing, with dozens of community-specific groups. While social media information sharing is increasingly popular, print methods of outreach and word of mouth are still very important. Only 65% of Oakridge households have an internet subscription at home and many households do not have a computer. Past experience has taught that posting flyers in key public locations and distributing flyers with water bills are two of the most effective ways to spread information. Oakridge Air partners make a concerted effort to post information across numerous online and traditional information outlets to reach the public.

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<sup>7</sup> This process was tested during the 2020 Labor Day fires and worked surprisingly well through multiple team transitions on multiple large incidents.

## Oakridge Smoke Sensitive Receptor Area

### Print

- Informational flyers and postcards are available at the Oakridge Air office, City Hall, and Orchid Health.
- The post office, Banner Bank, Ray's Market, and Oakridge Pharmacy are regular locations for flyers.
- Seasonal smoke message flyers are also shared periodically with the City of Oakridge via water bills reaching 1400 customers.
- The Forest Service sets up temporary prescribed fire and wildfire information kiosks at Ray's Market and the Westfir Portal.



*Figure 8: Forest Service kiosk*

### Online

- Press releases are distributed to the Highway 58 Herald, the local online newspaper.
- The Oakridge Air Facebook page is updated regularly, and these messages feed automatically to the Oakridge Air website.
- Social media posts from the Oakridge Air page are shared on the City of Oakridge and SWFC pages as well as in community forum groups.
- Educational YouTube videos are shared online such as this one about [wildfire smoke](#) from the Orchid Health clinic.

In addition to the Facebook message feed, the Oakridge Air website provides:

- Real-time readings of the Oakridge air quality monitor
- Information about the home heating upgrades program to reduce ambient/indoor woodsmoke
- Firewise and real-time prescribed fire information
- Tips to protect health during smoke events or poor air quality
- Links to interactive agency maps with prescribed fire locations and status

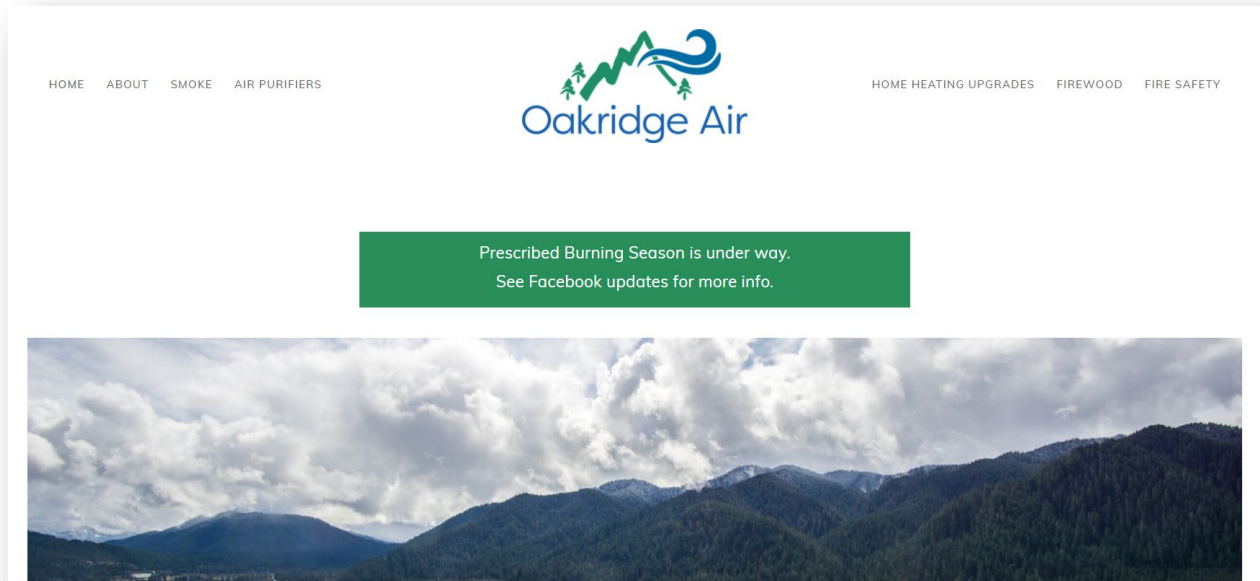


Figure 9: Oakridge Air website home page

The website is designed to transition easily between wintertime woodsmoke, summer wildfire, and spring and fall prescribed fire seasons. This ensures that information, overarching communication, and engagement strategies are relevant and applicable regardless of the smoke source.

### Direct Communication

- Oakridge Air distributes a quarterly newsletter via email, and community members can sign up to receive it on the Oakridge Air website.
- LRAPA maintains a text alert system for home wood heating advisories and prescribed fire and wildfire smoke alerts that community members can opt into by texting “Oakridge Air” to 313131.
- The Oakridge Air team can help answer questions by phone at 541-782-3422
- LRAPA can help answer calls at 541-736-1056 ext. 217

### External Resources

These external resources are regularly linked to the Oakridge Air website and in informational posts

- [LRAPA](https://www.lrapa.org/) (<https://www.lrapa.org/>)
- [Oregon Smoke Blog](http://oregonsmoke.blogspot.com/) (<http://oregonsmoke.blogspot.com/>)
- [Oakridge Purple Air map](https://www.purpleair.com/map?opt=1/mAQI/a10/cC4#12.92/43.74304/-122.46444) (<https://www.purpleair.com/map?opt=1/mAQI/a10/cC4#12.92/43.74304/-122.46444>)

## Oakridge Smoke Sensitive Receptor Area

- Willamette National Forest [prescribed fire map](https://usfs.maps.arcgis.com/apps/webappviewer/index.html?id=8e594a41f6e44aa5a92e2e435f4d167b) (https://usfs.maps.arcgis.com/apps/webappviewer/index.html?id=8e594a41f6e44aa5a92e2e435f4d167b)
- Oregon Department of Forestry [prescribed fire map](https://geo.maps.arcgis.com/apps/webappviewer/index.html?id=a7e321dc8fc444b7a33fbc67bc673a3b) (https://geo.maps.arcgis.com/apps/webappviewer/index.html?id=a7e321dc8fc444b7a33fbc67bc673a3b)
- Relevant [InciWeb](https://inciweb.nwccg.gov/) (https://inciweb.nwccg.gov/) wildfire incidents

All messages are paired with information about how to protect health. Regardless of the type of smoke message, Oakridge Air uses best practices for communicating with the public.

## VI. [Annual Reporting](#)

Per OAR 629-048-0180 Section 3(f) of the 2020 Oregon prescribed fire SMP, the City of Oakridge and Lane County jointly commit to reporting annually to ODF and DEQ on our implementation of the Oakridge-Westfir SSRA SSP. In the annual report, we will document continued compliance with the four required components of the Oakridge-Westfir SSRA SSP (outlined above, see page 5-6), as well as a summary of the methods used to communicate to the public and smoke-vulnerable populations, a log of dates and times the Oakridge-Westfir SSRA SSP is initiated, and a record of local meetings to discuss or update the Oakridge-Westfir SSRA SSP.

Unless otherwise specified, we will plan to submit annual reports in March of each year, prior to the commencement of each spring prescribed burn season.

## VII. [Conclusion](#)

The communities of Oakridge-Westfir and partner agencies and organizations have a proven track record of successful collaboration and coordination around the most pressing environmental and natural resource challenges. Thanks to a long history of locally-driven initiatives, such as the SWFC and now the Oakridge Air program, we have a foundation of robust community dialogue, outreach, and engagement to build upon in the creation and implementation of the Oakridge-Westfir SSP. Creating Oakridge Air and developing an easily replicated process for internal information sharing and external communications and outreach will provide timely, accurate, reliable, locally relevant, and proactive outreach to residents, visitors, and smoke-vulnerable populations of Oakridge and Westfir.



**VIII. Declaration of Agreement**

The Oakridge City Council, in coordination with the Lane Regional Air Protection Agency (LRAPA), has reviewed and approved the Oakridge Smoke Sensitive Receptor Area Smoke Safety Plan (Oakridge-Westfir SSRA SSP). Per OAR 629-048-0180 of the 2020 Oregon prescribed fire Smoke Management Plan. The City of Oakridge and LRAPA jointly agree to submit the Oakridge-Westfir SSRA SSP to the Oregon Department of Forestry and Oregon Department of Environmental Quality as a formal request for exemption from the 1-hour smoke intrusion threshold for the Oakridge-Westfir SSRA.

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City of Oakridge

\_\_\_\_\_

Date

\_\_\_\_\_

Lane Regional Air Protection Agency

\_\_\_\_\_

Date

## Appendix A: Partner Roles and Responsibilities

Oakridge Air and Smoke Communications Roles and Responsibilities			
Partner	Type	Roles	Communication roles for smoke events
City of Oakridge	Local municipality, Oakridge Air implementing partner	<ul style="list-style-type: none"> <li>• Oakridge Air implementing partner</li> <li>• Code enforcement</li> <li>• Collaborate on Firewise Assessments</li> <li>• Community Firewood Program Partner</li> </ul>	<ul style="list-style-type: none"> <li>- included in smoke@oakridgeair.org distro list</li> <li>- provide backup for smoke@oakridgeair.org</li> <li>- amplify messages on City website and facebook page</li> </ul>
Oakridge Fire Department/ Hazeldell Rural Fire Department	Local Fire Protection Agency	<ul style="list-style-type: none"> <li>• Assist with Firewise assessments</li> </ul>	<ul style="list-style-type: none"> <li>- amplify Oakridge Air messages on social media</li> </ul>
South Willamette Solutions/ Southern Willamette Forest Collaborative	Local NGO, Oakridge Air implementing partner	<ul style="list-style-type: none"> <li>• Oakridge Air implementing partner</li> <li>• Coordinate the Community Firewood Program</li> <li>• Manage residential upgrade coordination</li> <li>• Facilitator for Oakridge Air Community Response Plan</li> <li>• Collaborate on Firewise Assessments</li> </ul>	<ul style="list-style-type: none"> <li>- host Oakridge Air google drive and emails @oakridgeair.org</li> <li>- included in smoke@oakridgeair.org distro list</li> <li>- provide backup for smoke@oakridgeair.org</li> </ul>
Good Company	Lead implementing partner for Oakridge Air	<ul style="list-style-type: none"> <li>• Oakridge Air implementing partner</li> <li>• Oversee all Oakridge Air project components</li> <li>• Coordinate Oakridge Air messaging YR 1</li> <li>• Manage <a href="http://oakridgeair.org">oakridgeair.org</a></li> </ul>	<ul style="list-style-type: none"> <li>- manage smoke@oakridgeair.org</li> <li>- main POC for local smoke event notifications</li> <li>- update Oakridge Air facebook page</li> </ul>

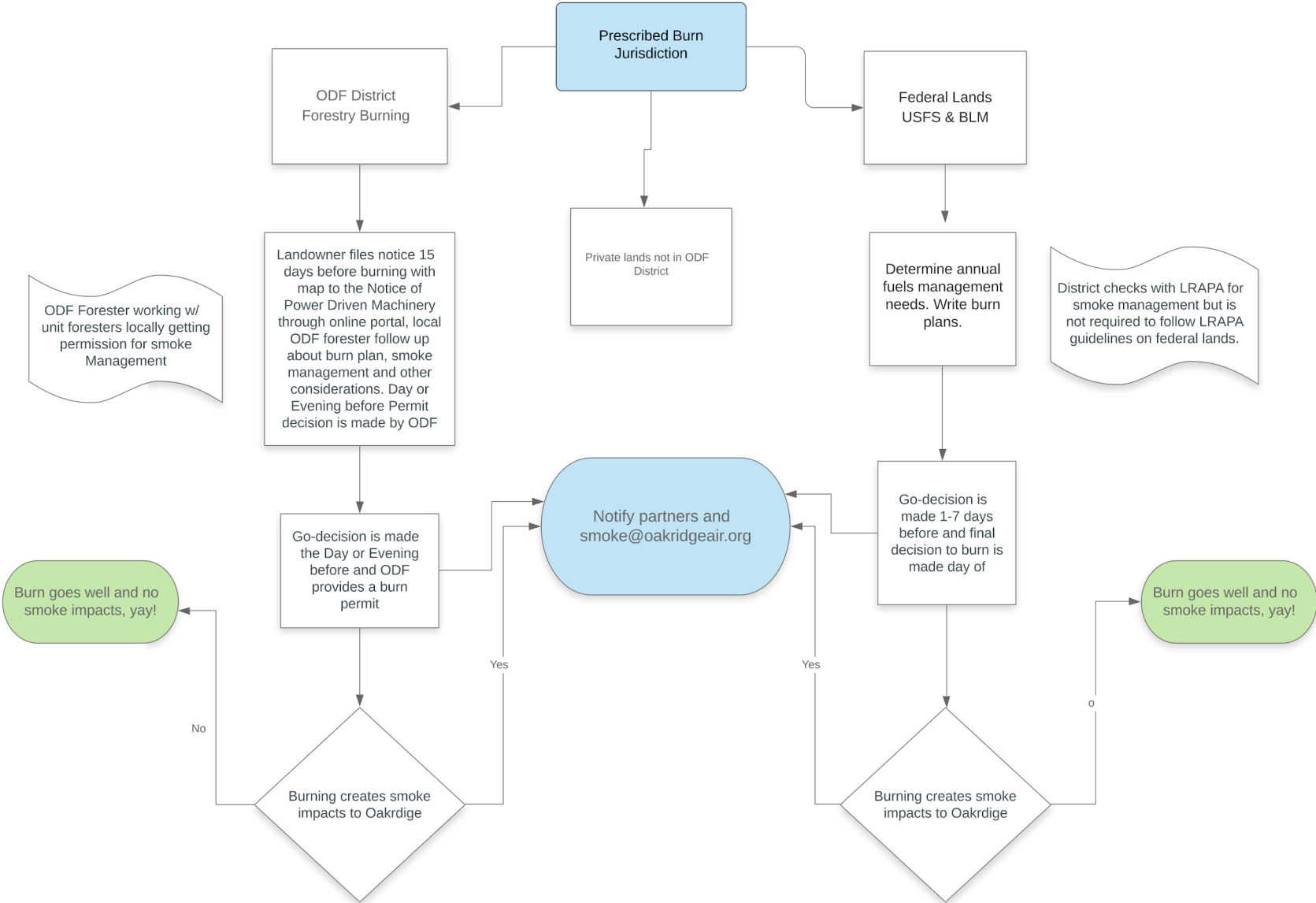
Lane Regional Air Protection Agency	Regional Agency	<ul style="list-style-type: none"> <li>• Monitor air quality in Oakridge and the south Willamette Valley Region</li> <li>• Provide public notifications and press releases for smoke events and Home Heating notices for red and yellow burn days</li> <li>• Manage text notices</li> </ul>	<ul style="list-style-type: none"> <li>- main POC for smoke notifications</li> <li>- included in smoke@oakridgeair.org distro list</li> <li>- update Oakridge Air facebook page</li> </ul>
Lane County	Local Government	<ul style="list-style-type: none"> <li>• Public Health Air purification resources</li> </ul>	
Lane County	Local Government	Emergency Management	<ul style="list-style-type: none"> <li>- main POC for emergency incidents in Lane County</li> </ul>
Oregon Department of Forestry, South Cascades District	State Agency	<ul style="list-style-type: none"> <li>• Provide permits, work with burn boss to mitigate any items identified, lead burn planning and implementation through their Vegetation Management Program</li> <li>• Manage prescribed fire on BLM lands east of Oakridge</li> <li>• Collaborate on Firewise Assessments</li> </ul>	<ul style="list-style-type: none"> <li>- included in smoke@oakridgeair.org distro list</li> <li>- communicate to Oakridge Air partners if planned prescribed fires are in area</li> <li>- provide information for ODF statewide prescribed fire map</li> </ul>
Oregon Department of Environmental Quality	State Agency	<ul style="list-style-type: none"> <li>• Communicate about smoke events through wildfire smoke protocol calls</li> </ul>	
Oregon Health Authority	State Agency	<ul style="list-style-type: none"> <li>• Communicate about health impacts from smoke events through wildfire smoke protocol calls</li> </ul>	

## Oakridge Smoke Sensitive Receptor Area

Willamette National Forest (WNF)	Federal Agency	<ul style="list-style-type: none"> <li>• Manage prescribed fire panning on the forest</li> <li>• Collaborate on Firewise Assessments</li> </ul>	<ul style="list-style-type: none"> <li>- notify ODF and partners of prescribed fire and wildfire events</li> <li>- added to smoke@oakridgeair.org distro list</li> <li>- assist with season smoke messaging and public outreach</li> <li>- host WNF prescribed fire map</li> </ul>
Middle Fork Ranger District (WNF)	Federal Agency	<ul style="list-style-type: none"> <li>• Manage FS prescribed fire and wildfire surrounding Oakridge</li> <li>• Collaborate on Firewise Assessments</li> </ul>	<ul style="list-style-type: none"> <li>- notify ODF and partners of prescribed fire and wildfire events</li> <li>- added to smoke@oakridgeair.org distro list</li> <li>- assist with seasonal messaging and public outreach</li> <li>- update WNF prescribed fire map</li> </ul>
McKenzie Ranger District (WNF)	Federal Agency	<ul style="list-style-type: none"> <li>• Manage FS prescribed fire and wildfire north of Oakridge</li> </ul>	<ul style="list-style-type: none"> <li>- notify ODF and partners of prescribed fire and wildfire events</li> </ul>
Cottage Grove Ranger District, Umpqua National Forest	Federal Agency	<ul style="list-style-type: none"> <li>• Manage FS prescribed fire and wildfire south east of Oakridge</li> </ul>	<ul style="list-style-type: none"> <li>- notify ODF and partners of prescribed fire and wildfire events</li> </ul>
Bureau of Land Management	Federal Agency	<ul style="list-style-type: none"> <li>• Manage BLM prescribed fire east of Oakridge</li> </ul>	<ul style="list-style-type: none"> <li>- notify ODF and partners of prescribed fire and wildfire events</li> </ul>

# Appendix B: Prescribed Fire Event Communications Flow Chart

**Smoke Event Communications**  
Oakridge Air: Smoke, Health and Safety Committee  
July 2020



# Oakridge Smoke Sensitive Receptor Area

## Appendix C: Smoke Messaging Templates


### PRESCRIBED FIRE COMMUNICATIONS TEMPLATES

PROJECT TITLE	Oakridge Air Communications Committee	ORGANIZATION							
		DATE	May 2021						
CAMPAIGN TYPE		1. PRE-EVENT COMMUNICATIONS			2. EVENT COMMUNICATIONS			3. POST EVENT COMMUNICATIONS	
		Start to prescribed burn season	Fire burning planned	Understory burning planned	Planned prescribed burns 3-10 days	Planned burns 1-3 days out	Planned burns today	Burns went as planned	Burns did not planned/ smoke
Press Releases									
Press Releases	Details here	<a href="#">1A_PR</a>	<a href="#">1B_PR</a>	<a href="#">1C_PR</a>	<a href="#">2A_PR</a>	<a href="#">2B_PR</a>	<a href="#">2C_PR</a>	<a href="#">3A_PR</a>	<a href="#">3B_PR</a>
Email									
Blog/Newsletter	Details here	<a href="#">1A_Blog</a>	<a href="#">1B_Blog</a>	<a href="#">see 1B</a>	<a href="#">2A_Blog</a>	<a href="#">2B_Blog</a>	<a href="#">2C_Blog</a>	<a href="#">3A_Blog</a>	<a href="#">3B_Blog</a>
Online									
Social Media/Website	<a href="#">Oakridgeair.org</a>	<a href="#">1A.i.SM</a>	<a href="#">1B_SM</a>	<a href="#">1C_SM</a>	<a href="#">2A_SM</a>	<a href="#">2B_SM</a>	<a href="#">2C_SM</a>	<a href="#">3A_SM</a>	<a href="#">3B_SM</a>
	<a href="#">Oakridge Air Facebook</a>								
		<a href="#">1A.ii.SM</a>							
Text messages		<a href="#">1A_TM</a>	<a href="#">1B_TM</a>	<a href="#">1C_TM</a>	<a href="#">2A_TM</a>	<a href="#">2B_TM</a>	<a href="#">2C_TM</a>	<a href="#">3A_TM</a>	<a href="#">3B_TM</a>

### WOODSMOKE COMMUNICATIONS TEMPLATES

PROJECT TITLE	Oakridge Air Smoke, Health & Safety Committee	COMPANY NAME							
		DATE	May 2021						
CAMPAIGN TYPE		1. START OF SEASON (Aug/Sep)							
		YARD DEBRIS	HHE	LIHEAP	SWEeper PROGRAM	WOODSTOVE EFFICIENCY	CODE ENFORCEMENT	SMOKE DIVERSION PROGRAM	HOME HEATING PRACTICE
Press Releases									
Press Releases	Details here	<a href="#">1A_PR</a>	<a href="#">1B_PR</a>	<a href="#">1C_PR</a>	<a href="#">1D_PR</a>	<a href="#">1E_PR</a>	<a href="#">1F_PR</a>	<a href="#">1G_PR</a>	<a href="#">2A_PR</a>
Email									
Blog/Newsletter	Details here	<a href="#">1A_Blog</a>	<a href="#">1B_Blog</a>	<a href="#">1C_Blog</a>	<a href="#">1D_Blog</a>	<a href="#">1E_Blog</a>	<a href="#">1F_Blog</a>	<a href="#">1G_Blog</a>	<a href="#">2A_Blog</a>
Online									
Social Media/Website	<a href="#">Oakridgeair.org</a>	<a href="#">1A_SM</a>	<a href="#">1B.i.SM</a>	<a href="#">1C_SM</a>	<a href="#">1D_SM</a>	<a href="#">1E_SM</a>	<a href="#">1F_SM</a>	<a href="#">1G_SM</a>	<a href="#">2A_SM</a>
	<a href="#">Oakridge Air Facebook</a>								
			<a href="#">1B.ii.SM</a>						
Text messages		<a href="#">1A_TM</a>	<a href="#">1B_TM</a>	<a href="#">1C_TM</a>	<a href="#">1D_TM</a>	<a href="#">1E_TM</a>	<a href="#">1F_TM</a>	<a href="#">1G_TM</a>	<a href="#">2A_TM</a>

### WILDFIRE SMOKE/FIREWISE COMMUNICATIONS TEMPLATES

PROJECT TITLE	Oakridge Air Smoke, Health & Safety Committee	COMPANY NAME											
		DATE	May 2021										
CAMPAIGN TYPE		1. PRE-EVENT COMMUNICATIONS	2. EVENT COMMUNICATIONS				3. POST EVENT COMMUNICATIONS						
		START OF WILDFIRE SEASON	SMOKE	SMOKE SENSITIVITY	DIY AIR FILTERS	MASKS	VULNERABLE POPULATIONS	RED DAY	FIREWISE				
Press Releases													
Press Releases	Details here	<a href="#">1A_PR</a>	<a href="#">2A_PR</a>	<a href="#">2B_PR</a>	<a href="#">2C_PR</a>	<a href="#">2D_PR</a>	<a href="#">2E_PR</a>	<a href="#">3A_PR</a>	<a href="#">3B_PR</a>				
Email													
Blog/Newsletter	Details here	<a href="#">1A_Blog</a>	<a href="#">2A_Blog</a>	<a href="#">2B_Blog</a>	<a href="#">2C_Blog</a>	<a href="#">2D_Blog</a>	<a href="#">2E_Blog</a>	<a href="#">3A_Blog</a>	<a href="#">3B_Blog</a>				
Online													
Social Media/Website	<a href="#">Oakridgeair.org</a>	<a href="#">1A_SM</a>	<a href="#">2A_SM</a>	<a href="#">2B_SM</a>	<a href="#">2C_SM</a>	<a href="#">2D_SM</a>	<a href="#">2E.i.SM</a>	<a href="#">3A_SM</a>	<a href="#">3B_SM</a>				
	<a href="#">Oakridge Air Facebook</a>										<a href="#">2E.ii.SM</a>		
											<a href="#">2E.iii.SM</a>		

## Prescribed Fire Communications Templates

<b>Social Media</b>	<b>2</b>
1A.i. Social Media - Prescribed Fire Season - Pre-event	2
1B. Social Media - Prescribed Burn piles (SM - RX piles)	2
1C. Social Media - Understory Burning	3
2A. Social Media - Prescribed Burn Planned (3-10 days)	3
2B. Social Media - Prescribed Burn planned (SM - RX)	3
2C. Social Media - Prescribed Burn today (SM - RX)	4
3A. Social Media - Prescribed Burn success (SM - RX)	5
3B. Social Media - Smoke (SM )	6
3C. Social Media - Prescribed Burn escaped (SM - RX)	7
4A. Social Media - Prescribed Burn Education (SM -RX)	8
<b>Text Alerts</b>	<b>9</b>
1A. Text - Prescribed Fire Season - Pre-event	9
1B. Text - Prescribed Burn piles	10
1C. Text - Understory Burning	10
2A. Text - Prescribed Burn Planned (3-10 days)	10
2B. Text - Prescribed Burn planned	10
2C. Text - Prescribed Burn today	10
3A. Text - Prescribed Burn success	10
3B. Text - Smoke	10
4A. Text - Prescribed Burn Education	10
<b>Press Releases</b>	<b>10</b>
1A. Press Release - Prescribed Fire Season	10
1B. Press Release - Beginning of Pile Burning Season	12
1C. Press Release - Understory Burning	13
2A. Press Release - Prescribed Burn planned (PR)	13

## Appendix D: Health Analyses

### DSPG Data Analysis: Air Quality Impacts to Health

#### Data Analysis: Air Quality Impacts to Health

As part of the Smoke Safety Plan development, Oakridge received a grant from the Data Science for Public Good (DSPG) program at Oregon State University (OSU). Oakridge Air partners worked with the DSPG team for four months: a master's student lead, and two senior-level undergraduates. The team analyzed general trends in seasonal air quality and sought to answer this overarching research question:

*From January 2015 to 2019, have past peak smoke events caused a statistically significant increase in prescriptions known to treat select respiratory and cardiac diseases in Oakridge and Westfir?*

The DSPG team hypothesized that the rate of prescription fills for the select medications increases within 30 days of a smoke event in Oakridge and Westfir due to the increased concentration of PM<sub>2.5</sub>. To test this, DSPG obtained air quality data from LRAPA and local prescription fill count data from the local pharmacy.

#### Air Quality Data

The air quality data was obtained from LRAPA for the time period between 2015 and 2019. This dataset was derived from a single nephelometer located at the lowest point in Oakridge along the Willamette River. The dataset contained information about temperature, humidity, vectored wind speed, solar radiation, and PM<sub>2.5</sub> concentration.

#### Health Data

DSPG obtained prescription count data from the local pharmacy, which provided the number and type of prescriptions filled each day between 2015 to 2019. Prescription counts were separated by their use as a smoke-related treatment for respiratory or cardiac diseases from the total number obtained. Throughout the time period, cardiac medications made up 16% of fills, while respiratory medications made up around 8%. Together, these medications made up almost a quarter of all medications filled in this time period.



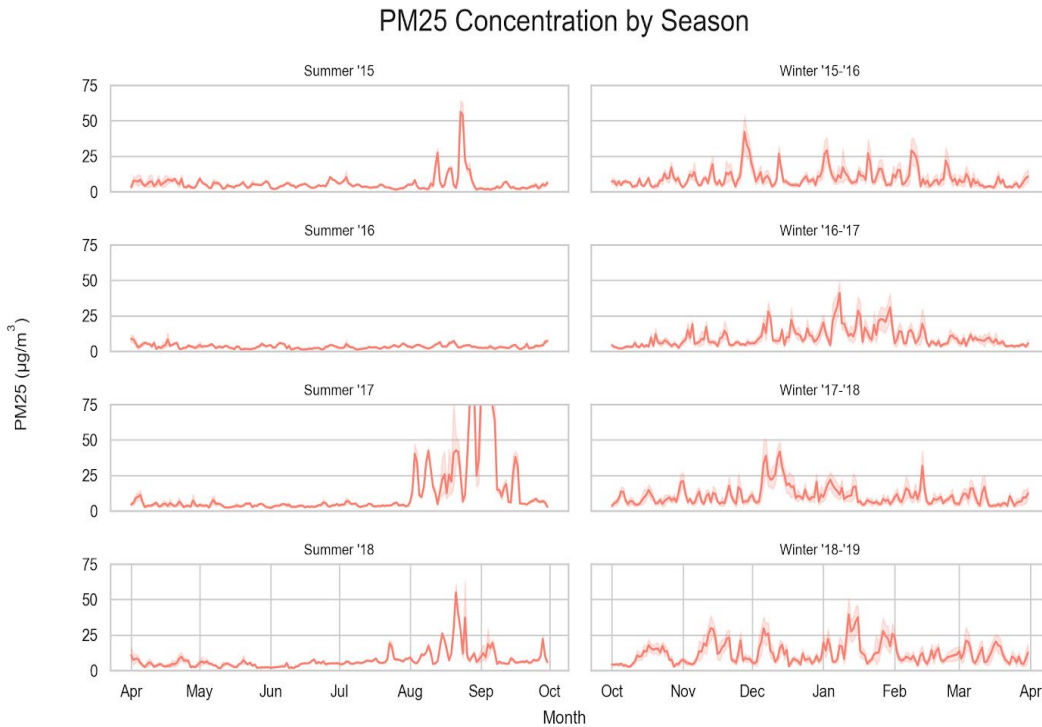
Results

The team found that there was a 3% increase in prescription counts within 30 days of a smoke event in Oakridge and Westfir for every 10 µg/m<sup>3</sup> increase in PM<sub>2.5</sub> concentration.

This means, if PM<sub>2.5</sub> concentration is at 50 µg/m<sup>3</sup> then 30 days later, there would be a 15% increase in prescription fills. This statistically significant result is useful to Oakridge Air partners to understand and communicate the health impacts of smoke. The team suspects there is unexplained seasonality in the model, which may be addressed in future work.

Additionally, DSPG found that around a quarter of the prescriptions filled (24%) between 2015 to 2019 were prescriptions specifically used to treat smoke-related cardiac and respiratory conditions.

Seasonal woodsmoke patterns



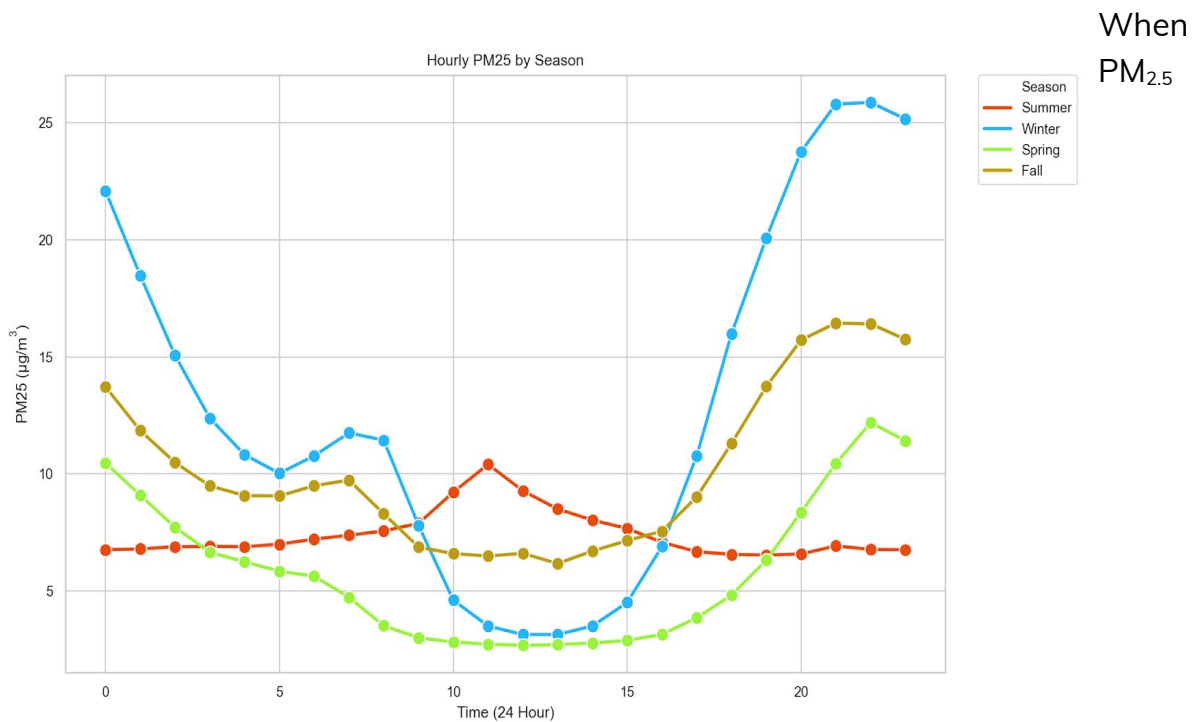
## Oakridge Smoke Sensitive Receptor Area

On average, there are 6 days a year where PM<sub>2.5</sub> concentration is above 35 µg/m<sup>3</sup>

Each season has varying PM<sub>2.5</sub> concentrations in the Oakridge-Westfir SSRA. Notably, winter and summer seasons experience spikes in poor air quality. This is due to wintertime wood stove smoke and summertime wildfires. In the graph above, we see seasonal PM<sub>2.5</sub> concentration variation between 2015 to 2019. March through July PM<sub>2.5</sub> concentrations are quite low, whereas we see the largest spikes occurring from mid-August through September for most years. From November to mid-February, we see PM<sub>2.5</sub> concentrations vary with steady peaks and valleys until warmer weather begins.

### Wintertime Woodsmoke and Air Quality

Poor air quality spikes at 22:00 (10:00 pm) and drops down at 10:00 (10:00 am) during every season except summer.

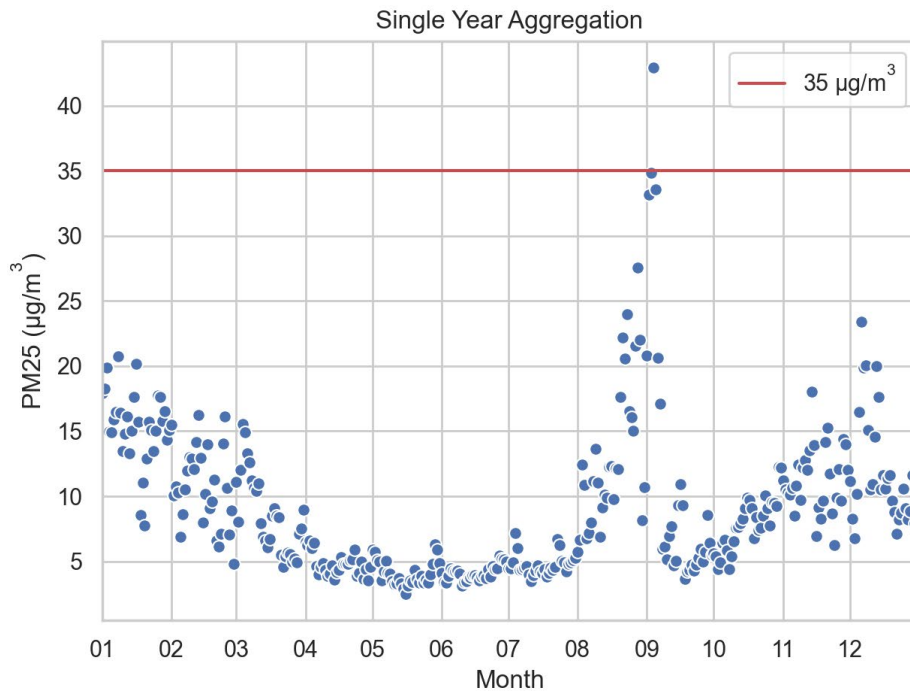


concentration was compared throughout the day and depending on the season, it appeared that winter time concentrations had the largest hourly variations. The graph displays averaged, hourly PM<sub>2.5</sub> concentrations from 2015 to 2019 separated by season. The largest spike in the winter time occurs around 22:00 (10:00 pm), with the

concentration dropping down again by 10:00 (10:00 am). It's important to notice that, when averaged, the  $PM_{2.5}$  concentrations are not outside the "healthy" range. If these concentration patterns were recreated on a particular red day, we may see the same pattern, a high at 10:00 pm and a drop by 10:00 am, but at a concentration that is considered unhealthy. When these red days happen, it's important people protect their health and safety and stay inside between 10:00 pm to 10:00 am to avoid spikes in poor air quality.

### Summertime Wildfire Smoke and Air Quality

In recent years wildfire has been a primary contributor to the poorest air quality experienced in the Oakridge-Westfir SSRA throughout the entire year. Oakridge air quality in 2014-2016 met the national ambient air quality health standards (NAAQS) for  $PM_{2.5}$ , both the annual and the 24-hour standards. However, large wildfires in Oregon and nearby states in 2017, and again in 2020, resulted in many major wildfire



## Oakridge Smoke Sensitive Receptor Area

smoke impacts above the 24-hour PM<sub>2.5</sub> standard in communities that requires documentation and submittal to EPA for review and approval as Exceptional Events<sup>8</sup>.

The graph above demonstrates the average 24-hour PM<sub>2.5</sub> from 2015-2019 all averaged into a single year. We see between August and September wildfire contributes to the largest spike in PM<sub>2.5</sub> concentration, which pushes Oakridge-Westfir SSRA daily concentrations above the 35 µg/m<sup>3</sup> threshold.

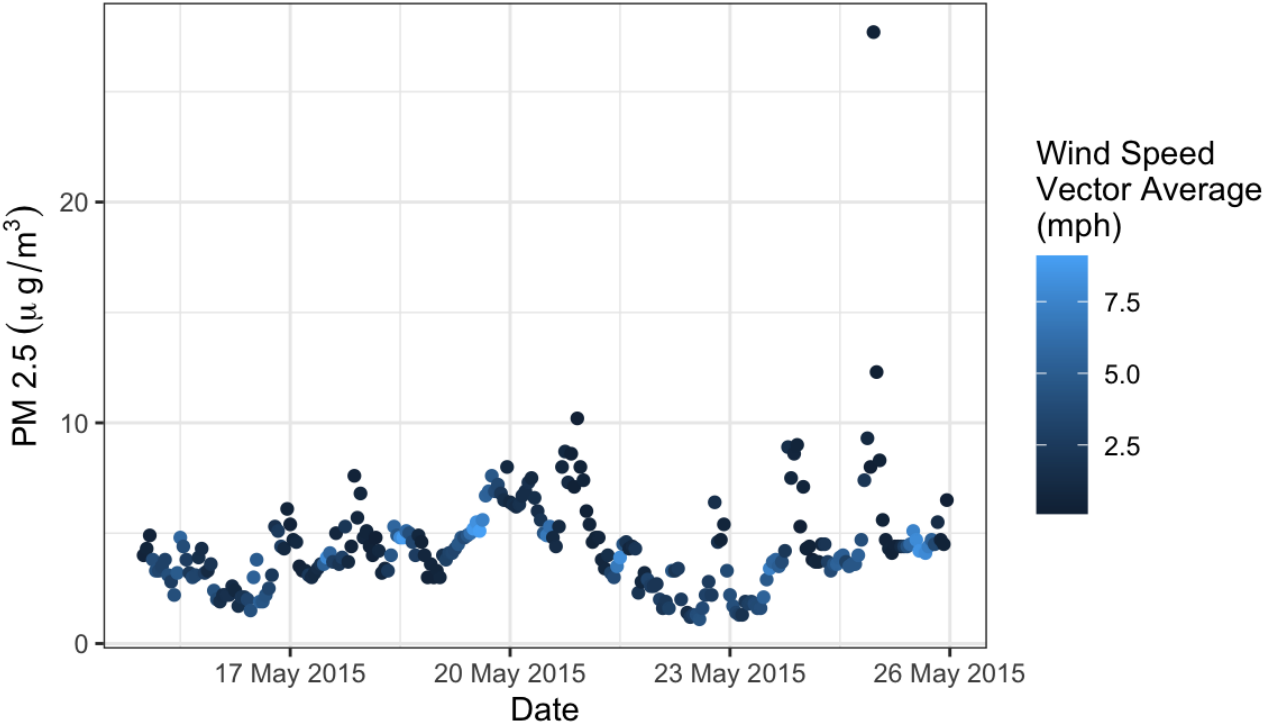
### Prescribed Fire Smoke and Air Quality

Prescribed fire smoke events in the Oakridge-Westfir SSRA do not often cause smoke impacts to residents. Detailed analysis of air quality data from the Oakridge nephelometer by the DSPG team did not find significantly significant smoke impacts from prescribed fire. The graph below demonstrates a 10-day window when a prescribed underburn occurred. Each dot represents a nephelometer reading, while a lighter color represents an increase in wind. Even when wind increases, we see PM<sub>2.5</sub> concentrations well below the 24-hour PM<sub>2.5</sub> standard. It should be noted that the absence of prescribed fire smoke coincides with a decline in prescribed fire underburning by the Middle Fork District and an increase in backlog of untreated prescribed burning acres. It is expected that there will be an increase in prescribed burn acres treated in the future as the Forest Service completes OWTFR work and fuels reduction projects in the WUI increase.

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<sup>8</sup> The Exceptional Events (EE) guidance developed by EPA, in consultation with other agencies and the public, is intended to prevent penalizing communities for events outside their control. The EE guidance only allows EPA to approve wildfire smoke impacts (or other exceptional events) that have “regulatory significance.”

PM 2.5 Concentration 10 Days Face #9 Underburn



### APAC Health Data Analysis

#### Study Purpose

Air quality in the Oakridge and Westfir airshed is primarily affected by winter woodsmoke with winter inversions and smoke intrusions from wildfire in the summer months. Wildfire has and will continue to play a role in coming years as winter woodsmoke can be mitigated more easily. The Oakridge Air program, funded by an EPA Targeted Airshed grant, is assisting with multi-strategy interventions over a five-year timeframe are intended to improve air quality and reduce particulate matter (PM<sub>2.5</sub>) emissions to improve the health of the community. Given the long-term exposure, decades of being out of attainment for PM<sub>2.5</sub> standards, we are attempting to better understand the connection between health visits (claims and pharmaceuticals) associated with respiratory and cardiac issues to better serve the community. This health analysis will help us to communicate important public health information to the community.

#### Main Research Questions

**Overall:** Since 2015, how have public health impacts (overall claims and pharmaceuticals for select respiratory/cardiac issues) been impacted by PM<sub>2.5</sub> exposure from winter woodsmoke in the Oakridge/Westfir airshed using LRAPA data? How have these claims and pharmaceutical counts shifted following significant wildfire events?

#### Data and Methods

Lane Regional Air Protection Agency (LRAPA) provided particulate matter (PM<sub>2.5</sub>) data measured using regulatory monitors that are designated as federal reference method (FRM) or federal equivalent method (FEM). The FRM daily data is used to determine the observation and control date periods based on a threshold of 20 µg/m<sup>3</sup> indicating a yellow warning for poor outdoor air pollution. An observation date period is defined as a week (7 days) following a day with a FRM PM<sub>2.5</sub> value higher than the yellow threshold. The control periods are dates outside of the observation date periods, except a less-than-three-day control period between two observation date periods are combined with the observation periods to avoid small medical data for confidentiality. The FEM hourly data is used to calculate the daily number of hours above the yellow or red threshold, and the daily mean and maximum PM<sub>2.5</sub>, which are considered more relevant to understand the health impacts caused by PM<sub>2.5</sub>. The predictors including the mean and max PM<sub>2.5</sub>, the average and sum of hours when the hourly PM<sub>2.5</sub> equals to or is above the yellow (20 µg/m<sup>3</sup>) and red (35 µg/m<sup>3</sup>) thresholds, are calculated in each control and observation date period.

The Oregon All Payer All Claims Reporting Program (APAC) data provided by the Oregon Health Authority (OHA) are summarized both in seasons and date periods. Each year period is split into two seasons – winter or home wood heat season from October 16th to April 15th and summer or wildfire season from April 16th to October 15th. The two seasons are further split into control and observation date periods. The APAC data include information in claims, total paid, people, claims with zero paid, claims paid, and paid per claim. Claims per person per day and claims paid (> \$0) per person per day are calculated based on the number of claims and number of days in each observation or control date period. The responsive variables number of claims and dollars paid for the total and with or without pay, claims per person, per day, and per person per day are calculated for exploratory data analysis. These variables are further compared between control and observation date periods, and between home wood heat and wildfire seasons using a Wilcoxon signed rank test in the median and a bootstrapping method in the mean.

In the bootstrapping process, the two comparing groups are sampled randomly in the combined data 10,000 times to compare the mean, and the quantiles at 0.025 and 0.975 are shown in the histogram of the bootstrapping results to indicate the significance of the difference in the mean. If the observation is outside of the quantile range, it indicates the difference in the means of the two groups is significant. The relationship between PM and APAC is also explored using correlation and simple linear regression, with only the strongest relationship is shown in the results. The comparisons, correlations and simple linear regressions are conducted in diagnosis and pharmacy claims that include both cardiovascular and respiratory claims in two geographies – Oakridge and rural Oregon areas. The data in both geographies are combined in the comparisons of claims per person per day to increase data quantity while separated in the comparisons of total claims or dollar amount due to the different population sizes.

### **Results**

According to the boxplots and Wilcoxon tests, the difference in claims per person per day between the medians of observation and control date periods are not significant in both seasons (Figure 1) except in the summer (Figure 2). Similarly, wildfire seasons have significantly higher claims per person per day (total and paid) and claims per person than home wood heat seasons (Figures 3 - 5). Furthermore, the difference in the means of claims per person per day between the observation and control date periods is also not significant in both seasons (Figure 6) but only in summer (Figure 7).

There is a significantly strong positive correlation between PM and APAC claims. Figure 8 presents the strongest example of this relationship using the total number of hours above the yellow threshold in PM<sub>2.5</sub> and total number of claims paid. The total paid, claims, and claims per

## Oakridge Smoke Sensitive Receptor Area

person are all significantly increased with the mean and maximum of the daily mean and maximum PM 2.5, and the mean and total number of hours when PM2.5 equals to or is above the yellow and red thresholds, during the observation periods. However, insignificant positive or significantly negative relationships in the same pairs are shown in the control periods. The same results repeat in both Oakridge and rural areas, and diagnosis and pharmacy data.

In conclusion, there is strong evidence in the LRAPA and APAC data to support that PM2.5 (particularly during wildfire seasons) negatively impacts public health. The public is very likely more susceptible to both cardiovascular and respiratory diseases with a longer period of yellow-warning outdoor air quality. This negative health impact of poor air quality is more significant in summers, while we cannot exclude other factors such as influenza that could have also increased the APAC claims in the winter control date periods.

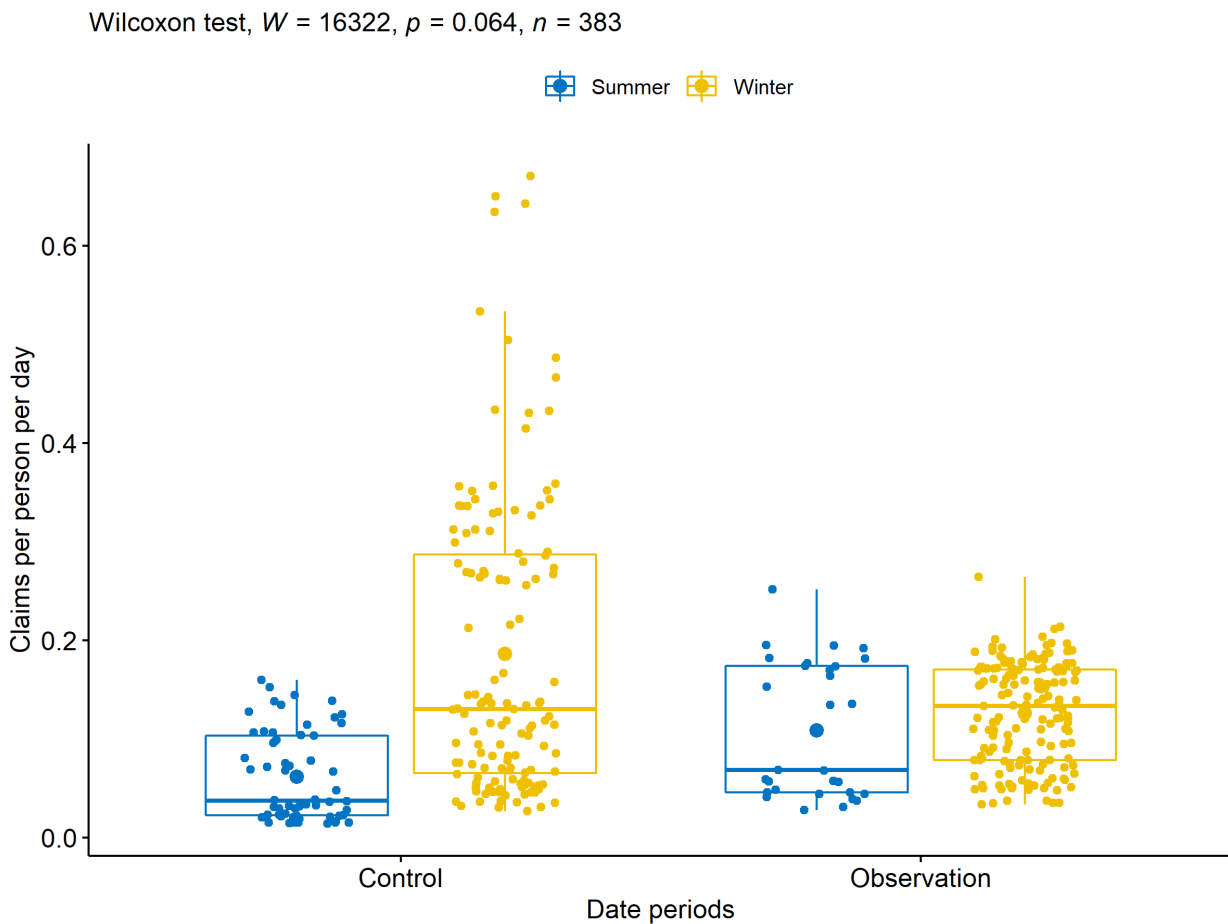




Figure 1. Boxplot with a Wilcoxon test and the mean value shown as a larger point, between date periods for control and observation and claims per person per day, in both cardiovascular and respiratory groups in diagnosis and pharmacy

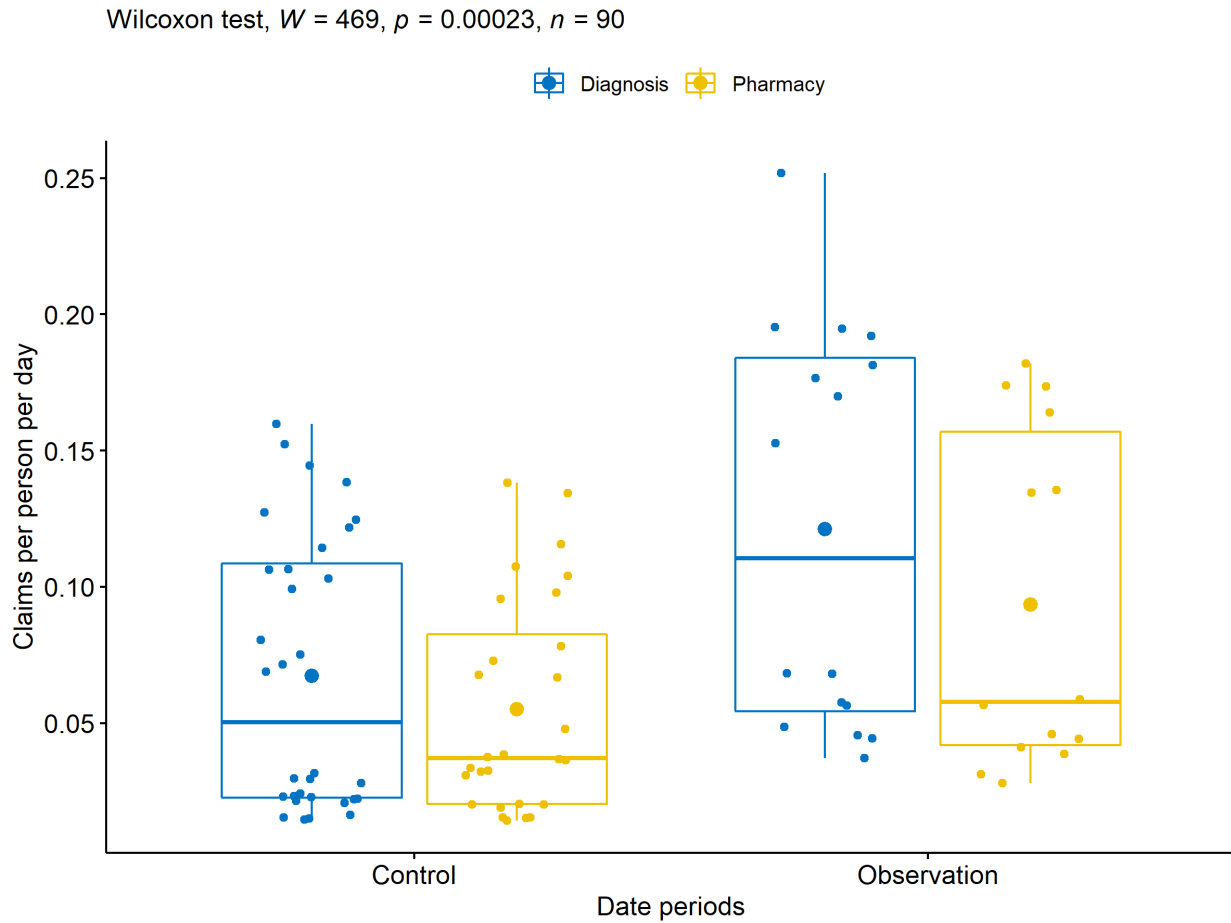


Figure 2. Boxplot with a Wilcoxon test and the mean value shown as a larger point, between summer date periods for control and observation and claims per person per day, in both cardiovascular and respiratory groups

# Oakridge Smoke Sensitive Receptor Area

Wilcoxon test,  $W = 350.5$ ,  $p = 0.0092$ ,  $n = 68$

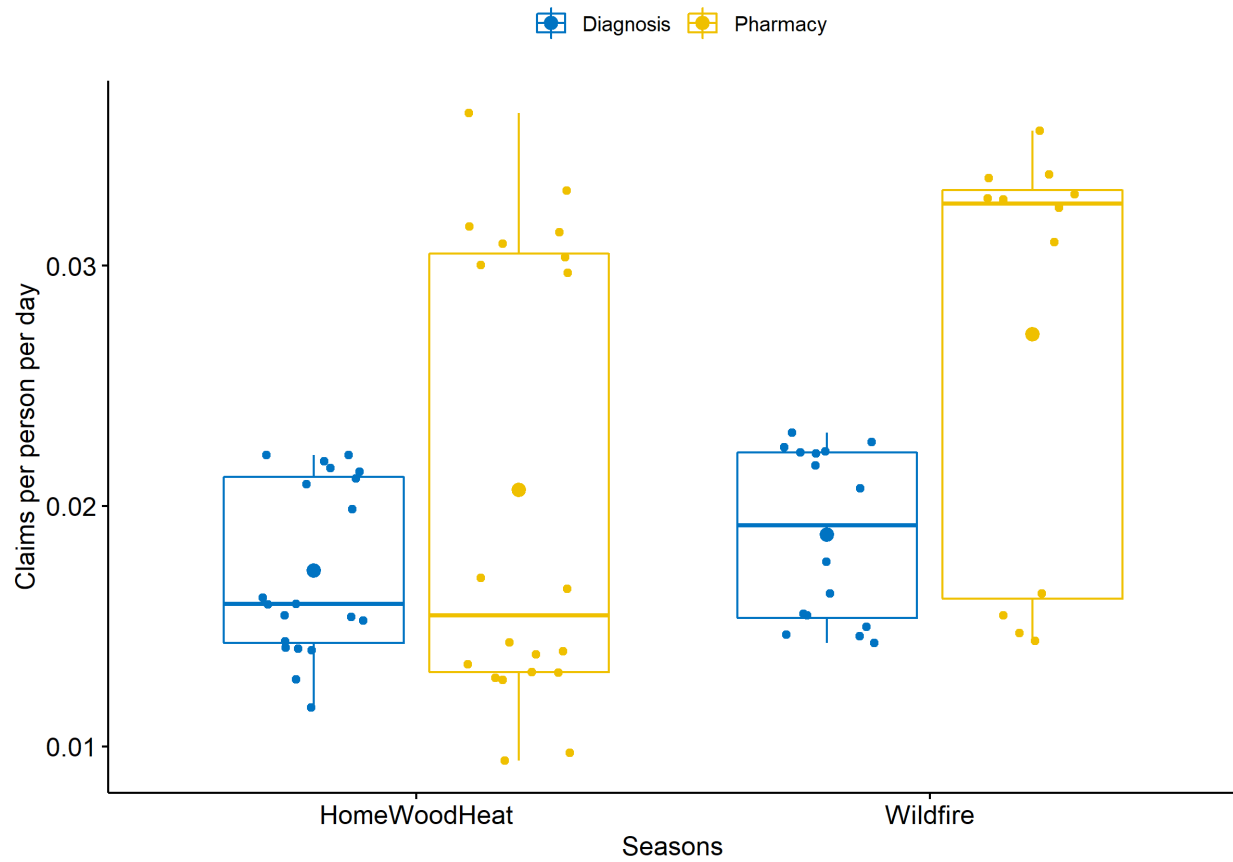


Figure 3. Boxplot with a Wilcoxon test and the mean value shown as a larger point, between seasons and claims per person per day, in both cardiovascular and respiratory groups

Wilcoxon test,  $W = 355$ ,  $p = 0.01$ ,  $n = 68$

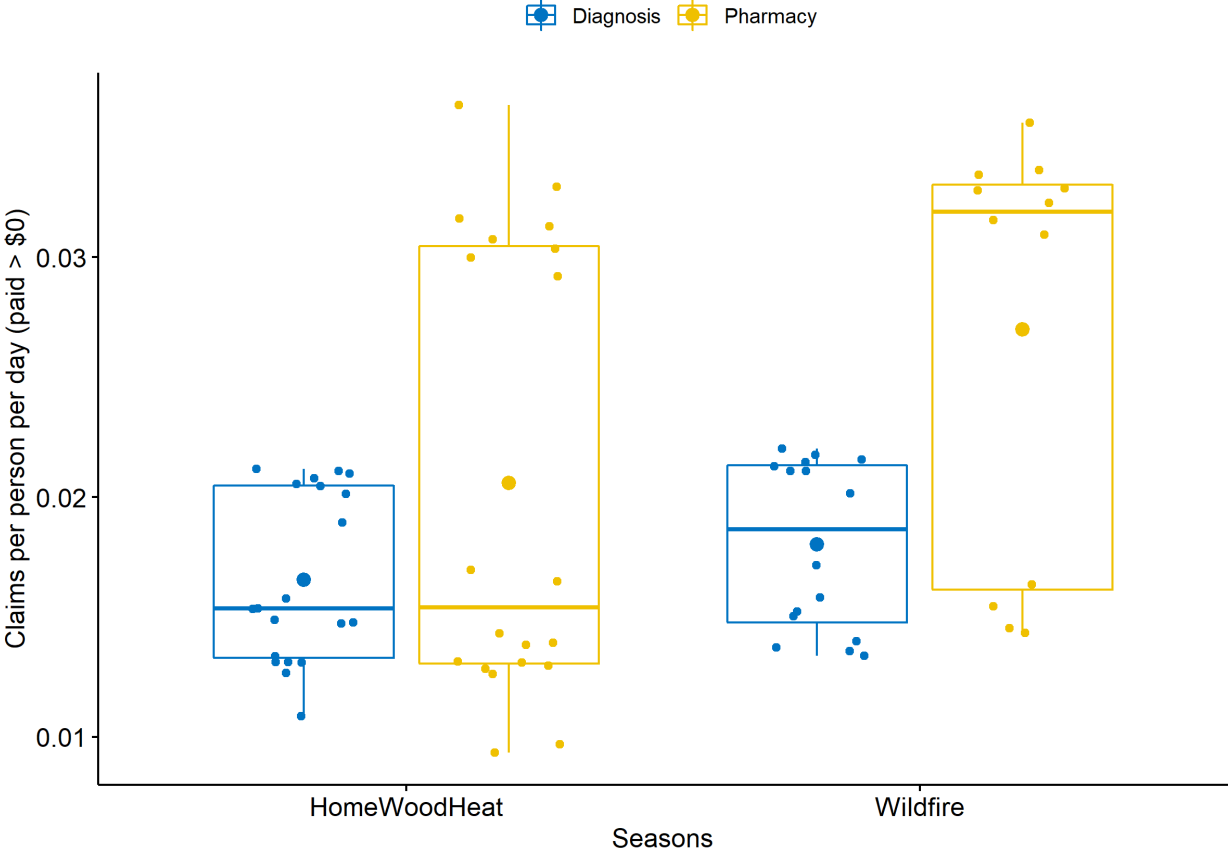


Figure 4. Boxplot with a Wilcoxon test and the mean value shown as a larger point, between seasons and claims per person per day (paid > \$0), in both cardiovascular and respiratory groups

# Oakridge Smoke Sensitive Receptor Area

Wilcoxon test,  $W = 356.5$ ,  $p = 0.011$ ,  $n = 68$

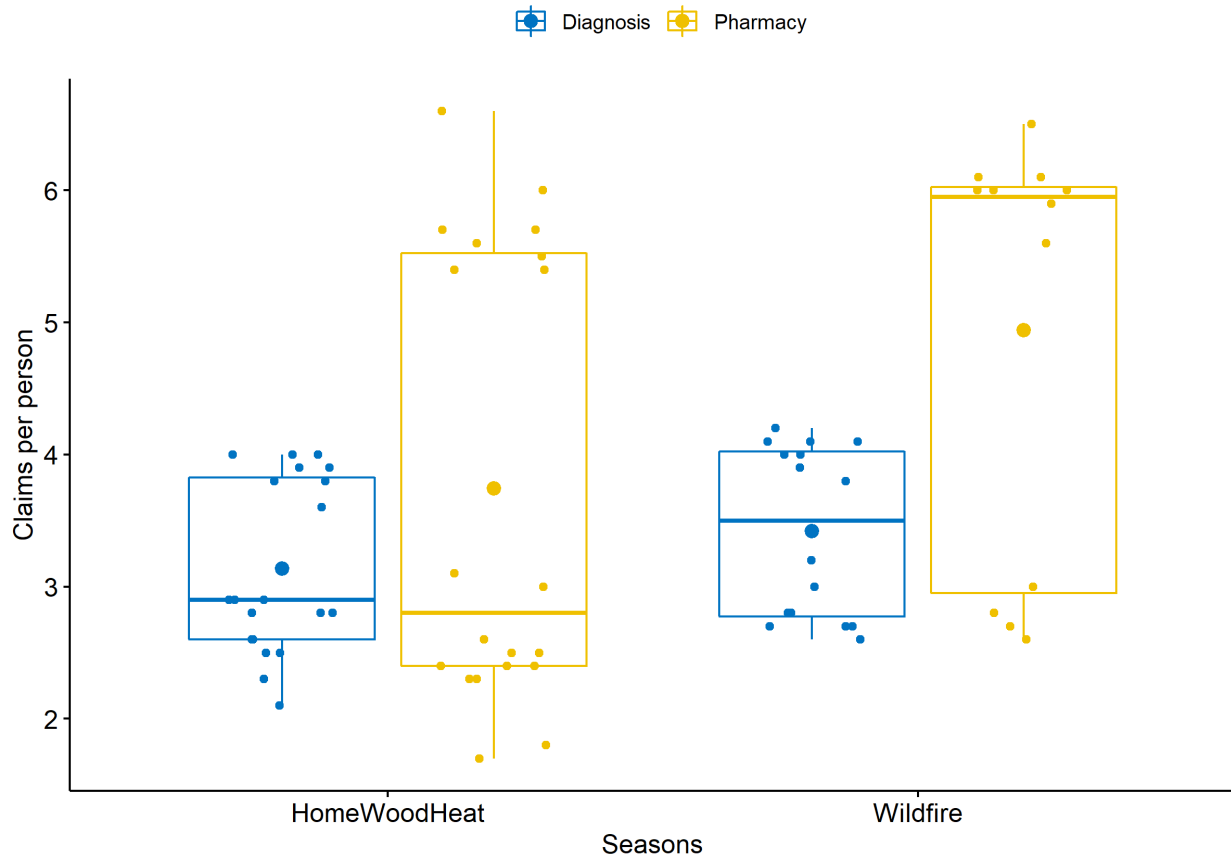


Figure 5. Boxplot with a Wilcoxon test and the mean value shown as a larger point, between seasons and claims per person, in both cardiovascular and respiratory groups

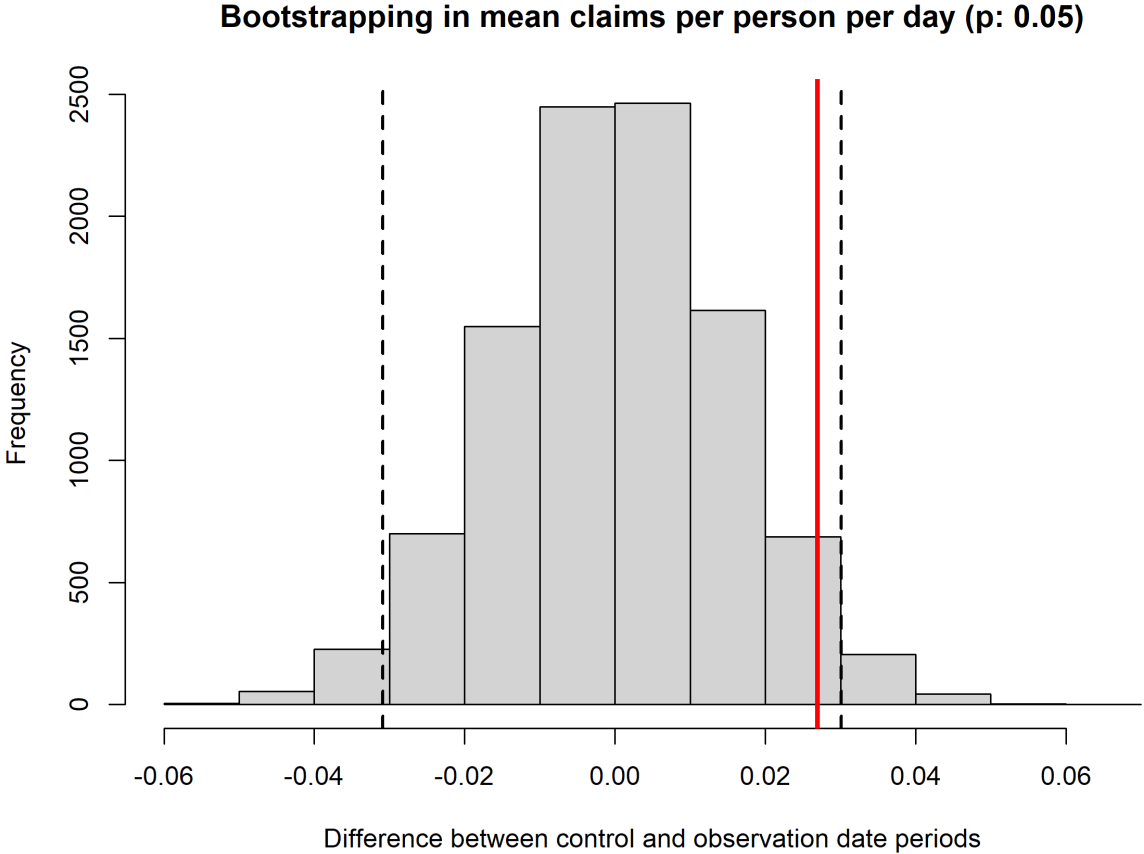


Figure 6. Bootstrapping in the mean difference between control and observation date periods in the diagnosis (cardiovascular and respiratory diagnoses and all seasons combined), with the quantiles of the difference at 0.025 and 0.975 indicated as dashed lines and the observation value indicated as a solid red line

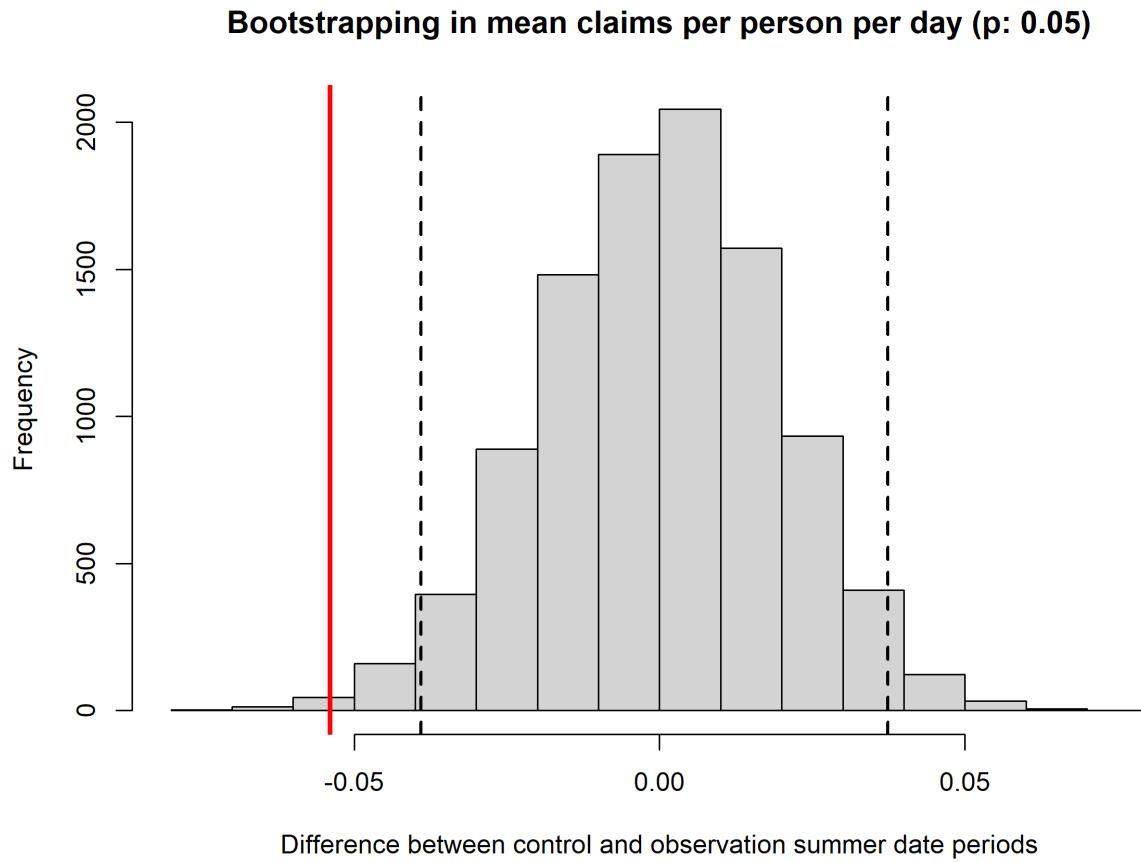


Figure 7. Bootstrapping in the mean difference between control and observation summer date periods in the diagnosis, with the quantiles of the difference at 0.025 and 0.975 indicated as dashed lines and the observation value indicated as a solid red line

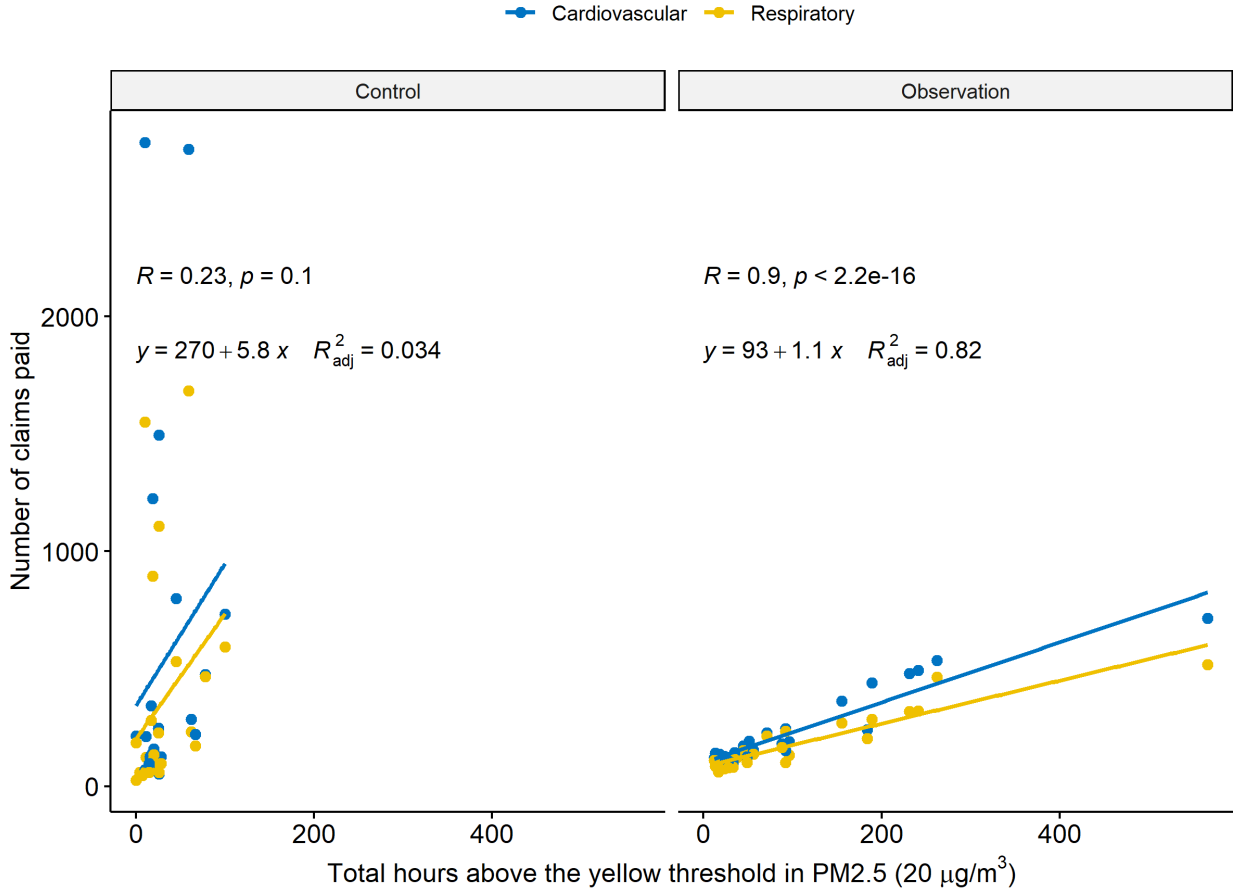


Figure 8. Correlation between the total hours above the yellow threshold in PM2.5 ( $20 \mu\text{g}/\text{m}^3$ ) and the number of claims paid in the control and observation date periods in Oakridge

## Appendix

### Partnership efforts for health data analysis

There is a multi-year effort in the Oakridge airshed to improve health and air quality.

- **Lane Regional Air Protection Agency – LRAPA** (*APAC applicant, smoke data*): Travis Knudsen
- **Good Company** (*Oakridge Air program manager, report developer*): Justin Overdevest
- **Lane Council of Governments – LCOG** (*data security, data analysis*): Dongmei Chen
- **Oregon Health Authority – OHA** (*advisory capacity*): Carol Trenga, Mary Dinsdale
- **Oregon State University Data Science for Public Good** (*data analysis*): Guen Patty – depending on APAC analysis timeline potential for involvement in 2021 analysis
- **Lane County Public Health** (*advisory capacity*): Dr. Patrick Luedtke
- **Orchid Health** (*advisory capacity*): Sarah Scott
- **South Willamette Solutions**: (*advisory capacity, Oakridge Air residential upgrades program manager*): Sarah Altemus-Pope

### Timeline

- 2017 Oregon Solutions project for Oakridge led by Sen Prozanski and former Mayor Coey. Good Company facilitated multi-partner stakeholder collaboration to develop a woodsmoke mitigation plan. During the effort, Oakridge and Oregon experienced significant wildfire smoke inundation. Good Company connected with Orchid Health, Five Rivers (now Nova), Oakridge ER/Fire dept, Postal Pharmacy to collect data on visits before and after peak events.
- 2018 Oregon DEQ grant funded Woodsmoke Mitigation position. During this time, Good Company coordinated with Oregon Health Authority's Kirsten Aird on school absenteeism data for Oakridge (limited data – inconclusive).
- 2019 Coordination with Trillium CCO on initial data for Oakridge/Westfir area as a preliminary effort to gather data. Intention of expanding data analysis in 2020 to cover ~80% of community.
- 2019 Initial connection to Carol Trenga at OHA and coordination with Oregon DEQ on health data analysis.
- 2019 Acquisition of EPA Targeted Airshed Grant.
- 2020 Oregon DEQ funded Community Response Plan for prescribed fire and small allocation to health data analysis. OSU Data Analysis for the Public Good and LCOG support for health data analysis in summer 2020 – needed to pivot to pharmacy data when Trillium wasn't able to provide data.
- 2021 Intention to use OHA APAC data for health data analysis exploring health visits



**Example of Observation and Control Periods for Winter and Summer Timeframes**

<b>2016-2017</b>					
<b>Observation Period - Winter 2016-2017</b>			<b>Observation Period - Summer 2017</b>		
Observation period (beginning)	Observation period (end)	# of days	Observation period (beginning)	Observation period (end)	# of days
11/5/16	11/12/16	8	8/3/17	9/24/17	53
12/6/16	12/25/16	20			
1/1/17	2/6/17	37			
2/13/17	2/20/17	8			
<b>Total</b>		<b>73</b>	<b>Total</b>		<b>53</b>

<b>Control Period - Winter 2016-2017</b>					
Control period (beginning)	Control period (end)	# of days	Observation period (beginning)	Observation period (end)	# of days
10/16/16	11/4/17	19	4/16/17	8/2/17	109
11/13/16	12/5/17	23	9/25/17	10/15/17	23
12/26/16	12/31/17	6			
2/7/17	2/12/17	6			
2/21/17	4/15/17	54			
<b>Total</b>		<b>108</b>	<b>Total</b>		<b>132</b>

**Summary Tab in Spreadsheet for Claims and Expenditures**

<b>Claims</b>				
	<b>Home Wood Heating</b>		<b>Wildfire Season</b>	
	<b>October 16th to April 15th</b>		<b>April 16th to October 15th</b>	
	<b>Observation</b>	<b>Control</b>	<b>Observation</b>	<b>Control</b>
<b>2015-2016</b>				
Respiratory Claims				
Cardiac Claims				
Respiratory Pharmaceuticals				
Cardiac Pharmaceuticals				
<b>2016-2017</b>				
Respiratory Claims				
Cardiac Claims				
Respiratory Pharmaceuticals				
Cardiac Pharmaceuticals				
<b>2017-2018</b>				
Respiratory Claims				
Cardiac Claims				
Respiratory Pharmaceuticals				
Cardiac Pharmaceuticals				
<b>2018-2019</b>				
Respiratory Claims				
Cardiac Claims				
Respiratory Pharmaceuticals				
Cardiac Pharmaceuticals				
<b>2019-2020</b>				
Respiratory Claims				
Cardiac Claims				
Respiratory Pharmaceuticals				
Cardiac Pharmaceuticals				

# Oakridge Smoke Sensitive Receptor Area

<b>Expenditures</b>				
	<b>Home Wood Heating</b>		<b>Wildfire Season</b>	
<b>2015-2016</b>	<b>Observation</b>	<b>Control</b>	<b>Observation</b>	<b>Control</b>
Respiratory Expenditures				
Cardiac Expenditures				
Respiratory Pharma Expenditures				
Cardiac Pharma Expenditures				
<b>2016-2017</b>	<b>Observation</b>	<b>Control</b>	<b>Observation</b>	<b>Control</b>
Respiratory Expenditures				
Cardiac Expenditures				
Respiratory Pharma Expenditures				
Cardiac Pharma Expenditures				
<b>2017-2018</b>	<b>Observation</b>	<b>Control</b>	<b>Observation</b>	<b>Control</b>
Respiratory Expenditures				
Cardiac Expenditures				
Respiratory Pharma Expenditures				
Cardiac Pharma Expenditures				
<b>2018-2019</b>	<b>Observation</b>	<b>Control</b>	<b>Observation</b>	<b>Control</b>
Respiratory Expenditures				
Cardiac Expenditures				
Respiratory Pharma Expenditures				
Cardiac Pharma Expenditures				
<b>2019-2020</b>	<b>Observation</b>	<b>Control</b>	<b>Observation</b>	<b>Control</b>
Respiratory Expenditures				
Cardiac Expenditures				
Respiratory Pharma Expenditures				
Cardiac Pharma Expenditures				

## Appendix E: Cleaner Air Space Memorandum of Understanding

# Emergency Shelter and Operations Center Memorandum of Understanding between the City of Oakridge (City) and Oakridge School District (OSD)

### Background

In 2020, OSD secured a \$600,000 USDA Rural Development grant that was exclusively available to communities that were impacted by the 2019 winter storm. During the winter storm, the City and OSD partnered to provide hot meals and shelter the Oakridge Jr/Sr High School which is a designated Red Cross shelter.

Lessons learned from the storm identified the need for a designated public emergency response space that is independent of education facilities with reliable backup power. The OSD and City worked together to secure multiple grants to supplement a school improvement bond and seismic retrofit funding. In all, the \$1.5 million dollar project redesigned existing locker rooms and ancillary spaces to accommodate a 7,500 sq. ft. multipurpose room, two individual bathrooms with showers, two locker rooms and a flex space. The remodeled area is adjacent to the gymnasium and can be locked off from the rest of the school. The multipurpose room is reinforced by a backup propane generator and the entire wing is seismically retrofitted and has MERV 13 filtered air.

### Purpose

The purpose of this memorandum of understanding (MOU) is to provide the City of Oakridge access to the Oakridge High School multipurpose room and auxiliary rooms for an emergency shelter or emergency operations center in the event of an emergency or disaster.

This memorandum of understanding provides a framework for when the multipurpose room and adjacent facilities can be used for the public. A Red Cross Emergency Shelter will be activated when the City or County must formally declare an emergency. Outside of a declared emergency event, the City may request that the OSD Superintendent approve emergency shelter activation or emergency operations center (EOC) for lesser events including: severe smoke events, power outages, significant cold or heat events or any other natural or human caused disaster that is significantly impacting District residents or the City's capability to respond to emergency situations.

The OSD Superintendent and Oakridge City Administrator serve as the primary points of contact for matters relevant to this MOU.

**The City and OSD Agree to Following Terms of Use**

1. A facilities use request must be completed by the City and signed by the Superintendent that includes a plan that includes: how the space will be used, who may use the site, how security will be managed, who will be provided keys, any specific equipment and technology requests.
2. Site monitoring, supervision and oversight of public spaces will be provided by the City or its designee.
  - a. Background checks are necessary for all volunteers unless coordinated through Oakridge Police Department or otherwise approved by the Superintendent.
3. A check in/ check out and badging system will be used to identify all staff, volunteers and the public.
4. Prior to opening to the public, the City and OSD will agree upon emergency shelter rules that will be clearly posted and adhered to by all users.
5. Parking will be provided on site if the emergency use does not conflict with school hours. If school is in session, on site handicap access will be provided and any other parking availability will be at the discretion of the superintendent.
6. The City and OSD will work together to track expenses associated with an emergency response in order to seek any available reimbursement under the Stafford Act or other authorities.
7. To the extent that immunity does not apply, each party shall bear the risk of its own actions, as it does with day to day operations and determine for itself what kinds of insurance and in what amounts it should carry.
8. This MOU becomes effective on the date of execution and shall remain in effect unless terminated by written notification by either jurisdiction to the other.
9. This MOU may be amended by written mutual agreement.

\_\_\_\_\_  
City of Oakridge

\_\_\_\_\_  
Date

\_\_\_\_\_  
Oakridge School District

\_\_\_\_\_  
Date

## Reference Documents for Activating a Shelter

1. FEMA/ Red Cross [Shelter Field Guide](#)
  - a. Emergency Shelter Rules (page 11)
  - b. Sample organization chart (page 16)
  - c. Registration (page 27)
2. Oregon Health Authority guidance for Cleaner Air spaces for protection from wildfire smoke  
<https://www.oregon.gov/oha/PH/PREPAREDNESS/PREPARE/Documents/IdentificationOfCleanAirShelters.pdf>
3. Centers for Disease Control and Prevention guidance for Cleaner Air Shelters during Covid <https://www.cdc.gov/coronavirus/2019-ncov/php/cleaner-air-shelters.html>

## Resources referenced for this MOU:

1. FEMA Disaster-Specific Memorandum of Understanding  
[https://www.fema.gov/sites/default/files/2020-06/Disaster-Specific\\_MOU.pdf](https://www.fema.gov/sites/default/files/2020-06/Disaster-Specific_MOU.pdf)
2. Lessons learned from School Crises and Emergencies  
[https://rems.ed.gov/docs/LL\\_Vol3Issue2.pdf](https://rems.ed.gov/docs/LL_Vol3Issue2.pdf)

**RESOLUTION NO. 06-2023**

**RESOLUTION ADOPTING THE OAKRIDGE SMOKE SAFETY AND COMMUNITY RESPONSE PLAN**

**WHEREAS,** in 2021, the Oakridge Smoke Safety Plan was drafted by the City of Oakridge, in coordination with the Lane Regional Air Protection Agency (LRAPA) and Oakridge Air, to enhance coordination, communication, and notification of residents about air quality impacts from all types of smoke events, and provide recommendations to reduce exposure and mitigate the health impacts from exposure to smoke; and

**WHEREAS,** the primary goal of the Plan is to assist with the City's requests to the Oregon Department of Forestry (ODF) and Oregon Department of Environmental Quality (DEQ), for an exemption from the 1-hour smoke intrusion threshold in accordance with the 2019 Oregon prescribed fire Smoke Management Plan (SMP).; and

**WHEREAS,** the second goal of the Plan is to craft a shared strategy to provide year-round smoke messaging and mitigation efforts to protect smoke-vulnerable populations in the community.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Oakridge, that the 2021 Oakridge Smoke Safety (and Community Response) Plan be adopted in its entirety.

**BE IT FURTHER RESOLVED** that this Resolution shall take effect 30 days after it is enactment.

**PASSED BY THE COUNCIL** of the City of Oakridge this \_\_\_ day of \_\_\_\_\_, 2023.

**APPROVED AND SIGNED BY THE MAYOR** of the City of Oakridge this \_\_\_ day of \_\_\_\_\_, 2023.

Signed: \_\_\_\_\_  
Bryan Cutchen, Mayor

Attest: \_\_\_\_\_  
Jackie Taylor, City Recorder

Ayes:

Nays:

## Business of the City Council

City of Oakridge, Oregon

May 4, 2023

**Agenda Title:** Administration Advisory Committee Resolution 04-2023 (1<sup>st</sup> Reading)

**Proposed Council Action:** A motion from the floor to approve

**Agenda Item No:** 13.2

**Exhibits:**

Resolution 04-2023 (2 versions)

Resolution 20-2020 (old/existing Resolution)

**Author:** CA

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**ISSUE:** During a recent Administration Advisory Committee, it became known that one of the current Committee members (Amy Kelley) recently moved outside city limits. As per Section 1 of the existing Resolution (#20-2020), *all 7* of the voting members of this committee must be “citizens” living inside Oakridge city limits.

I have drafted **2** versions of a new Administration Advisory Committee Resolution 04-2023 for Council’s consideration for adoption. Resolution 04-2023 would repeal and replace Resolution 20-2020. The only difference between the two versions is in Section 1:

In Version 1, *all committee members must reside within Oakridge city limits (same as now).*

In Version 2, *up to 2 committee members may reside outside city limits, but must live within the 97463 or 97492 zip codes.*

In drafting the new Resolution, I also removed the requirement in Section 1 of the existing Resolution (#20-2020) that the City Recorder also serve on the committee as a non-voting member. This change was made in *both* versions of the new Resolution.

City staff recommends adopting **Version 2**, to be more inclusive of community members living outside city limits, *and* to increase the chances people might apply for it by broadening the eligibility pool. Since January, the committee has not had enough members to meet, but there are now 3 citizen members (the *minimum* number required for quorum), and they met on 4/19/23 and **voted unanimously to also recommend Version 2.**

**FISCAL IMPACT:** None

**OPTIONS:**

- (1) Recommend a public hearing on the resolution be held
- (2) Approve the 1<sup>st</sup> reading of the resolution (2<sup>nd</sup> reading at next meeting)
- (3) Reject the resolution
- (4) Adopt the resolution now *with 2 Readings & 2 Motions* (requires 2 *unanimous* votes, *see City Council Rules of Procedure Chapter 3, Section II for more information*).

**RECOMMENDATION:** Option 4 (requires 2 *unanimous* votes and 2 readings)

**RECOMMENDED MOTION:** *“I move to approve the 1<sup>st</sup> Reading of Version \_\_\_\_ (1 or 2) of the revised Administration Advisory Committee Resolution 04-2023, which will repeal and replace Resolution 20-2020.”*

**2<sup>nd</sup> Motion (only if 1<sup>st</sup> vote is unanimous):** *“I move to approve the 2nd Reading of Version \_\_\_\_ (1 or 2) of the revised Administration Advisory Committee Resolution 04-2023, which will repeal and replace Resolution 20-2020.”*

**STRATEGIC THEMES/GOALS INVOLVED:**

Theme 2 (Responsive Government), Goal #1: In an open and transparent manner, effectively deliver services that citizens need, want, and support.



## CITY OF OAKRIDGE

### RES. 20-2020 A RESOLUTION REPEALING AND REPLACING RES. 9-2018 THE CITY OF OAKRIDGE ADMINISTRATION ADVISORY COMMITTEE

WHEREAS, the City of Oakridge Council desires to repeal and replace the previous Administration Advisory Committee resolutions; and

WHEREAS, the purpose of the Administration Committee is to be an advisory body to the Council and to aid City staff by providing input in the preparation of resolutions, Ordinances and rules for ratification by the City Council;

NOW, THEREFORE, BE IT RESOLVED by the Oakridge City Council as follows:

**SECTION 1: ESTABLISHMENT & MEMBERSHIP:** The Oakridge Administration Advisory Committee is hereby established. The committee shall consist of seven (7) voting members: six (6) citizens at large and one (1) City Councilor who will only vote in the event of a tie. Non-voting member(s): City Administrator and City Recorder. No staff member may apply as a voting citizen member if they are assigned to the committee as a non-voting member by the City Administrator or per resolution. The Committee will, at its first meeting in January of each year, or at any point in the year by simple majority vote, elect a Chair, Vice Chair, and a Secretary from voting and non-voting members.

**SECTION 2: TERM:** The Citizen at large members of the Committee shall be appointed for three (3) year staggered terms. Members may be appointed to a seat for less than three (3) years, if an appointee is filling a vacant seat in which a previous member resigned. The City Councilor representative shall serve for their elected term. Seat appointments will follow the outlined years:

Seats 1 & 2: 01/2018, 01/2021, 01/2024, 01/2027, 01/2030, 01/2033, 01/2036, 01/2039

Seats 3 & 4: 01/2019, 01/2022, 01/2025, 01/2028, 01/2031, 01/2034, 01/2037, 01/2040

Seats 5 & 6: 01/2020, 01/2023, 01/2026, 01/2029, 01/2032, 01/2035, 01/2038, 01/2041

Seat 7: Councilor Elected Term

**SECTION 3: QUORUM & RULES:** A quorum must be present in order to convene. Four (4) voting members of the Committee shall constitute a quorum. A simple majority vote from voting members shall be required to take any action. The Chair, or in the Chair's absence the Vice Chair, may establish the date and time of the next committee meeting.

**SECTION 4: RESPONSIBILITIES:** The responsibilities of the Administration Advisory Committee shall be as follows:

1. Formulating recommended resolutions, ordinances and rules for the governance of the

- City for council approval for council approval.
2. Other activities, within the scope of the committee, as assigned by City Council.
  3. Keep records of minutes for each meeting per ORS. 192.650
  4. Annual reports will be completed in the fourth-quarter of the calendar year.
  5. Reports or recommendations of the Administration Advisory Committee shall be in writing, considered advisory in nature and shall not be binding on the Mayor or City Council.

**SECTION 5: CONDUCT:** A member of the Committee may be removed from the Committee by the City Council for misconduct or non-performance of duties at the request of the Committee members via a simple majority vote. A voting member who misses three consecutive meetings without reasonable cause shall be considered non-performing. Absences known in advance should be communicated to the Chairperson as soon as possible.

PASSED BY THE COUNCIL OF THE CITY OF OAKRIDGE THIS \_\_\_\_\_, DAY OF \_\_\_\_\_.

APPROVED AND SIGNED BY THE MAYOR OF THE CITY OF OAKRIDGE THIS 21,  
DAY OF Sept . '20

Signed: Kay H. Baker, Mayor

ATTEST:  
Signed: Jamun, City Recorder

Ayes: 5  
Nays: 1

## CITY OF OAKRIDGE

### RES. 04-2023 A RESOLUTION REPEALING AND REPLACING RES. 20-2020 THE CITY OF OAKRIDGE ADMINISTRATION ADVISORY COMMITTEE

WHEREAS, the City of Oakridge City Council desires to repeal and replace all previous Administration Advisory Committee Resolutions, and;

WHEREAS, the purpose of the Administration Advisory Committee is to be an advisory body to the Oakridge City Council and to aid City staff by providing input in the preparation of resolutions, Ordinances, and rules, for consideration for ratification by the City Council;

NOW, THEREFORE, BE IT RESOLVED by the Oakridge City Council as follows:

**SECTION 1: ESTABLISHMENT & MEMBERSHIP:** The Oakridge Administration Advisory Committee is hereby established. The committee shall consist of seven (7) voting members: Six (6) citizens at large (*all of whom must reside within Oakridge city limits*), and one (1) City Councilor who will only vote in the event of a tie. Non-voting member(s): City Administrator. No staff member may apply as a voting citizen member if they are assigned to the committee as a non-voting member by the City Administrator or per resolution. The Committee will, at its first meeting in January of each year, or at any point in the year by simple majority vote, elect a Chair, Vice Chair, and a Secretary from the voting and non-voting members.

**SECTION 2: TERM:** The Citizen at large members of the Committee shall be appointed for three (3) year staggered terms. Members may be appointed to a seat for less than three (3) years if an appointee is filling a vacant seat in which a previous member resigned. The City Councilor representative shall serve for their elected term. Seat appointments will follow the outlined years:

Seats 1 & 2: 01/2021, 01/2024, 01/2027, 01/2030, 01/2033, 01/2036, 01/2039

Seats 3 & 4: 01/2022, 01/2025, 01/2028, 01/2031, 01/2034, 01/2037, 01/2040

Seats 5 & 6: 01/2023, 01/2026, 01/2029, 01/2032, 01/2035, 01/2038, 01/2041

Seat 7: Councilor Elected Term

**SECTION 3: QUORUM & RULES:** A quorum must be present in order to convene. Four (4) voting members of the committee shall constitute a quorum. A simple majority vote from the voting members in attendance at a meeting of the Committee shall be required to take any action. Regular meetings of the committee should occur monthly. The Chair, or in the Chair's absence the Vice Chair, may establish the date and time of the next committee meeting. No decisions will take place outside of the committee meetings. Committee members shall receive no compensation but shall be reimbursed for duly authorized expenses after prior approval from the City Administrator. The Committee shall have no authority to obligate the city for payment of any sums of money.

**SECTION 4: RESPONSIBILITIES:** The responsibilities of the Administration Advisory Committee shall be as follows:

1. Formulating recommended resolutions, ordinances, and rules for the governance of the City for City Council consideration for approval.
2. Other activities within the scope of the committee, as assigned by the City Council.
3. Keep records of minutes for each meeting per ORS 192.650
4. An annual report should be completed in the fourth quarter of the calendar year.
5. Reports or recommendations of the Committee shall be in writing, considered advisory in nature, and shall not be binding on the City Council.

**SECTION 5: CONDUCT:** All members are expected to attend meetings regularly and abide by the Oakridge City Charter, the Oakridge Code of Conduct (resolution 18-2015), and this resolution. A member of the Committee may be removed from the committee by the City Council for misconduct or non-performance of duties at the request of the committee members via a simple majority vote. A voting member who misses three (3) consecutive meetings without reasonable cause shall be considered non-performing. Absences known in advance should be communicated to the chairperson as soon as possible.

**This resolution becomes effective 30 days after it is passed by the Council.**

**PASSED BY THE COUNCIL OF THE CITY OF OAKRIDGE THIS \_\_\_\_\_, DAY OF \_\_\_\_\_, 20\_\_\_\_\_.**

**APPROVED AND SIGNED BY THE MAYOR OF THE CITY OF OAKRIDGE THIS \_\_\_\_\_, DAY OF \_\_\_\_\_, 20\_\_\_\_\_.**

**Signed:** \_\_\_\_\_, Mayor

ATTEST:

**Signed:** \_\_\_\_\_, City Recorder

Ayes:

Nays:

## CITY OF OAKRIDGE

### RES. 04-2023 A RESOLUTION REPEALING AND REPLACING RES. 20-2020 THE CITY OF OAKRIDGE ADMINISTRATION ADVISORY COMMITTEE

WHEREAS, the City of Oakridge City Council desires to repeal and replace all previous Administration Advisory Committee Resolutions, and;

WHEREAS, the purpose of the Administration Advisory Committee is to be an advisory body to the Oakridge City Council and to aid City staff by providing input in the preparation of resolutions, Ordinances, and rules, for consideration for ratification by the City Council;

NOW, THEREFORE, BE IT RESOLVED by the Oakridge City Council as follows:

**SECTION 1: ESTABLISHMENT & MEMBERSHIP:** The Oakridge Administration Advisory Committee is hereby established. The committee shall consist of seven (7) voting members: Six (6) citizens at large (at least 4 *must reside within Oakridge city limits, up to 2 may reside outside city limits but must live within the 97463 or 97492 zip codes*), and one (1) City Councilor who will only vote in the event of a tie. Non-voting member(s): City Administrator. No staff member may apply as a voting citizen member if they are assigned to the committee as a non-voting member by the City Administrator or per resolution. The Committee will, at its first meeting in January of each year, or at any point in the year by simple majority vote, elect a Chair, Vice Chair, and a Secretary from the voting and non-voting members.

**SECTION 2: TERM:** The Citizen at large members of the Committee shall be appointed for three (3) year staggered terms. Members may be appointed to a seat for less than three (3) years if an appointee is filling a vacant seat in which a previous member resigned. The City Councilor representative shall serve for their elected term. Seat appointments will follow the outlined years:

Seats 1 & 2: 01/2021, 01/2024, 01/2027, 01/2030, 01/2033, 01/2036, 01/2039

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Seats 5 & 6: 01/2023, 01/2026, 01/2029, 01/2032, 01/2035, 01/2038, 01/2041

Seat 7: Councilor Elected Term

**SECTION 3: QUORUM & RULES:** A quorum must be present in order to convene. Four (4) voting members of the committee shall constitute a quorum. A simple majority vote from the voting members in attendance at a meeting of the Committee shall be required to take any action. Regular meetings of the committee should occur monthly. The Chair, or in the Chair's absence the Vice Chair, may establish the date and time of the next committee meeting. No decisions will take place outside of the committee meetings. Committee members shall receive no compensation but shall be reimbursed for duly authorized expenses after prior approval from the City Administrator. The Committee shall have no authority to obligate the city for payment of any sums of money.

**SECTION 4: RESPONSIBILITIES:** The responsibilities of the Administration Advisory Committee shall be as follows:

1. Formulating recommended resolutions, ordinances, and rules for the governance of the City for City Council consideration for approval.
2. Other activities within the scope of the committee, as assigned by the City Council.
3. Keep records of minutes for each meeting per ORS 192.650
4. An annual report should be completed in the fourth quarter of the calendar year.
5. Reports or recommendations of the Committee shall be in writing, considered advisory in nature,

and shall not be binding on the City Council.

**SECTION 5: CONDUCT:** All members are expected to attend meetings regularly and abide by the Oakridge City Charter, the Oakridge Code of Conduct (resolution 18-2015), and this resolution. A member of the Committee may be removed from the committee by the City Council for misconduct or non-performance of duties at the request of the committee members via a simple majority vote. A voting member who misses three (3) consecutive meetings without reasonable cause shall be considered non-performing. Absences known in advance should be communicated to the chairperson as soon as possible.

**This resolution becomes effective 30 days after it is passed by the Council.**

**PASSED BY THE COUNCIL OF THE CITY OF OAKRIDGE THIS \_\_\_\_\_, DAY OF \_\_\_\_\_, 20\_\_\_\_.**

**APPROVED AND SIGNED BY THE MAYOR OF THE CITY OF OAKRIDGE THIS \_\_\_\_\_, DAY OF \_\_\_\_\_, 20\_\_\_\_.**

**Signed:** \_\_\_\_\_, Mayor

ATTEST:

**Signed:** \_\_\_\_\_, City Recorder

Ayes:

Nays:



April 20, 2023 @ 6:00 p.m.  
Regular Session  
City Hall Council Chambers and Zoom  
48318 E 1<sup>st</sup> Street

## **MINUTES**

### **1. Call Meeting to Order- 6:00 pm**

**Council Present:** Mayor Bryan Cutchen, Councilors Dirk “Poncho” Tarman, Dawn Kinyon, Jan Hooker, Melissa Bjarnson, Chrissy Hollett and Michelle Coker

**Staff Present:** City Administrator James Cleavenger, Finance Director Colleen Shirley, City Recorder Jackie Taylor, and Police Chief Kevin Martin

### **2. Pledge of Allegiance**

### **3. Roll Call**

### **4. Additions, Corrections or Adjustments to the Agenda**

Councilor Hollett- *no sound*.

Councilor Tarman- add Asphalt Pump track Proposal discussion. 9.9

### **5. Public Comment**

Eugene Cathcart- Sidewalk/Storm drain painting artists.

### **6. Mayor Comments / Announcements / Proclamations**

Mayor Cutchen-announced that the American Legion is sponsoring a bowling night on 4/26 for Veterans from 6-9 pm at Willamette Lanes.

### **7. Councilor comments / Announcements**

Councilor Kinyon- announced that tomorrow LCSO will be at the high school to talk about the services they provide.

Councilor Kinyon-would like the council to look at the council rules and send your comments to James.

Councilor Kinyon-asked about the Gambling License fee amount.

Councilor Hollett- thanked Eugene and talked about the Treeplanting Festival that is coming up.

### **8. Consent Agenda**

#### **8.1 Consent Agenda City Council minutes from 4/5/2023 and 4/6/2023.**

**Motion:** Councilor Kinyon moved to approve the consent agenda. Councilor Hooker seconded the motion.

Hooker (aye), Bjarnson (aye), Tarman (aye), Mayor Cutchen (aye), Coker (aye), Hollett (aye), Kinyon (aye). Motion passed 7-0.

## 9. Business from the City Council

### 9.1 4<sup>th</sup> of July Fireworks Fee Waiver Request for Greenwaters Park

James- read the issue.

Mayor Cutchen-asked for any conflicts of interest. There were none.

There was discussion on fire hazard precautions and Insurance.

Councilor Hollett-said the Forest Service will be there, they are there every year.

**Motion:** Councilor Kinyon moved to approve the Greenwaters Park fee waiver for the 4<sup>th</sup> of July Fireworks. Councilor Hooker seconded the motion.

Bjarnson (aye), Mayor Cutchen (nay), Coker (aye), Kinyon (aye), Tarman (aye), Hooker (aye), Hollett (aye). Motion passed 6-1.

### 9.2 Wildfire Safety Night Fee Waiver Request for Greenwaters Park

James-introduced the issue.

**Motion:** Councilor Hooker moved to approve the Greenwaters Park fee waiver request for the 2023 Wildfire Safety Night. Councilor Coker seconded the motion.

Coker (aye), Tarman (aye), Mayor Cutchen (nay), Hooker (aye), Hollett (aye), Kinyon (aye), Bjarnson (aye). Motion passed 6-1.

### 9.3 Oakridge Air Annual Update (Sarah Altemus-Pope)

James-introduced the issue.

Sarah Altemus-Pope- gave the annual update for Oakridge Air.

**9.4 Veneta Business Retention and Expansion Report**-removed from the agenda

**9.5 Oregon State Tourism Conference Report** –removed from the agenda.

### 9.6 Westfir Police & Fire IGA Contracts

James-read the issue.

**Motion:** Councilor Tarman moved to approve the terms of the Police & Fire/EMS services IGA Contracts with the City of Westfir for fiscal year 2023-2024. Councilor Kinyon seconded the motion.

Hooker (aye), Mayor Cutchen (aye), Tarman (aye), Coker (aye), Kinyon (aye), Bjarnson (aye), Hollett (aye). Motion passed 7-0

### 9.7 Go Beyond Racing “Oregon 200” Partial Fee Waiver Request

James-read the issue.

**Motion:** Councilor Hooker moved to approve the waiving of \$2,500 of the \$5,000 Greenwaters Park rental fee for the 2023 Go Beyond Racing “Oregon 200” race. Councilor Hollett seconded the motion.

Councilor Tarman-asked what the balance of the TRT/RTMP fund is?

James-it is \$9,000, we expect more to come in around November.



Mayor Cutchen-this shows the weakness of the rolling application for the RTMP, before we had a deadline for applications. He is opposed to this.

Coker (aye), Hooker (aye), Kinyon (aye), Mayor Cutchen (nay), Hollett (aye), Bjarnson (aye), Tarman (nay). Motion passed 5-2.

#### **9.8 Circle Bar Golf Club Parade Permission for Golf Carts**

James-read the issue.

**Motion:** Councilor Tarman moved to allow golf carts to be driven from the Circle Bar Golf Club to the Oakridge High School on May 6<sup>th</sup> for the Tree Planting Festival Parade. Councilor Coker seconded the motion.

Kinyon (aye) Bjarnson (aye), Coker (aye), Hollett (aye), Mayor Cutchen (aye), Hooker (aye), Tarman (aye). Motion passed 7-0.

#### **9.9 Asphalt Pump Track discussion**

Councilor Tarman- this has been approved by the Parks and Community Services Committee to bring to the council for a motion.

Councilor Hooker-asked what this is?

Councilor Tarman-this is a loop or oval shaped bike and/or scooter track and is built to create momentum.

### **10. Business from the City Administrator**

#### **10.1 Lane County Rural Roads Community Survey ([www.lanecounty.org/cms/one.aspx?pagelid=19411289](http://www.lanecounty.org/cms/one.aspx?pagelid=19411289))**

James- read the issue.

There was discussion on the projects that will be happening.

#### **10.2 Dispatch Update**

James- introduced the issue. They are getting the technical work done for the phones and are working on the contract.

#### **10.3 WAC Update**

James- read the issue and gave an update on the WAC.

#### **10.4 WAC Architect Update**

James-read the issue. They had three excellent applicants, they are all good architects.

Curt Wilson of Wilson Architect is the winner by a vote of the WAC Subcommittee.

#### **10.5 Cedar Creek Fire 2022 Internal After Action Report**

James-read the issue.

Bryan- said it was a good read.

We will post this on the website.

#### **10.6 Lane County Public Safety Levy Measure 20-340 and LCSO Info session at OHS 4/21/2023**

James- Councilor Kinyon already touched on this, the Sheriff will be there to answer any questions.

#### **10.7 Willamette Nation Forest and UBRA Volunteer Clean-Ups on Saturday 4/22/2023**

James-read the issue. You are encouraged to bring tools.

**11. Staff and Board/Committee/Commission reports**

**11.1 Finance Report**

Colleen-gave her update.

Councilor Kinyon-asked a few questions about some of the funds.

Councilor Kinyon-asked if our books are balanced and reconciled?

Colleen-we are currently in February.

Councilor Kinyon-are all cash and investment accounts reconciled to the general ledger?

Colleen-yes

Councilor Kinyon-does the adopted budget reflect expected expenditures?

Colleen-yes.

**11.2 Police Report**

Chief Martin-gave the police report.

**11.3 Fire Report**

Chief Hollett-gave the fire department report.

**11.4 Public Works Report**

Rick-gave the public works report.

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

**13. Ordinances, Resolutions and Public Comments-none**

**13.1 OEDAC Resolution 03-2023 (2<sup>nd</sup> Reading)**

James-read the issue.

**Motion:** Councilor Hooker moved to approve and adopt Resolution 03-2023 after the 2<sup>nd</sup> reading. Councilor Hollett seconded the motion.

Bjarnson (aye), Mayor Cutchen (aye), Kinyon (aye), Hollett (aye), Tarman (aye), Coker (aye), Hooker (aye). Motion passed 7-0.

**13.2 Admin Committee Resolution 04-2023 (1<sup>st</sup> Reading)-removed from the agenda.**

**13.3 Surplus Properties Resolution 05-2023 (2<sup>nd</sup> Reading)**

James-read the issue.

**Motion:** Councilor Kinyon moved to approve and adopt Resolution 05-2023 after the 2<sup>nd</sup> reading and to do the 2<sup>nd</sup> reading by title only. Councilor Hooker seconded the motion.

Hollett (aye), Hooker (aye), Tarman (aye), Bjarnson (aye), Kinyon (aye), Coker (aye), Mayor Cutchen (aye). Motion passed 7-0.

James-read Resolution 05-2023 by title only.

**13.4 Oakridge Smoke Safety and Community Response Plan Resolution 06-2023**-removed from the agenda.

**13.5 WAC Future Uses Resolution 07-2023 (2<sup>nd</sup> Reading)**

James-read the issue.

**Motion:** Councilor Kinyon moved to approve and adopt Resolution 07-2023 after the 2<sup>nd</sup> reading by title only. Councilor Tarman seconded the motion.

Hooker (aye), Hollett (aye), Tarman (aye), Bjarnson (aye), Coker (aye), Mayor Cutchen (aye), Kinyon (aye). Motion passed 7-0.

James-read Resolution 07-2023 by title only.

**13.6 Salmon Creek Trestle Bridge Resolution 08-2023 (1<sup>st</sup> Reading).**

**Motion:** Councilor Hooker moved to approve Resolution 08-2023 a Resolution Authorizing application for Grant for Salmon Creek Trestle Bridge Restoration Feasibility Study. Councilor Kinyon seconded the motion.

Hooker (aye), Tarman (aye), Hollett (aye), Bjarnson (aye), Coker (aye), Mayor Cutchen (aye), Kinyon (aye). Motion passed 7-0

Rick-read Resolution 08-2023

**Motion:** Councilor Kinyon moved to approve the 2<sup>nd</sup> reading of Resolution 08-2023 a Resolution Authorizing application for Grant for Salmon Creek Trestle Bridge Restoration Feasibility Study by title only. Councilor Tarman seconded the motion.

Hooker (aye), Coker (aye), Tarman (aye), Mayor Cutchen (aye), Kinyon (aye), Bjarnson (aye), Hollett (aye).

Rick-read Resolution 08-2023 by title only.

**13.7 OIP Lot 24 to be added to Surplus Properties Resolution 09-2023 (1<sup>st</sup> Reading)**

James-read the issue.

Motion: Councilor Kinyon moved to approve the 1<sup>st</sup> reading of Resolution 09-2023, declaring OIP Lot 24 as a surplus property. Councilor Hollett seconded the motion.

Hollett (aye), Coker (aye), Tarman (aye), Mayor Cutchen (aye), Kinyon (aye), Bjarnson (aye), Hooker (aye). Motion passed 7-0.

**14. Public Hearings**

**15. Appointments**

**15.1 Sarah Altemus-Pope-OEDAC**

James-read the issue.

**Motion:** Councilor Tarman moved to appoint Sarah Altemus-Pope to Seat 3 of the OEDAC for a term expiring in December 2025. Councilor Hollett seconded the motion.

Hooker (aye), Kinyon (aye), Tarman (aye), Mayor Cutchen (aye), Hollett (aye), Coker (aye), Bjarnson (aye). Motion passed 7-0.

**15.2 James Winkelman-Planning and RTMP/TRT Committees**

James-read the issue.

**Motion:** Mayor Cutchen moved we appoint James Winkleman to Seat 1 of the RTMP/TRT Committee for a term expiring in December 2025 and to Seat 1 of the Planning Commission for a term expiring in December 2026. Councilor Kinyon seconded the motion.

Hollett (aye), Coker (aye), Tarman (aye), Mayor Cutchen (aye), Kinyon (aye), Bjarnson (aye), Hooker (aye). Motion passed 7-0.

### **15.3 Marietta Thompson- Public Safety Committee**

James-read the issue.

**Motion:** Councilor Tarman moved we appoint Marietta Thompson to Seat 3 of the Public Safety Committee for a term expiring in December 2025. Councilor Kinyon seconded the motion.

Hooker (aye), Hollett (aye), Tarman (aye), Mayor Cutchen (aye), Kinyon (aye), Bjarnson (aye), Coker (aye). Motion passed 7-0.

### **15.4 Council Appointment to the OEDAC**

There was no motion.

## **16. Public Comment –**

Trudy Hammond 76349 Willamette Way-thanked the Planning Commission and City staff for approving her Conditional Use Permit.

Karin Thompson- 76352 Rock Rd- she cares about the community and economic development, she feels that Hwy 58 gets left out of focus.

Sarah Altemus- Pope-talked about OEDAC and the history of how OEDAC came about.

## **17. Adjourn -8:27 pm**

Signed: \_\_\_\_\_  
Bryan Cutchen, Mayor

Signed: \_\_\_\_\_  
Jackie Taylor, City Recorder



**FIREWISE USA**  
RESIDENTS REDUCING WILDFIRE RISKS

# May is Wildfire Awareness Month!

Now is a good time to create defensible space around your home, check your go bag and make a plan in case of fire.  
Be #WildfireAware

May yard debris drop off day has been rescheduled to Saturday, May 13th due to Tree Planting Weekend!

## OAKRIDGE-WESTFIR FIREWISE YARD DEBRIS DISPOSAL



**FIREWISE USA**  
RESIDENTS REDUCING WILDFIRE RISKS

### 1. FREE PICK UP IN JUNE FOR 2 WEEKS ONLY!

Call 541-782-3422, ext. 3 to schedule.  
Senior citizens, disabled, and low income prioritized.

*\*Limit one load per house, permit required*

### 2. FIRST SATURDAY DROP-OFF

First Saturdays of the month: 12:00-4:00 pm  
Located at the Oakridge Industrial Park between Public Works and Fish Hatchery Rd.

### 3. WEEK DAY DROP OFF BY APPOINTMENT ONLY, CALL 541-782-3422 ext. 3

**New! Oakridge -Westfir  
Community Disaster Readiness Group Kickoff  
Volunteer Orientation and BBQ  
May 25th @ 5:30, 1st Baptist Church  
All are welcome, no experience necessary!**



City of Oakridge  
48318 E. 1<sup>st</sup> Street - PO Box 1410  
Oakridge, Oregon 97463  
Phone: 541-782-2258 FAX 541-782-1081

# STREET CLOSURES

## Saturday May 6<sup>th</sup> 9am-12noon

On **Saturday May 6<sup>th</sup>** from **9am-12noon**, the following streets will be **CLOSED** for the annual Tree Planting Festival parade:

**1<sup>st</sup> Street** from High Street to Beech Street

**Commercial Street** from High Street to Beech Street

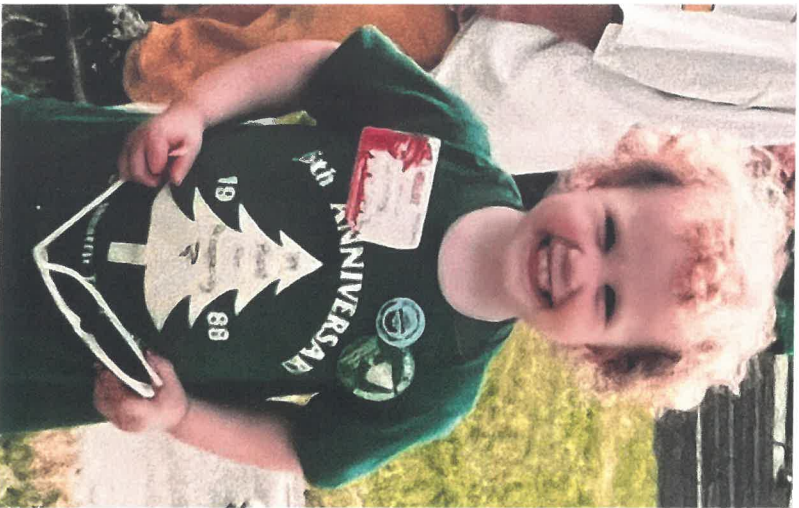
**Crestview Street** from Ray's parking lot to 1<sup>st</sup> Street

High, Rose, Elder, Willow, Laurel, Maple, Walnut, Hazel, Pine, Cedar, Oak, Ash, and Alder Streets between 1<sup>st</sup> and Commercial Streets.

The closures are necessary to ensure the safety of parade participants & spectators. Violators are subject to citation by the Oakridge Police Department.



The Oakridge - Westfir Tree Planting Festival is the longest-running tree planting event in the world! Join us to celebrate the environment and local culture at this year's *Platinum Jubilee*, located between Oregon's Cascade mountains and the Willamette Valley.



Oakridge resident Chelsi Corcoran-Rhule at the Mini Olympics in 1988.

Tag us in your photos!  
 #treeplantingfestival  
 #oakridgeoregon



• Volunteer • Play • Plant •

## Contact us:

[OUTplanting@gmail.com](mailto:OUTplanting@gmail.com)

[@TreePlantingFestival](https://www.instagram.com/TreePlantingFestival)



Scan the QR code to reach our website for up-to-date info!



[OakridgeWestfirTreePlantingFestival.com](http://OakridgeWestfirTreePlantingFestival.com)

Brochure donated by:



[orchid health](http://orchidhealth.com)

[oakridge clinic](http://oakridgeclinic.com)



# 70th Annual Tree Planting Festival 2023



Event schedule & locations



## Friday, May 5

5-7pm First Friday Art Walk,  
1st Street, Uptown Oakridge

- Oakridge Art Council at The Uptown
- ArtWorks Gallery
- Mane Street Coffee
- The 3 Legged Crane Pub

7pm Zero Clearance Theater  
"A Bad Year for Tomatoes"

by Patrick Stewart  
Lion Mountain Bakery, 47781 Hwy 58  
- Doors open at 6pm -

7pm Talent Show &

Teen Showcase

OHS Auditorium, 47997 W. 1st St.



Special thanks to  
the cities of Oakridge & Westfir,  
the Tree Planting Festival Committee, and  
all who help make this event a success!



\* all information is subject to change - please check  
online for updates \*



## Saturday, May 6

9am-5pm Vendor Fair  
Oakridge Elementary School

10am-3pm Quilt Show  
11am-3pm Kids Carnival  
& Plant Sale  
Methodist Church, 48137 E. 1st St.

10am-4pm Pioneer Museum  
- Tours after grand parade -  
48238 E. 1st St.

11am Grand Parade  
1st & Commercial Streets

12-5pm Oakridge Art Council  
Gallery & Gift Shop  
48513 OR-58

1pm Car Show  
Post Office, 48264 E 1st. St.

1:30pm Mini Olympics  
OHS Track and Field  
- Sponsored by Orchid Health Clinic  
& Middle Fork Ranger Station -

7pm Zero Clearance Theater  
"A Bad Year for Tomatoes"  
by Patrick Stewart  
Lion Mountain Bakery, 47781 Hwy 58  
- Doors open at 5:30pm for dinner -

Live Music

7pm Angelic Noise, 3 Legged Crane  
7pm The Cramer Boys, The Corner Bar  
8pm DJ Gerry Snyder, The Loggers Den



## Sunday, May 7

9am Golf Tournament  
Circle Bar Golf Course, 48447 Westock

9am Salmon Creek  
Walk & Fun Run  
Greenwaters Park, 48362 Hwy 58

9am-3pm Vendor Fair  
Oakridge Elementary School

10am-1pm Sunday Breakfast  
The Moose Lodge, 48086 Hwy 58

11am Family Bike Ride  
Meet at 1st & Pine St.

12-5pm Oakridge Art Council  
Gallery & Gift Shop  
48513 OR-58

1pm Ceremonial Tree Planting  
Circle Bar Golf Course, 48447 Westock

2pm Zero Clearance Theater  
"A Bad Year for Tomatoes"  
by Patrick Stewart  
Lion Mountain Bakery, 47781 Hwy 58  
- Doors open at 1pm -





**AGREEMENT FOR LAW ENFORCEMENT SERVICES**

**CITY OF LOWELL/CITY OF OAKRIDGE**

THIS AGREEMENT is made and entered by and between the CITY OF LOWELL hereinafter called Lowell, a municipal corporation of the State of Oregon, and the CITY OF OAKRIDGE, hereinafter called Oakridge, a municipal corporation of the State of Oregon.

**WITNESSETH**

WHEREAS, Lowell is desirous of contracting with Oakridge for the performance of the hereinafter described law enforcement functions within the boundaries of Lowell by Oakridge thereof, and;

WHEREAS, Oakridge has agreed to tender such services on the terms and conditions hereinafter set forth; and

WHEREAS, such contracts are authorized and provided for by the provisions of ORS 190.010.

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES AND COVENANTS HEREIN CONTAINED, IT IS MUTUALLY AGREED AS FOLLOWS:

- 1. **TERM:** The term of this agreement shall be 12 months, commencing July 1, 2023 and terminating June 30, 2024.
- 2. **COMPENSATION:** Lowell shall pay to Oakridge for such law enforcement services as provided herein as follows:
  - a. Costs for this period. Payments shall be made in equal installments.

<u>FISCAL YEAR</u>	<u>AMOUNT</u>	<u>HOURS</u>	<u>HOURLY RATE</u>
July 1, 2023-June 30, 2024	\$36,356.00	480	\$75.74

b. City of Lowell will pay for 1(one) Motorola/Ally software license for the Oakridge Police Department report management system. This \$1575.00 cost is now *included* in the above “costs for this period” and will no longer be billed separately.

c. In the event an incident within Lowell requires extraordinary police services above and beyond the typical investigation and causes the hours to be performed on behalf of Lowell to exceed the 40-hour month average, Lowell shall pay for such services at the established hourly rate listed above. Prior to any payments being made under this subparagraph, the City Administrators shall review the time involved in the investigation and jointly agree on the additional amount of compensation which should be due.

3. **POLICE RESPONSIBILITIES:** Oakridge agrees to provide police protection within the corporate limits of Lowell to the extent and in the manner herein set forth. The police services shall encompass duties and functions of the type coming within the jurisdiction of and customarily rendered by a city police department. Such services shall include enforcement and investigations involved in the field of public safety, criminal law enforcement, or related fields within the legal power of the Chief of Police to so provide and shall be provided in conformance with the standards generally accepted within the policing profession. The Oakridge Police shall:
  - a. Provide enforcement of State Statutes and Lowell Ordinances regarding criminal offenses and Oregon Vehicle Code Violations.
  - b. Provide enforcement of all other Lowell ordinances which by their nature are generally enforceable by police action on a call basis, responding to Lowell staff or resident complaints of ordinance violations, but generally no ordinance enforcement by random patrol.
  - c. Provide a random 10-hour weekly patrol of Lowell in marked police vehicles. An average of 40 patrol hours shall be conducted within Lowell city limits each calendar month. Administrative hours will be included in the 40 total hours to include investigative reports and other administrative duties as needed.
  - d. Provide a written report to Lowell on or before the 8th day of each month setting forth the actual number of calls for service and number of citations and arrests for the previous month. The Chief of Police or his designee shall attend any and all meetings concerning policing issues as requested by Lowell. Example of report is included as Attachment 1.
  - e. Make available for the performance of the duties herein properly supervised officers, certified by the Oregon Department of Public Safety Standards and Training (except as to reserve officer/cadets), and furnish and supply all other necessary labor, supervision, equipment, communications facilities, and supplies to maintain the level of services to be rendered hereunder.
  
4. **PERSONNEL:** The rendition of such service, standards of performance, the discipline of officers, and other matters incident to the performance of such services and control of personnel so employed shall remain solely with the City of Oakridge.
  - a. With the exception of police department reserves, all personnel employed in the performance of such services pursuant to this agreement shall be Oakridge employees and all persons employed hereunder shall have City pensions, salary, workers compensation and any status or rights under the provisions of City employment paid for by Oakridge.

- b. Lowell shall not be called upon to assume any liability for the direct payment of any salaries, wages, or other compensation to any Oakridge personnel performing services hereunder for Lowell or any liability other than that provided for in this agreement. Except as otherwise herein specified, Lowell shall not be liable for compensation or indemnity to any Oakridge employee for any injury, or sickness arising out of his or her employment.
5. **COURT:** It is mutually agreed that all arrests for felony crimes or other misdemeanors, except those cited under Lowell Ordinance 273 which may be cited into the Lowell Municipal Court, will be presented to the District Attorney for Lane County, State of Oregon, for trial in the appropriate court of jurisdiction, and the court of jurisdiction will be entitled to all portions of fines, forfeitures, etc. normally retained by them. All violations of Oregon Vehicle Code and ordinance violations committed within the incorporated limits of Lowell will be cited to appear in the Lowell Municipal Court, Lane County, Oregon, or such other court as has jurisdictions over the offense cited. Oakridge will provide a bailiff for the Lowell Municipal Court who shall be present whenever the Court is in session. An Officer schedule to testify at Court may serve as Bailiff. Bailiff time will be accounted for separately from patrol time and will be paid for at the established rate from Court revenues. A minimum of one hour will be charged for each Court session. Required Court appearances by Officers, above and beyond Bailiff duty will also be accounted for separately and paid from Court receipts. All net revenue generated and retained by the Lowell Municipal Court will be divided equally with the City of Oakridge, to assist in covering additional costs of services. Lowell will deposit all Court revenue into a Trust and Agency Account. Court Revenue will be accounted for as follows on a quarterly basis:
  - a) From Gross Receipts, all Statutory Assessments, including the Court Administration Surcharge will be deducted and paid from the Trust and Agency Account.
  - b) From Gross Receipts, direct Court costs for the Judge and any other required personnel services, including but not limited to City Attorney and Interpreter, if required, plus 10% Court Administrative Costs in addition to previous year Court Administration Surcharge and will be deducted for payment to the City of Lowell.
  - c) From Gross Receipts, Bailiff costs and additional costs for Officers to appear in Court, will be deducted for payment to the City of Oakridge.
  - d) The remaining net revenue will be divided equally between Lowell and Oakridge.
  - e) Within 30 days of the end of each fiscal year quarter, a check will be written from the Trust and Agency Account to the City of Lowell for costs identified in b above plus Lowell's share of net receipts.
  - f) Within 30 days of the end of each fiscal year quarter, a check will be written from the Trust and Agency Account to the City of Oakridge for costs identified in c above plus Oakridge's share of net receipts.

6. **DISPUTE RESOLUTION:** Specifically, the Administrators shall attempt to resolve any disputes between the cities concerning the terms of this agreement and the performance thereof and may recommend that the cities enter into mediation or arbitration if the Administrators are unable to resolve a dispute matter. The type and quality of service shall be reviewed annually by the respective councils.
  
7. **TERMINATION:** This agreement may be terminated by either city at any time upon giving two (2) months written notice of their intent to do so. Further, if the City of Lowell receives a UHP COPS Grant the contract will be adjusted as needed.
  
8. **HOLD HARMLESS:** The parties hereby covenant and agree to hold and save each other, their officers, agents and other employees, harmless from all claims whatsoever, including attorney's fees and costs, by reason of any act or omission of each city, its officers, agents, or employees. Oakridge will provide Lowell a certificate of insurance indicating the City of Oakridge carries an insurance policy providing liability insurance for its Police Department and any contractual arrangements with other agencies.
  
9. **MISCELLANEOUS:**
  - a. Any amendments or modification hereto shall be made in writing as approved by respective councils.

**IN WITNESS WHEREOF**, this instrument has been executed in duplicate pursuant to resolutions heretofore duly and legally adopted by each of the parties hereto.

**CITY OF OAKRIDGE**

**CITY OF LOWELL**

\_\_\_\_\_  
 Bryan Cutchen, Mayor      Date

\_\_\_\_\_  
 Don Bennett, Mayor      Date

ATTEST:

\_\_\_\_\_  
 Kevin Martin      Date  
 Chief of Police

\_\_\_\_\_  
 Jeremy Caudle      Date  
 City Administrator