



**CITY COUNCIL AGENDA**

**November 4, 2019**

**Regular meeting 6:30PM**

CITY COUNCIL CHAMBERS, CITY HALL  
 29592 ELLENSBURG AVE  
 GOLD BEACH OR 97444

Call to order:                    Time: \_\_\_\_\_

**1. The pledge of allegiance**

**2. Roll Call:**

Members	Present	Absent
Mayor Karl Popoff		
Council Position #1 Summer Matteson		
Council Position #2 Larry Brennan		
<b>Council Position #3 Anthony Pagano BEGINNING VOTE</b>		
Council Position #4 Becky Campbell		
Council Position #5 Tamie Kaufman		
City Administrator Jodi Fritts		

**3. Special Orders of Business:**

- a. Proclamation for Worldwide Candle Lighting Day-Compassionate Friends

**4. Consent Calendar:**

*None Scheduled*

**5. Citizens Comments**

*As presented to the Mayor at the beginning of the meeting*

**6. Public Hearing**

- a. Dangerous Building Hearing  
 3714-06CB tax lot 800; 94270 Button Lane

**7. Citizen Requested Agenda Items**

*None Scheduled*

**8. Public Contracts and Purchasing**

*None Scheduled*

**9. Ordinances & Resolutions**

- a. R1920-05 Resolution related Dangerous Building Determination
- b. Final Order GBC-1905

*The City of Gold Beach is dedicated to enhancing quality of life, while promoting health, safety, and welfare of our citizens, businesses, and visitors in the most fiscally responsible manner. In doing this, the City will respect the past, respond to current concerns, and plan for the future, while maintaining environmental sensitivity in our beach oriented community*

- b. R1920-04 Resolution designating Engineer of Record for Water Infrastructure improvements

**10. Miscellaneous Items (including policy discussions and determinations)**

- a. LIFT Program application possible site locations
- b. Update on prior Dangerous Buildings
- c. ODOT related topics: SCA funding and possible lane reconfiguration info presentation scheduling
- d. LCDRC Roundtable Invite: Reedsport, November 21st
- e. LOC Municipal Fundamentals Workshop: Coos Bay, December 12<sup>th</sup>

**11. City Administrator's Report**

*To be presented at meeting*

**12. Mayor and Council Member Comments**

- a. Mayor Karl Popoff
- b. Councilors
  - 1) Summer Matteson
  - 2) Larry Brennan
  - 3) Anthony Pagano
  - 4) Becky Campbell
  - 5) Tamie Kaufman

**13. Citizens Comments**

*As permitted by the Mayor*

**14. Executive Session**

*None Scheduled*

**EFFECTIVE OCTOBER 2019 THE GOLD BEACH CITY COUNCIL REGULAR MONTHLY MEETINGS  
WILL BE HELD ON THE FIRST MONDAY OF THE MONTH**

The next regularly scheduled City Council meeting is the **Monday, December 2<sup>nd</sup>, 2019 at 6:30PM** in the Council Chambers of City Hall, 29592 Ellensburg Avenue, Gold Beach, Oregon.

**15. Adjourn Time: \_\_\_\_\_**

*The City of Gold Beach is dedicated to enhancing quality of life, while promoting health, safety, and welfare of our citizens, businesses, and visitors in the most fiscally responsible manner. In doing this, the City will respect the past, respond to current concerns, and plan for the future, while maintaining environmental sensitivity in our beach oriented community*



# **SPECIAL ORDERS OF BUSINESS**



## SECTION 3. Special Orders of Business

# GOLD BEACH CITY COUNCIL AGENDA REPORT

Agenda Item No. **3 a.**

Council Meeting Date: November 4, 2019

## **TITLE:      Compassionate Friends Worldwide Candle Lighting                   Day Proclamation**

### **SUMMARY AND BACKGROUND:**

The local chapter of the Compassionate Friends have requested that the Mayor issue a proclamation for Worldwide Candle Lighting Day to honor bereaved families who have experienced the death of a child. The group provided a copy of The Compassion Friends fact sheet for info on their organization.



**PROCLAMATION**  
**Designating the second Sunday in December 2019 as**  
**Worldwide Candle Lighting Day**

**WHEREAS,** every year in the United States nearly 150,000 infants, children, teens, and young adults die and countless tens of thousands are born still or are miscarried,

**WHEREAS,** we recognize that our children are our country, state, and city's most valuable resource,

**WHEREAS,** the work of local chapters of The Compassionate Friends provides a caring environment in which bereaved parents, siblings, and grandparents can work through their grief with the help of others traveling the same road,

**WHEREAS,** The Compassionate Friends Worldwide Candle Lighting, held the second Sunday in December, has become a symbolic day when these children are remembered around the globe.

**NOW, THEREFORE, BE IT RESOLVED that I, Karl Popoff, Mayor of the City of Gold Beach, hereby declare and proclaim the second Sunday of December 2019, as Worldwide Candle Lighting Day for the City of Gold Beach.**

**BE IT FURTHER RESOLVED that all residents are encouraged to observe this day by lighting a candle for one hour at 7 p.m. the second Sunday of December in support of bereaved families in the City of Gold Beach and participate in other appropriate activities in remembrance of all children who have died.**

So PROCLAIMED this 4<sup>th</sup> day of November, 2019.

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Karl Popoff, Mayor



**The**  
**Compassionate**  
**Friends**  
Supporting Family After a Child Dies



**The  
Compassionate  
Friends**  
Supporting Family After a Child Dies

## *How Your Donation Is Making A Difference*

*When a child dies, at any age, the family suffers intense pain and may feel hopeless and isolated. The Compassionate Friends provides highly personal comfort, hope, and support to every family experiencing the death of a son or a daughter, a brother or a sister, or a grandchild, and helps others better assist the grieving family.*

The Compassionate Friends (TCF) is a national nonprofit, self-help support organization, offering friendship, understanding, and hope to families grieving the death of a child of any age, from any cause. There is no religious affiliation, and no individual membership fees or dues are charged. All bereaved family members are welcome. Founded in England in 1969, TCF was established in the United States in 1972, with 501(c)(3) not-for-profit incorporation in 1978, under which provision the organization's nearly 600 local Chapters also operate. TCF operates as separate entities in at least 30 countries around the world.

### *Organization*

- In the 40 years since its incorporation, TCF/USA has grown from 40 Chapters to nearly 600, with locations in all 50 states plus Washington D.C., Guam, Saipan, and Puerto Rico. More than 4,000 volunteers who are bereaved parents, siblings, or grandparents serve as Regional Coordinators, Chapter Leaders, meeting facilitators, Newsletter Editors, workshop presenters, and National Conference coordinators. An additional 300 volunteers moderate and support our growing online presence which includes our public Facebook page, 25 private Facebook groups and our online support chat rooms.
- The Compassionate Friends has a 13-member national volunteer Board of Directors consisting of bereaved parents, siblings, and grandparents who are elected for one or two three-year terms by the general membership.
- The Compassionate Friends National Office is located in Oak Brook, Illinois. Our paid staff includes the Executive Director who works in partnership with the board and is supported by six full-time and two part-time staff members.

### *Examples of Services Provided by the National Organization*

- In 2016, more than one million families accessed one or more of our services. In addition, our resources are regularly accessed by grief professionals, social service departments, academic institutions, hospitals, hospice, religious entities and other grief organizations. The TCF National Office publishes more than 40 bereavement brochures (in English and Spanish) on most aspects of grief following the death of a child.
- TCF's national website ([www.compassionatefriends.org](http://www.compassionatefriends.org)) has more than 100,000 visitors each month and provides resources and information. In addition, TCF's National Facebook Page communicates with more than 275,000 followers and continues to grow.
- TCF offers an Online Support Community with chat rooms open every day, as well as 25 private Facebook groups covering many topics related to the death of a child.

- TCF's flagship magazine, *We Need Not Walk Alone*, is published and distributed digitally. It features articles from top grief professionals as well as individual stories of hope and healing, and provides the latest in grief related information. In addition, a monthly e-newsletter is sent to more than 45,000 people.

## *How Do We Do It?*

- TCF's 2017 budget is over \$3 million, with 85 percent allocated for services to Chapters and the public. Administrative and fundraising costs comprise only 15 percent of the organization's total operating budget.
- TCF has been awarded The Independent Charities Seal of Excellence for being able to certify, document, and demonstrate on an annual basis that it meets the highest standards of public accountability, program effectiveness, and cost effectiveness. Only 2,000 of the one million charities operating in the United States today have been awarded this Seal. All contributions to The Compassionate Friends are tax-deductible.

## *Role of Local Chapters*

- Each month more than 20,000 grieving family members attend meetings at our nearly 600 local Chapters. Monthly meetings provide a caring environment where the bereaved can work through their grief with the help of others who have "been there."
- Chapters are organized and facilitated by local members trained by the national organization. In addition to monthly meetings, Chapters provide community outreach and education, publish local newsletters, websites, Facebook Pages, and offer special programs.

## *Signature Events*

- *National Conference* — In 2017 TCF hosted its 40<sup>th</sup> Annual National Conference in Orlando, Florida with record attendance of over 1,400 people. This three-day healing event rotates to a different city each year. In an environment that encourages parents to talk about their missing children and bond with a community of similarly grieving families, the conference also provides more than 100 workshops, special programs, ceremonies, and some of the top speakers on grief and loss.
- *Walk to Remember* — Started 17 years ago on the final day of our National Conference, more than 1,000 parents, grandparents and siblings carrying pictures, banners and signs with the names of their lost children participate in our Annual Walk to Remember. At the same time, hundreds of our Chapters host an annual walk in their local communities.
- *Worldwide Candle Lighting* — On the 2<sup>nd</sup> Sunday in December every year, The Compassionate Friends hosts the largest continuous lighting of candles in the world. Started in 1997 to commemorate the first Children's National Memorial Day, TCF initiated the Worldwide Candle Lighting. What began as a few gatherings throughout the United States has grown into a worldwide commemoration featuring thousands of events around the world. At 7 PM local time, candles are lighted in each time zone creating a virtual ring of light around the globe.

*It is our hope that ... "everyone who needs us will find us,  
and everyone who finds us will be helped."*

For further information, contact The Compassionate Friends, Inc.

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Toll-free: (877) 969-0010 • Fax: (630) 990-0246

E-mail: [nationaloffice@compassionatefriends.org](mailto:nationaloffice@compassionatefriends.org) • Website: [www.compassionatefriends.org](http://www.compassionatefriends.org)

Facebook: [www.facebook.com/TCFUSA](http://www.facebook.com/TCFUSA) • Twitter: <https://twitter.com/TCFofUSA>

**THE COMPASSIONATE FRIENDS  
NORTHWEST COAST CHAPTER**

P.O. Box 1595, Brookings, OR 97415 (541) 469-5814

[www.tcfnorthwestcoast.org](http://www.tcfnorthwestcoast.org)

[info@tcfnorthwestcoast.org](mailto:info@tcfnorthwestcoast.org)

**MISSION STATEMENT**

***When a child dies, at any age, the family suffers intense pain and may feel hopeless and isolated. The Compassionate Friends provides highly personal comfort, hope, and support to every family experiencing the death of a son or a daughter, a brother or a sister, or a grandchild, and helps others better assist the grieving family.***

**STEERING COMMITTEE**

*Each person on this committee has lost one or more children, grandchildren or siblings. The Steering Committee handles the operation of our Chapter and facilitation of monthly meetings and annual events.*

**Deanna Alves**

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**ADVISORY BOARD**

*Each Advisory Board member is an ambassador to his or her own professional community, providing information and referrals.*

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# **PUBLIC HEARING**



## GOLD BEACH CITY COUNCIL AGENDA REPORT

Agenda Item No. 6.a.

Council Meeting Date: November 4, 2019

**TITLE: Dangerous Building Hearing – 94270 Button Lane**

### **SUMMARY AND BACKGROUND:**

Pursuant to City Code Section 5.365 staff notified the Council of a possible code defined “Dangerous Building” at the September Council meeting. Council directed staff to begin the Dangerous Building hearing process. This property was the subject of a Dangerous Building hearing and determination in March 2014.

The current dwelling on the subject property was destroyed by a structure fire in April. The property owner has made some effort to remove the burned structure, but much of it remains on-site. Photos from May and September provided in the September Council packet are attached to this report. Photos from October are in this report on the next 2 pages.

Pursuant to Section 5.370 the Council shall determine by resolution whether or not the building is dangerous. Resolutions are attached for Section 9 (Ordinances & Resolutions) of the Council meeting for the determination. Section 5.370 directs the following:

*At the hearing the Council shall determine by resolution whether or not the building is dangerous. The Council may, as a part of the hearing, inspect the building; and the facts observed by the Council at such inspection may be considered by it in determining whether or not the building is dangerous. At the hearing the owner or other person interested in the property or building shall have the right to be heard. At such hearing the Council shall have the power to order any building declared to be dangerous removed and abated, if in its judgment such removal or abatement is necessary in order to remove the dangerous condition; or the Council shall have the power to order the building made safe and to prescribe what acts or things must be done to render the same safe.*

Full text of the Dangerous Building section of the Code is attached at the end for reference.



**Gold Beach**  
**Section 6. Public Hearing**

**OCTOBER 24, 2019 PHOTOS:**





**Gold Beach**  
**Section 6. Public Hearing**

**OCTOBER 14, 2019 PHOTOS:**





## Section 6. Public Hearing

### **CITATION OF THE DANGEROUS BUILDING CODE FOR COUNCIL REFERENCE**

#### **City Code Section 5.350-5.398**

#### **DANGEROUS BUILDINGS**

##### **5.350 Definitions.**

For the purpose of this Code:

- (1) The term “dangerous buildings” shall include:
  - (a) A structure which, for the want of proper repairs or by reason of age and dilapidated condition or by reason of poorly installed electrical wiring or equipment, defective chimney, defective gas connections, defective heating apparatus, or for any other cause or reason, is especially liable to fire and which is so situated or occupied as to endanger any other building or property or human life.
  - (b) A structure containing combustible or explosive material, rubbish, rags, waste, oils, gasoline or inflammable substance of any kind especially liable to cause fire or danger to the safety of such building, premises or to human life.
  - (c) A structure which shall be kept or maintained or shall be in a filthy or unsanitary condition, especially liable to cause the spread of contagious or infectious diseases.
  - (d) A structure in such weak or weakened condition, or dilapidated or deteriorated condition, as to endanger any person or property by reason of probability of partial or entire collapse.
- (2) The term “person” shall include every natural person, firm, partnership, association or corporation.
- (3) “City official” means any Councilor, mayor, city employee, or any agency or employee of any agency under contract to the City for services.

##### **5.355 General Regulations.**

- (1) Administration. The City building official is the primary city official authorized to enforce the provisions of this Code, but any other city official may act under the authority of this Code.
- (2) Inspections. The City building official or another city official is hereby authorized to make such inspections and take such actions as may be required to enforce the provisions of this Code.
- (3) Right of Entry. Whenever necessary to make an inspection to enforce any of the provisions of this Code and whenever the City building official or another city official has probable and reasonable cause to believe that there exists in any building any condition that would make such building a dangerous building as defined herein, then said city official, including the building official, may enter into such building at reasonable times to inspect said premises for any violations of this Code.

##### **5.360 Nuisance.**

Every building or part thereof which is found by the Council to be a dangerous building is hereby



## Section 6. Public Hearing

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declared to be a public nuisance; and the same may be abated by the procedures herein specified, or a suit for abatement thereof may be brought by the City.

### **5.365** Initial Action.

Whenever a city official shall find or be of the opinion that there is a dangerous building in the City, it shall be his duty to report the same to the City Council. Thereupon, the Council shall, within a reasonable time, fix a time and place for a public hearing thereon.

### **5.370** Hearing; Mailed Notice.

By certified or registered mail, return receipt requested, the City Administrator shall notify the owner of record of the premises whereon the building in question is located, that a hearing will be held concerning the nuisance character of the property and the time and place of the hearing. A copy of this notice shall also be posted on the property in addition to notices prohibiting entry into building. At the hearing the Council shall determine by resolution whether or not the building is dangerous. The Council may, as a part of the hearing, inspect the building; and the facts observed by the Council at such inspection may be considered by it in determining whether or not the building is dangerous. At the hearing the owner or other person interested in the property or building shall have the right to be heard. At such hearing the Council shall have the power to order any building declared to be dangerous removed and abated, if in its judgment such removal or abatement is necessary in order to remove the dangerous condition; or the Council shall have the power to order the building made safe and to prescribe what acts or things must be done to render the same safe.

### **5.375** Published and Posted Notices.

Ten (10) days' notice of any hearing shall be published in a newspaper of general circulation in the City or by posting notices thereof in three (3) public places in the City. If the last-mentioned notice be published or given as herein required, no irregularity or failure to mail notices shall invalidate the proceedings.

### **5.380** Council Orders; Notice.

Five (5) days' notice of findings made by the Council at a hearing and any orders made by the Council shall be given to the owner of the building, the owner's agent or other person controlling the same, and if the orders be not obeyed and the building rendered safe within the time specified by the order (being not less than five (5) days), then the Council shall have the power and duty to order the building removed or made safe at the expense of the property on which the same is situated.

### **5.385** Abatement by City.

In the event that the Council orders are not complied with, the Council must specify with convenient certainty the work to be done and shall file a statement thereof with the City Administrator, and shall advertise for bids for the doing of the working the manner provided for advertising for bids for street improvement work. Bids shall be received, opened and the contract let.



## Section 6. Public Hearing

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### 5.390 Assessment.

The Council shall ascertain and determine the probable cost of the work and assess the same against the property upon which the building is situated. The assessment shall be entered in the docket of city liens and shall thereupon be and become a lien against the property. The creation of the lien and the collection and enforcement of the cost shall all be performed in substantially the same manner as in the case of the cost of street improvements, but irregularities or informalities in the procedure shall be disregarded.

### 5.395 Summary Abatement.

The procedures of this Code pertaining to Council declaration of a dangerous building need not be followed where a building is unmistakably dangerous and imminently endangers human life or property. In such an instance, the chief of the fire department, the fire marshal or the Chief of Police may proceed summarily to abate the building.

### 5.398 Penalty.

Any person who shall be the owner of, or shall be in possession of, or in responsible charge of any dangerous building within the City and who shall knowingly suffer or permit the building to be or remain dangerous beyond the time specified in the order of the Council pursuant to Section 5.380, shall be guilty of a violation of this Code and shall, upon conviction thereof, may be fined a maximum amount as set by resolution of the City Council for the first and all subsequent offenses. Each day's violation of a provision of this Code constitutes a separate offense.

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**PRIOR COUNCIL AGENDA REPORTS TO THIS MATTER**

***Copy of the September 2019 Council Report is attached***



**Gold Beach SECTION 10.  
MISC. ITEMS (including policy discussions and determinations)**

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**GOLD BEACH CITY COUNCIL AGENDA REPORT**

Agenda Item No. **10. c.**  
Council Meeting Date: September 16, 2019

**TITLE: Burned Dwellings Update**

**SUMMARY AND BACKGROUND:**

The house on 6<sup>th</sup> Street near Riley Creek School has been completely removed and the property is tidy.





**MISC. ITEMS (including policy discussions and determinations)**

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The trailer on Button Lane (off of 11<sup>th</sup> and Skunk Run) has had some progress made towards removal. The first 2 pictures are from May shortly after the structure burned:





**SECTION 10.**  
**MISC. ITEMS (including policy discussions and determinations)**

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September 13<sup>th</sup> photo:



The northern portion of the structure has been mostly removed and it appears the owner is continuing to work on removal.

**REQUESTED ACTION**

Discuss and direct staff on how to proceed on the Button Lane property.





# **ORDINANCES & RESOLUTIONS**



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## GOLD BEACH CITY COUNCIL AGENDA REPORT

Agenda Item No. **6. & 9.**  
Council Meeting Date: November 4, 2019

**TITLE: Dangerous Building Resolutions (IS/IS NOT)**

**SUMMARY AND BACKGROUND:**

Following the Public Hearing portion of the meeting, the Council must determine, by resolution, the status of the building subject to the Dangerous Building hearing. Resolutions have been prepared for both DOES/DOES NOT meet definition of Dangerous Building. If the determination is that the building is deemed Dangerous, please cite to the specific criteria the Council determines are met (listed below):

- (1) The term “dangerous buildings” shall include:
  - (a) A structure which, for the want of proper repairs or by reason of age and dilapidated condition or by reason of poorly installed electrical wiring or equipment, defective chimney, defective gas connections, defective heating apparatus, or for any other cause or reason, is especially liable to fire and which is so situated or occupied as to endanger any other building or property or human life.
  - (b) A structure containing combustible or explosive material, rubbish, rags, waste, oils, gasoline or inflammable substance of any kind especially liable to cause fire or danger to the safety of such building, premises or to human life.
  - (c) A structure which shall be kept or maintained or shall be in a filthy or unsanitary condition, especially liable to cause the spread of contagious or infectious diseases.
  - (d) A structure in such weak or weakened condition, or dilapidated or deteriorated condition, as to endanger any person or property by reason of probability of partial or entire collapse.

**SUGGESTED MOTIONS:**

*NOTE - Either way the Council must adopt by resolution whether the building DOES/DOES NOT meet the definition of a Dangerous Building.*

**I make the motion that the Council adopt Resolution R1920-05, A RESOLUTION REGARDING THE DANGEROUS BUILDING DETERMINATION OF A STRUCTURE LOCATED AT 94270 BUTTON LANE.**

**RESOLUTION R1920-05 (IS A DANGEROUS BUILDING)**

**A RESOLUTION REGARDING THE DANGEROUS BUILDING DETERMINATION OF A STRUCTURE  
LOCATED AT 94270 BUTTON LANE**

**WHEREAS**, a Dangerous Building Hearing was held on November 4, 2019, pursuant City Code Section 5.370; and

**WHEREAS**, notice was given of the hearing by publishing notice in the Curry Coastal Pilot, according to the above referenced code section; and

**WHEREAS**, the hearing was conducted according to the procedures outlined in the Code, and evidence was taken in the form of exhibits, and oral and written testimony; and

**WHEREAS**, at the public hearing on November 4<sup>th</sup>, the Council found that the structure located at 94270 Button Lane MET the City Code definition of Dangerous Building and therefore is deemed “dangerous” as defined in Section 5.350(1): *(INSERT WHICH ARE DETERMINED)*:

- (a) A structure which, for the want of proper repairs or by reason of age and dilapidated condition or by reason of poorly installed electrical wiring or equipment, defective chimney, defective gas connections, defective heating apparatus, or for any other cause or reason, is especially liable to fire and which is so situated or occupied as to endanger any other building or property or human life.
- (b) A structure containing combustible or explosive material, rubbish, rags, waste, oils, gasoline or inflammable substance of any kind especially liable to cause fire or danger to the safety of such building, premises or to human life.
- (c) A structure which shall be kept or maintained or shall be in a filthy or unsanitary condition, especially liable to cause the spread of contagious or infectious diseases.
- (d) A structure in such weak or weakened condition, or dilapidated or deteriorated condition, as to endanger any person or property by reason of probability of partial or entire collapse.

**NOW, THEREFORE, BE IT** resolved the City Council of the City of Gold Beach finds that the structure located at **94270 Button Lane IS determined to be a Dangerous Building** as defined by City Code and shall be abated as ordered by the Council at said hearing.

PASSED BY THE CITY COUNCIL OF THE CITY OF GOLD BEACH, COUNTY OF CURRY, STATE OF OREGON, and EFFECTIVE THIS 4<sup>th</sup> DAY OF NOVEMBER, 2019.

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Karl Popoff, Mayor

ATTEST:

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Jodi Fritts, City Recorder/Administrator

**RESOLUTION R1920-05 (IS NOT A DANGEROUS BUILDING)**

**A RESOLUTION REGARDING THE DANGEROUS BUILDING DETERMINATION OF A STRUCTURE  
LOCATED AT 94270 BUTTON LANE**

**WHEREAS**, a Dangerous Building Hearing was held on November 4, 2019, pursuant City Code Section 5.370; and

**WHEREAS**, notice was given of the hearing by publishing notice in the Curry Coastal Pilot, according to the above referenced code section; and

**WHEREAS**, the hearing was conducted according to the procedures outlined in the Code, and evidence was taken in the form of exhibits, and oral and written testimony; and

**WHEREAS**, at the public hearing on November 4<sup>th</sup>, the Council found that the structure located at 94270 Button Lane *DID NOT MEET* the City Code definition of Dangerous Building.

**NOW, THEREFORE, BE IT** resolved the City Council of the City of Gold Beach finds that the structure located at **94270 Button Lane IS NOT a Dangerous Building** as defined by City Code.

PASSED BY THE CITY COUNCIL OF THE CITY OF GOLD BEACH, COUNTY OF CURRY, STATE OF OREGON, and EFFECTIVE THIS 4<sup>th</sup> DAY OF NOVEMBER, 2019.

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Karl Popoff, Mayor

ATTEST:

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Jodi Fritts, City Recorder/Administrator



## GOLD BEACH CITY COUNCIL AGENDA REPORT

Agenda Item No. **9. b.**  
Council Meeting Date: November 4, 2019

**TITLE: FINAL ORDER GBC-1905**

**SUMMARY AND BACKGROUND:**

The Council held a special land use hearing on October 21<sup>st</sup> to hear the conditional use permit request filed by Earl Crumrine and Cory Talbot, dba Club Sockeye for a recreational marijuana retail store located at 3615-36AD tax lot 602, 29970 Ellensburg Avenue. At the hearing the Council took testimony and deliberated to an oral decision approving the request subject to specific conditions. The oral decision is not final until reduced to writing. Staff has prepared a Final Order for adoption. Changes, if needed/wanted, can be made at the November 4<sup>th</sup> meeting.

**SUGGESTED MOTIONS:**

**I make the motion that the Council adopt the Final Order for GBC-1905 as presented in the packet.**

**OR IF CHANGES:**

**I make the motion that the Council adopt the Final Order for GBC-1905 as presented in the packet with the following changes: *(please specify changes)*.**

**THE CITY COUNCIL OF THE CITY OF GOLD BEACH  
COUNTY OF CURRY, STATE OF OREGON**

<b>IN THE MATTER OF THE REQUEST )</b>	<b>FINAL ORDER &amp;</b>
<b>FOR CONDITIONAL USE APPROVAL )</b>	<b>FINDINGS OF FACT</b>
<b>TO OPERATE A MARIJUANA )</b>	
<b>RETAIL SALES BUSINESS WITHIN )</b>	
<b>THE COMMERCIAL (4-C) ZONE )</b>	

**ORDER IN THE APPROVAL** of application GBC-1905, a request for conditional use approval to authorize a MARIJUANA RETAIL SALES business within the Commercial (4-C) zone. The subject property is identified as Assessor Map No. 3615-36AD tax lot 602. The application was filed by Earl Crumrine & Cory Talbot (dba Club Sockeye).

**WHEREAS:**

This matter came before the Gold Beach City Council as an application for a conditional use permit for a MARIJUANA RETAIL SALES business within the Commercial (4-C) zone.

A hearing was held before the City Council after giving public notice as required by City ordinance and ORS 197.763. The public hearing was held on Monday, October 21, 2019.

At the public hearing evidence and testimony was presented by administrative staff in the form of a staff report and exhibits. The hearing was conducted according to the rules of procedure and conduct of hearings on land use matters as set forth in the Gold Beach Zoning Ordinance. The City Council received oral and written testimony concerning the application.

At the October 21<sup>st</sup> hearing, the City Council, upon a motion duly made and seconded, voted to APPROVE the request as set forth above based on decision criteria, findings of fact, and conclusions of law as set forth in this order.

**DECISION CRITERIA:**

**Commercial (4-C) Zone**

**Section 2.330 Conditional Uses Permitted**

**9. Recreational Marijuana Wholesaler or Retailer**

**Section 6.042 Specific Conditional Use Standards**

**10. Medical or Recreational Marijuana Uses (a-g)**

**FINDINGS OF FACT:**

The City Council based their approval on the staff report, and written and oral findings from the applicants.

**CONCLUSIONS OF LAW:**

The burden of proof is upon the applicant in providing the proposal fully complies with applicable criteria. The City Council finds that, based on the staff report and evidence and testimony presented at the hearing, that the applicants have sufficiently met the burden of proof needed to approve the conditional use request.

**NOW THEREFORE LET IT BE ORDERED** that application GBC-1905, a request for conditional use approval to authorize a MARIJUANA RETAIL SALES business within the Commercial (4-C) zone on the subject property identified as Assessor Map No. 3615-36AD tax lot 602 is **APPROVED** subject to the following conditions:

**GBC-1905 CONDITIONS OF APPROVAL**

CONDITION #1: Pursuant to Section 6.042 (10)(b) the facility shall be registered and licensed through OLCC. The applicants shall provide proof of OLCC licensing compliance to City planning staff prior to the commencement of retail operations.

CONDITION #2: Pursuant to Section 6.042 (10)(c) The facility must be located entirely within a permanent building and may not be located in a trailer, cargo container, motor or recreational vehicle.

CONDITION #3: Pursuant to Section 6.042 (10)(d) Outside storage of merchandise, raw materials, or other materials associated with the facility is prohibited.

CONDITION #4: Pursuant to Section 6.042 (10)(e) Drive-up or walk-up window use or similar exchange of goods through a portal to the exterior of the retail establishment is prohibited.

CONDITION #5: Pursuant to Section 6.042(10)(f) No remnants or by-products shall be placed in the facility's exterior refuse containers. Disposal of marijuana remnants and by-products will comply with OLCC best practice standards. Burning of remnants or by-products is prohibited within the City limits.

CONDITION #6: Pursuant to Section 6.042 (10)(g) Production of oil based products or distilling of oil are prohibited at this location.

CONDITION #7: Review, inspection, and approval of the facility and proposed uses by the Planning Director, Public Works Superintendent, Police Chief, and Fire Chief shall be required prior to the commencement of business.

CONDITION #8: If complaints regarding the business are received by City staff, and are found to be valid, the Planning Director will refer the matter back to the Council for further review and action.

CONDITION #9: Cellular (or other similar wireless) backup system of the landline autocall for security alarm call-outs shall be provided.

CONDITION #10: Provide filtration of the facility so that no noticeable marijuana odor leaves the building.

CONDITION #11: Meet or exceed the sewer discharge requirements per City utility code specification. The discharge compliance will be confirmed by the Public Works Superintendent or their designee.

CONDITION #12: The operation of the business and facility shall at all times comply with the Oregon Liquor Control Commission (OLCC) security standards for recreational marijuana retail sales and production businesses.

**This order in the approval of Application GBC-1905 reviewed and approved by the Gold Beach City Council on this 4<sup>th</sup> day of November, 2019.**

APPROVED BY:

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Karl Popoff, Mayor

ATTEST:

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Jodi Fritts, City Administrator/Planning Director

Attachments to this Final Order and incorporated by reference:  
EXHIBIT A: October 21, 2019 Staff Report which includes applicants findings



## GOLD BEACH CITY COUNCIL AGENDA REPORT

Agenda Item No. 9. c.  
Council Meeting Date: November 4, 2019

**TITLE: Resolution R1920-04 Engineer of Record for SDWRLF Project No. S20001**

### **SUMMARY AND BACKGROUND:**

As reported earlier this summer, we submitted an application to Business Oregon/Infrastructure Finance Authority (IFA) for funding of priority projects identified in the adopted Water Master Plan (adopted in spring 2016). The IFA board approved our funding request at their August meeting (which City staff and Dyer Partnership staff attended as required). Since then, we have been working through the various requirements of the funding package. One of the required items is officially designating our Engineer of Record for the project. As stated at the October 14<sup>th</sup> meeting, this is more of a formality since Dyer Partnership, and specifically Aaron Speakman, PE, are already our designated Engineer of Record. The Council approved the Task Order for the work related to the loan that Dyer has already performed, and will continue to perform, on behalf of the City as we begin and work through the loan, bidding, and construction processes. This resolution is formalization of their role as our Engineer of Record specific to this project.

### **SUGGESTED MOTION:**

**I make the motion that the Council adopt Resolution R1920-04, A RESOLUTION DESIGNATING DYER PARTNERSHIP AS ENGINEER OF RECORD FOR SDWRLF PROJECT NO. S20001, A LOAN FROM BUSINESS OREGON/INFRASTRUCTURE FINANCE AUTHORITY FOR SPECIFIC WATER INFRASTRUCTURE CAPITAL IMPROVMENTS AS IDENTIFIED IN THE ADOPTED APRIL 2016 WATER MASTER PLAN .**

## RESOLUTION R1920-04

### A RESOLUTION DESIGNATING DYER PARTNERSHIP AS ENGINEER OF RECORD FOR SDWRLF PROJECT NO. S20001, A LOAN FROM BUSINESS OREGON/INFRASTRUCTURE FINANCE AUTHORITY FOR SPECIFIC WATER INFRASTRUCTURE CAPITAL IMPROVEMENTS AS IDENTIFIED IN THE ADOPTED APRIL 2016 WATER MASTER PLAN

- WHEREAS:** In order to determine future domestic water supply and infrastructure needs for the City of Gold Beach the Council caused a water master plan to be prepared by the City's contract engineers; and
- WHEREAS:** The contract engineers, Dyer Partnership, prepared a plan that summarized the components of the existing water distribution system, analyzed water demand patterns, evaluated the current system with respect to critical service standards, and identified the improvements necessary to remedy system deficiencies and accommodate future growth; and
- WHEREAS:** The plan recommends specific projects for inclusion in the water distribution Capital Improvement Plan (CIP); and
- WHEREAS:** After a workshop and public hearing the Water Master Plan and Capital Improvement Plan was adopted by the Council at the April 18<sup>th</sup>, 2016 council meeting, and
- WHEREAS:** The City adopted the Water Master Plan and Capital Improvement Plan for future planning and budgeting of water infrastructure projects and for consideration for state and/or federal funding for such projects; and
- WHEREAS:** In order to determine whether current rates and annual inflation adjustments would adequately fund the existing water infrastructure operation and maintenance, and the capital improvement projects identified in the master plan, the City caused a water rate analysis to be conducted; and
- WHEREAS:** Rural Community Assistance Corporation (RCAC) previously assisted the City with a Wastewater rate analysis which the City found to be useful and beneficial; and
- WHEREAS:** RCAC conducted the water analysis and presented the draft rate study to the Council at the May 9<sup>th</sup>, 2016, Council meeting and the Council met in a workshop session on June 1, 2016, to further review the study and suggest changes and request additional information; and

**WHEREAS:** The final document was completed by RCAC in July 2016 and was reviewed and adopted by the Council as a supplemental document to the Water Master Plan & Capital Improvement Plan; and

**WHEREAS:** In June 2019 City administration and public works staff, and the City's contract engineers, Dyer Partnership, prepared and submitted a Safe Drinking Water Revolving Loan Fund (SDWRLF) application to Business Oregon/Infrastructure Finance Authority (IFA) for funding projects as identified in the Water Master Plan and identified by the Council as priorities; and

**WHEREAS:** After review of the application and supplemental materials the IFA board approved the SDWRLF funding request as Project Number S20001; and

**WHEREAS:** As part of the application approval process the City must formally designate our Engineer of Record for Project No. S20001; and

**WHEREAS:** Aaron Speakman, the City's designated engineer at Dyer Partnership prepared a Task Order for the project which was reviewed and approved by IFA staff, and approved by the Council at the October 14, 2019 Council meeting.

**NOW THEREFORE, BE IT RESOLVED:** the City Council of the City of Gold Beach hereby adopts the Dyer Partnership Task Order No. 30-2020 Water System Improvements, and designates Dyer Partnership as the City's Engineer of Record for the SDWRLF Project No. S20001.

**PASSED BY THE CITY COUNCIL OF THE CITY OF GOLD BEACH, COUNTY OF CURRY, STATE OF OREGON, and EFFECTIVE THIS 4<sup>th</sup> DAY OF NOVEMBER, 2019.**

APPROVED BY:

\_\_\_\_\_  
Karl Popoff, Mayor

ATTEST:

\_\_\_\_\_  
Jodi Fritts, City Administrator



# **MISC. ITEMS**

**(Including policy discussions and determinations)**



**GOLD BEACH CITY COUNCIL AGENDA REPORT**

Agenda Item No. **10. a.**  
Council Meeting Date: November 4, 2019

**TITLE: LIFT Program possible housing project**

**SUMMARY AND BACKGROUND:**

Councilors Matteson and Kaufman are working on the county wide Housing Task Force which was formed to work collaboratively on the issue of housing within the county and the three cities. The Council has discussed the housing issue for some time and in various capacities. The Housing Needs Assessment and Buildable Lands Inventory that was funded by DLCD was adopted in August. Staff is currently working on the Comprehensive Plan amendments identified in those documents.

The Council has discussed both in their council and Urban Renewal Agency roles about possible City owned lands that could be used for housing projects. We have specifically discussed a portion of the new park parcel that is accessed off the east end of Gauntlett and the parcel on 4<sup>th</sup> Street.

Councilor Kaufman would like to discuss moving forward with a possible Local Innovation & Fast Track (LIFT) project. LIFT was identified in the adopted Housing Study.

Attached to this report for Council reference are the following:

- Portion of the Housing Study related to strategies
- Copies of the resolutions for the Housing Study and in support of the County’s emergency declaration regarding housing
- LIFT program information
- GIS maps of possible LIFT project sites

**REQUESTED ACTION**

Discuss and direct staff how to proceed





**MISC. ITEMS (including policy discussions and determinations)**

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**REPRINT OCTOBER COUNCIL REPORT:**

*At the September meeting the Council discussed the request by Curry County to adopt their resolution declaring a countywide housing emergency. The Council decided to work on a City specific version in support of their declaration. Councilor Kaufman put together a draft resolution for consideration and possible adoption by the Council. A copy of the draft resolution R1920-03 is attached.*

**REPRINT SEPTEMBER COUNCIL REPORT:**

*At the County's August 14<sup>th</sup> Board of Commissioners meeting, the BOC adopted the attached resolution declaring a housing emergency in the county. Commissioner Boice asked that the cities adopt a similar emergency declaration. The Brookings City Council adopted a mirror resolution at their August 26<sup>th</sup> meeting.*

*Staff Comments: Obviously adoption of a resolution declaring an emergency is within the purview of the Council and Mayor. If the Council wishes to adopt the same or similar resolution please direct staff and a resolution will be prepared for the October meeting. If that is the Council's wish, staff would respectfully ask that we be allowed to craft a City specific declaration with data and stats that the City has researched and verified.*

*It should be noted that this has been an issue of serious interest to the Council and the Urban Renewal Agency for some time, and the Council acting as both these bodies has taken active and progressive steps to address the lack of available housing units in our area, specifically:*

- In 2016, the Council tasked the Planning Commission with drafting code amendments to allow for tiny houses and accessory dwelling units in order to increase housing units within the City. The code amendments to allow for tiny houses and ADUs were adopted in December 2017 and went into effect January 2018.*
- The Council acting as the City Urban Renewal Agency revised the City's Urban Renewal Plan in April of this year to add Housing as a priority URA project. The Agency subsequently prioritized Housing as the Number 1 UR project.*
- The City received a small grant from All-Care to provide public outreach regarding the City's ADU program. A brochure was prepared by our promotions graphic designers. We had them professionally printed and were then mailed out to all City utility customers earlier this year. We have a supply in the front office to provide to potential applicants when they come in to talk with planning staff.*
- The City, and specifically Councilors Kaufman and Matteson, are active participants in the regional ad-hoc committee addressing the housing issue.*
- We received a grant this fiscal year from the Department of Land Conservation and Development Department (DLCD) to update the Housing chapter of our Comprehensive Plan and to develop an accurate and up-to-date Buildable Lands Inventory. We had several public hearings this year with the contractors as their work progressed, and the final amendments and policies were adopted by the Council at the August meeting.*



**MISC. ITEMS (including policy discussions and determinations)**

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*The Council and the URA have taken proactive and on-going measures to address housing within the City. The County's agenda packet report states the purpose of the resolution:*

*"This Resolution puts developers, partners, and the State of Oregon on alert that the County plans to 'do whatever it takes' to address the housing issues."*

*The City has demonstrated over the past 3 years that we have been, and will continue to do, whatever it takes, to address the housing issue within the City. Unless the Council feels otherwise, an emergency declaration does not appear to be necessary at this time.*

## 4. Other Housing Measures

APG and Johnson Economics have identified a variety of measures that the City can undertake to address current and future housing needs identified in the Housing Needs Assessment and Buildable Lands Inventory reports. These measures have been organized into the following categories.

### Land Supply and Regulatory Strategies

- UGB Expansion
- Rezone Land
- Minimum Density Standards
- Code Amendments to Support Small Housing Types
- Short-Term Rental Housing Regulation

### Incentives

- Incentive Zoning
- System Development Charge Exemptions or Deferrals
- Expedited Development Review
- Tax Exemptions and Abatements

### Funding Sources and Uses

- Public-Private Partnerships and Community Land Trusts
- Tenant Protection Programs and Policies
- Land Acquisition and Banking
- Construction Excise Tax
- Financial Assistance Programs

The remainder of this section describes these potential measures in more detail.

## LAND SUPPLY AND REGULATORY STRATEGIES

### 1. Urban Growth Boundary Expansion

The findings of our study do not indicate the need for a UGB expansion to accommodate projected housing needs in Gold Beach. However, in the long term an expansion could be an option beyond the currently planning horizon or if growth rates increase beyond those currently projected. Prior to applying for a UGB expansion, the city would need to complete the following steps:

- Consider and adopt efficiency measures to ensure that land inside the UGB is being used efficiently. Many of the code update recommendations identified for this project are efficiency measures.
- Demonstrate that there is an insufficient supply of buildable land inside the UGB. Due to relatively low projected growth rates in the planning horizon, the City will likely need to demonstrate that existing vacant or partially vacant land in the UGB cannot be served with public facilities. A significant portion of the vacant land within Gold Beach’s UGB is taken up by the large city-owned parcel slated for future park/recreation uses. A comprehensive plan change or similar measure would likely be needed for this property in order to remove it from the inventory.

**2. Rezone Land**

To the extent that a city has a gap or imbalance of land in different residential zoning designations, one strategy to address this issue is to rezone land from one designation to another. This can be done in one of two ways:

1. Rezoning land from a non-residential designation to a residential designation, if there is a deficit of residential land and a surplus of commercial, industrial, or other non-residential land.
2. Rezoning from one residential zone to another residential zone to address a deficit in a certain density range or housing type.

As indicated previously, the comparison of needed housing and the capacity or supply of buildable residential land indicates a potential gap in the supply of 1R and R-1 land designated for lower density residential development (i.e., detached single family homes on medium to large size lots). The comparison also shows a potential surplus in the supply of land zoned for medium density housing (R2 and 2-R zones). Single-family detached homes are allowed in the 2-R and R-2 zones, with a minimum lot size of 5,000 square feet in the 2-R zone and an assumed average net density of seven (7) dwelling units per acre. As a result, it is reasonable to assume that the 2-R and R-2 zones can accommodate a portion of the demand for single-family detached homes in the future and the City can consider the supply of 2-R/R-2 and 1R/R-1 lands as a combined supply of land for this purpose.

As a result, the City likely will not need to rezone land to address this gap in the foreseeable future but it still could be considered as a long-term strategy to address other gaps that could occur. In addition, as part of this housing planning process, City staff and decision-makers noted that the City should examine the location, distribution and amount of land in all of its residential zones to make sure that the zoning designations are applied in a way that is appropriate the type of housing intended in each zone. For example, land in the 2-R zone was not explicitly looked at as a potential area for medium density housing types and may or may not be more appropriate for development of medium or higher density forms of housing.

**3. Increase the Allowed Density or Range of Housing Types**

As a way to both promote efficient development and allow for more development flexibility and a wider range of housing types across all zones, the City could reduce the minimum lot size required in

one or more zones to allow for more compact development and/or a wider range of housing types in specific areas. For example, the City of Gold Beach should consider reducing minimum lot sizes for single family homes, particularly in the 2-R and 3-R zones. This could help meet the need for single family homes in the planning horizon, though infrastructure capacity is a key constraint in many areas.

Additionally, the City should consider allowing attached single-family developments (townhomes) and smaller multifamily developments (5 units and smaller) in the 2-R zone, either conditionally or as a permitted use.

It also is recommended that the City consider reducing allowed lot sizes or increasing allowable densities in the 2-R and 3-R zones. Currently the minimum lot sizes in these zones are 5,000 square feet and 4,000 sf respectively. These lot sizes and resulting densities make the financial viability of most attached housing types, particularly townhomes and multi-family residential development (apartments) very challenging. Typical lot sizes and densities for single family attached housing are 2,500 feet and 14-16 units per acre, respectively. Typically maximum densities for multi-family development, even in smaller communities, typically 20-30 units per acre. Similarly, the City should consider reducing the minimum lot width in any zones that allow townhomes to 25 feet (compared to the current minimum of 50 feet in the 3-R zone).

**4. Code Amendments to Support Additional Housing Types, including Cottage Cluster Housing**  
 Small housing types typically include accessory dwelling units (ADUs), duplexes, triplexes, fourplexes, townhomes and cottage cluster housing. Many of these housing types can be compatible with single-family detached housing, while providing a wider range of housing options for smaller households and at lower costs to develop. The City of Gold Beach already allows a number of these types of housing in its residential zones, either outright or as a conditional use. For example, duplexes, ADUs, and tiny homes all are allowed outright in the 1R and 2-R zones and planned unit developments are allowed conditionally in these zones. However, triplexes, four-plexes and townhomes are not allowed in the 2-R zone and cottage cluster housing is not addressed directly in the code beyond through the planned development provisions.

The City also could consider developing code requirements for cottage cluster housing and allowing them in residential zones. Cottage Clusters are small dwelling units with shared amenities appropriately sized for smaller households and available as an alternative to the development of typical detached single-family homes. Cottage cluster housing is intended to address the changing composition of households, and the need for smaller, more diverse, and more affordable housing choices.

In general, the following provisions are supportive of cottage clusters and can stimulate their development:<sup>1</sup>

- Allow for increased densities over the base zone in exchange for maximum house sizes. This combination allows for more dwelling units while ensuring an efficient use of land.
- Given maximum house sizes of 1,000-1,200 square feet, allow a wide range of sizes—even as small as 600 square feet—and consider allowing both attached and detached housing.
- Do not specify ownership structure; allow the site to be divided into individual lots, built as rental units on one lot, or developed as a condominium plat.
- Ensure that minimum site size, setbacks and building coverage requirements do not prohibit cottage cluster development on smaller lots.
- Draft design requirements that ensure neighborhood compatibility, and efficient use of land, but are not so specific as to restrict the ability to adapt to varying neighborhood contexts.

Another measure for the City to consider would be to allow triplexes, four-plexes, townhomes, and possibly courtyard apartments in the 2-R zone. Courtyard apartments are typically located in one to two-story buildings, are small in size, and are arranged around a common courtyard. They tend to match the scale of surrounding single-family detached housing or other small housing types such as “plexes,” townhomes or cottage cluster housing. Similarly triplexes, four-plexes and townhomes are common forms of medium density or “missing middle” housing and are typically allowed in medium density zones such as the 2-R zone.

If the City moves forward with these types of code amendments, they should consider code requirements that help limit the size and scale of these forms of housing to be consistent with the existing or desired scale of housing in these areas. A variety of different approaches can be undertaken to achieve this objective. These include but are not limited to the following:

- Reviewing minimum/maximum density and lot size to ensure compatibility.
- Building size limitations in terms of square footage, lot coverage and height.
- Floor area requirements which also will limit the size and scale of the building.
- Bulk plane/encroachment plane.

More information about and examples of these approaches can be provided to supplement these recommendations, if desired.

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<sup>1</sup> Character-Compatible, Space-Efficient Housing Options in Single-Dwelling Neighborhoods. ODOT, DEQ and OCLD Joint Study. Eli Spevak and Madeline Kovacs. May 2016.  
<https://www.oregon.gov/LCD/TGM/docs/SpaceEfficientHousingReport.pdf>

Diagram and Example Images of Cottage Cluster Housing



Image Credits: Daniel Parolek, Eli Spevak/Madeline Kovacs

Example Images of Courtyard Apartments





### 5. Short-Term Rental Housing Regulation

Short-term rental housing can impact the supply and cost of long-term rental (STR) housing if it becomes a significant portion of the local housing supply and market and if a majority of rental housing being developed is used for that purpose. Cities can regulate the operation and amount of short-term rental housing through various procedural and development code requirements. The City of Gold Beach already implements several strategies towards this end. They essentially consider STRs as a commercial use in residential zones and require that STRs be licensed. The City monitors the supply and location of STRs by regularly reviewing websites such as AirBnb and VRBO to ensure compliance with the City’s licensing requirements. If the City determines that the supply of STRs is adversely impacting the supply of long-term rentals, the City could consider imposing further limitations on the location or number of STRs in the City overall or in certain areas.

## INCENTIVES

### 6. Incentive Zoning

Some development regulations can present obstacles or add costs to housing developments. In addition to or in lieu of financial incentives, the City can offer concessions on regulatory standards that provide meaningful economic value. The concessions should be offered in exchange for the development dedicating a minimum proportion of the units to be regulated as affordable to people with lower or moderate income. The incentives typically include relief from certain development standards such as parking, setbacks, or density. Examples include the following:

- Parking reductions.** In general, research shows that households with lower incomes tend to have lower car ownerships and driving rates, particularly when residents have ready access to shopping and other opportunities and services. A number of jurisdictions in Oregon provide reductions in off-street parking requirements for developments that are affordable to households with low or moderate incomes. Typically, developments must commit to providing affordable units over a significant length of time (20-60 years).

- **Height or density bonuses.** Some cities allow higher density or greater height in exchange for a commitment to provide housing units that are affordable to households with low or moderate incomes. Height bonuses are typically in terms of number of stories (e.g., one story in an area with an existing height limit of 35 or 45 feet). Density bonuses are typically stated in terms of a percentage of units (e.g., 10-20% is a common threshold). The amount of the bonus can be tied to the affordability levels provided and/or to the number of affordable units. Additionally, setback and bulk standards may be allowed to vary to accommodate the added density or to reduce development costs. A height bonus could be particularly desirable in the 2-R zone where existing maximum heights are only 25 feet.

**7. System Development Charge (SDC) Reductions, Exemptions, or Deferrals**

System Development Charge (SDC) exemptions and deferrals can be used to reduce the cost of development. Many SDC methodologies are intended to be commensurable with the cost or impact to the system. Some missing middle housing types, such as ADUs (often associated with affordable units), do not fit within the levels within SDC methodologies because the impact of these types of housing on the need for water, sewer or transportation facilities is not equivalent to that of other housing units, given the reduced average size and occupancy of smaller units. Therefore, any reduction that can be justified based on reduced demand or impact (e.g. smaller units, multifamily vs. single family, housing types that tend to generate less traffic, etc.) is justifiable for reducing or potentially waiving SDCs for these housing types. This type of reduction is generally identified in the SDC methodology and rate setting.

Policy-based reductions, waivers, deferrals, or exemptions that do not have a basis in reduced impacts or costs are not explicitly addressed in Oregon’s SDC laws, and local jurisdictions have taken a range of approaches to navigating this ambiguity. Recent state legislation enabling inclusionary zoning (Senate Bill 1533) identifies SDC and permit fee reductions or waivers as incentives that may be offered to development impacted by an inclusionary zoning requirement. This legislation also has been interpreted by some communities as authorizing SDC reductions or exemptions for affordable multifamily development. Several cities in Oregon choose to exempt certain classes of development (including regulated affordable housing) from SDC requirements. Options for Gold Beach to consider include:

- Reducing or exempting required SDCs for qualifying affordable housing developments based on a commitment to long-term affordability of the units.
- Deferring payment of all or a portion of SDCs for affordable housing developments for a specified period of time.
- Updating the City’s SDC methodology so that it better reflects the impacts of smaller housing units on system impacts, and reducing SDCs for those units accordingly.

**8. Expedited Development Review**

Jurisdictions can search for ways to reduce time and costs of the review and permitting process to developers building desired housing types. This incentive can be accomplished by reducing review times, consolidating steps in the process, and reducing or simplifying submittal requirements. In few industries is the old adage that “time is money” more true than in the development industry. The developer is often tying up capital and/or paying interest on loans during the pre-development process. Any reduction in process time translates into reduced costs and greater certainty to the developer and their partners.

Streamlining the process can involve an internal audit of the process to ensure it is efficient for both staff and applicants. This might involve making all permits available in one location with one main contact, providing clear and accessible information on requirements, and also allowing enough flexibility to consider innovative or new forms of development. Streamlining the review and permitting process is usually administratively feasible, though the greatest obstacle is often staff resources to expedite some projects when staff is already busy and/or limited in size. While City review processes could be streamlined, other regulatory review processes also impact the length of the permitting process. For example, state permitting of wetland fill or removal would also need to be streamlined to have a meaningful impact on permit review processes where wetlands are potentially impacted.

Recent statewide legislation also requires that cities with a population over 5,000, and counties with a population over 25,000 allow for 100-day review and decision on qualified affordable housing applications. This does not yet apply to the City of Gold Beach but the City could consider updating its land use application and review procedures to provide for the shortened timeline for qualified affordable housing applications in the future.

**9. Tax Exemptions and Abatements**

Tax abatements are reductions in property taxes for affordable housing. Abatements may be provided to non-profit corporations or to private developers in exchange for developing affordable housing. Property tax exemptions/freezes can also be applied to housing in distressed areas, or for rehabilitated housing. Common tax abatement programs include vertical housing programs that provide property tax exemptions for development that reaches a certain height, and multifamily housing tax exemptions.

The City of Beaverton has an Affordable Housing Tax Exemption Program designed to promote construction of affordable rental housing for low-income households (focusing on 60 percent area median income and below). The program allows an exemption of up to 100 percent of property taxes. The City of Newberg has a Multiple Unit Housing Property Tax Exemption (MUPTEx) that aims to encourage private development of multi-unit housing in transit-oriented areas by providing a ten-year property tax exemption on the residential portion of improvements. Newberg also has a property tax exemption of properties owned by low-income persons or held for the purposes of developing low-income housing.

Even smaller cities, such as Yachats, have applied tax exemption programs to qualifying low-income housing projects.

## FUNDING SOURCES AND USES

### 10. Public-Private Partnerships (PPPs) and Community Land Trusts

The City can implement arrangements between public and private entities to create more and/or affordable housing. These PPPs can promote a variety of affordable housing programs or projects and include partnerships from multiple public, private, and non-profit entities such the Umpqua chapter of NeighborWorks. These efforts typically involve utilization of a variety of other housing measures or strategies, including those described in this report. Examples of these types of efforts implemented in other Oregon communities include the following:

- **The Fields Apartments, Tigard, OR.** A recent example of an innovative PPP in Tigard is The Fields mixed-use development, which is planned to include 260 housing units affordable to residents earning 60% AMI or below, including 26 units serving extremely low-income families at or below 30% AMI. The site will also include office development. To help facilitate the project, the City of Tigard worked with the property owner to pursue a grant from the Economic Development Administration that paid for infrastructure improvements to unlock the economic development potential of the site. The City also worked with the property owner to rezone the site, which allowed the apartments to be developed. As mentioned below, the Fields project received a LIFT award to assist with project financing, and the Washington County Housing Authority also contributed financing.
- **Our Coastal Village (Fisterra Gardens), Yachats, OR.** This project included use of several city, county and state programs. This included direct funding from Lincoln County to match other state, federal, and private funding sources bringing this project to fruition; tax abatement by Lincoln County; deferral of SDCs by the City of Yachats, and updates to the City's development code allowing flexible development standards for townhomes.
- **Local Innovation and Fast Track Housing Program (LIFT), State of Oregon.** LIFT is a state-administered program that was approved through legislation in 2016 and provides funding for new affordable housing across the state, including for projects by private developers. The program was developed with the goal of quickly providing affordable housing units to low-income families and has funded numerous projects since its inception, including the Fields Apartments in Tigard (provided \$9.8 million) described above and Cornerstone Apartments in Salem (provided \$4.9 million).

In addition to working with non-profit or other affordable housing developers to produce housing that meets the needs of low and moderate income households in Gold Beach, the City also can work with market rate developers to generally support residential development. Private market

developers appreciate clarity and certainty in the design and permitting process. Certainty helps the developer save time, make decisions to proceed, and avoid costly surprises further along in the process. In some cases, a developer will prefer the certainty of a clear process even if it has greater requirements and fees, over a complex and unclear process with nominally lower requirements and fees. This means that City development code, review processes, permitting process, fees etc. should be as easy to understand and navigate for the developer as possible.

The City can do this in multiple ways:

- Ensure that primary documents such as the Development Code and design standards are easy to use for a person moderately informed in the design or development process;
- Provide knowledgeable staff to answer questions regarding the entire process from planning to permitting;
- Create additional materials such as one-page handouts that summarize relevant code and process information, even if it is already available in longer documents
- Provide information about code provisions and other strategies described elsewhere in this report that can serve as incentives to develop housing in places with good access to transportation, services and facilities;
- Assign a single contact person to facilitate the development process for key projects, such as a large-scale development, prominent site location, or catalyst project; and
- Provide as much of this information in advance as possible. Try to provide estimates of time, requirements and fees to the extent practicable, while emphasizing that these are all preliminary estimates that may change. Avoid processes which require developers to commit extensive time and money before key requirements or public processes become apparent.

Community Land Trusts (CLT) is a model wherein a community organization owns land and provides long-term ground leases to low-income households to purchase the homes on the land, agreeing to purchase prices, resale prices, equity capture, and other terms. This model allows low-income households to become homeowners and capture some equity as the home appreciates, but ensures that the home remains affordable for future homebuyers. CLTs may also lease land to affordable housing developers for the development of rental housing or may develop and manage rental housing themselves. Land trusts are typically run as non-profits, with support from the public sector and philanthropy, and could be linked to a land bank. Land trusts can be focused on homeownership or rental units.

We are not aware of any specific land trusts operating in the Gold Beach area. The most active CLT currently operating in Oregon is Proud Ground. Proud Ground was founded in 1999 and has grown into one of the largest community land trusts in the country. The organization focuses on affordable homeownership and controls ground leases associated with 270 homes in Multnomah, Washington, Clackamas, and Clark County. Proud Ground also offers homebuyer education and consulting services. Approximately 81 percent of the organization's funding is derived from public subsidy, mostly from the jurisdictions where Proud Ground operates. Habitat for Humanity also uses a similar

model for conveying homes to owners and uses volunteer efforts for construction of the homes to reduce construction costs.

The City’s primary role in the CLT model would be to support an organization like Proud Ground, Habitat or similar organizations, either through financial contributions or through assistance in finding or acquiring properties for development.

**11. Tenant Protection Programs and Policies**

Tenant protections include local regulations and enforcement programs that provide protections for tenants of existing affordable housing and low-cost market rate (LCMR) housing against evictions, excessive rent increases, discrimination, and health and safety violations. Tenant protections can also provide various types of assistance to renters. The purpose of these protections is help tenants of affordable units to access and retain their housing, particularly for very low-income and other vulnerable community members. Tenant protections can be implemented through policies and/or programs. The Oregon State Legislature is currently in the process of reviewing Senate Bill 608, which would regulate some tenant protection policies statewide. With the exception of rent regulation, local jurisdictions have the ability create tenant protection regulations that go beyond state requirements as long as they do not conflict with them. Homeowner protection programs could include education as well as financial and technical assistance to stabilize and combat predation of low- and moderate-income homeowners. Rent stabilization legislation was adopted by the State of Oregon during the 2019 legislative session and the state will essentially administer associated programs. The remainder of this section focuses on other types of tenant protection programs.

Notification for No-Cause Evictions. Under the provisions of ORS 90.427, landlords are required to give 30- or 60-day notification of no-cause evictions. Previously, some jurisdictions, including Portland and Milwaukie, increased the no-cause eviction notice to 90-day. However, Senate Bill 608, mandates a 90-day notice for no-cause eviction statewide. Senate Bill 608 was passed on February 28, 2019 and is effective immediately.

Renter Relocation Assistance. These programs require landlords to pay a set amount to assist tenants when lease conditions change—such as no-cause eviction, substantial rent increase, or not receiving the option to renew a lease. Relocation assistance programs have been implemented by the cities of Portland, OR and Vancouver, BC during the last several years. Recent state legislation also addresses these programs.

Rental Registration. These programs allow jurisdictions to keep an accurate inventory of residential rentals. A well-maintained inventory can help improve notification of changes to local landlord-tenant laws. Also, the program helps monitor and protect tenants while requiring more responsibility and accountability from landlords.

Rental Inspection Program. Rental inspection programs monitor rentals to protect tenants and require more accountability from landlords. Inspection programs can be combined with a registration program or stand-alone. Also, the types of housing or dwellings that a required to register for the program can vary to all housing, affordable housing, multi-family housing, or other criteria. Several Oregon jurisdictions have rental inspection programs, including the cities of Gresham and Salem.

Several of these programs require relatively significant administrative time and resources and may not be appropriate for the City as this time but could be considered for implementation in the future.

## 12. Land Acquisition and Banking

**Land acquisition** is a tool to secure sites for affordable housing. Public agencies can identify locations where prices are going up and acquire land before the market becomes too competitive, with the intention to use the land for affordable housing. The ability to identify promising sites within these locations and act quickly and efficiently in acquiring them can tip the scales to make an affordable housing development financially feasible.

**Land banking** is the acquisition and holding of properties for extended periods without immediate plans for development, but with the intent that properties eventually be developed for affordable housing. Land banks are often quasi-governmental entities created by municipalities to effectively manage and repurpose an inventory of underused, abandoned, or foreclosed property. Public agencies or larger nonprofits may be better equipped than small community development corporations to do both land acquisition and banking.

This strategy may be a challenge for implementation in Gold Beach. Key challenges for land acquisition include reliably identifying future areas of gentrification before prices go up, developing the resources necessary to purchase the land, creating mechanisms for easy land transfer and removing the liability associated with holding land. Land banking requires significant up-front investment to acquire land, which typically requires grants, and funding partnerships—with nonprofits, public entities, and private financing—to reach necessary funding levels. In addition, while this technique can help address the long-term need for affordable housing, it will not address the current need in the short-term.

A more feasible way to implement this strategy in Gold Beach would be to assess the potential for any existing city-owned properties to be used for affordable housing development in the future and then seek non-profit or other affordable housing developers to lead the actual development efforts. In exchange for donating or selling city-owned land at a nominal price, the City would require a commitment to long-term affordability of any housing units developed.

## 13. Construction Excise Tax

A construction excise tax (CET) is a tax on construction projects that can be used to fund affordable housing. According to state statutes, the tax may be imposed on improvements to real property that result in a new structure or additional square footage in an existing structure. Cities and counties may levy a CET on residential construction for up to 1% of the permit value; or on commercial and industrial construction, with no cap on the rate of the CET.

The allowed uses for CET funding are defined by the state statutes. The City may retain 4% of funds to cover administrative costs. The funds remaining must be allocated as follows, if the City uses a residential CET:

- 50% must be used for developer incentives (e.g. fee and SDC waivers, tax abatements, etc.)
- 35% may be used flexibly for affordable housing programs, as defined by the jurisdiction.

- 15% flows to Oregon Housing and Community Services (OHCS) for homeowner programs.

If the City implements a CET on commercial or industrial uses, 50% of the funds must be used for allowed developer incentives and the remaining 50% are unrestricted.

To date, eight jurisdictions (Portland, Corvallis, Cannon Beach, Hood River County, Hood River City, Milwaukie, and Newport) have passed local CETs under the new state statutes, and many others are considering adopting the tool.

The primary advantage of a CET is that it would provide a source of funding for other programs or measures aimed at helping subsidize the cost of affordable housing in Gold Beach, either through city-led programs or those implemented by private or non-profit partners. In addition, once a CET is established, it would be straightforward to administer through the development permitting process. On the down side, CET increases development costs in an environment where many developers are already seeking relief from systems development charges, so it could impact development feasibility and increase the costs of housing more generally. However, by structuring the policy with offsetting incentives or tools to reduce development barriers, the City could potentially limit the impact on feasibility for certain projects.

Establishing a construction excise tax would necessitate that the Gold Beach City Council pass a new City ordinance. The City should work closely with the development and housing community in developing the fee structure. Implementing programs would need to be developed, and possibly coordinated with housing partners.

## RESOLUTION R1920-02

### A RESOLUTION ADOPTING A HOUSING STRATEGIES REPORT & HOUSING AND RESIDENTIAL LAND NEEDS ASSESSMENT REPORT PREPARED BY ANGELO PLANNING GROUP THROUGH FUNDING FROM THE STATE DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT

- WHEREAS:** The Department of Land Conservation and Development (DLCD) provided grant funding, and contracted on behalf of the City of Gold Beach and other small cities to update the City's Buildable Land Inventory and Housing Needs Assessment; and
- WHEREAS:** DLCD contracted with Angelo Planning Group to provide these services to Gold Beach; and
- WHEREAS:** Angelo Planning Group in conjunction with Johnson Economics performed the analysis for the inventory, reports, and assessments, and prepared detailed reports for review by the City Council; and
- WHEREAS:** After several public meetings with the City Council for their review and input, Angelo Planning Group presented the final documents at the June 10<sup>th</sup>, 2019 regular Council meeting for final Council review and approval.

**NOW THEREFORE, BE IT RESOLVED:** the City Council of the City of Gold Beach hereby adopts the Housing Strategies Report, and the Housing and Residential Land Needs Assessment – 20 Year Housing Need 2019-2039 report, which are attached to this resolution as Exhibits A and B.

**PASSED BY THE CITY COUNCIL OF THE CITY OF GOLD BEACH, COUNTY OF CURRY, STATE OF OREGON, and EFFECTIVE THIS 12<sup>th</sup> DAY OF AUGUST, 2019.**

APPROVED BY:

  
Karl Popoff, Mayor

ATTEST:

  
\_\_\_\_\_  
Jodi Fritts, City Administrator/City Recorder

**RESOLUTION R1920-03**  
**A RESOLUTION IN SUPPORT OF THE CURRY COUNTY BOARD OF COMMISSIONERS**  
**HOUSING EMERGENCY DECLARATION**

- WHEREAS: The Curry County Board of Commissioners recently passed a Resolution Declaring a Housing Emergency for Curry County; and
- WHEREAS: There is an actual verifiable housing shortage in Curry County; and
- WHEREAS: Government entities own about sixty-six percent of the land base in the county, and an additional twenty-two percent is owned by private timber or holding companies thus severely limiting the amount of usable land for housing; and,
- WHEREAS: Natural hazards such as steep slopes and terrain, floodplains, coastal erosion, and geologically unstable areas along with mandated natural resource protection restrictions such as increased setbacks further constrain acreage within the reduced usable land base and its ability to be utilized for housing; and,
- WHEREAS: Statewide zoning requirements were not embraced by early Curry County government leaders and therefore the “planning” for the county was a forced option and not thoroughly planned out for the highest and best use of the land; and,
- WHEREAS: There is an inability to find affordable workforce housing to either purchase or rent; and,
- WHEREAS: The City of Gold Beach is a partner with Curry County to resolve mutual problems.

**NOW, THEREFORE, BE IT** resolved the City Council of the City of Gold Beach supports the Curry County Board of Commissioners Housing Emergency Declaration and encourages state and federal funding to assist in alleviating the problem.

PASSED BY THE CITY COUNCIL OF THE CITY OF GOLD BEACH, COUNTY OF CURRY, STATE OF OREGON, and EFFECTIVE THIS 14<sup>th</sup> DAY OF OCTOBER, 2019.

ATTEST:

  
\_\_\_\_\_  
Jodi Fritts, City Recorder/Administrator

  
\_\_\_\_\_  
Karl Popoff, Mayor

## Local Innovation and Fast Track Housing Program

### SUMMARY

The **Local Innovation and Fast Track (LIFT) Housing Program** will build new affordable housing, especially for low income families. In 2015, the Oregon Legislature committed \$40 million of general obligation Article XI-Q bonds to fund the program, a new source of affordable housing dollars. Using this new funding source will allow Oregon Housing and Community Services and its partners to test innovative strategies and create a modern model of affordable housing development, building upon years of experience, expertise, and success.

Oregon Housing and Community Services (OHCS) together with the Housing Stability Council have developed a plan to efficiently use the new funds and to maximize the impact in communities across the state.

### PROGRAM GOALS

Given direction provided through the legislative process, the stakeholder process, and guidance from Governor Brown, OHCS hopes to achieve several goals related to the type and number of units produced, as well as the expected outcomes for the households who will live in the units.

The primary goals of the LIFT program are:

1. Create a large number of new affordable housing units to serve low income Oregonians.
2. Serve historically underserved communities:
  - a. Rural communities with less than 25,000 people;
  - b. Communities of color.

Secondary goals of the LIFT program are:

1. Place affordable housing units in service as quickly as possible.
2. Serve households earning at or below 60% area median income, receiving services through Oregon's Department of

Human Services (DHS) child welfare or self-sufficiency programs.

3. Identify replicable innovative building strategies that result in lower cost of affordable housing development.

### PROGRAM FRAMEWORK

OHCS will allocate funding for rural communities and will prioritize serving communities of color, while also giving preference to those projects that serve DHS program participants or that use innovative concepts in development or contain costs.

Solicitation for projects will be conducted through a streamlined competitive application process. OHCS will assemble diverse experts from communities of color, real estate development, and rural communities to help score and select projects.

### CONSTITUTIONAL REQUIREMENTS

The use of general obligation, Article XI Q bonds means that the state either needs to own or operate the asset. Working together with legal experts, OHCS has identified several approaches to fulfill this requirement:

**Through operating the property:** The State of Oregon could provide equity to projects through a limited partnership or limited liability company, where OHCS would be a special limited partner or member where OHCS would be responsible for key aspects of the housing including: hiring and firing of the property management firm, leasing criteria, major repairs, and other substantive operating policies; or through other means as determined by the Attorney General and bond counsel to meet the requirements of Article XI Q of the state constitution.

**Through an ownership interest:** There are a number of potential pathways to fulfill the ownership requirement, which revolve around a fee simple ownership structure. This may include a tenancy in common model, or ownership of the land by OHCS with an unsubordinated land lease.

## MINIMUM REQUIREMENTS

All proposed projects will need to meet the following minimum requirements:

- ◆ Primary consideration will be given to applicants that request a maximum of \$38,000 LIFT subsidy per unit. Secondary consideration will be given to applicants that request more than \$38,000 LIFT subsidy per unit, however these applicants will only be reviewed if OHCS and the review committee determines, in good faith, that all resources cannot be committed to those with primary consideration.
- ◆ 100% of the newly constructed units financed with Article XI Q bonds will be available for households earning at or below 60% area median income at the time of initial lease. Tenants may stay in their unit regardless of future income.

Projects will meet minimum construction standards for quality and durability, and developers will need to demonstrate solid experience. Projects will also meet minimum underwriting guidelines in order to manage the inherent risk of ownership or operation. There will be limitations on the developer fee. Compliance monitoring throughout the period of affordability will be minimal but still serve to mitigate risk to the State.

## SELECTION CRITERIA (Primary)

Projects that meet or exceed the above minimum requirements will be ranked based on clearly laid out scoring methodology:

1. Location in communities with high needs based on a county formula incorporating the following factors: nonwhite and Hispanic poverty rate, family poverty rate, extremely low income households with severe housing problems.
2. Short development period (units to be sited, planned, permitted, constructed, and ready for initial lease-up); less than the minimum threshold of 30 months.
3. Ability to effectively serve DHS clients earning at or below 60% of area median income.
4. Strong local social service partnerships to support the target tenant population.

5. Demonstration of innovative building design or innovative alternative construction methodology, or development strategy to lower costs.
6. Demonstrated efficiency and replicability of building development strategy.
7. Plans to address equity and diversity in the project through the use of Minority, Women and Emerging Small Business (MWESB) contracting, sub-contracting, and professional services.

## SELECTION CRITERIA (Secondary)

OHCS and its review committee will review proposals for projects that meet or exceed the minimum requirements outlined above that are requesting more than \$38,000 LIFT subsidy per unit if they determine, in good faith, that all available program funds cannot be deployed to projects in the priority consideration category. These projects will be prioritized, after those with primary consideration, based on clear selection criteria including the following:

1. LIFT subsidy per unit; higher preference for projects requesting less LIFT subsidy per unit.
2. Located in communities with high needs based on a county formula incorporating the following factors: nonwhite and Hispanic poverty rate, family poverty rate, extremely low income households with severe housing problems.
3. Short development period (units to be sited, planned, permitted, constructed, and ready for initial lease-up); less than the minimum threshold of 30 months.
4. Ability to effectively serve DHS clients, with a preference for projects that will serve households earning at or below 40% area median income.
5. Strong local social service partnerships to support the target tenant population.
6. Demonstration of innovative building design or innovative alternative construction methodology, or development strategy to lower costs.
7. Demonstrated efficiency and replicability of building development strategy.
8. Plans to address equity and diversity in the project through the use of Minority, Women and Emerging Small Business (MWESB) contracting, sub-contracting, and professional services.

# Housing Stability Council

## LIFT Program Design Framework

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The Local Innovation and Fast Track (LIFT) Housing Program's objective is to build new affordable housing for low income households, especially families. In 2015, the Oregon Legislature committed \$40 million of general obligation Article XI-Q bonds to fund the LIFT program. Using this new funding source will allow Oregon Housing and Community Services (OHCS) and its partners to add to the supply of affordable housing, in particular, for historically underserved communities. In 2017, the Oregon Legislature committed \$80 million of general obligation Article XI-Q bonds to fund the LIFT program in 2018 and 2019.

OHCS worked with the Housing Stability Council and program stakeholders to develop a plan to efficiently use the newly committed funds and maximize the impact it will have in communities across the state. Key to LIFT program design was identifying an effective way to use the Article XI-Q bond funding for housing development; these funds require the state to own or operate any real property development that utilizes this resource which has not yet been utilized in housing development investments made by the state.

This document will be used to establish a revised framework for the allocation of these resources; referred to as LIFT 2.0.

### **Program Goals and Outcome Measures:**

The primary goals of the LIFT program are:

1. Create a large number of new affordable housing units to serve low income Oregonian families.
2. Serve historically underserved communities:
  - a. Rural communities;
  - b. Communities of color.

Secondary goals of the LIFT program are:

1. Place affordable housing units to serve families in service as quickly as possible.
2. Serve families through rental housing earning at or below 60% County Area Median Income (AMI) and families in homeownership earning at or below 80% County Area Median Income (AMI as defined in ORS); focusing on service connections including but not limited to those from the Oregon Department of Human Services (DHS) child

# Housing Stability Council

## LIFT Program Design Framework

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welfare or family self-sufficiency programs, Community Action Agencies, Coordinated Care Organizations, and Homeownership Centers.

3. Identify building strategies that require lower state subsidy or a results in a lower cost of affordable housing development.

Outcome measures of the LIFT program are:

1. Increase in affordable housing inventory; measured by the number of new units built.
  - a. More affordable housing units available in small rural communities.
  - b. More affordable housing units available that serve communities of color
2. Low state subsidy per unit; measured by program target.
3. Implement construction cost evaluation; measured through comparison of the construction costs for projects funded with LIFT proceeds to traditional housing construction, such as RS Means.

### LIFT 2.0 fund allocations and set-asides

OHCS was awarded a total of \$80 million in Article XI-Q bonds for the LIFT program. These funds will be allocated to OHCS in two different \$40 million bond sales of anticipated for the spring of 2018 and the spring of 2019. In total 80 percent of the LIFT funds will be set-aside to develop rental housing opportunities, and 20 percent will be set-aside to develop homeownership opportunities.

- If, due to funding requests, the target set-aside percentages are not met in the first year awards, the funds allocated in year two of these LIFT awards will be adjusted to accomplish the target percentages from the complete \$80 million in funds allocated.

### Serving Historically Underserved Communities

Since the use of funds are intended to overcome historic disparities, projects will either need to be (a) located in a rural community, OR (b) designed to serve communities of color. Half of the LIFT funds will be set-aside to serve rural communities and half will be set aside to serve communities of color; if there are not enough viable applications to utilize all resources within one of these set-asides they will be moved to the general pool for consideration.

- a) Rural communities are defined as Oregon Communities with 15,000 population or less in counties within Metropolitan Statistical Areas (Benton, Clackamas, Columbia,

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## LIFT Program Design Framework

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Deschutes, Jackson, Lane, Marion, Multnomah, Polk, Washington and Yamhill Counties) and in Communities with 40,000 population or less in the balance of the state. [note: corresponds with recent Veterans Development NOFA]

- b) Service to communities of color can be achieved in a number of ways, and should be relevant to the community in which the project is located, and the target population anticipated to be served. In general OHCS would expect that addressing this disparity could be accomplished in one of the following ways:
  - i. Development, sponsorship or management by a culturally specific organization with a diverse and representative leadership.
  - ii. An ongoing service partnership with a culturally specific organization (applies to rental projects only).
  - iii. A relevant marketing and outreach plan designed to publicize to communities of color the availability of the new housing opportunities created by the project, and to affirmatively further fair housing.
  - iv. A project explicitly designed and located to address displacement.

### Project selection

A solicitation for projects will be conducted through a streamlined competitive notice of funding availability (NOFA); there will be separate applications developed for LIFT Rental activities and LIFT Homeownership activities. There will be an associated application fee for all LIFT 2.0 applications.

- a. All applications need to meet minimum requirements as summarized below and articulated in the NOFA.
- b. A scoring committee (Committee) comprised of representatives from communities of color, rural communities, OHCS and DHS leadership, and other relevant policy and development expertise will be assembled to review all applications that have met the minimum requirements.
- c. The job of the Committee will be to rate and rank project applications, and to make funding recommendations to the Director of OHCS.
- d. The Director of OHCS will review the recommendations of the Committee, and reserves the right to modify the recommendations before making a final funding recommendation to the Housing Stability Council.

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### Minimum Requirements

All projects must meet the following minimum requirements to be reviewed. In some cases, OHCS will have a preference for exceeding these minimum requirements which are detailed below under selection criteria.

1. LIFT Subsidy:
  - a. LIFT Rental subsidy:
    - i. In addition to LIFT funds:
      1. OHCS will make \$5 million in OAHTC available where it results in deep rent skewing; serving households at or below 50% AMI
      2. Projects are encouraged to leverage OHCS weatherization funds for which they will be able get a conditional reservation in advance of the NOFA application; these funds are helpful to offset costs of building that directly result in energy savings.
      3. Rental housing projects may utilize 4% Low Income Housing Tax Credits (LIHTC). If applicant chooses to do so, all components of the 4% LIHTC program, including project feasibility review and due diligence associated with the 4% LIHTC program, will apply; upon reservation of LIFT funds the 4% LIHTC timeline will be determined.
    - ii. LIFT Rental Applicants may request:
      1. up to \$75,000 per LIFT unit in urban areas
        - a. Projects requesting \$45,000 per LIFT unit or less will receive primary consideration and be attributed with 20 points in the application process
        - b. Projects requesting \$45,001 - \$55,000 per LIFT unit or less will receive secondary consideration and be attributed with 10 points in the application process
        - c. Projects requesting \$55,001 - \$75,000 per LIFT unit will not receive low subsidy consideration and will receive no points but will still be reviewed and scored based on the rest of their application.

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2. up to \$125,000 per LIFT unit in rural areas
  - a. Projects requesting \$80,000 per LIFT unit or less will receive primary consideration and be attributed with 20 points in the application process
  - b. Projects requesting \$80,001 - \$100,000 per LIFT unit or less will receive secondary consideration and be attributed with 10 points in the application process
  - c. Projects requesting \$100,001 - \$125,000 per LIFT unit will not receive low subsidy consideration and will receive no points but will still be reviewed and scored based on the rest of their application.
3. up to \$100,000 per LIFT unit when used with scattered site projects that leverage 4% LIHTC and include substantial representation in both urban and rural areas of the state. Applications that propose this scattered site approach and include at least one rural development will receive a 2 point bonus in scoring as part of Innovation.
  - a. Projects requesting \$75,000 per LIFT unit or less will receive primary consideration and be attributed with 20 points in the application process
  - b. Projects requesting \$75,001 - \$90,000 per LIFT unit or less will receive secondary consideration and be attributed with 10 points in the application process
  - c. Projects requesting \$90,001 - \$100,000 per LIFT unit will not receive low subsidy consideration and will receive no points but will still be reviewed and scored based on the rest of their application.

It is the expectation that, despite the hard caps on fund requests listed here, the majority of projects funded will be funded at or below \$55,000 per unit in urban areas and below \$80,000 in rural areas. As established in the above listing of LIFT subsidy caps, there will be low subsidy consideration given to those projects requesting funding amounts below the funding caps.

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## LIFT Program Design Framework

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- b. LIFT Homeownership subsidy:
  - i. Homeowners will be eligible to access the Oregon Bond Residential Loan Program in LIFT projects.
  - ii. Sponsors of LIFT Homeownership applications may request LIFT subsidy up to the lesser of:
    - 1. the value of the Land plus Land Improvements / Site-Work (excluding any structures)
    - 2. \$75,000 per LIFT homeownership unit
      - a. Projects requesting \$45,000 per LIFT unit or less will receive primary consideration and be attributed with 20 points in the application process
      - b. Projects requesting \$45,001 - \$55,000 per LIFT unit or less will receive secondary consideration and be attributed with 10 points in the application process
      - c. Projects requesting \$55,001 - \$75,000 per LIFT unit will not receive low subsidy consideration and will receive no points but will still be reviewed and scored based on the rest of their application.
- 2. LIFT funds are eligible for any net increase to housing; this can be through new construction of homeownership or rental housing units or the repurposing of existing non-housing structures to be homeownership or rental housing units.
- 3. When used without 4% LIHTC, a minimum affordability period of 20 years from the time the project is placed in service, or the length of time the Article XI-Q Bonds are outstanding, will be required. When used with 4% LIHTC, a minimum affordability period of 30 years from the time the project is placed in service, will be required.
- 4. In LIFT Rental housing: 100% of the new units funded with LIFT resources must be available for households earning at or below 60% AMI at the time of initial lease. Tenants may stay in their unit regardless of future income.
  - a. If a rental project is structured to serve a mix of incomes, and will serve households with incomes greater than 60% AMI, OHCS will work with the

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sponsor to establish a “next available unit rule” and protocols regarding rents for low income tenants who become over-income.

In LIFT Homeownership housing: 100% of the new units funded with LIFT resources must be available and affordable to households earning at or below 80% AMI at the time of sale for the duration of the affordability period.

5. In rental housing maximum rents allowable for 100% of the units financed with LIFT will be based on 60% AMI standards and home purchases must be affordable to households with incomes at or below 80% AMI.
6. Minimum Construction Standards:
  - a. **Methods:** Both traditional and alternative methods of construction are allowable; construction which is innovative or contains costs is encouraged.
  - b. **Quality:** Construction that balances initial cost of building with on-going cost of operation for both the building owner and the tenants (energy standards); ensuring that additional costs are not passed on to tenants.
  - c. **Durability:** 30 year building standards.
  - d. **Other Requirements:** If other public capital or operating subsidy is used from any source, relevant requirements of those sources will be assumed to apply.
7. Timeline of development:
  - a. LIFT Rental units must be ready for initial lease-up within 36 months of a LIFT funding reservation.
  - b. LIFT Homeownership units must be ready for initial sale within 36 months of a LIFT funding reservation.

Not abiding by established milestone deadlines in good faith will result in rescinding the funding reservations. Key to LIFT is the fast delivery of housing to serve Oregonians; submitted projects must be able to move forward in a timely and responsive manner.

8. Sponsors need to demonstrate that the development team has relevant experience with the development and operation of affordable housing.

Where needed, technical assistance may be provided to applicants looking to create sustainable partnerships; project sponsors without development experience will be urged to create partnerships with developers with adequate experience in affordable housing development.

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9. Underwriting guidelines will be applied by OHCS in its due diligence and project review process to ensure ongoing project viability, and risk mitigation associated with the funding source's requirement for OHCS to own or operate the project. Such guidelines will require the inclusion of applicable LIFT program fees (e.g., application fees, document preparation fees, OHCS' legal fees, on-going compliance monitoring fees, etc.); and will be consistent with the industry standard minimum requirements of mortgage lenders, investors, and other potential public funding sources.
  - a. For LIFT Rental these will likely include loan-to-value, debt coverage, expense ratios, and reserve requirements.
  - b. For LIFT Homeownership these will likely include valuation of land, operating budget, and market considerations.
10. Developer fees:
  - a. LIFT Rental Developer Fee will be capped at a rate 2 percentage points less than allowed through federal tax credit projects as defined in the most recent OHCS Qualified Allocation Plan.
  - b. LIFT Homeownership Developer Fee will be **restricted at below market rates**.
11. Compliance monitoring throughout the period of affordability will be minimal while managing risk to the State.
  - a. For rental projects it will include:
    - i. Initial household income verification.
    - ii. Annual income verification through self-certification.
    - iii. Risk-based physical inspections every 1-3 years based on property condition.
    - iv. Other Requirements: If other public capital or operating subsidy will be used from any source, relevant compliance requirements of those sources will be assumed to apply. For example, if 4% LIHTCs are used, all 4% LIHTC compliance requirements will pertain.
  - b. For homeownership projects it will include:
    - i. Initial household income verification at home purchase.
    - ii. For any home's subsequent sales during affordability period, verification of homebuyer income / asset transfer to seller.
    - iii. Annual verification of agreement with sponsorship entity (for example: community land trust / condo association / HOA Management Company).

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- iv. Annual report on condo / HOA / community land trust financials.
  - v. Annual notification of any homebuyers in arrears (of association fees, taxes, insurance, etc) and corresponding action plan.
12. Because the LIFT program is to be funded with Article XI-Q bonds, OHCS will need to assume either an ownership or operational role with the properties that receive LIFT funding. For the purposes of LIFT 2.0 the Operational structure will be pursued for both Rental and Homeownership LIFT activities.
- a. Operational structure for LIFT Rental housing: (Subject to change based on the State's bond counsel)
    - i. The State of Oregon, by and through Oregon Housing and Community Services (OHCS), will loan the LIFT funds to the project in a first position wherein that first position could be shared with another primary lender and a repayment waterfall would be recorded along with the loan documents that establishes that the other primary lender receives any and all payment in advance of the state.
    - ii. The loan must be secured by the value of the project as determined by income based assessment.
    - iii. Through an operational agreement, OHCS is provided certain rights including but not limited to the hiring and firing of the property management firm, setting of rents, initial lease up, and use of reserves.
    - iv. LIFT program rules are and will continue to be established that describe the terms for loan satisfaction at the end of the affordability period; the rules that are established at the time of loan issuance are those that will continue to pertain to the loan regardless of any future revision to said rules. Current rules prescribe that the loan may be satisfied through repayment or through agreement for extended affordability.
  - b. Operational structure for LIFT Homeownership housing: (Subject to change based on the State's bond counsel)
    - i. The State of Oregon, by and through Oregon Housing and Community Services (OHCS), will loan the LIFT funds to the project in a first position wherein that first position could be shared with another primary lender and a repayment waterfall would be recorded along with the loan documents that establishes that the other primary lender receives any and all payment in advance of the state.

# Housing Stability Council

## LIFT Program Design Framework

October 6, 2017

- ii. The loan must be secured by the land value plus land improvements / site-work. Valuation method to be based on valuation of land plus improvements made to the land (which excludes any / all structures)
- iii. Through an operational agreement with the applicable community land trust entity, homeowners association, or condo association, which adequately ensures comparable and sufficient operational controls which includes the tracking and reporting on income eligibility, financial reporting, and use of reserves.
- iv. LIFT program rules are and will continue to be established that describe the terms for loan satisfaction at the end of the affordability period; the rules that are established at the time of loan issuance are those that will continue to pertain to the loan regardless of any future revision to said rules. Current rules prescribe that the loan may be satisfied through repayment or through agreement for extended affordability.

### **Selection Criteria for LIFT Rental Applications:**

Projects that meet or exceed the minimum requirements outlined will be ranked based on clear selection criteria, which will be further developed in the NOFA solicitation. Below are some initial selection criteria for primary consideration applications:

1. Primary and Secondary Consideration for lower subsidy per unit; preference points will be given to those projects requiring less LIFT subsidy per unit within the allowable per-unit caps as established above.
2. Readiness to proceed demonstration; preference points will be given to those projects that can demonstrate they are ready to move forward with the development process in a short time frame. Established partnerships (through Memoranda of Understanding) to serve DHS, Community Action Agency, Coordinated Care Organization or other service organization clients earning at or below 60% AMI.
3. Rents affordable to households at lower AMI.
4. Demonstration of construction costs that are lower than comparable industry norms.
5. Demonstrated innovation, efficiency and replicability of building development or finance strategy.
6. Plans to address equity and diversity in the project through the use of Minority, Women and Emerging Small Business (MWESB) contracting, sub-contracting, and professional services.

# **Housing Stability Council**

## **LIFT Program Design Framework**

**October 6, 2017**

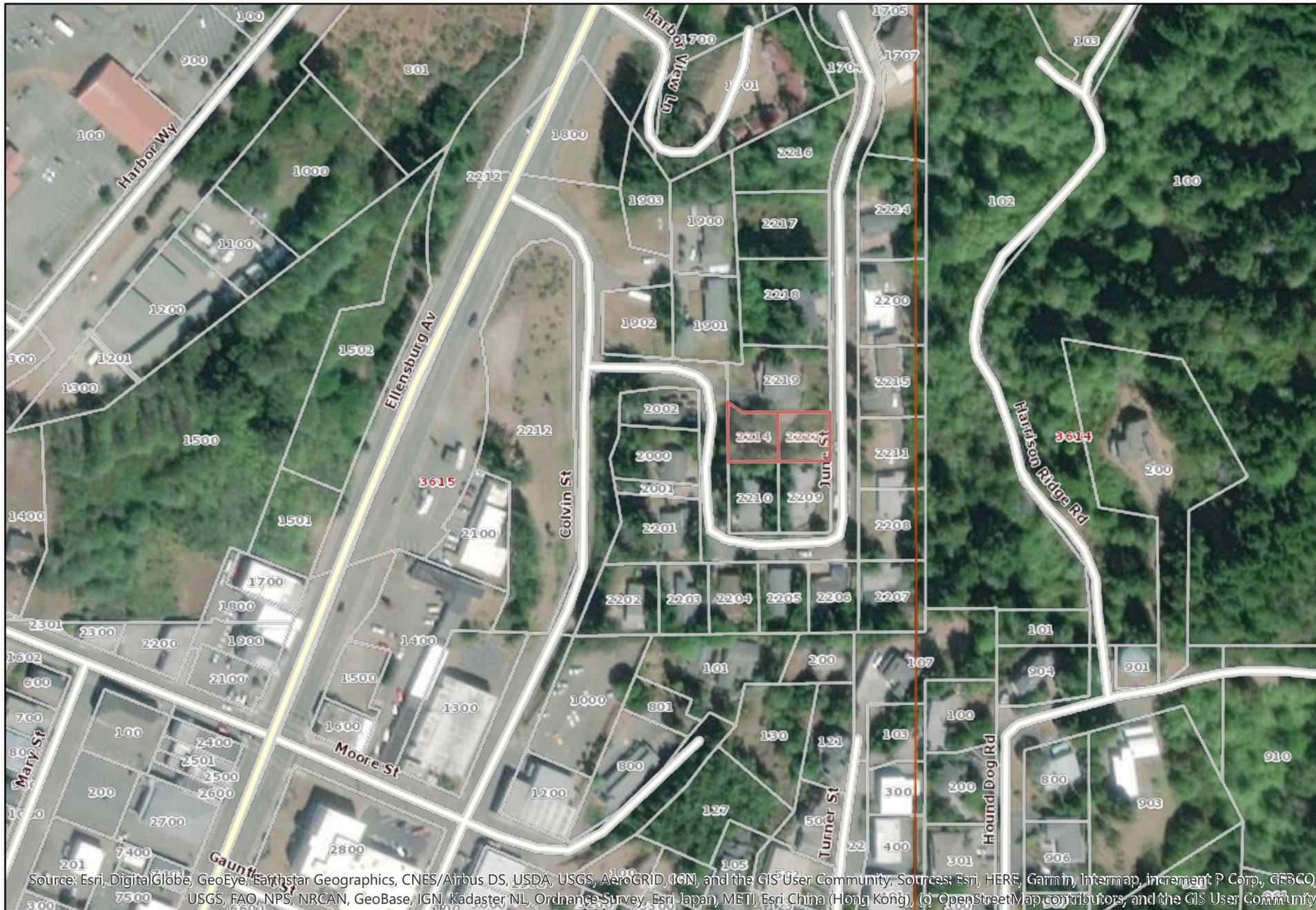
7. Demonstration of financial viability
8. Demonstration of capacity of the development team.

### **Selection Criteria for Homeownership Applications:**

Projects that meet or exceed the minimum requirements outlined will be ranked based on clear selection criteria, which will be further developed in the NOFA solicitation. Below are some initial selection criteria for primary consideration applications:

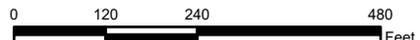
1. Primary and Secondary Consideration for lower subsidy per unit; preference points will be given to those projects requiring less LIFT subsidy per unit within the allowable per-unit caps as established above.
2. Readiness to proceed demonstration; preference points will be given to those projects that can demonstrate they are ready to move forward with the development process in a short time frame.
3. Established partnerships (through Memoranda of Understanding) with Homeownership Center providing pre and post purchase homeownership counseling and support.
4. Demonstration of construction costs that are lower than comparable industry norms.
5. Demonstrated innovation, efficiency and replicability of building development strategy.
6. Plans to address equity and diversity in the project through the use of Minority, Women and Emerging Small Business (MWESB) contracting, sub-contracting, and professional services.
7. Demonstration of financial viability
8. Demonstration of capacity of the development team.
9. Demonstration of capacity of management group.





Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community, Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community

The information on this map was derived from digital databases on the Lane County regional geographic information system. Care was taken in the creation of this map, but is provided "as is". Lane County cannot accept any responsibility for errors, omissions or positional accuracy in the digital data or the underlying records. Current plan designation, zoning, etc., for specific parcels should be confirmed with the appropriate agency. There are no warranties, expressed or implied, accompanying this product. However, notification of any errors will be appreciated.



### County Owned June Street

Lane County, Oregon

\Users\m\yer-part\Projects\119\_Gold Beach\119.000\Parcel Survey\_Gauntlett\_Street.dwg, 7/6/2018, 4:21:58 PM

**NARRATIVE**

THE PURPOSE OF THIS SURVEY IS TO MONUMENT THE NORTHEAST AND SOUTHEAST CORNERS OF A PARCEL OF LAND OWNED BY THE CITY OF GOLD BEACH AS DESCRIBED IN INSTRUMENT NO. 2017-01736.

I HELD FOUND MONUMENTS SET ALONG THE NORTH SIDE OF GAUNTLETT STREET PER CS 36-193 AS SHOWN. I HELD DEED CALLOUTS TO RE-ESTABLISH THE NORTHEAST AND SOUTHEAST CORNERS OF SAID PARCEL. I HELD FOUND CORNERS ALONG THE SOUTH SIDE AS SHOWN ON THE MAP PER CS 36-193 EVEN THOUGH THESE DID NOT FIT THE DEED CALLOUTS VERY WELL.

**BASIS OF BEARINGS**

FOUND MONUMENTS PER PARTITION PLAT 2000-26, PLAT RECORDS OF CURRY COUNTY.

**REFERENCE SURVEYS**

PARTITION PLAT 2000-26  
 PARTITION PLAT 2001-12  
 CS 36-193 NEWHOUSE 1979

**EQUIPMENT USED**

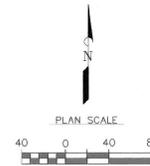
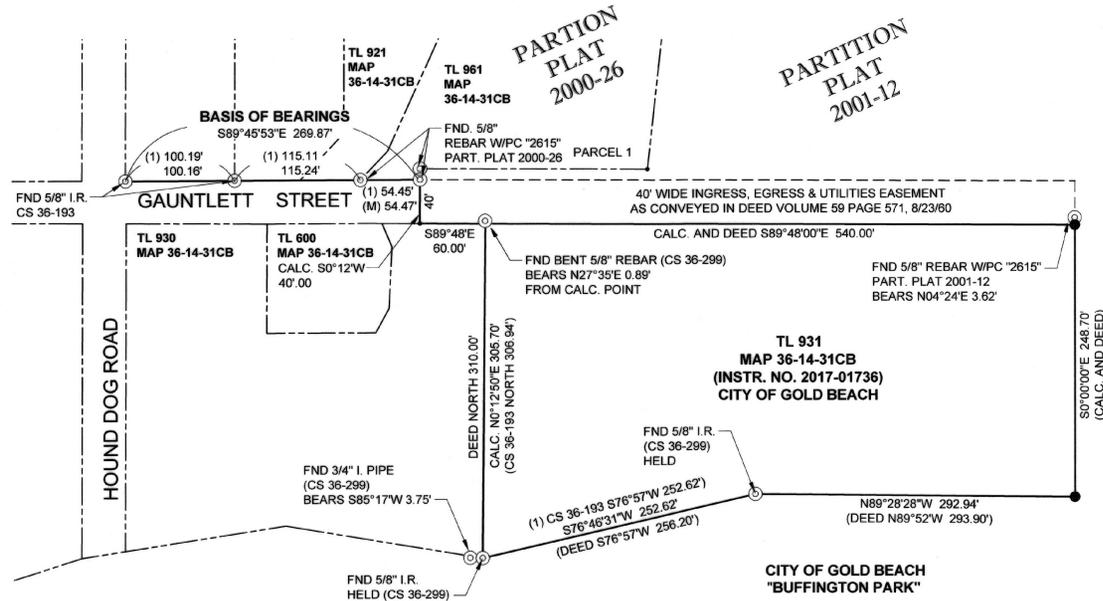
SURVEY TOTAL STATION: Trimble Robotic S6.  
 SURVEY SOFTWARE: LISCAD AND CIVIL 3D

**ASSISTING IN SURVEY**

DARRELL BARKER  
 DOYCE ROSE

**DATE OF SURVEY**

MAY 16, 2018.



**LOCATION:**

NW 1/4 SW 1/4 OF SECTION 31, T. 36S., R. 14W., W.M., CITY OF GOLD BEACH, CURRY COUNTY, OR

<b>DATE OF SURVEY: MAY, 2018</b>	
<b>LEGEND</b>	
⊙	FOUND MONUMENTS AS NOTED
●	MONUMENTS SET - 5/8" X 30" IRON RODS W/ YELLOW PLASTIC CAPS INSCRIBED "DYER PARTNER LS 2340"
(R&M)	RECORD & MEASURED
•	CALCULATED
(1)	RECORD PER CS 36-299

**D THE DYER PARTNERSHIP ENGINEERS & PLANNERS, INC.**  
 1330 TEAKWOOD AVE.  
 COOS BAY, OREGON 97420  
 TELEPHONE: (541) 269-0732

REGISTERED PROFESSIONAL LAND SURVEYOR  
*Michael W. Erickson*  
 OREGON JULY 26, 1988  
 MICHAEL W. ERICKSON 2340  
 EXPIRES: 12-31-19

LINE IS 2 INCHES AT FULL SCALE  
 IF NOT 2" - SCALE ACCORDINGLY

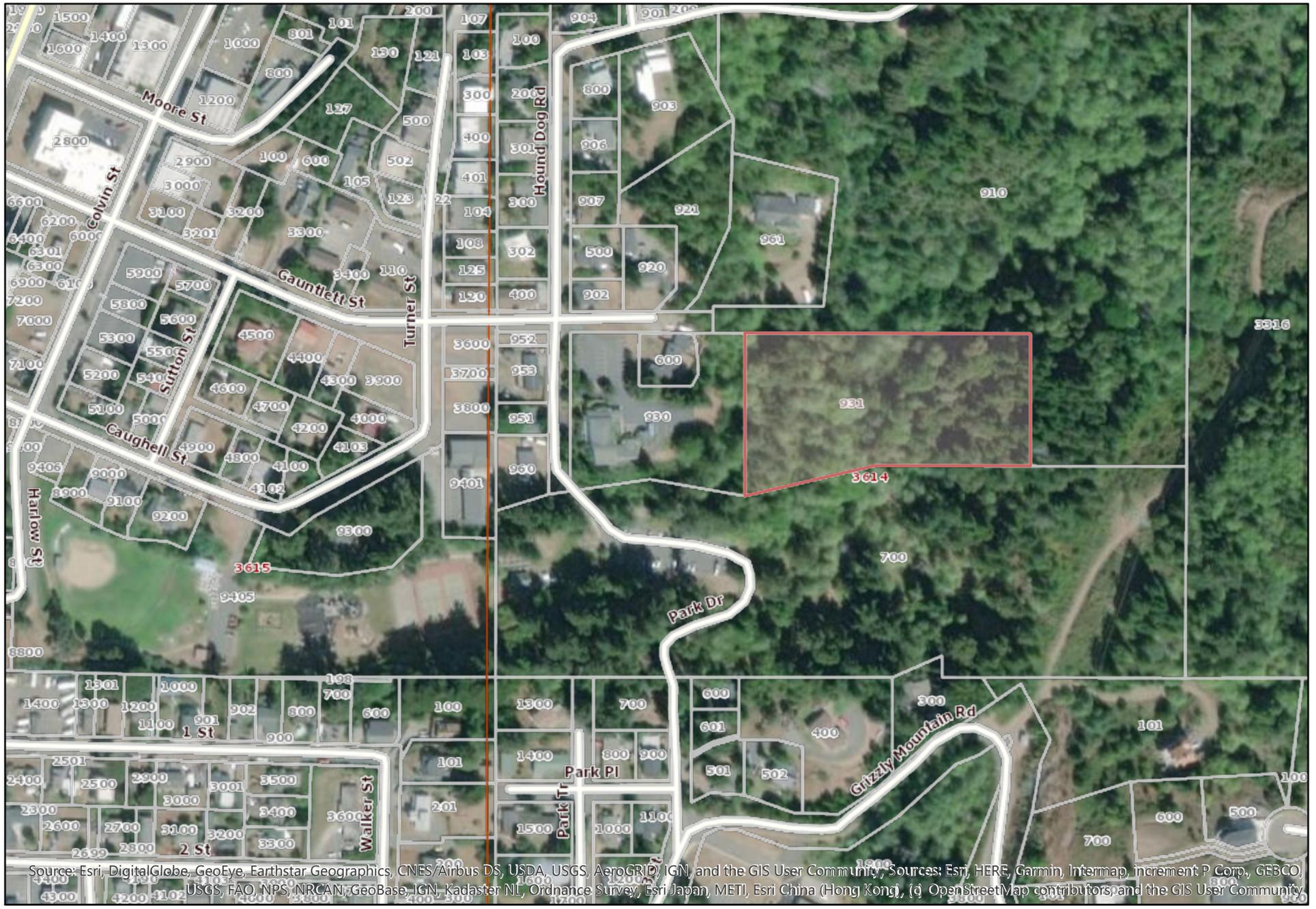
REGISTERED PROFESSIONAL LAND SURVEYOR  
*Michael W. Erickson*  
 OREGON JULY 26, 1988  
 MICHAEL W. ERICKSON 2340  
 EXPIRES: 12-31-19

**MAP OF SURVEY**

**CITY OF GOLD BEACH CURRY COUNTY, OREGON**

PROJECT NO. 119.00	DRAWING NO. S1
DATE JULY, 2018	SHEET NO. 1 OF 1

RECEIVED  
 July 17, 2018  
 CURRY COUNTY SURVEYOR  
 NOV 4, 2019  
 36-805  
 Page 65 of 78



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community, Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community

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# North Park Property

Lane County, Oregon

**MISC. ITEMS (including policy discussions and determinations)**

---

**GOLD BEACH CITY COUNCIL AGENDA REPORT**

Agenda Item No. 10. d.  
Council Meeting Date: November 4, 2019

**TITLE: Status Update on Dangerous Building**

**SUMMARY AND BACKGROUND:**

Crook-Mateer Road: The property owner has obtained a demo permit for the structure pending review by DEQ on the septic. As of last week the owner is in the queue with DEQ for an existing system review. You can't really tell in the photo but there are test pits dug for DEQ to inspect.



**MISC. ITEMS (including policy discussions and determinations)**

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SEPTEMBER UPDATE:

*Crook – Mateer Road: Staff has conducted a few site visits since the June meeting. The property owner has applied for a demo permit for the structure, but not much has changed at the site.*



**MISC. ITEMS (including policy discussions and determinations)**

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**SECTION 10.**  
**MISC. ITEMS (including policy discussions and determinations)**

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**GOLD BEACH CITY COUNCIL AGENDA REPORT**

Agenda Item No. **10. c/d/e.**  
Council Meeting Date: November 4, 2019

**C. ODOT Related Topics**

**SUMMARY AND BACKGROUND:**

Our Small Cities Allotment (SCA) grant request for work on the sidewalks by Riley Creek School was selected for funding. Info attached.

Darrin Neavoll from ODOT our regional rep recently contacted staff regarding the possible Hwy 101 lane reconfiguration. They can make a presentation to the Council regarding the pros/cons. I said I would check with the Council, but thought January might be good for a presentation?

**D. Invitation from DLCD to attend Land Conservation and Development Commission roundtable in Reedsport**

**SUMMARY AND BACKGROUND:**

DLCD sent an invitation to attend the Commission meeting round table in Reedsport on November 21<sup>st</sup>. Invite attached.

**D. LOC Municipal Fundamentals Workshop**

**SUMMARY AND BACKGROUND:**

LOC will be sponsoring several Municipal Fundamentals workshops next month. The closest one is Coos Bay on December 12<sup>th</sup>. These are good trainings for both seasoned and new elected officials. Info attached



# Oregon

Kate Brown, Governor

**Department of Transportation**  
Transportation Development Division  
555 13<sup>th</sup> Street NE, Suite 2  
Salem, OR 97301  
Phone: (503) 986-3420  
Fax: (503) 986-4173

October 30, 2019

City of Gold Beach  
29592 Ellensburg Avenue  
Gold Beach, OR 97444

Subject: 2020 Small City Allotments Program Awards Announcement

Project Name : SIXTH STREET - IMPROVEMENTS

In accordance with ORS 366.805 and the recommendation of the Advisory Committee, I am pleased to announce your project was one of 53 selected to be funded. ODOT received 102 eligible applications requesting a total of \$9,814,566 with funding limited to \$5,195,000 it was a very competitive selection process.

The SCA award amount for your project is \$100,000.00

Per the information provided in the application we have generated the following project description that will be inserted into the Agreement. Please review the description carefully to ensure that it reflects the intent of the application submitted. If the description does not meet the intent of the application or you find that you will be unable to perform the improvements specified you need to contact us immediately, in writing (email preferred), addressing any discrepancies. Please be advised that the Project Description is designed to cover the critical aspects of the proposed improvements rather than every detail required to facilitate that effort e.g., if you proposed an asphalt overlay we do not need to include every step of that process but would instead just point out the critical elements involved. Recognize that Project Awards were based upon the information provided in your application therefore only minor changes will be considered.

Project Description:

*Project will overlay Sixth Street from Quarry Road to Leith Road, construct walkways on the east side and curbs and gutters on both sides.*

Your application *did not* indicate that your project will come into contact with a State Highway. If upon review you find that any portion of the project will touch a State Highway it is your responsibility to notify us immediately as additional obligations specific to ADA may be required; please refer to attachment.

In the next few weeks you will receive materials that are time sensitive and will require a prompt response. We have learned from previous experience that many small cities, eligible for these awards, have limited staff resulting in response delays or no response due to vacations, illness, staff turnover, etc. To ensure your responses are timely we ask that you complete the attached “Contact Information Form” to ensure that multiple people are receiving the materials we send and can respond in the event that the primary contact is not available. Please return the completed form no later than November 12, 2019 via email to [SmallCityAllotments@odot.state.or.us](mailto:SmallCityAllotments@odot.state.or.us) . Note that though we recognize that cities may engage an outside entity to perform Project Management duties, for our purposes we request that all contact information provided is for City Staff members.

Included in the attachments please find the template for the Agreement that will be used for 2020 Small City Allotment Program awards. Take this opportunity to review the document and share it as necessary with those entities whose signature will be required. This will save time once it is presented to you for signatures.

Please be advised that only work that begins after the effective date of the executed Agreement will be eligible for reimbursement with SCA funds.

Your participation in the program is appreciated and we look forward to seeing your completed project. If you have questions regarding the SCA program, you may contact either myself at (503) 986-7202 or Deanna Edgar at (503) 986-3441.

Sincerely,

Alan Thompson  
Small City Allotment Program Manager

Attachments: Contact Information Form  
Letter to League of Oregon Cities w/ 2020 SCA Awards by City  
ADA Compliance Information Sheet  
Agreement Template

## 2020 Small City Allotment Awards by City

City	Award
<b>Region 1</b>	
Cascade Locks	100,000
Estacada	100,000
King City	100,000
North Plains	100,000
<b>Total</b>	<b>400,000</b>
<b>Region 2</b>	
Amity	100,000
Carlton	100,000
Detroit	100,000
Donald	100,000
Dundee	100,000
Falls City	100,000
Harrisburg	100,000
Hubbard	100,000
Idanha	100,000
Jefferson	100,000
Lowell	100,000
Millersburg	91,000
Monroe	100,000
Rainier	100,000
Rockaway Beach	100,000
Tillamook	100,000
Toledo	100,000
Vernonia	100,000
Wheeler	94,406
Willamina	100,000
Yachats	100,000
<b>Total</b>	<b>2,085,406</b>
<b>Region 3</b>	
Bandon	100,000
Coquille	100,000
Gold Beach	100,000
Gold Hill	69,400
Lakeside	100,000
Myrtle Creek	100,000
Port Orford	100,000
Rogue River	100,000
Shady Cove	78,647
<b>Total</b>	<b>848,047</b>
<b>Region 4</b>	
Condon	100,000

Culver	100,000
La Pine	100,000
Moro	100,000
Paisley	100,000
Wasco	100,000
<b>Total</b>	<b>600,000</b>
<b>Region 5</b>	
Echo	100,000
Elgin	92,128
Haines	100,000
Heppner	65,000
Hines	100,000
Huntington	100,000
Irrigon	100,000
Joseph	100,000
Nyssa	100,000
Pilot Rock	100,000
Seneca	100,000
Vale	100,000
Wallowa	100,000
<b>Region 5 Total</b>	<b>1,257,128</b>
<b>2020 Program Total</b>	<b>5,190,581</b>



# Oregon

Kate Brown, Governor

Department of Land Conservation and Development

635 Capitol Street NE, Suite 150

Salem, Oregon 97301-2540

Phone: 503-373-0050

Fax: 503-378-5518

[www.oregon.gov/LCD](http://www.oregon.gov/LCD)



***Invitation to Participate in the LCDC Roundtable Discussion***

***November 21, 2019***

***12:00pm***

***Reedsport City Hall***

***451 Winchester Avenue***

***Reedsport, Oregon***

October 30, 2019

On behalf of the Land Conservation and Development Commission (LCDC), I would like to invite you to join us at LCDC's last meeting of 2019 in Reedsport, Oregon. An important part of the LCDC travelling meetings is a community roundtable, where the Commission can hear directly from community leaders and local officials on issues of importance to the region. The South Coast Region is an exciting and dynamic place spanning over 4 counties and 15 cities, with many opportunities and challenges ahead. The Commission suggests hearing participants' views on a 2019-2021 priority of rural community and economic development.

The commission would appreciate hearing success stories as well as your guidance on the types of technical assistance that is most helpful in your region.

We hope you can join us for the roundtable discussion on the 21<sup>st</sup>. Please RSVP to Esther Johnson, Commission Assistant, either at (503) 934-0045 or by e-mail at [esther.johnson@state.or.us](mailto:esther.johnson@state.or.us) by November 14.

Please also feel welcome to attend as much of the rest of the Commission meeting as it interests you. An agenda for the will be posted on our website on November 7 at [www.oregon.gov/LCD](http://www.oregon.gov/LCD).

We hope to see you in Reedsport!

Sincerely,

Jim Rue, Director

# Newly elected? Need a refresher on municipal law?

## Sign Up for a Municipal Fundamentals Training

Municipal Fundamentals is a low-cost half-day training that covers four core municipal concepts:

- Council responsibilities
- Ethics laws
- Public meetings
- Public records

Cities are encouraged to sign up new mayors, councilors and members of city boards or commissions to learn the basics prior to being sworn in. The training is also a great primer for returning elected officials and city staff.

Registration is open now at [www.orcities.org](http://www.orcities.org). Seating is limited so register early. The cost is \$25 per person.

### Dates and locations:

- December 5, 1 p.m. - 5 p.m. – Forest Grove
- December 9, 1 p.m. - 5 p.m. – Prineville
- December 11, 1 p.m. - 5 p.m. – Central Point
- December 12, 5:30 p.m. - 9:30 p.m. – Coos Bay
- December 12, 5:30 p.m. - 9:30 p.m. – Pendleton
- December 19, 1 p.m. - 5 p.m. – Nyssa

# Municipal Fundamentals for Government Officials

 [orcities.org/education/training/loc-training-calendar/details/fundamentals-for-government-officials](https://orcities.org/education/training/loc-training-calendar/details/fundamentals-for-government-officials)

*Speaker: League of Oregon Cities Staff*

Topics include:

- **Council Responsibilities** – attendees will learn about the council/manager form of government, the roles and responsibilities of council and city managers and will seek to achieve a facilitated discussion that allows attendees to seek experienced advice on how responsibilities are shared between council and their administrator;
- **Public Meetings** – attendees will learn what constitutes a meeting for purposes of the state’s Public Meeting Law, the legal requirements associated with public meetings, serial meetings, executive sessions and free speech implications of public participation during meetings;
- **Public Records** – attendees will learn the purpose behind Public Records Law, what is considered and is *not* considered public record, the state’s retention schedule, requirements related to the inspection and disclosure of public records and legal challenges related to the denial of access to public records;
- **Ethics** – attendees will learn about how they are prohibited from using their office to their benefit, conflicts of interest, gifts, nepotism, outside employment parameters, restrictions on subsequent employment once they no longer work for or represent a city and statements of economic interest.

Title	Location	Date	Time	Cost	LGMC	Actions
Municipal Fundamentals Training - Central Point	Central Point City Hall 140 S. 3rd Street Central Point, OR 97502	12/11/19	01:00 PM - 05:00 PM	\$25		<a href="#">Register</a>
Municipal Fundamentals Training - Forest Grove	Forest Grove City Auditorium 1915 Main Street Forest Grove, 97116	12/05/19	01:00 PM - 05:00 PM	\$25		<a href="#">Register</a>
Municipal Fundamentals Training - Nyssa	Nyssa City Hall 301 Main Street Nyssa, OR 97913	12/19/19	01:00 PM - 05:00 PM	\$25		<a href="#">Register</a>

<b>Title</b>	<b>Location</b>	<b>Date</b>	<b>Time</b>	<b>Cost</b>	<b>LGMC</b>	<b>Actions</b>
Municipal Fundamentals Training - Pendleton	Pendleton Convention Center - Pendleton 1601 Westgate Pendleton, OR 97801	12/12/19	05:30 PM - 09:30 PM	\$25		<a href="#">Register</a>
Municipal Fundamentals Training - Prineville	Prineville City Hall 387 NE 3rd Street Prineville, OR 97754	12/09/19	01:00 PM - 05:00 PM	\$25		<a href="#">Register</a>
Municipal Fundamentals Trainings - Coos Bay	Coos Bay City Hall 500 Central Avenue Coos Bay, OR 97420	12/12/19	05:30 PM - 09:30 PM	\$25		<a href="#">Register</a>

[view the LOC Training Calendar](#)