

CITY OF GRANTS PASS  
MEETING AGENDA  
April 6, 2016  
6 p.m. City Council Meeting  
Council Chambers - 101 N.W. "A" Street

MAYOR: Darin Fowler

CITY COUNCIL MEMBERS:

<i><b>Ward 1</b></i> <i><b>Northwest Area</b></i>	<i><b>Ward 2</b></i> <i><b>Northeast Area</b></i>	<i><b>Ward 3</b></i> <i><b>Southeast Area</b></i>	<i><b>Ward 4</b></i> <i><b>Southwest Area</b></i>
Dan DeYoung Roy Lindsay	Valerie Lovelace Rick Riker	Ken Hannum Dennis Roler	Shonna Bouteller Jim Goodwin

Invocation

Flag Salute

Roll Call

Proclamation: Sexual Assault Awareness Month

1. PUBLIC COMMENT: This is a courtesy the Chair provides for citizens to address the Council regarding any item or issue that is not on tonight's agenda. The intent is to provide information that is pertinent to the City's jurisdiction. Each speaker will be given three minutes to address the Council as one body, not to individuals. Council may consider items brought up during this time later in our agenda during Matters from Mayor, Council and Staff.

This meeting will proceed in an effective and courteous manner. Citizens and Council members will be allowed to state their positions in an atmosphere free from slander, threats, or other personal attacks. Signs or placards, outbursts of applause, campaigning for public office, or other disruptive behavior will not be tolerated.

If you have a question regarding any government provided service or a current City policy, please contact the City Manager's office in an attempt to resolve the matter.

2. PUBLIC HEARING

### Legislative

- a. Ordinance amending Article 13 and Article 18 regarding development in the Steep Slope Hazard District. **Pgs. 1-46**
- b. Ordinance amending Article 13 Special Purpose Districts to designate the Historic District Overlay on the Zoning District Map and to expand the Historic Special Purpose District. **Pgs. 47-88**

3. CONSENT AGENDA (Items included are of such routine nature or without controversy so that they may be approved with a single action).  
*\*Indicates short Staff presentation and Council comment.*
- a. Resolution adopting parking lot wayfinding signage. **Pgs. 89-92**
  - b. Resolution amending the Wastewater Pump Zone fee schedule. **Pgs. 93-96**
  - c. Resolution establishing the interest rate to be applied during calendar year 2016 to deferred development agreement monies on deposit. **Pgs. 97-100**
  - d. Motion allowing night work for the replacement of an ODOT reader board on Highway 199. **Pgs. 101-102**
  - e. Motion acknowledging the receipt of the monthly financial reports for January and February 2016. **Pgs. 103-118**
  - f. Motion approving the Development Code Text Amendment Historic District Design Guidelines Article 13 Special Purpose Districts Findings of Fact. **Pgs. 119-124**
  - g. Motion approving the minutes of the City Council Meeting of March 16, 2016. **Pgs. 125-128**
  - h. Motion acknowledging the minutes of the Urban Area Planning Commission meeting of January 13, 2016. **Pgs. 129-132**
  - i. Motion acknowledging the minutes of the Urban Area Planning Commission meeting of January 27, 2016. **Pgs. 133-136**
  - j. Motion acknowledging the minutes of the Urban Area Planning Commission meeting of February 24, 2016. **Pgs. 137-140**
  - k. Motion acknowledging the minutes of the Bikeways and Walkways Committee meeting of January 12, 2016. **Pgs. 141-142**
  - l. Motion acknowledging the minutes of the Bikeways and Walkways Committee meeting of February 9, 2016. **Pgs. 143-146**
  - m. Motion acknowledging the minutes of the Urban Tree Advisory Committee meeting of January 12, 2016. **Pgs. 147-148**
  - n. Motion acknowledging the minutes of the Urban Tree Advisory Committee meeting of February 8, 2016. **Pgs. 149-152**
  - o. Motion acknowledging the minutes of the Parks Advisory Board meeting of February 11, 2016. **Pgs. 153-156**

4. COUNCIL ACTION

- a. Resolution adopting branding for the City of Grants Pass. **Pgs. 157-190**
- b. Resolution amending the procedures for conduct of business, Section 8 Meeting Dates. **Pgs. 191-196**

5. MATTERS FROM MAYOR, COUNCIL AND STAFF

- a. Appoint two members to the Tourism Advisory Committee. **Pgs. 197-210**
- b. Committee Liaison reports.

6. EXECUTIVE SESSION 192.660 (2) (Executive session is held to discuss one of the following subjects: (a) Employment of Public Officers, (b) Dismissal or discipline of Public Officers/Employees, (c) Public Medical Staff, (d) Labor negotiations (news media not allowed without specific permission), (e) Real property transactions-negotiations, (f) To consider information or records that are exempt by law from public inspection, (h) With city attorney re: rights/duties, current-likely litigation, (i) Performance Evaluations of Public Officers, (j) Public Investments...)

None anticipated

7. ADJOURN

*ACCOMMODATION OF PHYSICAL IMPAIRMENTS: In order to accommodate person with physical impairments, please notify the City Recorder's Office of any special physical or language accommodations at least 48 business hours prior to the meeting. To request these arrangements, please contact Karen Frerk, City Recorder at (541) 450.6000.*

SUBJECT AND SUMMARY:

Development Code Text Amendment would amend Article 13: Clarifying that the Slope Hazard District includes all properties or portions of properties that have slopes exceeding 15%; requiring existing lots and parcels within the Slope Hazard District to provide a Steep Slope Development Report if one was not provided when the lot or parcel was created; reorganizing Section 13.140(5) clarifying the requirements for erosion control measures; and completing general housekeeping of Article 13 to ensure the formatting is consistent throughout the Development Code, and to amend Article 18: Clarifying a Planned Unit Development (PUD) in the Slope Hazard District, like subdivisions and land partitions, must meet the Slope Hazard District requirements of Article 13.

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RELATIONSHIP TO COUNCIL GOALS:

This activity contributes to the Council's goal to facilitate sustainable, manageable **GROWTH** to provide clear and consistent standards for development.

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CALL TO ACTION SCHEDULE:

Call to action schedule: N/A.

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BACKGROUND:

Article 13 – Special Purpose Districts – provides standards that facilitate development within areas with specific natural, historical, or locational features while helping to mitigate natural hazards, protect natural and historical features, and mitigate land use conflict. The Slope Hazard District is one of the Special Purpose Districts in Article 13. As currently written, the Development Code defines the Slope Hazard District as properties, or portions of properties, that contain slopes of at least 15% and depicted as Slope Hazard on the Special Purpose District Map. There is no adopted overlay map for the Slope Hazard District. Rather, staff uses available topographic information to determine areas where slopes likely exceed 15%. This portion of the proposed text amendment would cause the Development Code language to match existing procedures in the absence of an adopted Slope Hazard District overlay map.

To help mitigate hazards and negative effects associated with development, development within the Slope Hazard District requires a two-step process: A Steep Slope Development Report; and Grading and Erosion Control Plans.

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ITEM: 2.a. ORDINANCE AMENDING ARTICLE 13 AND ARTICLE 18 REGARDING DEVELOPMENT IN THE STEEP SLOPE HAZARD DISTRICT.

Staff Report (continued):

As the Development Code is currently written, only the grading and erosion control plans are required for building permits on existing lots and parcels. There is no consideration for whether a steep slope development report has been submitted for these existing lots or parcels. In order to ensure that hazards associated with steep slopes development have been adequately considered and addressed, it is important that a Steep Slopes Development Report is submitted and reviewed for all lots and parcels in the Slope Hazard District.

The remainder of the proposed changes to Article 13 can be described as housekeeping in nature. These changes are being made to ensure that formatting is consistent throughout the Development Code.

The proposed text amendments also include a small change to Article 18 – Planned Unit Development (PUD) & Alternative Development Options. Subdivisions and land partitions that include properties in the Slope Hazard District are required to address the development standards of Article 13. It is not currently clear whether a PUD is required to address those same standards. This portion of the proposed text amendment would make it clear that a PUD in the Slope Hazard District must meet all of the same standards.

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COST IMPLICATION:

None.

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ALTERNATIVES:

1. Approve the proposal as recommended by the UAPC with the additional revisions recommended by staff;
2. Approve the proposal as recommended by the UAPC;
3. Approve the proposal with revisions;
4. Deny the request and not adopt the amendment;
5. Postpone the item indefinitely; or
6. Postpone the item to a time certain.

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RECOMMENDED ACTION:

It is recommended the Council approve the attached ordinance.

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POTENTIAL MOTION:

I move to approve the ordinance amending Article 13 and Article 18 regarding development in the Steep Slope Hazard District.

**CITY OF GRANTS PASS  
PARKS & COMMUNITY DEVELOPMENT DEPARTMENT**

**DEVELOPMENT CODE TEXT AMENDMENT  
SLOPE HAZARD DISTRICT  
ARTICLE 13 ~ SPECIAL PURPOSE DISTRICTS  
ARTICLE 18 ~ PUD & ALTERNATIVE DEVELOPMENT OPTIONS**

**STAFF REPORT – CITY COUNCIL**

<b>Procedure Type:</b>	Type IV: Planning Commission Recommendation and City Council Decision
<b>Project Number:</b>	405-00005-15
<b>Project Type:</b>	Development Code Text Amendment
<b>Applicant:</b>	City of Grants Pass
<b>Planner Assigned:</b>	Joe Slaughter
<b>Application Received:</b>	December 30, 2015
<b>Application Complete:</b>	January 8, 2016
<b>Date of Staff Report:</b>	February 16, 2016
<b>Date of UAPC Hearing:</b>	February 24, 2016
<b>Date of UAPC Findings:</b>	February 24, 2016
<b>Date of Council Staff Report:</b>	March 29, 2016
<b>Date of Council Hearing:</b>	April 6, 2016

**I. PROPOSAL:**

A Development Code Text Amendment

To Article 13:

- Clarifying that the Slope Hazard District includes all properties, or portions of properties that have slopes exceeding 15%;
- Requiring existing lots and parcels within the Slope Hazard District to provide a Steep Slope Development Report if one was not provided when the lot or parcel was created;
- Reorganizing Section 13.140(5) to clarify the requirements for erosion control measures; and
- Completing general housekeeping of Article 13 to insure the formatting is consistent throughout the Development Code.

To Article 18:

- Making clear that PUD development in the Slope Hazard District, like subdivisions and land partitions, must meet the Slope Hazard District requirements of Article 13.

**(See Exhibit 1)**

**II. AUTHORITY AND CRITERIA:**

Section 4.102 of the City of Grants Pass Development Code provides that the Director, Planning Commission or City Council may initiate a text amendment. The amendment has been initiated by the Director.

Section 2.062 authorizes the Planning Commission to make a recommendation to the City Council and authorize the City Council to make a final decision on an application for a Development Code Text Amendment, pursuant to the requirements of a Type IV procedure.

The text of the Development Code may be recommended for amendment and amended provided the criteria in Section 4.103 of the Development Code are met.

### **III. APPEAL PROCEDURE:**

The City Council's final decision may be appealed to the State Land Use Board of Appeals (LUBA) as provided in state statutes. A notice of intent to appeal must be filed with LUBA within 21 days of the Council's written decision.

### **IV. BACKGROUND AND DISCUSSION:**

Article 13 – Special Purpose Districts – provides standards that facilitate development within areas with specific natural, historical, or locational features while helping to mitigate natural hazards, protect natural and historical features, and mitigate land use conflict. The Slope Hazard District is one of the Special Purpose Districts in Article 13. As currently written, the Development Code defines the Slope Hazard District as properties, or portions of properties, that contain slopes of at least 15% and depicted as Slope Hazard on the Special Purpose District Map. There is no adopted overlay map for the Slope Hazard District. Rather, staff uses available topographic information to determine areas where slopes likely exceed 15%. This portion of the proposed text amendment would cause the Development Code language to match existing procedures in the absence of an adopted Slope Hazard District overlay map.

To help mitigate hazards and negative effects associated with development, development within the Slope Hazard District requires a two-step process:

1. A Steep Slope Development Report; and
2. Grading and Erosion Control Plans

As the Development Code is currently written, only the grading and erosion control plans are required for building permits on existing lots and parcels. There is no consideration for whether a steep slope development report has been submitted for these existing lots or parcels. In order to insure that hazards associated with steep slopes development have been adequately considered and addressed, it is important that a steep slopes development report is submitted and reviewed for all lots and parcels in the Slope Hazard District.

The remainder of the proposed changes to Article 13 can be described as housekeeping in nature. These changes are being made to insure that formatting is consistent throughout the Development Code.

The proposed text amendments also include a small change to Article 18 – Planned Unit Development (PUD) & Alternative Development Options. Subdivisions and land partitions that include properties in the Slope Hazard District are required to address the development standards of Article 13. It is not clear currently, whether PUD development is required to address those same standards. This portion of the proposed text amendment would make it clear that PUD development in the Slope Hazard District must meet all of the same standards.

**V. CONFORMANCE WITH APPLICABLE CRITERIA:**

*The Planning Commission's findings of conformance with applicable criteria are provided in Section VII of their Findings of Fact (attached as Exhibit 2).*

**VI. RECOMMENDATION:**

The Urban Area Planning Commission recommends that the City Council **APPROVE** the proposed Comprehensive Plan amendment as presented.

**VII. CITY COUNCIL ACTION:**

- A. Positive Action: Approve the request:
  - 1. as submitted and recommended by the Planning Commission, with the additional revisions recommended by staff
  - 2. as submitted and recommended by the Planning Commission
  - 3. as modified by the City Council (list):
- B. Negative Action: Deny the request for the following reasons (list):
- C. Postponement: Continue item
  - 1. indefinitely.
  - 2. to a time certain.

**NOTE:** This is a legislative decision. State law does *not* require that a decision be made on the application within 120 days.

**VIII. INDEX TO EXHIBITS:**

- 1. Updated mark-up text for:
  - A. Sections 13.010-13.150, 13.332 & 13.631
  - B. Sections 18.050-18.051
- 2. Planning Commission Findings of Fact and the Attached Record
  - A. Planning Commission Staff Report and Exhibits
    - 1. Mark-up Sections 13.010-13.150, 13.631, & 18.050-18.051
  - B. Minutes of the February 24, 2016 Planning Commission Hearing
  - C. PowerPoint Presentation from February 24, 2016 Planning Commission Hearing

## Exhibit 1A

### Article 13: Special Purpose Districts

#### <sup>1</sup>13.010 Purpose

The special purpose districts are intended to accommodate development within areas with specific natural, historical, or locational features. The standards herein are intended to mitigate natural hazards, to protect natural or historical features, and/or to mitigate land use conflicts. The special district standards apply in addition to the standards of the underlying zoning district.

#### <sup>2</sup>13.020 General Provisions

The Special Purpose Districts shall encompass land areas that:

- (1) ~~h~~Have slopes exceeding 15%;
- (2) ~~a~~Are located within the boundaries of the 100 year flood plain;
- (3) ~~a~~Are located in proximity to hospitals and that are appropriate for medical uses; ~~or~~
- (4) ~~a~~Are recognized as historically significant.

<sup>3</sup>13.025 Special Purpose District Overlay Map. There shall be an overlay map to the Zoning Map that depicts boundaries of the ~~Flood Hazard District, the Medical Overlay District, and the Historic District special districts shown herein.~~ These maps are incorporated into this Section by reference. The special purpose district maps may be amended as provided in Article 4 of this Code. The maps are general in nature. ~~There is no adopted overlay map for the Slope Hazard District. Staff will use topographic data to assist in identifying areas where slope likely exceeds 15%.~~ The applicant for a development shall verify the grades on lands or portions of lands that are the subject of any specific application.

#### 13.100 Slope Hazard District

<sup>4,30</sup>13.110 Purpose. The purpose of the Slope Hazard District is to designate and provide standards within the hillside of Grants Pass to allow for reasonable development while balancing issues such as tree removal and replacement, soil stability, erosion control, storm water runoff, grading, wildland interface areas and general aesthetics. It is recognized the hillsides are sensitive areas that require a distinct set of regulations. The following guidelines are established in order to development in the slope hazard area.

13.111 Applicable Areas. A slope hazard area contains slopes of at least fifteen 15% percent and is depicted on the ~~Special Purpose District Map~~. Slope hazards shall be divided in two classes of slope steepness as follows:

- (1) Class A, 15% to 25%
- (2) Class B, greater than 25%

13.120 Submittal Requirements for Development of Partitions, Subdivisions and Planned Unit Developments

The applicant shall meet the submittal requirements of the request (see Section 17.311 for Partition submittal; see Section 17.411 for Subdivision submittal; see Section 18.050 for Planned Unit Development Preliminary Plan submittal) in addition to the submittal requirements below:

13.121 Plans and Reports

The following plans and reports shall be submitted with the land use application: Reports for Class A Slopes shall be submitted and stamped by an engineer licensed to practice by the State of Oregon. Reports for Class B slopes shall be submitted and stamped by a Geo-Technical Engineer or Certified Engineering Geologist.

- (1) Steep Slope Development Report. A written and illustrated report containing all of the following information:
  - (a) Soils Analysis. The analysis shall include data regarding the nature, distribution and properties of existing soils, techniques grading and erosion control procedures, design criteria for corrective measures, and information covering the capacity of the sites to be developed in a manner imposing the minimum variance from the natural condition. Data and recommendations from the Soil Survey of Josephine County, Oregon may be included in the analysis.
  - (b) Geology Analysis. The analysis shall include a description of the geology of the site, information regarding the effect of geologic conditions on the proposed development, and how to best develop the sites being reviewed. Data and recommendations from the Soil Survey of Josephine County, Oregon may be included in the analysis.
  - (c) Hydrology Analysis. The analysis shall include a description of the hydrology of the site and surrounding area, including movement of soil moisture, groundwater (subsurface), surface flow

and the drainage network of the site before and after construction and guidelines on how to properly handle existing and new surface/underground water if the development proceeds.

- (2) Grading and Erosion Control Plans. A plan shall be stamped by an Oregon licensed Engineer or Certified Engineering Geologist and shall include all of the following:
- (a) Existing and proposed contours.
  - (b) Details of site and area drainage for proposed lots including elevations of proposed house pads, driveways, adjacent lots and streets.
  - (c) Direction of surface drainage flow and the approximate grade of drainage ways.
  - (d) Limiting dimensions, elevations, or finish contours to be achieved by the grading, including per cent grades for all cut and fill slopes, proposed drainage ways and related construction.
  - (e) Type of erosion control measures to be established prior to grading, during construction and post construction.

13.130

Submittal requirements for a Building Permit on an Existing Lot or Parcel

(1) A Steep Slope Development Report. The report shall contain the information required in Section 13.121(1). The Steep Slope Development Report is not required if the lot or parcel was included in a Steep Slope Development Report at the time of subdivision, land partition, or PUD approval.

- ~~(2)~~ Grading and Erosion Control Plans. The plan stamped by an Oregon licensed Engineer or Certified Engineering Geologist and shall include all of the following:
- (a) Existing and proposed contours.
  - (b) Details of site and area drainage for proposed lots including elevations of proposed house pads, driveways, adjacent lots and streets.
  - (c) Direction of surface drainage flow and the approximate grade of drainage ways.

- (d) Limiting dimensions, elevations, or finish contours to be achieved by the grading, including percent grades for all cut and fill slopes, proposed drainage ways and related construction.
- (e) Type of erosion control measures to be established prior to grading, during construction and post construction.

(23) Retention Plan.

- (a) Location of existing trees or groups of trees to be removed or retained.
- (b) If trees are retained, indication of how the tree or group of trees will be protected out to the drip line.
- (c) A tree planting plan identifying general locations of where new trees will be planted. The plan shall include the number, height, caliper, and species of trees to be planted. The plan shall identify the vision clearance area at driveways and street intersections.

13.140

General Provisions for construction in the Steep Slope Hazard Area.

- (1) Tree Removal. The removal of trees in areas proposed to be impacted by new roadways or other infrastructure shall occur first. Trees located within proposed lots shall be protected during construction and remain until the construction of the home to the extent possible.
- (2) Front Yard Setback. The front yard setback for the new home can be reduced to ten (10) feet. Typically, the entrance for the garage/carport shall remain at the required twenty (20) foot setback. However, the minimum setback for a side-loaded garage may be reduced to ten (10) feet.
- (3) Timeframe for Construction. All construction work disturbing the soil or affecting the natural drainage and runoff shall be scheduled to begin not earlier than April 15 and shall terminate not later than October 15. The Director may extend starting and completion dates by no more than thirty (30) days based on the weather conditions prevailing at the time of the extension.
- (4) Retaining Walls. No cuts or fills may include retaining walls greater than 15 feet in height in a single wall from the finish grade or create any unretained slopes which are greater than 100%. No filling may result in a retaining wall within the required setback from a property not included in the development plan greater than 6 feet in height from the finish grade or create any slopes which are greater than 100%. Retaining walls shall also comply with the applicable standards of Article 23 of this Code.

(5) Erosion Control Measures.

(a) All construction work shall be planned to minimize the amount of time the soil is exposed and unprotected. All access points shall be protected with gravel or crushed rock.

(b) Erosion control measures, determined by the approved Grading and Erosion Control Plan, shall remain in place throughout the entire length of the construction.

(c) Since construction must be stopped during the winter months, re-vegetation and temporary erosion control measures shall be put in place to protect the site, surrounding properties, streams and storm drain system from erosion through the winter months. Re-vegetation and all other temporary erosion control measures shall be fully in place and established by October 15 and shall be maintained after storms and at other regular intervals according to the approved plan. The City Engineer may mandate, based on adverse weather conditions, any reseeded installed after September 15 be installed in the form of a mat.

~~(a) Re-vegetation and the use of other temporary erosion control measures shall protect the site, surrounding properties, streams and storm drain system from erosion through the winter months. Re-vegetation and all other temporary erosion control measures shall be fully in place and established by October 15 (13.170(3)) and shall be maintained after storms and at other regular intervals according to the approved plan. The City Engineer may mandate, based on adverse weather conditions, any reseeded installed after September 15 be installed in the form of a mat.~~

~~(b) All construction work is planned to minimize the amount of time the soil is exposed and unprotected. All access points shall be protected with gravel or crushed rock.~~

13.150 Appeals

Appeals to the interpretations of this Article shall be undertaken as provided in Section 10.030 of this Code.

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13.332 Criteria for Approval.

- (2) Where the property abuts an underlying residential zone that is not within the overlay district, a type D-1 or D-~~23~~ buffer shall be provided in accordance with Section 23.034, Schedule 23-4. The review body may modify this requirement where an existing structure would not meet the required setbacks.

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<sup>33</sup>13.631 Expedited Industrial Site Plan Review, Eligibility.

~~(A)~~(1) An applicant for a new industrial use or the expansion of an existing industrial use located within a regionally significant industrial area may request that an application for a land use permit be reviewed as an application for an expedited industrial land use permit under this section if the proposed use does not require:

~~(i)~~(a) An exception taken under ORS 197.732 (Goal Exceptions) to a statewide land use planning goal;

~~(ii)~~(b) A change to the acknowledged comprehensive plan or land use regulations of the local government within whose land use jurisdiction the new or expanded industrial use would occur; or

~~(iii)~~(c) A federal environmental impact statement under the National Environmental Policy Act.

If the applicant makes a request that complies with section 13.610, the local government shall review the applications for land use permits for the proposed industrial use by applying the standards and criteria that otherwise apply to the review and by using the procedures set forth for review of an expedited land division in ORS 197.365 (Application for Expedited Land Division) and ORS 197.370 (Failure of Local Government to Approve or Deny Application within Specified Time).

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<sup>i</sup> Revised 12-4-96

<sup>ii</sup> Revised 3-16-94, 12-4-96

<sup>iii</sup> Revised 12-4-96, 5-31-97

<sup>iv</sup> Revised 5-31-97

Exhibit 1B

**Article 18: Planned Unit Development (PUD) & Alternative Development Options**

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**18.050 Submittal Requirements - Preliminary Plan**

<sup>3</sup>18.051 **Preliminary Plan.** The Preliminary Plan shall contain the following information:

(1) **Contour Map and Natural Features Map**

- (a) Existing contour and natural features map at 2, 5, or 10 foot intervals, as appropriate, drainage, irrigation, 100 year flood plain (showing floodway channel and floodway fringe, as applicable) and other water courses; prominent landforms including slope description at the following intervals:

0% - 15%  
35% - 60%  
60% +

(b) If the property is located within the Slope Hazard District see Section 13.120 for additional submittal requirements.

(bc) Existing vegetation, showing specific locations of riparian habitats, forest cover, and significant size trees.

(ed) Significant size trees to be protected and remain during and after construction.

(2) **Buildings and Structures.** Location and floor area, size of all existing and proposed structures, and other features including maximum heights, types of dwelling units, and non-residential structures; renderings and elevations of typical structures.

(3) **Public Areas.** The location and approximate size of all areas to be dedicated for public ownership and use, including streets, parks and schools.

(4) **Open Space: Public, Private and Common.** The location and size of all areas for use as outdoor open space. The map shall delineate limits of individually owned lots (private), patio-garden areas for individual unit use (private easement) and all remaining areas to be commonly owned and maintained (public and common).

- (5) Circulation - Access. The location, widths and material of all areas proposed for vehicle, pedestrian, and bicycle circulation. Statement as to private or public street ownership, and areas proposed for on-street parking, if any.
- (6) Off-Street Parking. Location and number of required parking spaces.
- (7) Utilities. Existing and proposed utility systems, including sanitary sewer, storm drains and storm water detention areas, water, fire hydrants, electricity, gas, telephone lines, and cable T.V. Any required public or private easements to be shown on Final Plan.
- (8) Landscape Plan. A general landscape plan indicating location and amounts of areas to be landscaped, and general landscape material to be used. A specific landscape plan shall be submitted for review and approval prior to issuance of a building permit.
- (9) Surrounding Land Use. Indicate the relationship between the proposed PUD and the existing and proposed adjacent land uses; provide information showing existing zoning and land and uses within a 250 foot radius from the PUD's perimeter.
- (10) PUD Perimeter Buffering. Show proposed treatment of the PUD perimeter, including screens, fences, setbacks, windows and walls.
- (11) Grading Plan. A tentative grading plan indicating cuts, fills, retaining walls and resulting slope steepness.
- (12) Phasing. If phased development is proposed, the Plan shall show the limits of each phase. Phasing shown on the Plan shall be consistent with the development schedule.
- (13) Statement of Proposed Financing. A general statement showing commitment of lenders or applicant's ability to finance the project through to completion.
- <sup>4</sup>(14) Solar Standards. Documentation shall be provided indicating that the planned unit development either complies with Solar Setback requirements of Section 22.620 of this Code and the Solar Lot Design Standards of Section 22.630 of this Code, or that applicant proposes to vary these standards through the Planned Unit Development process.
- <sup>5</sup>(15) The City Engineer may require a traffic analysis, as per Section 27.121(3), for any new development to determine the development's potential impact on the existing transportation system. At a minimum, the impact of

development on transportation facility performance shall be mitigated to the standards set forth in Section 27.121(2).

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## Exhibit 2

**CITY OF GRANTS PASS  
PARKS & COMMUNITY DEVELOPMENT DEPARTMENT**

**DEVELOPMENT CODE TEXT AMENDMENT  
SLOPE HAZARD DISTRICT  
ARTICLE 13 ~ SPECIAL PURPOSE DISTRICTS  
ARTICLE 18 ~ PUD & ALTERNATIVE DEVELOPMENT OPTIONS**

**FINDINGS OF FACT - URBAN AREA PLANNING COMMISSION**

<b>Procedure Type:</b>	Type IV: Planning Commission Recommendation and City Council Decision
<b>Project Number:</b>	405-00005-15
<b>Project Type:</b>	Development Code Text Amendment
<b>Applicant:</b>	City of Grants Pass
<b>Planner Assigned:</b>	Joe Slaughter
<b>Application Received:</b>	December 30, 2015
<b>Application Complete:</b>	January 8, 2016
<b>Date of Staff Report:</b>	February 16, 2016
<b>Date of UAPC Hearing:</b>	February 24, 2016
<b>Date of Findings of Fact</b>	February 24, 2016

### **I. PROPOSAL:**

#### **A Development Code Text Amendment**

##### **To Article 13:**

- Clarifying that the Slope Hazard District includes all properties, or portions of properties that have slopes exceeding 15%;
- Requiring existing lots and parcels within the Slope Hazard District to provide a Steep Slope Development Report if one was not provided when the lot or parcel was created; and
- Completing general housekeeping of Article 13 to insure the formatting is consistent throughout the Development Code.

##### **To Article 18:**

- Making clear that PUD development in the Slope Hazard District, like subdivisions and land partitions, must meet the Slope Hazard District requirements of Article 13.

### **II. AUTHORITY AND CRITERIA:**

Section 4.102 of the City of Grants Pass Development Code provides that the Director, Planning Commission or City Council may initiate a text amendment. The amendment has been initiated by the Director.

Section 2.062 authorizes the Planning Commission to make a recommendation to the City Council and authorize the City Council to make a final decision on an application for a Development Code Text Amendment, pursuant to the requirements of a Type IV procedure.

The text of the Development Code may be recommended for amendment and amended provided the criteria in Section 4.103 of the Development Code are met.

### **III. APPEAL PROCEDURE:**

The City Council's final decision may be appealed to the State Land Use Board of Appeals (LUBA) as provided in state statutes. A notice of intent to appeal must be filed with LUBA within 21 days of the Council's written decision.

### **IV. PROCEDURE:**

- A. The application was received on December 30, 2015 and deemed complete on January 8, 2016. The application was processed in accordance with Section 2.060 of the Development Code.
- B. Notice of the proposed amendment and the public hearings was sent to the Oregon Department of Land Conservation and Development on January 10, 2016 in accordance with ORS 197.610 and OAR Chapter 660, Division 18.
- C. Notice of the proposed amendment and the public hearings was sent to Josephine County on January 10, 2016 in accordance with the 1998 Intergovernmental Agreement.
- D. Public notice of the February 24, 2016 public hearing was published in the newspaper on February 17, 2016 in accordance with Sections 2.053 and 2.063 of the Development Code.
- E. The Planning Commission held a public hearing on February 24, 2016 to consider the proposal and make a recommendation to the City Council.

### **V. SUMMARY OF EVIDENCE:**

- A. The basic facts and criteria regarding this application are contained in the staff report and its exhibits attached as Exhibit "A" and incorporated herein.
- B. The minutes of the public hearing held by the Urban Area Planning Commission on February 24, 2016, which are attached as Exhibit "B", summarize the oral testimony presented and are hereby adopted and incorporated herein.
- C. The PowerPoint presentation provided by staff at the February 24, 2015 public hearing is attached as Exhibit "C" and incorporated herein

### **VI. GENERAL FINDINGS - BACKGROUND AND DISCUSSION:**

Article 13 – Special Purpose Districts – provides standards that facilitate development within areas with specific natural, historical, or locational features while helping to mitigate natural

hazards, protect natural and historical features, and mitigate land use conflict. The Slope Hazard District is one of the Special Purpose Districts in Article 13. As currently written, the Development Code defines the Slope Hazard District as properties, or portions of properties, that contain slopes of at least 15% and depicted as Slope Hazard on the Special Purpose District Map. There is no adopted overlay map for the Slope Hazard District. Rather, staff uses available topographic information to determine areas where slopes likely exceed 15%. This portion of the proposed text amendment would cause the Development Code language to match existing procedures in the absence of an adopted Slope Hazard District overlay map.

To help mitigate hazards and negative effects associated with development, development within the Slope Hazard District requires a two-step process:

1. A Steep Slope Development Report; and
2. Grading and Erosion Control Plans

As the Development Code is currently written, only the grading and erosion control plans are required for building permits on existing lots and parcels. There is no consideration for whether a steep slope development report has been submitted for these existing lots or parcels. In order to insure that hazards associated with steep slopes development have been adequately considered and addressed, it is important that a steep slopes development report is submitted and reviewed for all lots and parcels in the Slope Hazard District.

The remainder of the proposed changes to Article 13 can be described as housekeeping in nature. These changes are being made to insure that formatting is consistent throughout the Development Code.

The proposed text amendments also include a small change to Article 18 – Planned Unit Development (PUD) & Alternative Development Options. Subdivisions and land partitions that include properties in the Slope Hazard District are required to address the development standards of Article 13. It is not clear currently, whether PUD development is required to address those same standards. This portion of the proposed text amendment would make it clear that PUD development in the Slope Hazard District must meet all of the same standards.

## **VII. FINDINGS IN CONFORMANCE WITH APPLICABLE CRITERIA:**

*The text of the Development Code may be recommended for amendment and amended provided that all of the following criteria of Section 4.103 of the Development Code are met.*

**CRITERION 1:** The proposed amendment is consistent with the purpose of the subject section and article.

**Planning Commission Response: Satisfied.** The purpose of Article 13 – Special Purpose Districts – is to provide standards that facilitate development within areas with specific natural, historical, or locational features while helping to mitigate natural hazards, protect natural and historical features, and mitigate land use conflict. Without the proposed changes to Article 13 the Slope Hazard District will not function as intended to protect natural features and mitigate natural hazards. The proposed changes will cause the Slope Hazard District to be administered in a manner consistent with the stated purpose of Article 13. The proposed changes will also help to insure that the standards of the Slope Hazard District are uniformly applied to all types of development.

**CRITERION 2:** The proposed amendment is consistent with other provisions of this code.

**Planning Commission Response: Satisfied.** The proposed changes will cause the Slope Hazard District to be administered in a manner consistent with other Special Purpose Districts. They will also insure that the standards of the Slope Hazard District are uniformly applied to all types of development.

**CRITERION 3:** The proposed amendment is consistent with the goals and policies of the Comprehensive Plan, and most effectively carries out those goals and policies of all alternatives considered.

**Planning Commission Response: Satisfied.** The proposed changes are consistent with Element 4–Environmental Resources Quality, Element 5–Natural Hazards, and Element 13–Land Use, of the Comprehensive Plan. Without the proposed changes to Article 13, the Slope Hazard District will not function as intended to protect natural features and mitigate natural hazards. The proposed changes will cause the Slope Hazard District to be administered in a manner consistent with the Comprehensive Plan. The proposed amendments will cause the standards of the Slope Hazard District to be applied uniformly to all types of development and will clear up any ambiguity concerning development in the Slope Hazard District.

**Most Effective Alternative**

The alternative to approving the proposal is to adopt a Slope Hazard District overlay map. The adoption of an up-to-date, official Slope Hazard District map is the best long-term course of action for defining and administering the Slope Hazard District. However, the creation and adoption of this map will take time. In the meantime the proposed text amendment will allow the City to continue to administer the Slope Hazard District in a manner consistent with the Comprehensive Plan and the Development Code in the absence of an adopted Slope Hazard District overlay map.

**CRITERION 4:** The proposed amendment is consistent with the functions, capacities, and performance standards of transportation facilities identified in the Master Transportation Plan.

**Planning Commission Response: Satisfied.** The proposed amendment is not expected to affect the functions, capacities, or performance standards of transportation facilities identified in the Master Transportation Plan (MTP).

**VIII. RECOMMENDATION:**

The UAPC found the applicable criteria satisfied and recommended the proposed amendments to Article 13 and Article 14 noted in the staff's presentation be forwarded to the City Council for adoption.

**IX. FINDINGS APPROVED BY THE URBAN AREA PLANNING COMMISSION** this 24<sup>th</sup> day of February, 2016.

  
\_\_\_\_\_  
**Gerard Fitzgerald, Chair**

# Exhibit 2A

## **CITY OF GRANTS PASS PARKS & COMMUNITY DEVELOPMENT DEPARTMENT**

### **DEVELOPMENT CODE TEXT AMENDMENT SLOPE HAZARD DISTRICT ARTICLE 13 ~ SPECIAL PURPOSE DISTRICTS ARTICLE 18 ~ PUD & ALTERNATIVE DEVELOPMENT OPTIONS**

#### **STAFF REPORT - URBAN AREA PLANNING COMMISSION**

<b>Procedure Type:</b>	Type IV: Planning Commission Recommendation and City Council Decision
<b>Project Number:</b>	405-00005-15
<b>Project Type:</b>	Development Code Text Amendment
<b>Applicant:</b>	City of Grants Pass
<b>Planner Assigned:</b>	Joe Slaughter
<b>Application Received:</b>	December 30, 2015
<b>Application Complete:</b>	January 8, 2016
<b>Date of Staff Report:</b>	February 16, 2016
<b>Date of UAPC Hearing:</b>	February 24, 2016

#### **I. PROPOSAL:**

##### A Development Code Text Amendment

###### To Article 13:

- Clarifying that the Slope Hazard District includes all properties, or portions of properties that have slopes exceeding 15%;
- Requiring existing lots and parcels within the Slope Hazard District to provide a Steep Slope Development Report if one was not provided when the lot or parcel was created; and
- Completing general housekeeping of Article 13 to insure the formatting is consistent throughout the Development Code.

###### To Article 18:

- Making clear that PUD development in the Slope Hazard District, like subdivisions and land partitions, must meet the Slope Hazard District requirements of Article 13.

**(See Exhibit 1)**

#### **II. AUTHORITY AND CRITERIA:**

Section 4.102 of the City of Grants Pass Development Code provides that the Director, Planning Commission or City Council may initiate a text amendment. The amendment has been initiated by the Director.

Section 2.062 authorizes the Planning Commission to make a recommendation to the City Council and authorize the City Council to make a final decision on an application for a Development Code Text Amendment, pursuant to the requirements of a Type IV procedure.

The text of the Development Code may be recommended for amendment and amended provided the criteria in Section 4.103 of the Development Code are met.

### **III. APPEAL PROCEDURE:**

The City Council's final decision may be appealed to the State Land Use Board of Appeals (LUBA) as provided in state statutes. A notice of intent to appeal must be filed with LUBA within 21 days of the Council's written decision.

### **IV. BACKGROUND AND DISCUSSION:**

Article 13 – Special Purpose Districts – provides standards that facilitate development within areas with specific natural, historical, or locational features while helping to mitigate natural hazards, protect natural and historical features, and mitigate land use conflict. The Slope Hazard District is one of the Special Purpose Districts in Article 13. As currently written, the Development Code defines the Slope Hazard District as properties, or portions of properties, that contain slopes of at least 15% and depicted as Slope Hazard on the Special Purpose District Map. There is no adopted overlay map for the Slope Hazard District. Rather, staff uses available topographic information to determine areas where slopes likely exceed 15%. This portion of the proposed text amendment would cause the Development Code language to match existing procedures in the absence of an adopted Slope Hazard District overlay map.

To help mitigate hazards and negative effects associated with development, development within the Slope Hazard District requires a two-step process:

1. A Steep Slope Development Report; and
2. Grading and Erosion Control Plans

As the Development Code is currently written, only the grading and erosion control plans are required for building permits on existing lots and parcels. There is no consideration for whether a steep slope development report has been submitted for these existing lots or parcels. In order to insure that hazards associated with steep slopes development have been adequately considered and addressed, it is important that a steep slopes development report is submitted and reviewed for all lots and parcels in the Slope Hazard District.

The remainder of the proposed changes to Article 13 can be described as housekeeping in nature. These changes are being made to insure that formatting is consistent throughout the Development Code.

The proposed text amendments also include a small change to Article 18 – Planned Unit Development (PUD) & Alternative Development Options. Subdivisions and land partitions that include properties in the Slope Hazard District are required to address the development standards of Article 13. It is not clear currently, whether PUD development is required to address those same standards. This portion of the proposed text amendment would make it clear that PUD development in the Slope Hazard District must meet all of the same standards.

### **V. CONFORMANCE WITH APPLICABLE CRITERIA:**

*The text of the Development Code may be recommended for amendment and amended provided that all of the following criteria of Section 4.103 of the Development Code are met.*

**CRITERION 1:** The proposed amendment is consistent with the purpose of the subject section and article.

**Staff Response: Satisfied.** The purpose of Article 13 – Special Purpose Districts – is to provide standards that facilitate development within areas with specific natural, historical, or locational features while helping to mitigate natural hazards, protect natural and historical features, and mitigate land use conflict. Without the proposed changes to Article 13 the Slope Hazard District will not function as intended to protect natural features and mitigate natural hazards. The proposed changes will cause the Slope Hazard District to be administered in a manner consistent with the stated purpose of Article 13. The proposed changes will also help to insure that the standards of the Slope Hazard District are uniformly applied to all types of development.

**CRITERION 2:** The proposed amendment is consistent with other provisions of this code.

**Staff Response: Satisfied.** The proposed changes will cause the Slope Hazard District to be administered in a manner consistent with other Special Purpose Districts. They will also insure that the standards of the Slope Hazard District are uniformly applied to all types of development.

**CRITERION 3:** The proposed amendment is consistent with the goals and policies of the Comprehensive Plan, and most effectively carries out those goals and policies of all alternatives considered.

**Staff Response: Satisfied.** The proposed changes are consistent with Element 4– Environmental Resources Quality, Element 5–Natural Hazards, and Element 13–Land Use, of the Comprehensive Plan. Without the proposed changes to Article 13, the Slope Hazard District will not function as intended to protect natural features and mitigate natural hazards. The proposed changes will cause the Slope Hazard District to be administered in a manner consistent with the Comprehensive Plan. The proposed amendments will cause the standards of the Slope Hazard District to be applied uniformly to all types of development and will clear up any ambiguity concerning development in the Slope Hazard District.

#### **Most Effective Alternative**

The alternative to approving the proposal is to adopt a Slope Hazard District overlay map. The adoption of an up-to-date, official Slope Hazard District map is the best long-term course of action for defining and administering the Slope Hazard District. However, the creation and adoption of this map will take time. In the meantime the proposed text amendment will allow the City to continue to administer the Slope Hazard District in a manner consistent with the Comprehensive Plan and the Development Code in the absence of an adopted Slope Hazard District overlay map.

**CRITERION 4:** The proposed amendment is consistent with the functions, capacities, and performance standards of transportation facilities identified in the Master Transportation Plan.

**Staff Response: Satisfied.** The proposed amendment is not expected to affect the functions, capacities, or performance standards of transportation facilities identified in the Master Transportation Plan (MTP).

## **VI. RECOMMENDATION:**

Staff recommends the Planning Commission RECOMMEND APPROVAL of the proposed amendments to City Council, as presented in Exhibit 1.

**VII. PLANNING COMMISSION ACTION:**

- A. Positive Action: Recommend approval of the request:
1. as submitted.
  2. as modified by the Planning Commission with the following revisions (list):
- B. Negative Action: Recommend denial of the request for the following reasons (list):
- C. Postponement: Continue item
1. indefinitely.
  2. to a time certain.

**NOTE:** This is a legislative decision. State law does *not* require that a decision be made on the application within 120 days.

**VIII. INDEX TO EXHIBITS:**

1. Mark up text for:
  - Sections 13.010-13.150 & 13.631
  - Sections 18.050-18.051

**Article 13: Special Purpose Districts**

<sup>1</sup>13.010 Purpose

The special purpose districts are intended to accommodate development within areas with specific natural, historical, or locational features. The standards herein are intended to mitigate natural hazards, to protect natural or historical features, and/or to mitigate land use conflicts. The special district standards apply in addition to the standards of the underlying zoning district.

<sup>2</sup>13.020 General Provisions

The Special Purpose Districts shall encompass land areas that:

- (1) ~~h~~Have slopes exceeding 15%;
- (2) ~~a~~Are located within the boundaries of the 100 year flood plain;
- (3) ~~a~~Are located in proximity to hospitals and that are appropriate for medical uses; or
- (4) ~~a~~Are recognized as historically significant.

<sup>3</sup>13.025 Special Purpose District Overlay Map. There shall be an overlay map to the Zoning Map that depicts boundaries of the ~~Flood Hazard District, the Medical Overlay District, and the Historic District special districts shown herein.~~ These maps are incorporated into this Section by reference. The special purpose district maps may be amended as provided in Article 4 of this Code. The maps are general in nature. ~~There is no adopted overlay map for the Slope Hazard District. Staff will use topographic data to assist in identifying areas where slope likely exceeds 15%.~~ The applicant for a development shall verify the grades on lands or portions of lands that are the subject of any specific application.

13.100 Slope Hazard District

<sup>4,30</sup>13.110 Purpose. The purpose of the Slope Hazard District is to designate and provide standards within the hillside of Grants Pass to allow for reasonable development while balancing issues such as tree removal and replacement, soil stability, erosion control, storm water runoff, grading, wildland interface areas and general aesthetics. It is recognized the hillsides are sensitive areas that require a distinct set of regulations. The following guidelines are established in order to development in the slope hazard area.

13.111 Applicable Areas. A slope hazard area contains slopes of at least fifteen 15% ~~percent and is depicted on the Special Purpose District Map.~~ Slope hazards shall be divided in two classes of slope steepness as follows:

**EXHIBIT 1**

- (1) Class A, 15% to 25%
- (2) Class B, greater than 25%

13.120 Submittal Requirements for Development of Partitions, Subdivisions and Planned Unit Developments

The applicant shall meet the submittal requirements of the request (see Section 17.311 for Partition submittal; see Section 17.411 for Subdivision submittal; see Section 18.050 for Planned Unit Development Preliminary Plan submittal) in addition to the submittal requirements below:

13.121 Plans and Reports

The following plans and reports shall be submitted with the land use application: Reports for Class A Slopes shall be submitted and stamped by an engineer licensed to practice by the State of Oregon. Reports for Class B slopes shall be submitted and stamped by a Geo-Technical Engineer or Certified Engineering Geologist.

- (1) Steep Slope Development Report. A written and illustrated report containing all of the following information:
  - (a) Soils Analysis. The analysis shall include data regarding the nature, distribution and properties of existing soils, techniques grading and erosion control procedures, design criteria for corrective measures, and information covering the capacity of the sites to be developed in a manner imposing the minimum variance from the natural condition. Data and recommendations from the Soil Survey of Josephine County, Oregon may be included in the analysis.
  - (b) Geology Analysis. The analysis shall include a description of the geology of the site, information regarding the effect of geologic conditions on the proposed development, and how to best develop the sites being reviewed. Data and recommendations from the Soil Survey of Josephine County, Oregon may be included in the analysis.
  - (c) Hydrology Analysis. The analysis shall include a description of the hydrology of the site and surrounding area, including movement of soil moisture, groundwater (subsurface), surface flow and the drainage network of the site before and after construction and guidelines on how to properly handle existing and new surface/underground water if the development proceeds.

- (2) Grading and Erosion Control Plans. A plan shall be stamped by an Oregon licensed Engineer or Certified Engineering Geologist and shall include all of the following:
- (a) Existing and proposed contours.
  - (b) Details of site and area drainage for proposed lots including elevations of proposed house pads, adjacent lots and streets.
  - (c) Direction of surface drainage flow and the approximate grade of drainage ways.
  - (d) Limiting dimensions, elevations, or finish contours to be achieved by the grading, including per cent grades for all cut and fill slopes, proposed drainage ways and related construction.
  - (e) Type of erosion control measures to be established prior to grading, during construction and post construction.

13.130

Submittal requirements for a Building Permit on an Existing Lot or Parcel

- (1) A Steep Slope Development Report. The report shall contain the information required in Section 13.121(1). The Steep Slope Development Report is not required if the lot or parcel was included in a Steep Slope Development Report at the time of subdivision, land partition, or PUD approval.
- (42) Grading and Erosion Control Plans. The plan stamped by an Oregon licensed Engineer or Certified Engineering Geologist and shall include all of the following:
- (a) Existing and proposed contours.
  - (b) Details of site and area drainage for proposed lots including elevations of proposed house pads, adjacent lots and streets.
  - (c) Direction of surface drainage flow and the approximate grade of drainage ways.
  - (d) Limiting dimensions, elevations, or finish contours to be achieved by the grading, including percent grades for all cut and fill slopes, proposed drainage ways and related construction.
  - (e) Type of erosion control measures to be established prior to grading, during construction and post construction.

(23) Retention Plan.

- (a) Location of existing trees or groups of trees to be removed or retained.
- (b) If trees are retained, indication of how the tree or group of trees will be protected out to the drip line.
- (c) A tree planting plan identifying general locations of where new trees will be planted. The plan shall include the number, height, caliper, and species of trees to be planted. The plan shall identify the vision clearance area at driveways and street intersections.

13.140

General Provisions for construction in the Steep Slope Hazard Area.

- (1) Tree Removal. The removal of trees in areas proposed to be impacted by new roadways or other infrastructure shall occur first. Trees located within proposed lots shall be protected during construction and remain until the construction of the home to the extent possible.
- (2) Front Yard Setback. The front yard setback for the new home can be reduced to ten (10) feet. Typically, the entrance for the garage/carport shall remain at the required twenty (20) foot setback. However, the minimum setback for a side-loaded garage may be reduced to ten (10) feet.
- (3) Timeframe for Construction. All construction work disturbing the soil or affecting the natural drainage and runoff shall be scheduled to begin not earlier than April 15 and shall terminate not later than October 15. The Director may extend starting and completion dates by no more than thirty (30) days based on the weather conditions prevailing at the time of the extension.
- (4) Retaining Walls. No cuts or fills may include retaining walls greater than 15 feet in height in a single wall from the finish grade or create any unretained slopes which are greater than 100%. No filling may result in a retaining wall within the required setback from a property not included in the development plan greater than 6 feet in height from the finish grade or create any slopes which are greater than 100%. Retaining walls shall also comply with the applicable standards of Article 23 of this Code.
- (5) Erosion Control Measures.
  - (a) Re-vegetation and the use of other temporary erosion control measures shall protect the site, surrounding properties, streams and storm drain system from erosion through the winter months. Re-

vegetation and all other temporary erosion control measures shall be fully in place and established by October 15 (13.170(3)) and shall be maintained after storms and at other regular intervals according to the approved plan. The City Engineer may mandate, based on adverse weather conditions, any reseeded installed after September 15 be installed in the form of a mat.

- (b) All construction work is planned to minimize the amount of time the soil is exposed and unprotected. All access points shall be protected with gravel or crushed rock.

### 13.150 Appeals

Appeals to the interpretations of this Article shall be undertaken as provided in Section 10.030 of this Code.

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### <sup>33</sup>13.631 Expedited Industrial Site Plan Review, Eligibility.

~~(A)~~(1) An applicant for a new industrial use or the expansion of an existing industrial use located within a regionally significant industrial area may request that an application for a land use permit be reviewed as an application for an expedited industrial land use permit under this section if the proposed use does not require:

~~(i)~~(a) An exception taken under ORS 197.732 (Goal Exceptions) to a statewide land use planning goal;

~~(ii)~~(b) A change to the acknowledged comprehensive plan or land use regulations of the local government within whose land use jurisdiction the new or expanded industrial use would occur; or

~~(iii)~~(c) A federal environmental impact statement under the National Environmental Policy Act.

If the applicant makes a request that complies with section 13.610, the local government shall review the applications for land use permits for the proposed industrial use by applying the standards and criteria that otherwise apply to the review and by using the procedures set forth for review of an expedited land division in ORS 197.365 (Application for Expedited Land Division) and ORS 197.370 (Failure of Local Government to Approve or Deny Application within Specified Time).

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<sup>1</sup> Revised 12-4-96

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- ii Revised 3-16-94, 12-4-96
  - iii Revised 12-4-96, 5-31-97
  - iv Revised 5-31-97

**Article 18: Planned Unit Development (PUD) & Alternative Development Options**

\*\*\*\*

**18.050 Submittal Requirements - Preliminary Plan**

<sup>3</sup>18.051 Preliminary Plan. The Preliminary Plan shall contain the following information:

- (1) Contour Map and Natural Features Map
  - (a) Existing contour and natural features map at 2, 5, or 10 foot intervals, as appropriate, drainage, irrigation, 100 year flood plain (showing floodway channel and floodway fringe, as applicable) and other water courses; prominent landforms including slope description at the following intervals:

0% - 15%  
35% - 60%  
60% +
  - (b) If the property is located within the Slope Hazard District see Section 13.120 for additional submittal requirements.
  - (bc) Existing vegetation, showing specific locations of riparian habitats, forest cover, and significant size trees.
  - (ed) Significant size trees to be protected and remain during and after construction.
- (2) Buildings and Structures. Location and floor area, size of all existing and proposed structures, and other features including maximum heights, types of dwelling units, and non-residential structures; renderings and elevations of typical structures.
- (3) Public Areas. The location and approximate size of all areas to be dedicated for public ownership and use, including streets, parks and schools.
- (4) Open Space: Public, Private and Common. The location and size of all areas for use as outdoor open space. The map shall delineate limits of individually owned lots (private), patio-garden areas for individual unit use (private easement) and all remaining areas to be commonly owned and maintained (public and common).
- (5) Circulation - Access. The location, widths and material of all areas proposed for vehicle, pedestrian, and bicycle circulation. Statement as to

private or public street ownership, and areas proposed for on-street parking, if any.

- (6) Off-Street Parking. Location and number of required parking spaces.
- (7) Utilities. Existing and proposed utility systems, including sanitary sewer, storm drains and storm water detention areas, water, fire hydrants, electricity, gas, telephone lines, and cable T.V. Any required public or private easements to be shown on Final Plan.
- (8) Landscape Plan. A general landscape plan indicating location and amounts of areas to be landscaped, and general landscape material to be used. A specific landscape plan shall be submitted for review and approval prior to issuance of a building permit.
- (9) Surrounding Land Use. Indicate the relationship between the proposed PUD and the existing and proposed adjacent land uses; provide information showing existing zoning and land and uses within a 250 foot radius from the PUD's perimeter.
- (10) PUD Perimeter Buffering. Show proposed treatment of the PUD perimeter, including screens, fences, setbacks, windows and walls.
- (11) Grading Plan. A tentative grading plan indicating cuts, fills, retaining walls and resulting slope steepness.
- (12) Phasing. If phased development is proposed, the Plan shall show the limits of each phase. Phasing shown on the Plan shall be consistent with the development schedule.
- (13) Statement of Proposed Financing. A general statement showing commitment of lenders or applicant's ability to finance the project through to completion.
- <sup>4</sup>(14) Solar Standards. Documentation shall be provided indicating that the planned unit development either complies with Solar Setback requirements of Section 22.620 of this Code and the Solar Lot Design Standards of Section 22.630 of this Code, or that applicant proposes to vary these standards through the Planned Unit Development process.
- <sup>5</sup>(15) The City Engineer may require a traffic analysis, as per Section 27.121(3), for any new development to determine the development's potential impact on the existing transportation system. At a minimum, the impact of development on transportation facility performance shall be mitigated to the standards set forth in Section 27.121(2).

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## Exhibit 2B

### URBAN AREA PLANNING COMMISSION

#### MEETING MINUTES

February 24, 2016 – 6:00 P.M.

Court Yard Conference Room

#### 1. ROLL CALL:

The Urban Area Planning Commission met in regular session on the above date with Chair Gerard Fitzgerald presiding. Vice Chair Jim Coulter and Commissioners Loree Arthur, David Kellenbeck, Blair McIntire, Dan McVay, and Robert Wiegand were present. Commissioner Lois MacMillan was absent. Also present and representing the City was Parks & Community Development (hereafter: PCD) Director Lora Glover and PCD Senior Planner Joe Slaughter. City Council Liaison Rick Riker was present as well.

#### 2. ITEMS FROM THE PUBLIC: None.

#### 3. PUBLIC HEARINGS:

##### a. 405-00005-15: Development Code Text Amendment ~ Slope Hazard District Pg. 1-12

- Joe gave the staff report.
- Commissioner McIntire asked if a development report was done every time a lot with a steep slope was sold, developed, etc. He clarified that his concern was if the area had sluff off because of significant flooding that could change the dynamics of that property. How often are the development reports done? How would you address that?
- Joe let the Commission know that if a property was in the steep slope area and graded, it will still be in considered in the steep slope area. This would require developers to do erosion and sediment control and to meet the steep slope standards. By having a registered engineer sign off on the slope the liability shifts the where it belongs, on the developer rather than on the City.
- Would a civil engineer be able to do a steep slope report or do you need a geotech? - Slopes between 15-25% would require a civil engineer. Any slopes over 25% would need a specialist.

- It was brought up that Public Safety might want to comment on the possibility of increased crime due to the mini storage being blocked by the commercial frontage.
- Concerns were brought up about what can be done about the Core-Mark property.
- Commissioner Arthur brought up that some cities allow parking structures to be put up for neighborhood use for areas that do not have enough parking. She wanted the Development Code to reflect that as a possibility in the residential text amendment section of the code. The current changes appear to be worded to only be able to be used by apartment complexes and officially designated subdivisions. The commission agreed that the wording should be structured to not limit this to new development.

#### **MOTION/VOTE**

**Commissioner Arthur moved and Commissioner Kellenbeck seconded the motion to set aside project number 405-00006-15 until staff could come back with suggestions on how to allow self-storage in existing residential neighborhoods until the next UAPC meeting on March 23, 2016. The vote resulted as follows: "AYES": Chair Fitzgerald and Vice Chair Coulter and Commissioners Kellenbeck, McIntire, Arthur, and McVay. "NAYS": None. Abstain: None. Absent: MacMillan. The motion passed.**

#### **4. CONSENT AGENDA:**

**a. MINUTES:** January 27, 2016

**b. FINDINGS OF FACT:**

- i. 405-00005-15: Development Code Text Amendment ~ Slope Hazard District Pg. 29-32
- ii. 405-00006-15: Development Code Text Amendment ~ Self Storage and Warehouse Pg.33-36

**MOTION/VOTE**

Commissioner Coulter moved and Commissioner <sup>Kellenbeck</sup> David seconded the motion to approve the consent agenda which includes the minutes from January 27, 2016 and findings of fact for 405-00005-15 with modifications recommended by the UAPC and that 405-00006-15 be continued until March 23, 2016. The vote resulted as follows: "AYES": Chair Fitzgerald and Vice Chair Coulter and Commissioners Kellenbeck, McIntire, Arthur, and McVay. "NAYS": None.

**Abstain: Commissioner Arthur. Absent: MacMillan.**

**The motion passed.**

**5. OTHER ITEMS/STAFF DISCUSSION:**

- None.

**6. ITEMS FROM COMMISSIONERS:**

- None.

**7. ADJOURNMENT:**

Chair Fitzgerald adjourned the meeting at 7:05 P.M.



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Gerard Fitzgerald, Chair  
Urban Area Planning Commission

3/23/2016  
Date

These minutes were prepared by Carlie Paulsen, Administration Department, City of Grants Pass.



## Slope Hazard District Text Amendment

Joe Slaughter, Senior Planner  
Parks and Community Development  
February 24, 2016



## Subject

- A Development Code Text Amendment
  - To Article 13:
    - Clarifying that the Slope Hazard District includes all properties, or portions of properties that have slopes exceeding 15%;
    - Requiring existing lots and parcels within the Slope Hazard District to provide a Steep Slope Development Report (at the time of development) if one was not provided when the lot or parcel was created; and
    - Completing general housekeeping of Article 13 to insure the formatting is consistent throughout the Development Code.
  - To Article 18:
    - Making clear that PUD development in the Slope Hazard District, like subdivisions and land partitions, must meet the Slope Hazard District requirements of Article 13.





## Background

- Special Purpose Districts in Article 13 references a Slope Hazard District Map. There is no such map adopted.
- Staff uses available topographic information to determine areas where slopes likely exceed 15%.
- Will cause Development Code to match existing practice.
- No Steep Slope Development report required for existing undeveloped lots currently.
- Ambiguity currently with whether PUD development is required to comply with the development standards in Article 13 for steep slopes.



## Effect of proposed amendment

- Better accomplish the purpose of the Special Purpose Districts stated in the Development Code to: "Provide standards that facilitate development within areas with specific natural, historical, or locational features while helping to mitigate natural hazards, protect natural and historical features, and mitigate land use conflict"
- More consistently apply the provisions of the Slope Hazard District to development





## Call to Action

- **Call to Action Date:** This application is not subject to the 120-day deadline.
  
- **Alternatives**
  - Recommend Council approve the text amendment as presented in the Staff report;
  - Recommend Council approve the text amendment as modified by the UAPC (list);
  - Recommend Council deny the text amendment for the following reasons (list);
  - Postpone the item indefinitely; or
  - Postpone the Item to a time certain.



**ORDINANCE NO.**

**AN ORDINANCE OF THE COUNCIL OF THE CITY OF GRANTS PASS AMENDING ARTICLE 13 AND ARTICLE 18 REGARDING DEVELOPMENT IN THE STEEP SLOPE HAZARD DISTRICT.**

**WHEREAS:**

1. The Grants Pass and Urbanizing Area Comprehensive Community Development Plan was adopted December 15, 1982; and
2. The ordinance amends Article 13 regarding the Slope Hazard District and also amends Article 18 regarding Planned Unit Development; and
3. The proposal is consistent with the goals and policies of the Comprehensive Plan; and
4. The applicable criteria from the Development Code are satisfied, and approval of the proposal is recommended by the Urban Area Planning Commission to the City Council.

**NOW, THEREFORE, THE CITY OF GRANTS PASS HEREBY ORDAINS:**

**Section 1.** The amendment to Article 13: Clarifying that the Slope Hazard District includes all properties, or portions of properties that have slopes exceeding 15%; requiring existing lots and parcels within the Slope Hazard District to provide a Steep Slope Development Report if one was not provided when the lot or parcel was created; reorganizing Section 13.140(5) to clarify the requirements for erosion control measures; and completing general housekeeping of Article 13 to ensure the formatting is consistent throughout the Development Code, and the amendment to Article 18: Clarifying that a PUD in the Slope Hazard District, like subdivisions and land partitions, must meet the Slope Hazard District requirements of Article 13 as set forth in Exhibit "A" is hereby adopted.

**ADOPTED** by the Council of the City of Grants Pass, Oregon, in regular session this 6<sup>th</sup> day April, 2016, with the following specific roll call vote:

**AYES:**

**NAYS:**

**ABSTAIN:**

**ABSENT:**

**SUBMITTED** to and \_\_\_\_\_ by the Mayor of the City of Grants Pass, Oregon, this \_\_\_\_ day of April, 2016.

\_\_\_\_\_  
Darin Fowler, Mayor

**ATTEST:**

\_\_\_\_\_  
Karen Frerk, City Recorder

Date submitted to Mayor: \_\_\_\_\_

Approved as to Form, Mark Bartholomew, City Attorney \_\_\_\_\_



## Exhibit A

### Article 13: Special Purpose Districts

#### <sup>1</sup>13.010 Purpose

The special purpose districts are intended to accommodate development within areas with specific natural, historical, or locational features. The standards herein are intended to mitigate natural hazards, to protect natural or historical features, and/or to mitigate land use conflicts. The special district standards apply in addition to the standards of the underlying zoning district.

#### <sup>2</sup>13.020 General Provisions

The Special Purpose Districts shall encompass land areas that:

- (1) Have slopes exceeding 15%;
- (2) Are located within the boundaries of the 100 year flood plain;
- (3) Are located in proximity to hospitals and that are appropriate for medical uses; or
- (4) Are recognized as historically significant.

<sup>3</sup>13.025 Special Purpose District Overlay Map. There shall be an overlay map to the Zoning Map that depicts boundaries of the Flood Hazard District, the Medical Overlay District, and the Historic District . These maps are incorporated into this Section by reference. The special purpose district maps may be amended as provided in Article 4 of this Code. The maps are general in nature. There is no adopted overlay map for the Slope Hazard District. Staff will use topographic data to assist in identifying areas where slope likely exceeds 15%. The applicant for a development shall verify the grades on lands or portions of lands that are the subject of any specific application.

#### 13.100 Slope Hazard District

<sup>4,30</sup>13.110 Purpose. The purpose of the Slope Hazard District is to designate and provide standards within the hillside of Grants Pass to allow for reasonable development while balancing issues such as tree removal and replacement, soil stability, erosion control, storm water runoff, grading, wildland interface areas and general aesthetics. It is recognized the hillsides are sensitive areas that require a distinct set of regulations. The following guidelines are established in order to development in the slope hazard area.

13.111 Applicable Areas. A slope hazard area contains slopes of at least fifteen 15% . Slope hazards shall be divided in two classes of slope steepness as follows:

- (1) Class A, 15% to 25%
- (2) Class B, greater than 25%

13.120 Submittal Requirements for Development of Partitions, Subdivisions and Planned Unit Developments

The applicant shall meet the submittal requirements of the request (see Section 17.311 for Partition submittal; see Section 17.411 for Subdivision submittal; see Section 18.050 for Planned Unit Development Preliminary Plan submittal) in addition to the submittal requirements below:

13.121 Plans and Reports

The following plans and reports shall be submitted with the land use application: Reports for Class A Slopes shall be submitted and stamped by an engineer licensed to practice by the State of Oregon. Reports for Class B slopes shall be submitted and stamped by a Geo-Technical Engineer or Certified Engineering Geologist.

- (1) Steep Slope Development Report. A written and illustrated report containing all of the following information:
  - (a) Soils Analysis. The analysis shall include data regarding the nature, distribution and properties of existing soils, techniques grading and erosion control procedures, design criteria for corrective measures, and information covering the capacity of the sites to be developed in a manner imposing the minimum variance from the natural condition. Data and recommendations from the Soil Survey of Josephine County, Oregon may be included in the analysis.
  - (b) Geology Analysis. The analysis shall include a description of the geology of the site, information regarding the effect of geologic conditions on the proposed development, and how to best develop the sites being reviewed. Data and recommendations from the Soil Survey of Josephine County, Oregon may be included in the analysis.
  - (c) Hydrology Analysis. The analysis shall include a description of the hydrology of the site and surrounding area, including movement of soil moisture, groundwater (subsurface), surface flow and the drainage network of the site before and after construction

and guidelines on how to properly handle existing and new surface/underground water if the development proceeds.

(2) Grading and Erosion Control Plans. A plan shall be stamped by an Oregon licensed Engineer or Certified Engineering Geologist and shall include all of the following:

- (a) Existing and proposed contours.
- (b) Details of site and area drainage for proposed lots including elevations of proposed house pads, driveways, adjacent lots and streets.
- (c) Direction of surface drainage flow and the approximate grade of drainage ways.
- (d) Limiting dimensions, elevations, or finish contours to be achieved by the grading, including per cent grades for all cut and fill slopes, proposed drainage ways and related construction.
- (e) Type of erosion control measures to be established prior to grading, during construction and post construction.

13.130 Submittal requirements for a Building Permit on an Existing Lot or Parcel

(1) A Steep Slope Development Report. The report shall contain the information required in Section 13.121(1). The Steep Slope Development Report is not required if the lot or parcel was included in a Steep Slope Development Report at the time of subdivision, land partition, or PUD approval.

(2) Grading and Erosion Control Plans. The plan stamped by an Oregon licensed Engineer or Certified Engineering Geologist and shall include all of the following:

- (a) Existing and proposed contours.
- (b) Details of site and area drainage for proposed lots including elevations of proposed house pads, driveways, adjacent lots and streets.
- (c) Direction of surface drainage flow and the approximate grade of drainage ways.

- (d) Limiting dimensions, elevations, or finish contours to be achieved by the grading, including percent grades for all cut and fill slopes, proposed drainage ways and related construction.
  - (e) Type of erosion control measures to be established prior to grading, during construction and post construction.
- (3) Retention Plan.
- (a) Location of existing trees or groups of trees to be removed or retained.
  - (b) If trees are retained, indication of how the tree or group of trees will be protected out to the drip line.
  - (c) A tree planting plan identifying general locations of where new trees will be planted. The plan shall include the number, height, caliper, and species of trees to be planted. The plan shall identify the vision clearance area at driveways and street intersections.

13.140 General Provisions for construction in the Steep Slope Hazard Area.

- (1) Tree Removal. The removal of trees in areas proposed to be impacted by new roadways or other infrastructure shall occur first. Trees located within proposed lots shall be protected during construction and remain until the construction of the home to the extent possible.
- (2) Front Yard Setback. The front yard setback for the new home can be reduced to ten (10) feet. Typically, the entrance for the garage/carport shall remain at the required twenty (20) foot setback. However, the minimum setback for a side-loaded garage may be reduced to ten (10) feet.
- (3) Timeframe for Construction. All construction work disturbing the soil or affecting the natural drainage and runoff shall be scheduled to begin not earlier than April 15 and shall terminate not later than October 15. The Director may extend starting and completion dates by no more than thirty (30) days based on the weather conditions prevailing at the time of the extension.
- (4) Retaining Walls. No cuts or fills may include retaining walls greater than 15 feet in height in a single wall from the finish grade or create any unretained slopes which are greater than 100%. No filling may result in a retaining wall within the required setback from a property not included in the development plan greater than 6 feet in height from the finish grade or create any slopes which are greater than 100%. Retaining walls shall also comply with the applicable standards of Article 23 of this Code.

- (5) Erosion Control Measures.
- (a) All construction work shall be planned to minimize the amount of time the soil is exposed and unprotected. All access points shall be protected with gravel or crushed rock.
  - (b) Erosion control measures, determined by the approved Grading and Erosion Control Plan, shall remain in place throughout the entire length of the construction.
  - (c) Since construction must be stopped during the winter months, re-vegetation and temporary erosion control measures shall be put in place to protect the site, surrounding properties, streams and storm drain system from erosion through the winter months. Re-vegetation and all other temporary erosion control measures shall be fully in place and established by October 15 and shall be maintained after storms and at other regular intervals according to the approved plan. The City Engineer may mandate, based on adverse weather conditions, any reseeded installed after September 15 be installed in the form of a mat.

13.150 Appeals

Appeals to the interpretations of this Article shall be undertaken as provided in Section 10.030 of this Code.

13.332 Criteria for Approval.

- (2) Where the property abuts an underlying residential zone that is not within the overlay district, a type D-1 or D-2 buffer shall be provided in accordance with Section 23.034, Schedule 23-4. The review body may modify this requirement where an existing structure would not meet the required setbacks.

<sup>33</sup>13.631 Expedited Industrial Site Plan Review, Eligibility.

- (1) An applicant for a new industrial use or the expansion of an existing industrial use located within a regionally significant industrial area may request that an application for a land use permit be reviewed as an application for an expedited industrial land use permit under this section if the proposed use does not require:
  - (a) An exception taken under ORS 197.732 (Goal Exceptions) to a statewide land use planning goal;

- (b) A change to the acknowledged comprehensive plan or land use regulations of the local government within whose land use jurisdiction the new or expanded industrial use would occur; or
- (c) A federal environmental impact statement under the National Environmental Policy Act.

If the applicant makes a request that complies with section 13.610, the local government shall review the applications for land use permits for the proposed industrial use by applying the standards and criteria that otherwise apply to the review and by using the procedures set forth for review of an expedited land division in ORS 197.365 (Application for Expedited Land Division) and ORS 197.370 (Failure of Local Government to Approve or Deny Application within Specified Time).

**Article 18: Planned Unit Development (PUD) & Alternative Development Options**

18.050 Submittal Requirements - Preliminary Plan

<sup>3</sup>18.051 Preliminary Plan. The Preliminary Plan shall contain the following information:

- (1) Contour Map and Natural Features Map
  - (a) Existing contour and natural features map at 2, 5, or 10 foot intervals, as appropriate, drainage, irrigation, 100 year flood plain (showing floodway channel and floodway fringe, as applicable) and other water courses; prominent landforms including slope description at the following intervals:
    - 0% - 15%
    - 35% - 60%
    - 60% +
  - (b) If the property is located within the Slope Hazard District see Section 13.120 for additional submittal requirements.
  - (c) Existing vegetation, showing specific locations of riparian habitats, forest cover, and significant size trees.
  - (d) Significant size trees to be protected and remain during and after construction.
- (2) Buildings and Structures. Location and floor area, size of all existing and proposed structures, and other features including maximum heights, types

of dwelling units, and non-residential structures; renderings and elevations of typical structures.

- (3) Public Areas. The location and approximate size of all areas to be dedicated for public ownership and use, including streets, parks and schools.
- (4) Open Space: Public, Private and Common. The location and size of all areas for use as outdoor open space. The map shall delineate limits of individually owned lots (private), patio-garden areas for individual unit use (private easement) and all remaining areas to be commonly owned and maintained (public and common).
- (5) Circulation - Access. The location, widths and material of all areas proposed for vehicle, pedestrian, and bicycle circulation. Statement as to private or public street ownership, and areas proposed for on-street parking, if any.
- (6) Off-Street Parking. Location and number of required parking spaces.
- (7) Utilities. Existing and proposed utility systems, including sanitary sewer, storm drains and storm water detention areas, water, fire hydrants, electricity, gas, telephone lines, and cable T.V. Any required public or private easements to be shown on Final Plan.
- (8) Landscape Plan. A general landscape plan indicating location and amounts of areas to be landscaped, and general landscape material to be used. A specific landscape plan shall be submitted for review and approval prior to issuance of a building permit.
- (9) Surrounding Land Use. Indicate the relationship between the proposed PUD and the existing and proposed adjacent land uses; provide information showing existing zoning and land and uses within a 250 foot radius from the PUD's perimeter.
- (10) PUD Perimeter Buffering. Show proposed treatment of the PUD perimeter, including screens, fences, setbacks, windows and walls.
- (11) Grading Plan. A tentative grading plan indicating cuts, fills, retaining walls and resulting slope steepness.
- (12) Phasing. If phased development is proposed, the Plan shall show the limits of each phase. Phasing shown on the Plan shall be consistent with the development schedule.

- (13) Statement of Proposed Financing. A general statement showing commitment of lenders or applicant's ability to finance the project through to completion.
- <sup>4</sup>(14) Solar Standards. Documentation shall be provided indicating that the planned unit development either complies with Solar Setback requirements of Section 22.620 of this Code and the Solar Lot Design Standards of Section 22.630 of this Code, or that applicant proposes to vary these standards through the Planned Unit Development process.
- <sup>5</sup>(15) The City Engineer may require a traffic analysis, as per Section 27.121(3), for any new development to determine the development's potential impact on the existing transportation system. At a minimum, the impact of development on transportation facility performance shall be mitigated to the standards set forth in Section 27.121(2).
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Ordinance amending Article 13 Special Purpose Districts to designate the Historic District Overlay on the Zoning District Map and to expand the Historic Special Purpose District.

Date: April 6, 2016

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**SUBJECT AND SUMMARY:**

A Comprehensive Plan Map and Zone Map Amendment to expand the Historic Special Purpose District to encompass additional properties within the downtown area in order to enhance the protection of the City's historical features.

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**RELATIONSHIP TO COUNCIL GOALS:**

This activity contributes to the Council's goals to facilitate sustainable, manageable **GROWTH** and **ENCOURAGE ECONOMIC OPPORTUNITIES** through the preservation of historic sites that lend a sense of place and provide incentives for property owners to maintain and improve their buildings.

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**CALL TO ACTION SCHEDULE:**

Call to action schedule: N/A.

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**BACKGROUND:**

With increased pressure to convert historic sites and areas to new uses, many cities in Oregon are establishing Historic Districts to protect the culturally significant sites in their communities. Along with protecting the structures and consideration towards complimenting the existing historic fabric of the downtown core area, Historic Districts also stabilize and improve property values for structures within those Districts, providing incentives for property owners to maintain and improve their buildings.

The current Historic District boundaries were approved by the City Council in 2013 to protect the "old town" District along G Street, as identified in Policy 3.50 of the Comprehensive Plan. The expanded District will include properties along NW 6<sup>th</sup> Street between NW 'D' Street and SW 'J' Street and properties between SW 4<sup>th</sup> Street and SW 7<sup>th</sup> Street, south of the existing District.

The Historical Buildings and Sites Commission (HBSC) outlined a "walking" historic area that featured additional resources in the downtown area, outside the current Historic District, that would benefit from the proposed expansion. The expanded District will serve to safeguard the City's historic, aesthetic and cultural heritage and protect areas or features that represent architectural history.

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ITEM: 2.b. ORDINANCE AMENDING ARTICLE 13 SPECIAL PURPOSE DISTRICTS TO DESIGNATE THE HISTORIC DISTRICT OVERLAY ON THE ZONING DISTRICT MAP AND EXPANDING THE HISTORIC SPECIAL PURPOSE DISTRICT.

Staff Report (continued):

Due to concerns over lack of pedestrian traffic in certain areas of the proposed District, the HBSC is supportive of a revised District boundary as presented by staff.

Any property owner within the proposed expansion may “opt out” of the proposed Historic District. As of March 28, 2016, staff received requests from twenty six (26) parcels for refusal to consent to historic designation. Of the twenty six (26) requests, eight (8) are located outside the revised District boundary. The proposed district boundary includes a total of 115 parcels.

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COST IMPLICATION:

No additional costs are associated with this action.

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ALTERNATIVES:

1. Approve the proposal as recommended by the HBSC;
  2. Approve the proposal with revisions;
  3. Deny the request and not adopt the amendment;
  4. Postpone the item indefinitely; or
  5. Postpone the item to a time certain.
- 

RECOMMENDED ACTION:

It is recommended the Council approve the attached ordinance.

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POTENTIAL MOTION:

I move to approve the ordinance amending Article 13 Special Purpose Districts to expand the Historic Special Purpose District.

**CITY OF GRANTS PASS  
PARKS & COMMUNITY DEVELOPMENT DEPARTMENT**

**COMPREHENSIVE PLAN MAP AND ZONE MAP AMENDMENT  
HISTORIC DISTRICT EXPANSION  
STAFF REPORT- CITY COUNCIL**

<b>Procedure Type:</b>	Type IV: Historic Buildings and Sites Commission Recommendation and City Council Decision
<b>Project Number:</b>	15-40200004
<b>Project Type:</b>	Comprehensive Plan Map and Zone Map Amendment
<b>Applicant:</b>	City of Grants Pass
<b>Planner Assigned:</b>	Justin Gindlesperger
<b>Application Received:</b>	December 24, 2015
<b>Application Complete:</b>	December 24, 2015
<b>Date of Staff Report:</b>	February 11, 2016
<b>Date of HBSC Public Hearing:</b>	February 18, 2016
<b>Date of City Council Staff Report:</b>	March 28, 2016
<b>Date of City Council Hearing:</b>	April 6, 2016

**I. PROPOSAL:**

The proposal is for a Comprehensive Plan Map Amendment and Zoning Map Amendment to expand the Historic Special Purpose District to encompass additional properties within the downtown area in order to enhance the protection of the City's historical features.

**II. AUTHORITY AND CRITERIA:**

Sections 13.5.5 and 13.8.3 of the Grants Pass Urban Area Comprehensive Plan provide that joint review by the City Council and Board of County Commissioners shall be required for amendment and revision to Comprehensive Plan findings, goals, policies, and land use maps of the Comprehensive Plan. However, the 1998 Intergovernmental Agreement modified that provision with the result that the City Council will make the decision, and the County will have automatic party status.

Section 13.8.3 of the Comprehensive Plan provides that notice shall be as provided in Section 2.060 of the *Development Code* for a Type IV procedure. Sections 4.045 and 13.442 authorize the Historical Buildings and Sites Commission to make a recommendation to the City Council and authorize the City Council to make a final decision on an application for historic designation or amendment to the historic district requiring a Type IV procedure.

The text or map of the Comprehensive Plan may be recommended for amendment and amended provided the criteria in Section 13.5.4 of the Comprehensive Plan Policies Document are met. The Historic Special Purpose District may be amended provided the Criteria in Section 4.045 of the *Development Code* are met.

The text of the Development Code may be recommended for amendment and amended provided the criteria in Section 4.103 of the Development Code are met.

### **III. APPEAL PROCEDURE:**

The City Council's final decision may be appealed to the State Land Use Board of Appeals (LUBA) as provided in state statutes. A notice of intent to appeal must be filed with LUBA within 21 days of the Council's written decision.

### **IV. BACKGROUND AND DISCUSSION:**

With increased pressure to convert historic sites and areas to new uses, many cities in Oregon are establishing historic districts to protect the culturally significant sites in their communities. The current Historic District boundaries were approved by the City Council in 2013 to protect the "old town" district along G Street, as identified in Policy 3.50 of the Comprehensive Plan.

The Historic Building and Sites Commission has identified additional resources in the downtown area, outside the current Historic District, that would benefit from expansion of the district. By expanding the Historic District, the City will be able to further preserve and protect the historic features in accordance with Section 13.411 of the Development Code. The expanded district will include properties along NW 6<sup>th</sup> Street between NW 'D' Street and SW 'J' Street and properties between SW 4<sup>th</sup> Street and SW 7<sup>th</sup> Street, south of the existing district.

As part of the proposed expansion, the HBSC recently developed design guidelines for local historic landmark structures and structures within the historic district. The design guidelines will provide administrative review and approval for exterior improvements that conform to the design guidelines.

The Historic Building and Sites Commission outlined a "walking" historic area that featured additional resources in the downtown area, outside the current Historic District, that would benefit from the proposed expansion. Due to concerns over lack of pedestrian traffic in certain areas of the proposed district, the HBSC is supportive of a revised district boundary as presented by staff.

Any property owner within the proposed expansion may "opt out" of the proposed historic district. As of March 28, 2016, staff received requests for twenty six (26) parcels for refusal to consent to historic designation. Of the twenty six (26) requests, eight (8) are located outside the revised district boundary. The proposed district boundary includes a total of 115 parcels.

**V. CONFORMANCE WITH APPLICABLE CRITERIA:**

**A. For comprehensive plan map amendments, Comprehensive Plan Policy 13.5.4 requires that all of the following criteria be met:**

**CRITERION (a):** Consistency with other findings, goals and policies in the Comprehensive Plan.

**HBSC Response: Satisfied.** The proposal is consistent with the applicable Goals and Policies found in Element 8 ~ Economy and Element 13 ~ Land Use of the Comprehensive Plan for reasons summarized below.

**Element 8 – Land Use**

**Goal:** To improve, expand, diversify and stabilize the economic base of the community.

**Policy 8.8(e) –** “The City shall assist in maintaining the Downtown commercial area as a vital business and office district by encouraging private building owners to maintain and improve their buildings.”

**1<sup>st</sup> Conclusion under Criterion (a):**

With increased pressure to convert historic sites and areas to new uses, many cities in Oregon are establishing historic districts to protect the culturally significant sites in their communities. Historic Districts protect and enhance the City’s attractions and downtown core area. Along with protecting the structures and consideration towards complimenting the existing historic fabric of the downtown core area, Historic Districts also stabilize, and improve, property values for structures within those districts, providing incentives for property owners to maintain and improve their buildings.

**Element 13. Land Use:**

**Goal:** To provide a vision of the future through maps and policies that shall guide and inform the land use decisions of the present, in such a manner that:

- (d) is responsive to the wishes of the citizens and property owners of the planning area, and

**Policy 13.2.4 Other Maps:**

The Development Code shall include a Zoning Map that shall include Special Purpose District Maps and Utility Maps, which maps and their criteria and standards shall meet the following basic functions:

- (b) The Special Purpose District Maps and Standards shall determine which special development standards and review procedures, if any, apply to any given development proposal.

**Policy 13.2.5 Special Purpose Districts:**

Special Purpose Districts shall be adopted to include the following:

- (c) Historic: delineating areas of historic value to the community, whose primary function is to encourage viable and economic use of historic areas while conserving and enhancing the area's historic resources.

**2<sup>nd</sup> Conclusion under Criterion (a):**

While zoning is not ideally suited to deal with areas of specific needs, Special Purpose Districts are used to identify special development standards and review procedures. The Historic District serves to safeguard the City's historic, aesthetic and cultural heritage and protect areas or features that represent architectural history. The preservation of historic sites lends a sense of place and renovation of historic buildings can be less expensive than to provide equivalent floor area through new construction.

**CRITERION (b):** A change in circumstances validated by and supported by the database or proposed changes to the database, which would necessitate a change in findings, goals and policies.

**HBSC Response: Satisfied.** The proposed amendment will not change the database and the underlying zoning will remain in place for the properties within the expanded Historic District. The proposed amendment would amend the plan and zoning map and would not require the amending of findings, goals or policies.

**CRITERION (c):** Applicable planning goals and guidelines of the State of Oregon.

**HBSC Response: Satisfied.** The proposal is consistent with four (4) of the nineteen (19) applicable statewide planning goals described below:

**Goal 1: Citizen Involvement**

The proposal is reviewed and noticed according to the requirements for a Type IV-B procedure. Owners of property within the proposed boundary expansion and property owners within two hundred and fifty (250) feet were sent notice of the application. Public notice is posted for both the Historic Building and Sites Commission and City Council hearings in the *Daily Courier* (the local newspaper), on the City of Grants Pass website, [www.grantspassoregon.gov](http://www.grantspassoregon.gov) and on the first floor of the City Hall building. Such notification provides the public an opportunity to provide written or oral comments on the matter either before or at the hearings.

The City has an acknowledged Citizen Involvement Program adopted under Resolution 1748 that insures the public can actively engage in the planning process.

No comments were received from surrounding property owners during the notice period.

Conclusion: The City's procedures outlined in the *Comprehensive Plan* and *Development Code* pertaining to citizen involvement are being followed. The proposal is consistent with Goal 1 standards and requirements.

### **Goal 2: Land Use**

The Grants Pass *Comprehensive Plan* and *Development Code* outline the planning process to consider a Comprehensive Plan Map Amendment and the Zoning Map Amendment. The process requires the application to be heard by both the Historic Building and Sites Commission and the City Council. The Historic Building and Sites Commission will review the proposal and provide a formal recommendation that will be considered by the City Council for final decision. Specific criteria have been adopted that relate to the proposal. The review bodies will evaluate the proposal against those criteria in order to make a decision.

Conclusion: The application is being reviewed through the City's land use process, making it consistent with the purpose of statewide Goal 2.

### **Goal 5: Natural Resources, Scenic and Historic Areas, and Open Spaces**

The Historic District serves to safeguard the City's historic, aesthetic and cultural heritage and protect areas or features that represent architectural history. The preservation of historic sites lends a sense of place and renovation of historic buildings can be less expensive than to provide equivalent floor area through new construction.

Conclusion: The proposal to expand the historic district serves the purpose of Goal 5 by adding protections to resources within the current district and incorporating resources into the district.

### **Goal 9: Economic Development**

With increased pressure to convert historic sites and areas to new uses, many cities in Oregon are establishing historic districts to protect the culturally significant sites in their communities. Historic Districts protect and enhance the City's attractions and downtown core area. Along with protecting the structures and consideration towards complimenting the existing historic fabric of the downtown core area, Historic Districts also stabilize, and improve, property values for structures within those districts, providing incentives for property owners to maintain and improve their buildings.

Conclusion: The proposal protects and enhances the City's attractions to tourists and visitors, providing support and stimulus to businesses, thus meeting the standards and requirements of Goal 9.

**CRITERION (d):** Citizen review and comment.

**HBSC Response: Satisfied.** Public notice of the proposal was mailed to properties within the proposed boundary of the expanded Historic District and surrounding

properties in accordance with the Comprehensive Plan and Development Code procedures. No comments were received from property owners during the notice period.

**CRITERION (e):** Review and comment from affected governmental units and other agencies.

**HBSC Response: Satisfied.** Affected governmental units and agencies were notified.

Notice of the proposal was mailed to the Department of Land Conservation and Development (DLCD) on December 23, 2015. No comments were received.

Notice of the proposal was mailed to Josephine County on December 23, 2015, in accordance with the 1998 Intergovernmental Agreement. The County had no comments.

**CRITERION (f):** A demonstration that any additional need for basic urban services (water, sewer, streets, storm drainage, parks, and fire and police protection) is adequately covered by adopted utility plans and service policies, or a proposal for the requisite changes to said utility plans and service policies as a part of the requested Comprehensive Plan amendment.

**HBSC Response: Satisfied.** Water, sewer, storm, and streets are all present within the proposed Historic District expansion. Therefore, the proposed amendment is in conformance with the Comprehensive Plan.

**CRITERION (g):** Additional information as required by the review body.

**HBSC Response: Satisfied.** Additional information will be provided upon request of the review body.

**CRITERION (h):** In lieu of item (b) above, demonstration that the Plan was originally adopted in error.

**HBSC Response: Not Applicable.** There is no indication that the original boundaries were adopted in error.

**B. For amendments to the Historic District Special Purpose District Map, Section 4.045 of the City of Grants Pass Development Code requires that all of the following criteria be met:**

**CRITERION 1:** The designation of a District or Landmark serves the purpose of this section.

**HBSC Response: Satisfied.** The Historic District serves to safeguard the City's historic, aesthetic and cultural heritage and protect areas or features that represent architectural history. The proposal to expand the historic district serves the purpose of this section by adding protections to resources within the current district and incorporating resources into the district.

**CRITERION 2:** The boundaries of a District are adequate and suitable for designation.

**HBSC Response: Satisfied.** The proposed expansion is adequate and suitable for designation to provide additional buffer from non-contributing development that would detract from the historic resources within the district. The expanded district will also incorporate additional historic resources that are located outside of the existing district that will benefit from the same protections as the local Landmarks and structures within the existing historic district.

**CRITERION 3:** Consideration of the positive and negative effects of the designation upon residents, businesses, or property owners of the area.

**HBSC Response: Satisfied.** The proposed expansion has considered the positive and negative effects of the designation. Expansion of the district will require historic review for modifications to structures within the district boundary. Historic review will only apply to exterior modifications and not affect the allowable uses of the property, as determined by the underlying zoning district. As part of the proposed expansion, the HBSC recently developed design guidelines for local historic landmark structures and structures within the historic district. The design guidelines will provide administrative review and approval for exterior improvements that conform to the design guidelines.

**C. The text of the Development Code may be recommended for amendment and amended provided that all of the following criteria of Section 4.103 of the Development Code are met.**

**CRITERION 1:** The proposed amendment is consistent with the purpose of the subject section and article.

**HBSC Response: Satisfied.** The proposed amendment designates the Historic District on the Zoning Overlay Map. The amendment is consistent with the purpose of Article 13 and the other Special Purpose Districts recognized by the Development Code.

**CRITERION 2:** The proposed amendment is consistent with other provisions of this code.

**HBSC Response: Satisfied.** The proposed text amendment is consistent with the other provisions of the Code and the underlying zoning will remain in place for the properties within the Historic District.

**CRITERION 3:** The proposed amendment is consistent with the goals and policies of the Comprehensive Plan, and most effectively carries out those goals and policies of all alternatives considered.

**HBSC Response: Satisfied.** The proposed changes are consistent with Element 13, Land Use, of the Comprehensive Plan. The Development Code includes a Zoning Overlay Map that includes a Historic Special Purpose District Map that delineates areas of historic value to the community.

### **Most Effective Alternative**

The alternative to approving the proposal is to retain the existing description of the Historic District. The existing description is not consistent with the proposed expansion and would require amendment to match the proposed boundary. The proposed

amendment designates the Historic District on the Zoning Overlay Map and more effectively carries out the goals and policies stated above.

**CRITERION 4:** The proposed amendment is consistent with the functions, capacities, and performance standards of transportation facilities identified in the Master Transportation Plan.

**HBSC Response: Satisfied.** The proposed amendment is not expected to affect the functions, capacities, or performance standards of transportation facilities identified in the Master Transportation Plan (MTP).

**VI. RECOMMENDATION:**

The Historic Buildings and Sites Commission finds the applicable criteria are satisfied and **RECOMMENDS APPROVAL** of the proposed Historic District expansion.

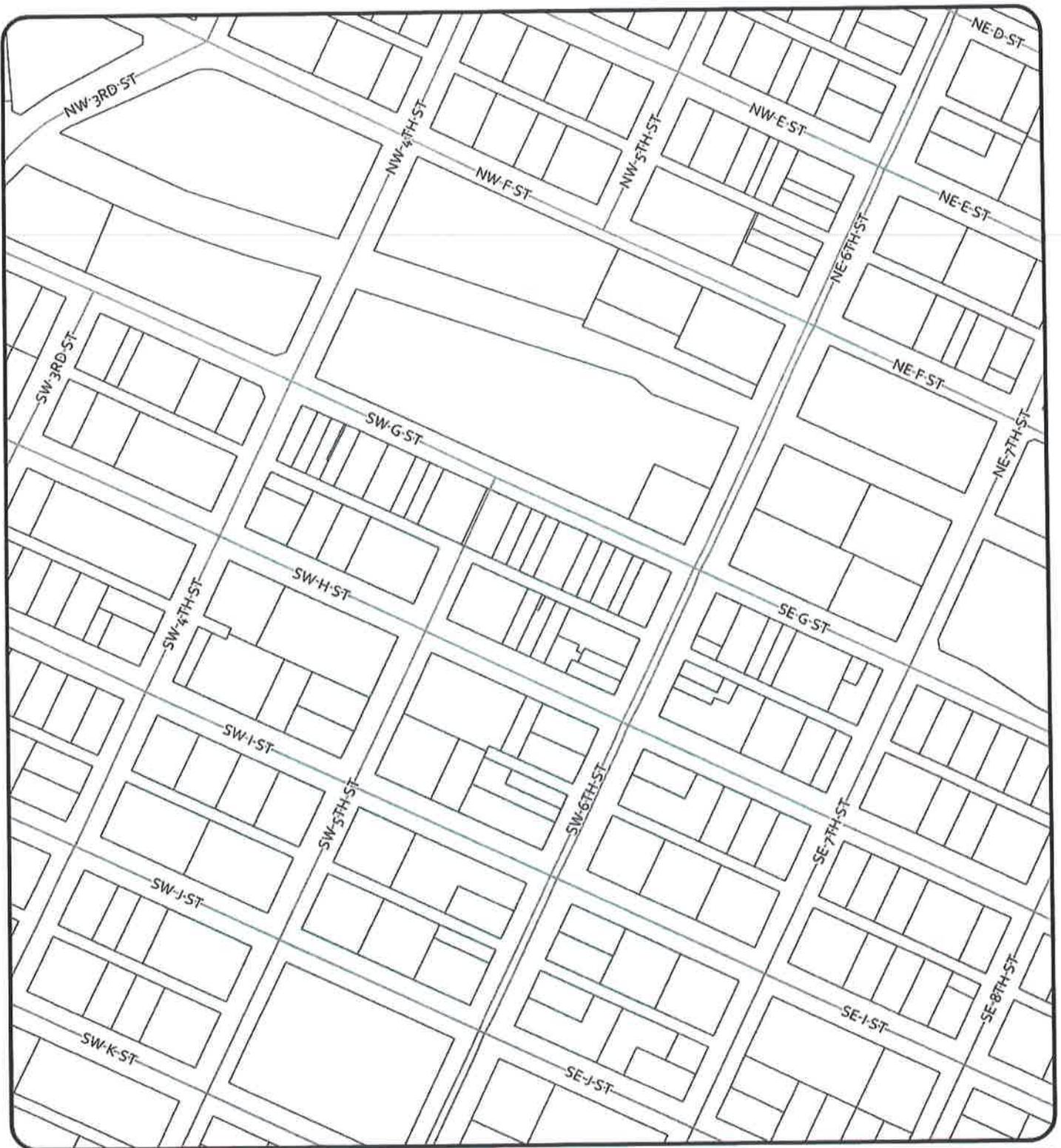
**VII. CITY COUNCIL ACTION:**

- A. Positive Action: Recommend approval of the request:
  - 1. as submitted.
  - 2. as modified by the City Council with the following revisions (list):
- B. Negative Action: Recommend denial of the request for the following reasons (list):
- C. Postponement: Continue item
  - 1. indefinitely.
  - 2. to a time certain.

**NOTE:** This is a legislative decision. State law does *not* require that a decision be made on the application within 120 days.

**VIII. INDEX TO EXHIBITS:**

- 1. Historic District Map, Revised March 17, 2016
- 2. Historic Buildings and Sites Commission Findings of Fact and Attached Record:
  - A. HBSC Staff Report
    - 1. Historic District Map
  - B. Minutes from February 18, 2016 HBSC Hearing
  - C. PowerPoint Presentation



**CITY OF GRANTS PASS**

**Legend**

----- Proposed Historic District



**Exhibit 1**  
to CC Staff Report

**CITY OF GRANTS PASS**  
Parks & Community Development Dept.  
101 Northwest "A" Street  
Grants Pass, OR 97526  
Phone: (541) 450-6060  
Fax: (541) 476-9218  
Web: [www.grantspassoregon.gov](http://www.grantspassoregon.gov)



March 17, 2016

DISCLAIMER: The Geographic Information Systems (GIS) data made available on this map are developed and maintained by the City of Grants Pass and Josephine County. Every reasonable effort has been made to assure the accuracy of the maps and associated data.

**CITY OF GRANTS PASS  
PARKS & COMMUNITY DEVELOPMENT DEPARTMENT**

**COMPREHENSIVE PLAN MAP AND ZONE MAP AMENDMENT  
HISTORIC DISTRICT EXPANSION  
FINDINGS OF FACT-HISTORIC BUILDINGS AND SITES COMMISSION**

<b>Procedure Type:</b>	Type IV: Historic Buildings and Sites Commission Recommendation and City Council Decision
<b>Project Number:</b>	15-40200004
<b>Project Type:</b>	Comprehensive Plan Map and Zone Map Amendment
<b>Applicant:</b>	City of Grants Pass
<b>Planner Assigned:</b>	Justin Gindlesperger
<b>Application Received:</b>	December 24, 2015
<b>Application Complete:</b>	December 24, 2015
<b>Date of Staff Report:</b>	February 11, 2016
<b>Date of HBSC Hearing:</b>	February 18, 2016
<b>Date of HBSC Findings of Fact:</b>	March 17, 2016

**I. PROPOSAL:**

The proposal is for a Comprehensive Plan Map Amendment and Zoning Map Amendment to expand the Historic Special Purpose District to encompass additional properties within the downtown area in order to enhance the protection of the City's historical features.

**II. AUTHORITY AND CRITERIA:**

Sections 13.5.5 and 13.8.3 of the Grants Pass Urban Area Comprehensive Plan provide that joint review by the City Council and Board of County Commissioners shall be required for amendment and revision to Comprehensive Plan findings, goals, policies, and land use maps of the Comprehensive Plan. However, the 1998 Intergovernmental Agreement modified that provision with the result that the City Council will make the decision, and the County will have automatic party status.

Section 13.8.3 of the Comprehensive Plan provides that notice shall be as provided in Section 2.060 of the *Development Code* for a Type IV procedure. Sections 4.045 and 13.442 authorize the Historical Buildings and Sites Commission to make a recommendation to the City Council and authorize the City Council to make a final decision on an application for historic designation or amendment to the historic district requiring a Type IV procedure.

The text or map of the Comprehensive Plan may be recommended for amendment and amended provided the criteria in Section 13.5.4 of the Comprehensive Plan Policies

Document are met. The Historic Special Purpose District may be amended provided the Criteria in Section 4.045 of the *Development Code* are met.

### **III. APPEAL PROCEDURE:**

The City Council's final decision may be appealed to the State Land Use Board of Appeals (LUBA) as provided in state statutes. A notice of intent to appeal must be filed with LUBA within 21 days of the Council's written decision.

### **IV. PROCEDURE:**

- A. An application for a Development Code text amendment was submitted and deemed complete on December 24, 2015. The application was processed in accordance with Section 2.060 of the Development Code.
- B. Notice of the proposed amendment was mailed to the Oregon Department of Land Conservation and Development (DLCD) on December 27, 2015, in accordance with ORS 197.610 and OAR Chapter 660-Division 18.
- C. Notice of the February 18, 2016, Historic Buildings and Sites Commission (HBSC) hearing was mailed to potentially interested parties on January 27, 2016.
- D. Public notice of the February 18, 2016, HBSC hearing was published in the newspaper on February 11, 2016, in accordance with Sections 2.053 and 2.063 of the Development Code.
- E. A public hearing was held by the HBSC on February 18, 2016, to consider the proposal and make a recommendation to City Council.

### **V. SUMMARY OF EVIDENCE:**

- A. The basic facts and criteria regarding this application are contained in the February 11, 2016, HBSC staff report and its exhibits, which are attached as Exhibit "A" and incorporated herein.
- B. The minutes of the public hearing held by the HBSC on February 18, 2016, which are attached as Exhibit "B", summarize the oral testimony presented and are hereby adopted and incorporated herein.
- C. The PowerPoint presentation given by staff at the February 18, 2016, HBSC hearing is attached as Exhibit "C" and incorporated herein.
- D. A letter submitted by the Daily Courier in response to the Historic District expansion is attached as Exhibit "D" and incorporated herein.
- E. A letter submitted by Ann Bauer is attached as Exhibit "E" and incorporated herein.

**VI. GENERAL FINDINGS:**

With increased pressure to convert historic sites and areas to new uses, many cities in Oregon are establishing historic districts to protect the culturally significant sites in their communities. The current Historic District boundaries were approved by the City Council in 2013 to protect the "old town" district along G Street, as identified in Policy 3.50 of the Comprehensive Plan.

The Historic Building and Sites Commission has identified additional resources in the downtown area, outside the current Historic District, that would benefit from expansion of the district. By expanding the Historic District, the City will be able to further preserve and protect the historic features in accordance with Section 13.411 of the Development Code. The expanded district will include properties along NW 6<sup>th</sup> Street between NW 'D' Street and SW 'J' Street and properties between SW 4<sup>th</sup> Street and SW 7<sup>th</sup> Street, south of the existing district.

As part of the proposed expansion, the HBSC recently developed design guidelines for local historic landmark structures and structures within the Historic District. The design guidelines will provide administrative review and approval for exterior improvements that conform to the design guidelines.

**VII. FINDINGS IN CONFORMANCE WITH APPLICABLE CRITERIA:**

**A. For comprehensive plan map amendments, Comprehensive Plan Policy 13.5.4 requires that all of the following criteria be met:**

**CRITERION (a):** Consistency with other findings, goals and policies in the Comprehensive Plan.

**HBSC Response: Satisfied.** The proposal is consistent with the applicable Goals and Policies found in Element 8 ~ Economy and Element 13 ~ Land Use of the Comprehensive Plan for reasons summarized below.

**Element 8 – Land Use**

**Goal:** To improve, expand, diversify and stabilize the economic base of the community.

**Policy 8.8(e) –** "The City shall assist in maintaining the Downtown commercial area as a vital business and office district by encouraging private building owners to maintain and improve their buildings."

**1<sup>st</sup> Conclusion under Criterion (a):**

With increased pressure to convert historic sites and areas to new uses, many cities in Oregon are establishing historic districts to protect the culturally significant sites in their communities. Historic districts protect and enhance the City's attractions and downtown core area. Along with protecting the structures and consideration towards complimenting the existing historic fabric of the

**CRITERION (c):** Applicable planning goals and guidelines of the State of Oregon.

**HBSC Response: Satisfied.** The proposal is consistent with four (4) of the nineteen (19) applicable statewide planning goals described below:

**Goal 1: Citizen Involvement**

The proposal is reviewed and noticed according to the requirements for a Type IV-B procedure. Owners of property within the proposed boundary expansion and property owners within two hundred and fifty (250) feet were sent notice of the application. Public notice is posted for both the Historic Building and Sites Commission and City Council hearings in the *Daily Courier* (the local newspaper), on the City of Grants Pass website, [www.grantspassoregon.gov](http://www.grantspassoregon.gov) and on the first floor of the City Hall building. Such notification provides the public an opportunity to provide written or oral comments on the matter either before or at the hearings.

The City has an acknowledged Citizen Involvement Program adopted under Resolution 1748 that insures the public can actively engage in the planning process.

One comment was received from surrounding property owners during the notice period.

**Conclusion:** The City's procedures outlined in the *Comprehensive Plan* and *Development Code* pertaining to citizen involvement are being followed. The proposal is consistent with Goal 1 standards and requirements.

**Goal 2: Land Use**

The Grants Pass *Comprehensive Plan* and *Development Code* outline the planning process to consider a Comprehensive Plan Map Amendment and the Zoning Map Amendment. The process requires the application to be heard by both the Historic Building and Sites Commission and the City Council. The Historic Building and Sites Commission will review the proposal and provide a formal recommendation that will be considered by the City Council for final decision. Specific criteria have been adopted that relate to the proposal. The review bodies will evaluate the proposal against those criteria in order to make a decision.

**Conclusion:** The application is being reviewed through the City's land use process, making it consistent with the purpose of statewide Goal 2.

**Goal 5: Natural Resources, Scenic and Historic Areas, and Open Spaces**

The Historic District serves to safeguard the City's historic, aesthetic and cultural heritage and protect areas or features that represent architectural history. The preservation of historic sites lends a sense of place and renovation of historic buildings can be less expensive than to provide equivalent floor area through new construction.

Conclusion: The proposal to expand the Historic District serves the purpose of Goal 5 by adding protections to resources within the current district and incorporating resources into the district.

**Goal 9: Economic Development**

With increased pressure to convert historic sites and areas to new uses, many cities in Oregon are establishing historic districts to protect the culturally significant sites in their communities. Historic districts protect and enhance the City's attractions and downtown core area. Along with protecting the structures and consideration towards complimenting the existing historic fabric of the downtown core area, historic districts also stabilize, and improve, property values for structures within those districts, providing incentives for property owners to maintain and improve their buildings.

Conclusion: The proposal protects and enhances the City's attractions to tourists and visitors, providing support and stimulus to businesses, thus meeting the standards and requirements of Goal 9.

**CRITERION (d):** Citizen review and comment.

**HBSC Response: Satisfied.** Public notice of the proposal was mailed to properties within the proposed boundary of the expanded Historic District and surrounding properties in accordance with the Comprehensive Plan and Development Code procedures. No comments were received from property owners during the notice period.

**CRITERION (e):** Review and comment from affected governmental units and other agencies.

**HBSC Response: Satisfied.** Affected governmental units and agencies were notified.

Notice of the proposal was mailed to the Department of Land Conservation and Development (DLCD) on December 23, 2015. No comments were received.

Notice of the proposal was mailed to Josephine County on December 23, 2015, in accordance with the 1998 Intergovernmental Agreement. The County had no comments.

**CRITERION (f):** A demonstration that any additional need for basic urban services (water, sewer, streets, storm drainage, parks, and fire and police protection) is adequately covered by adopted utility plans and service policies, or a proposal for the requisite changes to said utility plans and service policies as a part of the requested Comprehensive Plan amendment.

**HBSC Response: Satisfied.** Water, sewer, storm, and streets are all present within the proposed Historic District expansion. Therefore, the proposed amendment is in conformance with the Comprehensive Plan.

**CRITERION (g):** Additional information as required by the review body.

**HBSC Response: Satisfied.** Additional information will be provided upon request of the review body.

**CRITERION (h):** In lieu of item (b) above, demonstration that the Plan was originally adopted in error.

**HBSC Response: Not Applicable.** There is no indication that the original boundaries were adopted in error.

**B. For amendments to the Historic District Special Purpose District Map, Section 4.045 of the City of Grants Pass Development Code requires that all of the following criteria be met:**

**CRITERION 1:** The designation of a District or Landmark serves the purpose of this section.

**HBSC Response: Satisfied.** The Historic District serves to safeguard the City's historic, aesthetic and cultural heritage and protect areas or features that represent architectural history. The proposal to expand the Historic District serves the purpose of this section by adding protections to resources within the current district and incorporating resources into the district.

**CRITERION 2:** The boundaries of a District are adequate and suitable for designation.

**HBSC Response: Satisfied.** The proposed expansion is adequate and suitable for designation to provide additional buffer from non-contributing development that would detract from the historic resources within the district. The expanded district will also incorporate additional historic resources that are located outside of the existing district that will benefit from the same protections as the local Landmarks and structures within the existing historic district.

**CRITERION 3:** Consideration of the positive and negative effects of the designation upon residents, businesses, or property owners of the area.

**HBSC Response: Satisfied.** The proposed expansion has considered the positive and negative effects of the designation. Expansion of the district will require historic review for modifications to structures within the district boundary. Historic review will only apply to exterior modifications and not affect the allowable uses of the property, as determined by the underlying zoning district. As part of the proposed expansion, the HBSC recently developed design guidelines for local historic landmark structures and structures within the Historic District. The design guidelines will provide administrative review and approval for exterior improvements that conform to the design guidelines.

**C. *The text of the Development Code may be recommended for amendment and amended provided that all of the following criteria of Section 4.103 of the Development Code are met.***

**CRITERION 1:** The proposed amendment is consistent with the purpose of the subject section and article.

**HBSC Response: Satisfied.** The proposed amendment is consistent with the purpose of Article 13. The Historic District protects historical features within Grants Pass. The proposed expansion will incorporate additional historic resources that are located outside of the existing district that will benefit from the same protections as the local landmarks and structures within the existing Historic District.

**CRITERION 2:** The proposed amendment is consistent with other provisions of this code.

**HBSC Response: Satisfied.** The proposed text amendment will identify the Historic District on the Historic District Overlay Map. The special district standards apply in addition to the standards of the underlying zoning districts. This change will not substantially change the code and the revised Section will remain consistent with other provisions of the code.

**CRITERION 3:** The proposed amendment is consistent with the goals and policies of the Comprehensive Plan, and most effectively carries out those goals and policies of all alternatives considered.

**HBSC Response: Satisfied.** The proposed changes are consistent with Element 13, Land Use, of the Comprehensive Plan. The proposed amendment refers to the Historic District Overlay Map to identify the boundaries of the Historic District. Pursuant to 13.2.5, the Historic District shall identify areas of historic value to the community.

#### **Most Effective Alternative**

The alternative to approving the proposal is to retain the existing description of the Historic District boundaries. The proposed historic district expansion will expand the boundaries, and the description will not correspond the boundaries. The proposed amendment will reference the Historic District Overlay Map and more effectively carries out the goals and policies stated above.

**CRITERION 4:** The proposed amendment is consistent with the functions, capacities, and performance standards of transportation facilities identified in the Master Transportation Plan.

**HBSC Response: Satisfied.** The proposed amendment is not expected to affect the functions, capacities, or performance standards of transportation facilities identified in the Master Transportation Plan (MTP).

### **VIII. RECOMMENDATION:**

The Historic Buildings and Sites Commission recommends that the City Council **APPROVE** the proposed Historic District expansion, as presented in the staff report.

**IX. FINDINGS APPROVED BY THE URBAN AREA PLANNING COMMISSION** this 17<sup>th</sup>  
day of March, 2016.

  
\_\_\_\_\_  
**Ward Warren, Chair**

**CITY OF GRANTS PASS  
PARKS & COMMUNITY DEVELOPMENT DEPARTMENT**

**COMPREHENSIVE PLAN MAP AND ZONE MAP AMENDMENT  
HISTORIC DISTRICT EXPANSION  
STAFF REPORT-HISTORIC BUILDINGS AND SITES COMMISSION**

<b>Procedure Type:</b>	Type IV: Historic Buildings and Sites Commission Recommendation and City Council Decision
<b>Project Number:</b>	15-40200004
<b>Project Type:</b>	Comprehensive Plan Map and Zone Map Amendment
<b>Applicant:</b>	City of Grants Pass
<b>Planner Assigned:</b>	Justin Gindlesperger
<b>Application Received:</b>	December 24, 2015
<b>Application Complete:</b>	December 24, 2015
<b>Date of Staff Report:</b>	February 11, 2016
<b>Date of Public Hearing:</b>	February 18, 2016

**I. PROPOSAL:**

The proposal is for a Comprehensive Plan Map Amendment and Zoning Map Amendment to expand the Historic Special Purpose District to encompass additional properties within the downtown area in order to enhance the protection of the City's historical features. See **Exhibit 1** for a map of proposed district boundary.

**II. AUTHORITY AND CRITERIA:**

Sections 13.5.5 and 13.8.3 of the Grants Pass Urban Area Comprehensive Plan provide that joint review by the City Council and Board of County Commissioners shall be required for amendment and revision to Comprehensive Plan findings, goals, policies, and land use maps of the Comprehensive Plan. However, the 1998 Intergovernmental Agreement modified that provision with the result that the City Council will make the decision, and the County will have automatic party status.

Section 13.8.3 of the Comprehensive Plan provides that notice shall be as provided in Section 2.060 of the *Development Code* for a Type IV procedure. Sections 4.045 and 13.442 authorize the Historical Buildings and Sites Commission to make a recommendation to the City Council and authorize the City Council to make a final decision on an application for historic designation or amendment to the historic district requiring a Type IV procedure.

The text or map of the Comprehensive Plan may be recommended for amendment and amended provided the criteria in Section 13.5.4 of the Comprehensive Plan Policies Document are met. The Historic Special Purpose District may be amended provided the Criteria in Section 4.045 of the *Development Code* are met.

### III. APPEAL PROCEDURE:

The City Council's final decision may be appealed to the State Land Use Board of Appeals (LUBA) as provided in state statutes. A notice of intent to appeal must be filed with LUBA within 21 days of the Council's written decision.

### IV. BACKGROUND AND DISCUSSION:

With increased pressure to convert historic sites and areas to new uses, many cities in Oregon are establishing historic districts to protect the culturally significant sites in their communities. The current Historic District boundaries were approved by the City Council in 2013 to protect the "old town" district along G Street, as identified in Policy 3.50 of the Comprehensive Plan.

The Historic Building and Sites Commission has identified additional resources in the downtown area, outside the current Historic District, that would benefit from expansion of the district. By expanding the Historic District, the City will be able to further preserve and protect the historic features in accordance with Section 13.411 of the Development Code. The expanded district will include properties along NW 6<sup>th</sup> Street between NW 'D' Street and SW 'J' Street and properties between SW 4<sup>th</sup> Street and SW 7<sup>th</sup> Street, south of the existing district.

As part of the proposed expansion, the HBSC recently developed design guidelines for local historic landmark structures and structures within the historic district. The design guidelines will provide administrative review and approval for exterior improvements that conform to the design guidelines.

### V. CONFORMANCE WITH APPLICABLE CRITERIA:

#### A. For comprehensive plan map amendments, Comprehensive Plan Policy 13.5.4 requires that all of the following criteria be met:

**CRITERION (a):** Consistency with other findings, goals and policies in the Comprehensive Plan.

**Staff Response: Satisfied.** The proposal is consistent with the applicable Goals and Policies found in Element 8 ~ Economy and Element 13 ~ Land Use of the Comprehensive Plan for reasons summarized below.

#### Element 8 – Land Use

**Goal:** To improve, expand, diversify and stabilize the economic base of the community.

**Policy 8.8(e)** – "The City shall assist in maintaining the Downtown commercial area as a vital business and office district by encouraging private building owners to maintain and improve their buildings."

**Staff Response: Satisfied.** The proposed amendment will not change the database and the underlying zoning will remain in place for the properties within the expanded Historic District. The proposed amendment would amend the plan and zoning map and would not require the amending of findings, goals or policies.

**CRITERION (c):** Applicable planning goals and guidelines of the State of Oregon.

**Staff Response: Satisfied.** The proposal is consistent with four (4) of the nineteen (19) applicable statewide planning goals described below:

**Goal 1: Citizen Involvement**

The proposal is reviewed and noticed according to the requirements for a Type IV-B procedure. Owners of property within the proposed boundary expansion and property owners within two hundred and fifty (250) feet were sent notice of the application. Public notice is posted for both the Historic Building and Sites Commission and City Council hearings in the *Daily Courier* (the local newspaper), on the City of Grants Pass website, [www.grantspassoregon.gov](http://www.grantspassoregon.gov) and on the first floor of the City Hall building. Such notification provides the public an opportunity to provide written or oral comments on the matter either before or at the hearings.

The City has an acknowledged Citizen Involvement Program adopted under Resolution 1748 that insures the public can actively engage in the planning process.

No comments were received from surrounding property owners during the notice period.

**Conclusion:** The City's procedures outlined in the *Comprehensive Plan* and *Development Code* pertaining to citizen involvement are being followed. The proposal is consistent with Goal 1 standards and requirements.

**Goal 2: Land Use**

The Grants Pass *Comprehensive Plan* and *Development Code* outline the planning process to consider a Comprehensive Plan Map Amendment and the Zoning Map Amendment. The process requires the application to be heard by both the Historic Building and Sites Commission and the City Council. The Historic Building and Sites Commission will review the proposal and provide a formal recommendation that will be considered by the City Council for final decision. Specific criteria have been adopted that relate to the proposal. The review bodies will evaluate the proposal against those criteria in order to make a decision.

**Conclusion:** The application is being reviewed through the City's land use process, making it consistent with the purpose of statewide Goal 2.

### **Goal 5: Natural Resources, Scenic and Historic Areas, and Open Spaces**

The Historic District serves to safeguard the City's historic, aesthetic and cultural heritage and protect areas or features that represent architectural history. The preservation of historic sites lends a sense of place and renovation of historic buildings can be less expensive than to provide equivalent floor area through new construction.

**Conclusion:** The proposal to expand the historic district serves the purpose of Goal 5 by adding protections to resources within the current district and incorporating resources into the district.

### **Goal 9: Economic Development**

With increased pressure to convert historic sites and areas to new uses, many cities in Oregon are establishing historic districts to protect the culturally significant sites in their communities. Historic Districts protect and enhance the City's attractions and downtown core area. Along with protecting the structures and consideration towards complimenting the existing historic fabric of the downtown core area, Historic Districts also stabilize, and improve, property values for structures within those districts, providing incentives for property owners to maintain and improve their buildings.

**Conclusion:** The proposal protects and enhances the City's attractions to tourists and visitors, providing support and stimulus to businesses, thus meeting the standards and requirements of Goal 9.

**CRITERION (d):** Citizen review and comment.

**Staff Response: Satisfied.** Public notice of the proposal was mailed to properties within the proposed boundary of the expanded Historic District and surrounding properties in accordance with the Comprehensive Plan and Development Code procedures. No comments were received from property owners during the notice period.

**CRITERION (e):** Review and comment from affected governmental units and other agencies.

**Staff Response: Satisfied.** Affected governmental units and agencies were notified.

Notice of the proposal was mailed to the Department of Land Conservation and Development (DLCD) on December 23, 2015. No comments were received.

Notice of the proposal was mailed to Josephine County on December 23, 2015, in accordance with the 1998 Intergovernmental Agreement. The County had no comments.

**CRITERION (f):** A demonstration that any additional need for basic urban services (water, sewer, streets, storm drainage, parks, and fire and police protection) is adequately covered by adopted utility plans and service policies, or a proposal for the requisite changes to said utility plans and service policies as a part of the requested Comprehensive Plan amendment.

**Staff Response: Satisfied.** Water, sewer, storm, and streets are all present within the proposed Historic District expansion. Therefore, the proposed amendment is in conformance with the Comprehensive Plan.

**CRITERION (g):** Additional information as required by the review body.

**Staff Response: Satisfied.** Additional information will be provided upon request of the review body.

**CRITERION (h):** In lieu of item (b) above, demonstration that the Plan was originally adopted in error.

**Staff Response: Not Applicable.** There is no indication that the original boundaries were adopted in error.

**B. For amendments to the Historic District Special Purpose District Map, Section 4.045 of the City of Grants Pass Development Code requires that all of the following criteria be met:**

**CRITERION 1:** The designation of a District or Landmark serves the purpose of this section.

**Staff Response: Satisfied.** The Historic District serves to safeguard the City's historic, aesthetic and cultural heritage and protect areas or features that represent architectural history. The proposal to expand the historic district serves the purpose of this section by adding protections to resources within the current district and incorporating resources into the district.

**CRITERION 2:** The boundaries of a District are adequate and suitable for designation.

**Staff Response: Satisfied.** The proposed expansion is adequate and suitable for designation to provide additional buffer from non-contributing development that would detract from the historic resources within the district. The expanded district will also incorporate additional historic resources that are located outside of the existing district that will benefit from the same protections as the local Landmarks and structures within the existing historic district.

**CRITERION 3:** Consideration of the positive and negative effects of the designation upon residents, businesses, or property owners of the area.

**Staff Response: Satisfied.** The proposed expansion has considered the positive and negative effects of the designation. Expansion of the district will require historic review for modifications to structures within the district boundary. Historic review will only apply to exterior modifications and not affect the allowable uses of the property, as determined by the underlying zoning district. As part of the proposed expansion, the HBSC recently developed design guidelines for local historic landmark structures and structures within the historic district. The design guidelines will provide administrative review and approval for exterior improvements that conform to the design guidelines.

**VI. RECOMMENDATION:**

Staff recommends the Historic Buildings and Sites Commission recommend that the City Council **APPROVE** the proposed Historic District expansion, as presented in Exhibit 1.

**VII. HISTORIC BUILDINGS AND SITES COMMISSION ACTION:**

A. Positive Action: Recommend approval of the request:

1. as submitted.
2. as modified by the Historic Buildings and Sites Commission with the following revisions (list):

B. Negative Action: Recommend denial of the request for the following reasons (list):

C. Postponement: Continue item

1. indefinitely.
2. to a time certain.

**NOTE:** This is a legislative decision. State law does *not* require that a decision be made on the application within 120 days.

**VIII. INDEX TO EXHIBITS:**

1. Historic District Map



**Legend**

-  Existing Historic District
-  Proposed Historic District

**EXHIBIT 1**  
to HBSC Staff Report

**HISTORICAL BUILDINGS AND SITES COMMISSION  
MEETING MINUTES**

**February 18, 2016 – 6:00 P.M.**

**City Council Chambers**

**A. ROLL CALL:**

The Historical Buildings and Sites Commission met in regular session on the above date with Chair Ward Warren presiding. Vice Chair Dan McBerty and Commissioners Arden McConnell, Virginia Ford, Shirley Holzinger, and Don Hendricks were present. Also present was City Council Liaison Dennis Roler and representing the City staff was Parks & Community Development (hereafter: PCD) Director Lora Glover, PCD Senior Planner Joe Slaughter, and PCD Planner Justin Gindlesperger.

**B. APPROVAL OF MINUTES:** January 21, 2016 meeting Pg. 1-2

**MOTION/VOTE**

**Commissioner Warren moved and Commissioner Hendricks seconded the motion to delay the discussion and approval of the minutes until the end of the meeting. The vote resulted as follows: “AYES”: Chair McBerty, Vice Chair Warren, and Commissioners McConnell, Holzinger, Ford, and Hendricks. “NAYS”: None. Abstain: None. Absent: None. The motion passed.**

**C. 15-40200004 – Staff report – Comprehensive, Plan Map and Zone Map Amendment, Historic District Expansion. Pg. 3-10**

- Chair Warren stated, at this time I will open the public hearing to consider recommendation from the Historic Building and Sites Commission to the City Council to approve the proposed comprehensive plan and zone map amendment to expand the historic district and the text amendment to identify the historic overlay map in the development code. We will begin the hearing with a staff report followed by a presentation by the applicant, statements by persons in favor of the

application, statements by persons in opposition to the application, and an opportunity for additional comments by the applicant and staff. After that has occurred, the public comment portion will be closed and the matter will be discussed and acted upon by the Commission. Is there anyone present who wishes to challenge the authority of the Commission to consider this matter? Seeing none do any Commissioners wish to abstain from participating in this hearing or declare a potential conflict of interest? Seeing none are there any Commissioners who wish to disclose discussions, contacts, or other ex parte information they have received prior to this meeting regarding this application? Seeing none in this hearing the decision of the Commission will be based on specific criteria which are set forth in the development code. All testimony which apply in this case are noted in the staff report. If you would like a copy of the staff report please let us know and we will try and get you one. It is important to remember if you fail to raise an issue with enough detail to afford the Commission and the parties an opportunity to respond to the issue you'll not be able to appeal to the Land Use Board of Appeals based on that issue. The hearing will now proceed with a report from staff.

- Justin gave the staff report.

#### **I. Items from the Commission**

- Commissioner Warren asked for confirmation on two points. It was confirmed that existing buildings in the new proposed guidelines would be grandfathered in and would not need to make changes or improvements to areas that do not currently meet the guidelines put forth by Council and HBSC. It was also confirmed that the new guidelines will streamline the process for citizens within the Historic District by allowing any improvements that fall under the guidelines to be put under administrative review rather than being put forth to the HBSC. The HBSC will review any proposed improvements that fall outside of the guidelines.
- Commissioner McConnell asked if the guidelines would be available to the public. The updated Development Code will be posted online for anyone to view. It was also discussed that a flyer may be put together illustrating the changes to be handed out to potentially interested parties.

## II. Items from the Public

- Walter Cauble - owner of the building at 111 SE 6th Street. Mr. Cauble's building houses his law firm as well as spaces that are leased to other companies. He expressed a concern that he doesn't feel that his building fits into a historical setting, as it was a more modern building for the 60's. He is also concerned that if he were to have new tenants they wouldn't be able to use their signs as they wouldn't be grandfathered in, this would be detrimental to bringing new businesses into the City.
- Dennis Dreher – Highland Ranch Rd outside of the City limits. Mr. Dreher is here representing the Committee on Public Art (COPA). He expressed a concern as to whether murals that are currently planned for buildings that are in the proposed guidelines will still be allowed and what the process will be for approvals.
- Ron Martin – 315 SE 7<sup>th</sup> Street. Ron made mention that when you go through Grants Pass towards 7<sup>th</sup> Street from the Redwood Hwy area there are many beautiful buildings and structures that are over the top and fantastic. However they don't match the façade on 6<sup>th</sup> Street. He expressed that he doesn't believe it is necessary for 7<sup>th</sup> Street to look like 6<sup>th</sup> Street and that the City looks alive.
- Debbie Brownell – 6<sup>th</sup> street between H and I. Ms. Brownell wanted clarification on the issues of signs and paint colors listed within the Historic District Guidelines.
- Rick Chapman – 311 SE 6<sup>th</sup> street- Mr. Chapman wanted to express his support the plan to expand the Historic District. He did want to know how much control the City/Commission has over signs vs. the building. He believes this might be a selling point for Tourism to use.
- Roy Pondelick – Bluestone Bakery, 412 NW 6<sup>th</sup> Street. Mr. Pondelick would like to know specifically how he will be affected by the Historic guidelines in increasing his current signage as well as paint colors as he is currently under construction.
- Steve Baksay – Climate City Brewing, 509 G street – Mr. Baksay would like to know how the proposed district was decided on, specifically why it didn't extend to him building on G Street. He would also like to know if there will be infrastructure increases (lighting) to go with the potential expansion.
- Doran O'Donnell – 208 NW 6<sup>th</sup> Street – Mr. O'Donnell wanted to give his support for the expansion. He believes it will increase tourism.

### **III. Further Explanation from Staff**

- Justin brought up his presentation on the Historic Guidelines. He let it be known that the guidelines say that the predominate wall should be of a neutral tone and that there should be no more than three different color choices per single building. He showed a palate of colors with approximately 150 colors listed. Citizens can propose other colors that are not listed on the pallet but they will need to be reviewed by the HBSC. If the citizen's request is denied they can also appeal the decision to City Council. Current Development Code prohibits pure black, pure white, and unmuted primary colors.
- Any signage, paint colors, lighting that falls within the guidelines can go under administrative review and can be approved in a much shorter timeline. Any exterior changes or improvements that do not fall within the guidelines can be taken to the HBSC for review.
- Anything that has an already existing building permit will be fine to continue with the approved permits. As far as Mr. Pondelick's concerns his building is outside of the proposed guidelines so he will be fine to continue as he has been.
- The guidelines are to protect the City as a whole from having buildings that specifically look out of place among the Historic District.
- To clarify the guidelines apply only to the exterior of the buildings within the Historic District and not the interior.
- To address Mr. Dreher's concerns the murals can be put to the HBSC for review the same as any improvements that fall outside of the guidelines.

### **IV. Discussion**

- Commissioner McConnell wanted to express her gratitude that someone had the forethought to preserve G Street for generations to come. The Historic District encourages people to visit our City and will be good for everyone.
- Commissioner Ford is looking forward to the changes and believes the potential expanded Historic District will be a real asset to the City.
- Commissioner Holzinger brought up the concern sent in by the Daily Courier indicating that they didn't want to be included in the proposed Historic District expansion.

- Commissioner Warren responded to Commissioner Holzinger that he feels it is too bad that the Daily Courier doesn't want to be included because he feels that their building has quite a bit of significance within the City. He also stated that he agrees with some of what Mr. Martin said in regards to 7<sup>th</sup> Street. The boundary has already been decided on by the Commission, however City Council can choose to amend the boundary. He brought up that per the state a historical building only needs to be 50 years old to fall under consideration. He feels that not all of the buildings within the Historic District need to be historic old buildings. He believes that the Climate City Brewing building is one of the most beautiful and old buildings within the City. He let Mr. Baksay know that there wasn't a specific reason why they didn't extend the proposed boundary to include his building, but that they just had to stop it somewhere. He suggested that Mr. Baksay look into making the building a Historic Landmark; Justin let them know that the brewery is already on that list.
- City Council will make the final decision on the proposed boundary on March 16<sup>th</sup>.

#### **MOTION/VOTE**

**Commissioner Warren moved and Commissioner McConnell seconded the motion to recommend the City Council to approve the proposed comprehensive plan and zone map amendment to expand the historic district and the text amendment to identify the historic overlay map in the development code. The vote resulted as follows: "AYES": Chair McBerty, Vice Chair Warren, and Commissioners McConnell, Holzinger, Ford, and Hendricks. "NAYS": None. Abstain: None. Absent: None. The motion passed.**

#### **D. Approve Minutes: January 21, 2016**

- The Commission expressed dissatisfaction with the minutes being moved from verbatim to summary. Lora explained that the City lost their minute taker and was forced to move to summary minutes for all committees. There was a specific desire to see the questions that were put to Joe at the last meeting. Lora went over the list and gave answers to the commissioners. The questions and answers will be attached as an exhibit to the minutes for this meeting.

**MOTION/VOTE**

**Commissioner Warren moved and Commissioner McConnell seconded the motion to approve the minutes from January 21, 2016 as presented. The vote resulted as follows: "AYES": Chair Warren, Vice Chair McBerty, and Commissioners McConnell, Holzinger, Ford, and Hendricks. "NAYS": None. Abstain: None. Absent: None. The motion passed.**

**E. ADJOURMENT:**

Chair Warren adjourned the meeting at 7:10 P.M.

These minutes were prepared by Carlie Paulsen, Administration Department, City of Grants Pass.

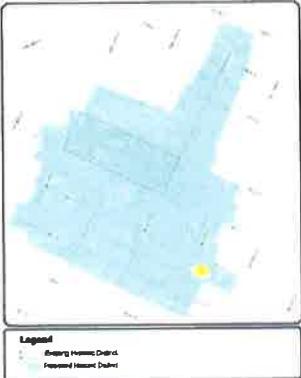
## Historic District Expansion Comprehensive Plan and Zone Map Amendment

Justin Gindesperger, Associate Planner  
Parks & Community Development  
February 18, 2016



## Historic District Expansion

- Expanded area includes:
  - Properties along NW 6<sup>th</sup> Street
    - From NW 'D' Street to SW 'J' Street
    - Includes properties on both sides of the streets
  - Properties south of existing Historic District
    - From SW 4<sup>th</sup> Street to SW 7<sup>th</sup> Street
    - Includes properties on both sides of streets

**Legend**

- Existing Historic District
- Proposed Historic District



## Background/Discussion

- Existing Historic District:
  - Overlay designation in 2013
  - "old town" along G Street
- Open House
  - June 2015
- Design Guidelines:
  - Administrative review and approval
- Historic District Inventory
  - Within expanded district boundary



## Background/Discussion

- Expanded District:
  - Protect and enhance downtown
  - Provide buffer to historic structures
  - Stabilize and improve property values
- Existing structures
  - Newer/non-historic
  - Exterior Improvements



## Background/Discussion

WHAT IF A NEW MODERN STYLE BUILDING WERE BUILT ON THE HISTORIC SIDE OF G STREET?



OVER



**EXHIBIT C**  
to HBSC Findings of Fact



### Proposed Text Amendment

- Section 13.422
  - Revise Code to reflect changes in district boundary.
  - Historic District is an overlay map to the zoning map.
- Proposed Code Language:
  - Historic District Map. The historic district overlay is designated on an overlay map to the Zoning District Map.



### Call to Action

- Alternatives:
  - Recommend approval of the request;
  - Recommend denial of the request; or
  - Postpone the request.
- Call to Action Date: February 18, 2016  
(The application is not subject to the 120-day rule according to ORS 227.178(7).)



### Call to Action

**Potential Motion:**  
I move that the HBSC recommend the City Council approve the Comprehensive Plan and Zone Map amendment to expand the Historic District and the text amendment to include the Historic District Overlay Map in the Development Code.



Feb. 18, 2016

For the consideration of the Grants Pass City Council:

We are writing to express our will that the Daily Courier property and other properties on the east side of Seventh Street not be included in the proposed historic district.

We believe that the Daily Courier and other properties on the east side of Seventh are far enough away from the cluster of historic buildings along G and Sixth streets that they should not be in the district. Furthermore, if the purpose of the district is to encourage a tourist walking tour of the historic buildings in town, these potential tourists will only be disappointed by what they find on the east side of Seventh. There's a new Peoples Bank building, a Daily Courier building that looks more like a warehouse or manufacturing plant than a historic building, and others that don't appear to be of the vintage — 1880s through 1930s — that people would expect on such a walking tour.

It has been suggested by some that the Daily Courier building is historic. We disagree. A small portion of the building was built in 1949, but the majority of the building is made up of additions built in the 1980s. The Daily Courier property is also the only business that lines Eighth Street in the proposed district. Knowing our neighborhood, we can't imagine that anyone would want to draw tourists to that area. The transients who frequently hang out at the intersection of Eighth and I streets are often drinking and intoxicated. We also find hypodermic needles in our flower beds in that area.

Having talked with the owners of a few of the properties on the east side of Seventh — the Peoples Bank and the "Photo Den" property — we know we are not alone in our opinion. So we respectfully request that the properties on the east side of Seventh be removed from the proposed historic district.

Thank you,



Travis Moore  
Publisher  
Daily Courier  
(541) 474-3706



**EXHIBIT D**  
to HBSC Findings of Fact

# Ann Bauer Properties

PO Box 1863  
Grants Pass, OR 97528  
541-660-2696  
[annbauer13@gmail.com](mailto:annbauer13@gmail.com)

February 18, 2016

To: City Councilors and City Staff  
City of Grants Pass Property Owners  
Historic Building & Sites Commission

I am writing this letter as a property owner, who owns property just outside the proposed Historic District Expansion.

Doing research for the HBSC Hearing on the Proposed Historic District, searching for the code for our historic district, led me to City Hall yesterday afternoon, where I discovered that the City Council was going to consider new guidelines for the Historic District. I am the only property owner who attended last night's meeting, besides members of the HBSC.

If I had been better prepared with my remarks, the Council might have waited until next meeting to truly evaluate what the new code would mean to property owners.

Historic Districts are created to protect historic and culturally significant sites. They are general compact areas, not a whole downtown core.

13.400 Historic Districts

13.412 Definitions

(7) A relatively compact, definable geographic area possessing an *obvious concentration, linkage or continuity of sites, Buildings or structures united by past events, architectural styles, construction features or other physical features illustrative of the community's historic development.*

HBSC Proposed Historical District Hearing Agenda 2/18/2016

Page 4:

*HBSC has identified additional resources in the downtown area, outside the current Historic District, the City will be able to further preserve and protect the historic features in accordance with sec. 13.411 of the Development Code.*

*As part of the proposed expansion, the HBSC recently developed design guidelines for the local historic landmark structures and structures within the historic district. The design guidelines will provide administrative review and approval for exterior improvements that conform to the design guidelines.*

(These guidelines were approved by the Council last night and will be the guide in what you can do with any property within the Historic District.)

The HBSC and city staff presented the new 13.450 Historic District Design Guidelines, as a way to streamline the process for building owners when they wish to remodel, affect its exterior appearance, or any new structures.

EXHIBIT E  
to HBSC 82 Findings of Fact

So if you propose a remodel or a new construction with in the district, that fits the guidelines you have to go no further. However, if you and your architect have spent time and \$\$s, and have come up with a design outside of the recommendations of the HBSC, you must go to the HBSC for approval. They meet once a month and need 21 days for notice, so probably a couple of months. And why would they approve your design that falls outside of their new recommendations.

If they don't allow your choices, because they are "not recommended" you can appeal your case to the City Council. So now I ask myself, why would the City Council override the recommendations that they just voted in to the code?

I am glad that I am outside this proposed district, because I could not have met their recommendations with the remodel of my building. The HBSC believes that the properties inside the new district will have increased property values. I not sure that is the case, based on the restriction. This proposed district includes almost every building in the downtown core, a very small percentage of which, has any truly historic value except to say that we have a diverse downtown with many different styles developed over the years.

Should we tell all the people in the Architectural fields to put away all their training and new ideas because we only want to look like we did 80 years ago? Tell that to the people studying to become Architects in our universities.

In order to evaluate the expanded Historic District, I believe you need to research the new code and how it might affect what you would like to do with your property.

Following is a list of my concerns with the new code:

*13.453 Elements of Compatibility; These criteria are intended to create a range of appropriate options that will allow owners to proceed with as little delay as is feasible while still assuring the goals of the Historic District are met. Elements determined to be outside these approval criteria by the Director shall be reviewed by the Historic Buildings and Sites Commission. HBSC*

1. Materials. Variety of materials adds visual interest, supports compatibility, and minimizes the impact of mass.

Not recommended

River rock, or other round rock surfaces

Stucco

Metal panels

2. Roofs

Exclusion. Re-roofing any historic structure or structure within the Historic District, with new materials *of the same type, profile, and visual qualities as the existing.*

(I read this to say no metal roofs in the new History District)

3. Additions and/or new construction, exterior alterations .....shall be compatible with the historic materials, features, size, scale and proportion and massing to protect the integrity of the property.

4. Colors. Paint and roof color represent highly visible elements of a building that can either greatly enhance or greatly detract, from historic character.

a. Colors of predominant wall surfaces shall be neutral colors from commercially available historical color palettes.

b. The following are *NOT recommended for surface or trim*  
primary and secondary colors  
pure black and white

c. The application of colors shall include no more than 3 colors, hues or tones

5. Awnings.

a. Awning must be fixed, and made of canvas stretched over a metal framework that is mounted directly to the structure.

B Materials NOT Recommended

Vinyl

Metal

6. Signs.

List is too long to include here.

My question: Do these recommendations change the sign code now in place?

13.454 Historical Buildings and Sites Commission Action;  
.....The Commission shall be empowered to set the conditions of approval based on compliance with the criteria, Section 13.452 and 13.411 (the criteria seems to be listed in Section 13.453)

I believe that enlarging our Historic District to include all, if not more than, the downtown business core would be a mistake at this time with the criteria that has been adopted by the City Council last night. I believe that the proposed area includes large areas of no significant historical value.

Respectfully submitted,  
Ann Bauer

**ORDINANCE NO.**

**AN ORDINANCE OF THE COUNCIL OF THE CITY OF GRANTS PASS AMENDING ARTICLE 13 SPECIAL PURPOSE DISTRICTS OF THE DEVELOPMENT CODE TO DESIGNATE THE HISTORIC DISTRICT OVERLAY ON THE ZONING DISTRICT MAP AND TO EXPAND THE HISTORIC SPECIAL PURPOSE DISTRICT.**

**WHEREAS:**

1. The Grants Pass and Urbanizing Area Comprehensive Community Development Plan was adopted December 15, 1982; and
2. The ordinance amends Article 13 Special Purpose Districts of the Development Code to expand the Historic Special Purpose District; and
3. The proposal is consistent with the goals and policies of the Comprehensive Plan; and
4. The applicable criteria from the Development Code are satisfied and approval of the proposal is recommended by the Historical Buildings and Sites Commission to the City Council.

**NOW, THEREFORE, THE CITY OF GRANTS PASS HEREBY ORDAINS:**

**Section 1.** The amendment to Development Code Article 13 Special Purpose Districts, as set forth in Exhibit 1, is hereby adopted.

**Section 2.** The Zoning District Map is hereby amended to include the Historic District Overlay, as set forth in Exhibit 2.

**ADOPTED** by the Council of the City of Grants Pass, Oregon, in regular session this 6<sup>th</sup> day of April, 2016, with the following specific roll call vote:

**AYES:**

**NAYS:**

**ABSTAIN:**

**ABSENT:**

**SUBMITTED** to and \_\_\_\_\_ by the Mayor of the City of Grants Pass, Oregon, this \_\_\_\_ day of April, 2016.

\_\_\_\_\_  
Darin Fowler, Mayor

**ATTEST:**

\_\_\_\_\_  
Karen Frerk, City Recorder

Date submitted to Mayor: \_\_\_\_\_

Approved as to Form, Mark Bartholomew, City Attorney \_\_\_\_\_

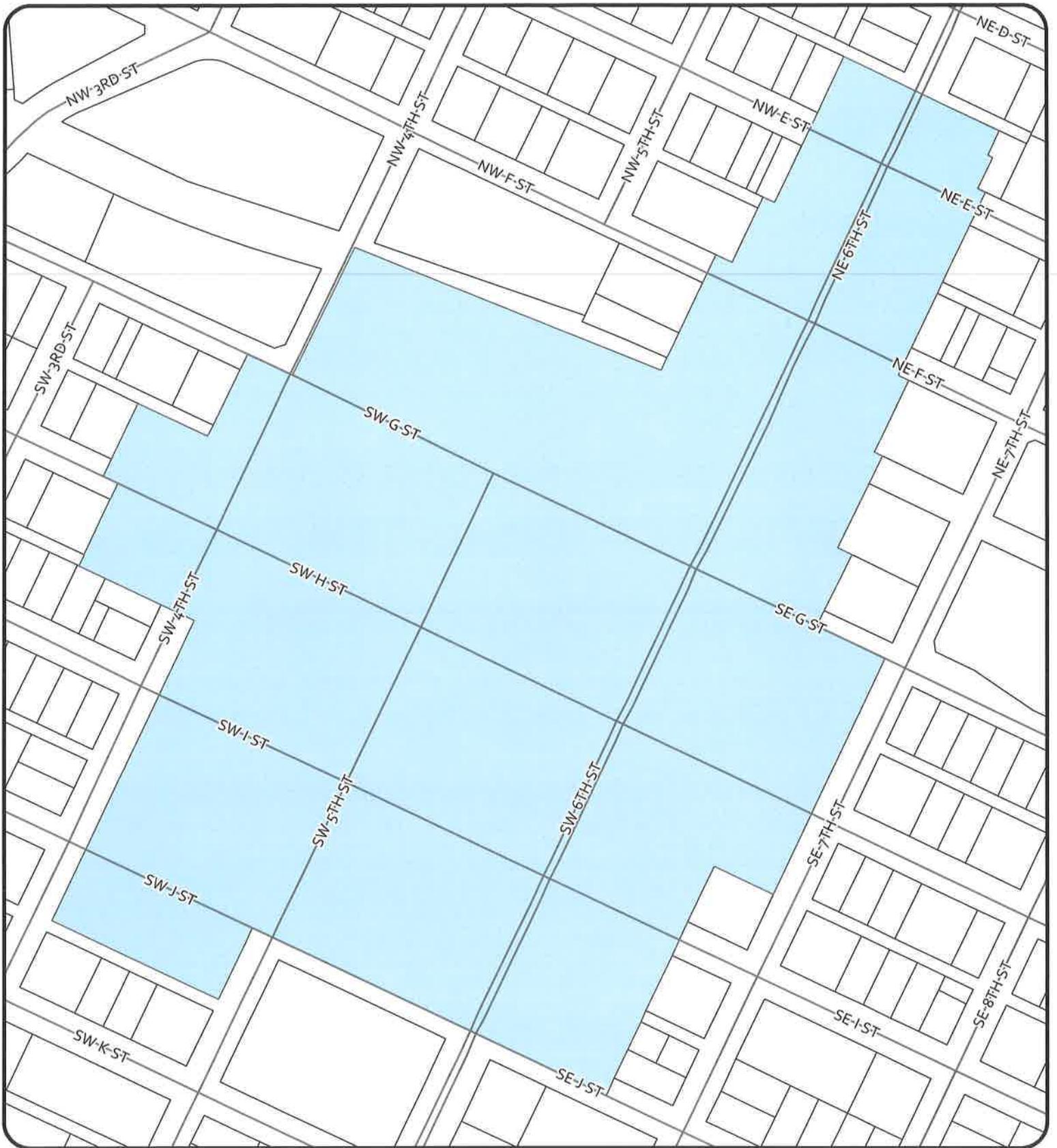


## EXHIBIT 1

13.420 District Types and Map

<sup>31</sup>13.422 Historic District Map. The historic district overlay is designated on an overlay map to the Zoning District Map.

---



**CITY OF GRANTS PASS**

**Legend**

 Proposed Historic District



**Exhibit 2**

**CITY OF GRANTS PASS**

Parks & Community Development Dept.  
 101 Northwest "A" Street  
 Grants Pass, OR 97526  
 Phone: (541) 450-6060  
 Fax: (541) 476-9218  
 Web: [www.grantspassoregon.gov](http://www.grantspassoregon.gov)



April 6, 2016



Item: Resolution adopting parking lot wayfinding signage.

Date: April 6, 2016

---

SUBJECT AND SUMMARY:

This resolution would adopt parking lot wayfinding signage.

---

RELATIONSHIP TO COUNCIL GOALS:

This supports Council's goals of **LEADERSHIP AND ECONOMIC OPPORTUNITIES** by promoting better direction and ease of use of City-owned parking lots for visitors and customers.

---

CALL TO ACTION SCHEDULE:

Early adoption will assist in getting signs in place for "Amazing May" and the upcoming visitor season. Call to action schedule: April 20, 2016.

---

BACKGROUND:

Parking in the City's downtown area has been an issue of concern for many years. The Downtown Parking Task Force met and made many recommendations to improve parking for the merchants, citizens and visitors. The Task Force believed that naming the parking lots in a manner that would be pleasant, friendly, and helpful would be beneficial to the community. A naming convention and parking lot names were recommended by the Task Force and adopted by the Council.

The naming convention recommended included placement of an art piece to accentuate the name and location of the City-owned parking lot. The Committee on Public Art (CoPA) has an active interest in this process. They requested that the name of the "Gold Panner" parking lot be changed. The proposed changes were presented to the Council at a workshop. Staff was instructed to bring a resolution renaming some of the parking lots back to the Council.

The parking lot names proposed in this resolution still meet the intent of the Downtown Parking Task Force and have been endorsed by the co-chairs of CoPA.

---

COST IMPLICATION:

Revenue Source: LB6282 – City Rebranding

This budget will provide signage that incorporates the City's new brand.

---

ITEM: 3.a. RESOLUTION ADOPTING PARKING LOT WAYFINDING SIGNAGE.

Staff Report (continued):

ALTERNATIVES:

1. Adopt the resolution renaming the parking lots; or
  2. Retain the current names that were previously adopted following the Downtown Parking Task Force recommendation.
- 

RECOMMENDED ACTION:

Staff recommends adopting the resolution renaming the parking lots.

---

POTENTIAL MOTION:

I move to adopt the resolution approving parking lot wayfinding signage.

**RESOLUTION NO.**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS ADOPTING PARKING LOT WAYFINDING SIGNAGE.**

**WHEREAS:**

1. The Downtown Parking Task Force identified the need for easily accessible and usable parking for visitors and customers in the downtown; and
2. The City of Grants Pass wants to provide attractive signs that can help people locate available parking areas to assist in safe and efficient parking; and
3. Businesses can benefit from efficient and attractive parking lots and parking lot signage; and
4. Adopting a naming convention and specific names for each of the City-owned parking lots will help people find parking spaces and will support visitors' and customers' ability in returning to their vehicles; and
5. The Downtown Parking Task Force, with input from the Committee on Public Art (CoPA) and Council members, have made recommendations for naming eight of the City-owned parking lots.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Grants Pass the City-owned parking lots will be named as follows:

- Grasshopper Lot at 4<sup>th</sup> and F Street
- Owl Lot at 5<sup>th</sup> and H Street (N)
- Osprey Lot at 5<sup>th</sup> and H Street (S)
- Salmon Lot at 5<sup>th</sup> and I Street
- Brown Bear Lot on I Street (6<sup>th</sup> to 7<sup>th</sup>)
- Redwood Lot at 7<sup>th</sup> and I Street
- Beaver Lot at 7<sup>th</sup> and G Street (W)
- Duck Lot at 7<sup>th</sup> and G Street (E)

**EFFECTIVE DATE** of this Resolution shall be immediate upon its passage by the City Council and approval by the Mayor.

**ADOPTED** by the Council of the City of Grants Pass, Oregon, in regular session this 6<sup>th</sup> day of April, 2016.

**SUBMITTED** to and \_\_\_\_\_ by the Mayor of the City of Grants Pass, Oregon, this \_\_\_\_ day of April, 2016 to be effective on the date indicated as adopted by the City Council.

\_\_\_\_\_  
Darin Fowler, Mayor

**ATTEST:**

\_\_\_\_\_  
Karen Frerk, City Recorder

Date submitted to Mayor: \_\_\_\_\_

Approved as to Form, Mark Bartholomew, City Attorney 



Item: Resolution amending the Wastewater Pump  
Zone fee schedule.

Date: April 6, 2016

---

**SUBJECT AND SUMMARY:**

This resolution will remove the sunset date for the Wastewater Pump Zone user charges fee schedule, pending a comprehensive utility rate study to be performed over the next year.

---

**RELATIONSHIP TO COUNCIL GOALS:**

This supports Council's goal of shared **LEADERSHIP** and **INFRASTRUCTURE** by providing for an adequate rate structure to meet the Wastewater Utility's operating and infrastructure obligations.

---

**CALL TO ACTION SCHEDULE:**

Call to action schedule: April 20, 2016.

---

**BACKGROUND:**

In April of 2012, the City Council, acting both for the City Wastewater Utility and the former Redwood Sanitary Sewer Service District, created a Wastewater Pump Zone fee schedule in order to help these wastewater utilities cover the cost of maintaining and upgrading the pump/lift stations over time. Like the City's Water Utility, there are extra costs to providing utility services to customers that need to be served through a pump station or a lift station.

The pump zone fee schedule was created for two different zones, the Redwood Zone and the Webster Zone. At the time, the City's UGB expansion process was nearing completion and the various master plans for the utilities were beginning to be updated. Following the completion of the UGB and master plans, the utilities would go through a comprehensive rate study to include an analysis of the monthly utility user fee rates and whether to restructure those rates and/or change those rates to meet each utility's short-term and long-term operating and infrastructure obligations.

A sunset date of May 15, 2016 was built into the final fee resolution for the Wastewater Pump zone fee rates as it was originally thought that a comprehensive rate study would be completed before the end of those four years. As the UGB process and master planning processes took longer than expected and the rate study won't begin until the summer of 2016. There is a need to remove the sunset date built into the resolution. This would keep the current rate structure in place until the Council has the ability to review the rate study and act on the recommendations of the rate study. This resolution simply removes the original sunset date from the resolution that created the pump zone fee schedule, allowing the current rates in place today to remain in place without any adjustments until the completion of the pending rate study.

---

ITEM: 3.b. RESOLUTION AMENDING THE WASTEWATER PUMP ZONE FEE SCHEDULE.

Staff Report (continued):

COST IMPLICATION:

The current Wastewater Pump Zone rates of \$.54 per unit for the Redwood Zone and \$0.28 per unit for the Webster Zone provide annual wastewater utility revenues of approximately \$102,000 per year. The Redwood Zone serves approximately 2300 utility accounts while the Webster Zone serves approximately 520 utility accounts.

---

ALTERNATIVES:

The recommendation is simply to remove the sunset date pending the rate study later in 2016. However, Council can remove the sunset date, change the sunset date, change the pumping zone fee amounts, or let the pumping zone fees sunset in May of 2016.

---

RECOMMENDED ACTION:

It is recommended that Council approve the resolution removing the sunset date.

---

POTENTIAL MOTION:

I move to adopt the resolution amending the Wastewater Pump Zone fee schedule.

**RESOLUTION NO.**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS  
ADJUSTING THE WASTEWATER PUMP ZONE FEE SCHEDULE.**

**WHEREAS:**

1. The Municipal Code provides for an annual increase to wastewater user rates based on the CPI index and allows other wastewater fee updates to be made by resolution; and
2. The wastewater pump zone fee schedule, adopted by Resolution No. 5934 in April of 2012, established a sunset date for the pump zone fees of four years after May 15, 2012; and
3. The City Council desires to keep the current wastewater user rates the same until such time as a comprehensive utility rate study is performed for the City's wastewater utility to properly provide for adequate operating and infrastructure resources to the wastewater utility.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Grants Pass that:

The sunset date is removed for both the Redwood Zone and the Webster Zone pump zone fee schedules.

**EFFECTIVE DATE** of this Resolution shall be immediate upon its passage by the City Council and approval by the Mayor.

**ADOPTED** by the Council of the City of Grants Pass, Oregon, in regular session this 6<sup>th</sup> day of April 2016.

**SUBMITTED** to and \_\_\_\_\_ by the Mayor of the City of Grants Pass, Oregon, this \_\_\_\_ day of April, 2016 to be effective on the date indicated as adopted by the City Council.

\_\_\_\_\_  
Darin Fowler, Mayor

**ATTEST:**

\_\_\_\_\_  
Karen Frerk, City Recorder

Date submitted to Mayor: \_\_\_\_\_

Approved as to Form, Mark Bartholomew, City Attorney

\_\_\_\_\_  




Item: Resolution establishing the interest rate to be applied during calendar year 2016 to deferred development agreement monies on deposit.

Date: April 6, 2016

---

SUBJECT AND SUMMARY:

This resolution would set the Deferred Development Agreement (DDA) interest deposit rates for 2016 per the City's Development Code.

---

RELATIONSHIP TO COUNCIL GOALS:

This supports the Council's goal of **LEADERSHIP** by allocating interest earnings to deposit monies to be held by the City for the future funding of required infrastructure improvements.

---

CALL TO ACTION SCHEDULE:

Approval is requested as soon as possible to be able to properly apply the rates in 2016 for future DDA accounts that will be closed and satisfied in the year. Call to action schedule: April 6, 2016.

---

BACKGROUND:

At its February 20, 2002 meeting, Council adopted an ordinance revising the requirements for Deferred Development Agreements. In essence, an applicant seeking a development permit must also post a cash deposit for the value of the deferred improvements. In addition, this revision calls for the provision of interest earnings on those monies and specifies the rate to be established by Council each year following certain criteria.

In accord with Section 29.064 of the Development Code, the average interest rate paid to investments by the Local Government Investment Pool (LGIP) for calendar year 2015 was 0.5266%. This shall be the rate applied to monies on deposit during calendar year 2016. The Council retains the ability to readjust this rate next year when adopting a new rate for 2017. Exhibit "A" shows the average monthly rates paid by LGIP during 2015.

---

COST IMPLICATION:

While there is no immediate direct cost, administrative costs will be incurred due to tracking and maintaining financial records for each DDA over time as the number of agreements with deposits increase.

---

ITEM: 3.c. RESOLUTION ESTABLISHING THE INTEREST RATE TO BE APPLIED DURING CALENDAR YEAR 2016 TO DEFERRED DEVELOPMENT AGREEMENT MONIES ON DEPOSIT.

Staff Report (continued):

ALTERNATIVES:

The ability to pay a different interest rate than the formula defined in the Development Code rests solely with the City Council in the following year after the approval of that rate. Rates paid in calendar year 2015 can be adjusted by Council now and rates paid in calendar year 2016 can be adjusted in 2017.

---

RECOMMENDED ACTION:

It is recommended the respective interest rates as defined for calendar year 2015 be approved and applied to deferred development agreement deposits during calendar year 2016 without any changes to the previous year's rate.

---

POTENTIAL MOTION:

I move to approve the resolution establishing interest rates for DDA deposits for 2016.

Exhibit "A"

Calculation of Interest Rate at Local Government Investment Pool (LGIP)

Calendar Year 2016

Month	Rate	Annual Rate
January	0.5000%	
February	0.5000%	
March	0.5000%	
April	0.5000%	
May	0.5000%	
June	0.5307%	
July	0.5400%	
August	0.5400%	
September	0.5400%	
October	0.5400%	
November	0.5400%	
December	0.5884%	
2015 annual average		<b>0.5266%</b>

**RESOLUTION NO.**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS ESTABLISHING THE INTEREST RATE TO BE APPLIED DURING CALENDAR YEAR 2016 TO DEFERRED DEVELOPMENT AGREEMENT MONIES ON DEPOSIT.**

**WHEREAS:**

1. The Development Code has been amended to require cash deposits for the value of deferred improvements; and
2. Section 29 of the Development Code calls for the application of interest earnings on those monies, defines the basis for the establishment of the rate, and specifies Council adopt, by Resolution, the rate for the ensuing calendar year; and
3. The average interest rate paid to investments by the Local Government Investment Pool in calendar year 2015 was 0.5266%.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Grants Pass that the interest rate to be applied for calendar year 2016 on Deferred Development Agreements shall be 0.5266%.

**EFFECTIVE DATE.** This resolution shall be effective immediately upon its passage by the City Council and approval by the Mayor.

**ADOPTED** by the Council of the City of Grants Pass, Oregon, in regular session this 6<sup>th</sup> day of April, 2016.

**SUBMITTED** to and \_\_\_\_\_ by the Mayor of the City of Grants Pass, Oregon, this \_\_\_\_ day of April, 2016 to be effective on the date indicated as adopted by Council.

\_\_\_\_\_  
Darin Fowler, Mayor

**ATTEST:**

\_\_\_\_\_  
Karen Frerk, City Recorder

Date submitted to Mayor \_\_\_\_\_

Approved as to form, Mark Bartholomew, City Attorney \_\_\_\_\_



Item: Motion allowing night work for the replacement  
of an ODOT reader board on Highway 199.

Date: April 6, 2016

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SUBJECT AND SUMMARY:

This motion would allow a contractor for ODOT to work at night to place a new reader board on Highway 199. Night work in residential zones requires Council approval.

---

RELATIONSHIP TO COUNCIL GOALS:

This supports Council's goal to **KEEP CITIZENS SAFE** by allowing construction to occur at night to minimize conflict between construction work and the motoring public.

---

CALL TO ACTION SCHEDULE:

ODOT needs to know if the night work will be allowed before they will solicit bids. Call to action schedule: April 6, 2016.

---

BACKGROUND:

ODOT will be soliciting bids for the replacement of traffic reader boards at several locations in Southern Oregon. Most of the work will be done during the daytime. For the actual placing of the reader board, the westbound travel lane will be shut down while a crane places the equipment. The work will happen sometime between July and November, depending on the schedule submitted by the successful bidder and the availability of the new support poles. A notice will be sent out notifying residents prior to actual construction.

---

COST IMPLICATION:

None.

---

ALTERNATIVES:

Council can allow the night work; or Council can choose to not allow the night work.

---

RECOMMENDED ACTION:

Staff recommends approval to allow the work to be performed at night.

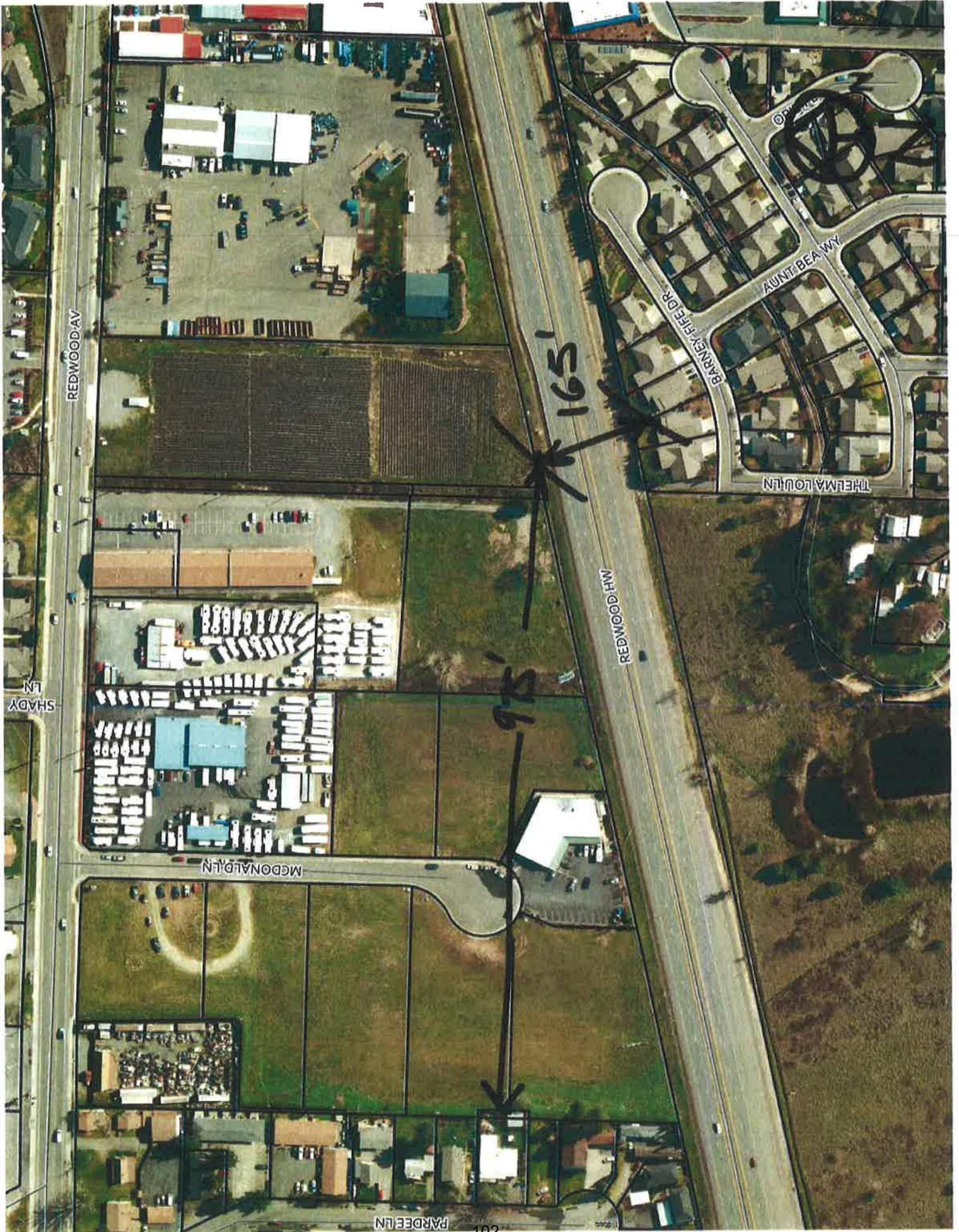
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POTENTIAL MOTION:

I move to allow the contractor selected by ODOT to replace the reader board on Highway 199 to work at night.

---

ITEM: 3.d. MOTION ALLOWING NIGHT WORK FOR THE REPLACEMENT OF A  
READERBOARD ON HIGHWAY 199.



Item: Motion acknowledging the receipt of the  
monthly financial reports for January and  
February 2016.

Date: April 6, 2016

---

SUBJECT AND SUMMARY:

Monthly financial reports are prepared and acknowledged by Council to convey information about the City's budget and current financial condition.

---

RELATIONSHIP TO COUNCIL GOALS:

This supports Council's goal of **LEADERSHIP** by ensuring financial records and systems are effective and that Council has the opportunity to access the City's financial information.

---

CALL TO ACTION SCHEDULE:

Call to action schedule: N/A.

---

BACKGROUND:

A summary monthly report is prepared to convey information about the City's budget, the current financial condition, and seasonal or unique financial transactions throughout the year for the various funds of the City.

---

COST IMPLICATION:

None.

---

RECOMMENDED ACTION:

It is recommended the Council acknowledge the receipt of the monthly financial reports for January and February 2016.

---

POTENTIAL MOTION:

I move to acknowledge the monthly financial reports.

---

ITEM: 3.e. MOTION ACKNOWLEDGING RECEIPT OF THE MONTHLY FINANCIAL REPORTS FOR JANUARY AND FEBRUARY 2016.

**CITY OF GRANTS PASS**  
**MONTHLY FINANCIAL REPORTS**  
**January & February 2016**  
**Discussion & Analysis**



As is typical, most of the percentages that look like variances in this month's report are due to seasonal factors or transactions that are not regularly spaced throughout the months in the fiscal year. The following text describes some of the operating conditions facing the City this year that may not be apparent from this high level monthly view of the City's financial picture. In reviewing the monthly reports, since this is a prorated budget variance report any variances significantly different from 100% in the "% of year-to-date budget" column would imply either seasonality or true variances. And while this is a brief monthly report, the expanded quarterly reports dive into the exceptions and provide some explanation of those variances as well.

This fiscal year, the monthly financial report summaries were changed slightly to break out "transfers" from the main revenue and expenditure summary lines. This allows a more clear view of actual operational revenues and expenditures compared to budget in a short easier to read format that covers all funds of the City. Transfers between operating funds and capital project funds need to be legally recorded as budgetary revenues and expenditures for each fund, but are only processed once or twice throughout the fiscal year. This year most budgeted capital project transfers were processed right away early in the fiscal year so that capital project managers have the most accurate and up to date project balance reports.

On the expenditure side of these monthly financial reports, you may notice in the month of January that the monthly expenditures in the General Fund "Council and General Operations" were higher than the monthly prorated budget. This is due to the quarterly payment of \$243,000 to Josephine County for the adult jail services contract. This jail services contract and any related jail services utility fee revenues are accounted for in the General Fund, General Program Operations and this fiscal year is the third year of this contract expenditure to make sure the City's Police Division has access to jail services when making an arrest for a serious crime incident.

You may also notice that there was a major purchase in the Equipment Replacement Fund in the month of February. This expenditure amount in this fund in February was largely due to the purchase of the new Aquatech Jet/Vac Truck used in Wastewater Collection operations, a significant and critical piece of equipment used to clean wastewater collection infrastructure and sometimes other street or storm drainage areas. The old vac truck was moved to the Street Maintenance operations area and will serve both Streets and the backup for Wastewater Collection. The much older backup vac truck (hardly ever used) will now be sold as a surplus piece of equipment.

On the revenue side, most major revenue sources for City operations are coming in near or above expectations. Property taxes will be slightly over the revenue budget this year due to the final County assessment changes coming in slightly above expectations, Franchise and Other Taxes for the General Fund are on track to be close to budget,

Transient Room Taxes are tracking slightly higher than budget, Wastewater Utility Charges for Services are on track with budget, and the Street Utility's Fees and Gas Tax allocations typically don't fluctuate a great deal from year to year and are generally on track. Within the City utilities, it appears the Water Utility's revenue may come in slightly under budget for the fiscal year. As the Water Fund's revenues are at 99% of budgeted revenues for the prorated fiscal year through February and the peak season of water use already passed, this suggests the Water Fund may come in slightly under the revenue budget for the full year. These sort of mild fluctuations are commonly due to changing weather patterns, and the most recent winter and spring were one of the wettest rain seasons we've had in many years (slightly lowering the need for water use).

Revenues in the Building Division continue to be the standout positive variance to budget this year and are a key indicator of the level of property development happening in the City. And the first eight months of fiscal 2016 showed an extremely strong amount of activity in building compared to budget. As of February, the Building Division had already achieved about 161% of its total revenue budget for the full fiscal year. Planning revenues and many utility SDC revenues are also trending well above budget so far this fiscal year, reflective of strong levels of residential and commercial developments.

Staff in Finance and other departments continue to be extremely busy in recent months with the implementation of the new ERP system that is the financial and business operating software for most of the administrative duties of the City such as financial reporting and the general ledger, payroll, human resources, licensing and permitting, utility billing, accounts payable, budget processing, all things accounting, document management, and other areas. While the project is more than half complete at this point, there is still much work to be done.

The standard part of the annual budgeting process began in earnest for all departments during February. After the Strategic Plan was approved by Council, the next step for staff was to create personnel/payroll projections and discuss the capital projects necessary to accomplish the highest priority tasks in the Strategic Plan and Work Plan. As Council prioritized the work plan items, this assists staff with focusing the limited available resources on projects necessary to complete the highest priority work plan items. Departments were given budgetary directions and had a series of budget deadlines set for February, March, and April.

We hope this discussion and analysis provided some insight into the City financial activities. Should you have additional comments or questions please feel free to contact the Finance Department.

Jay Meredith, CPA  
Finance/Fleet Director  
Phone: 541-450-6021  
<http://www.grantspassoregon.gov>



City of Grants Pass  
101 NW A Street  
Grants Pass, OR 97526  
*Where the Rogue River Runs*



**CITY OF GRANTS PASS  
MONTHLY FINANCIAL REPORT**

January 31, 2016

*unaudited Budget to Actuals*

	<b>ANNUAL BUDGET</b>	<b>JANUARY BUDGET</b>	<b>JANUARY ACTUAL ***</b>	<b>% OF MONTH BUDGET</b>	<b>YEAR- TO-DATE BUDGET</b>	<b>YEAR- TO-DATE ACTUAL ***</b>	<b>% OF YEAR- TO-DATE BUDGET</b>
<b>Street Utility:</b>							
Beginning Balance	\$ 662,426				\$ 662,426	\$ 1,360,714	
Revenues	\$ 3,048,500	\$ 254,042	\$ 261,547	103%	\$ 1,778,292	\$ 1,635,567	92%
Transfers in	\$ 385,500	\$ 32,125	\$ -	0%	\$ 224,875	\$ -	0%
Expenditures	\$ 2,337,793	\$ 194,816	\$ 165,811	85%	\$ 1,363,713	\$ 1,229,663	90%
Transfers out	\$ 1,310,000	\$ 109,167	\$ 209,054	191%	\$ 764,167	\$ 1,263,985	165%
Ending Balance/Contingency (Budgetary)	\$ 448,633				\$ 448,633	\$ 502,633	Budgetary Balance**
<b>CD Block Grant / HUD:</b>							
Beginning Balance	\$ 1,137,317				\$ 1,137,317	\$ 1,142,715	
Revenues	\$ 373,415	\$ 31,118	\$ 10,769	35%	\$ 217,825	\$ 27,588	13%
Expenditures	\$ 660,000	\$ 55,000	\$ -	0%	\$ 385,000	\$ 8,429	2%
Transfers out	\$ 211,000	\$ 17,583	\$ 174,000	990%	\$ 123,083	\$ 174,000	141%
Ending Balance/Contingency (Budgetary)	\$ 639,732				\$ 639,732	\$ 987,874	Budgetary Balance**
<b>Debt Service, Gen Obligation and Bancroft:</b>							
Beginning Balance	\$ 152,880				\$ 152,880	\$ 171,245	
Revenues	\$ 1,758,200	\$ 146,517	\$ 17,229	12%	\$ 1,025,617	\$ 1,030,575	100%
Expenditures	\$ 1,269,600	\$ 105,800	\$ 833	1%	\$ 740,600	\$ 94,138	13%
Transfers out	\$ 500,000	\$ 41,667	\$ -	0%	\$ 291,667	\$ -	0%
Ending Balance/Contingency (Budgetary)	\$ 141,480				\$ 141,480	\$ 1,107,682	Budgetary Balance**
<b>Transportation Capital Projects:</b>							
Beginning Balance	\$ 6,409,451				\$ 6,409,451	\$ 5,545,798	
Revenues	\$ 3,956,750	\$ 1,978,375	\$ 10,454	1%	\$ 13,848,625	\$ 208,982	2%
Transfers in	\$ 2,109,000	\$ 175,750	\$ 211,054	120%	\$ 1,230,250	\$ 2,025,985	165%
Expenditures	\$ 12,385,201	\$ 1,032,100	\$ 158,172	15%	\$ 7,224,701	\$ 2,587,533	36%
Transfers out	\$ 90,000	\$ 7,500	\$ -	0%	\$ 52,500	\$ 90,000	171%
Ending Balance/Contingency (Budgetary)	\$ -				\$ -	\$ 5,103,232	Budgetary Balance**

CITY OF GRANTS PASS  
MONTHLY FINANCIAL REPORT

January 31, 2016

unaudited Budget to Actuals

	ANNUAL BUDGET	JANUARY BUDGET	JANUARY ACTUAL***	% OF MONTH BUDGET	YEAR-TO-DATE BUDGET	YEAR-TO-DATE ACTUAL***	% OF YEAR-TO-DATE BUDGET
<b>Solid Waste and Capital Projects:</b>							
Beginning Balance	\$ 1,513,671				\$ 1,513,671	\$ 1,528,777	
Revenues	\$ 645,240	\$ 53,770	\$ 45,418	84%	\$ 376,390	\$ 273,880	73%
Transfers in	\$ 5,000	\$ 417	\$ 5,000	1200%	\$ 2,917	\$ 5,000	171%
Expenditures	\$ 1,916,858	\$ 159,738	\$ 64,560	40%	\$ 1,118,167	\$ 303,652	27%
Transfers out	\$ 29,000	\$ 2,417	\$ 29,000	1200%	\$ 16,917	\$ 29,000	171%
Ending Balance/Contingency (Budgetary)	\$ 218,053				\$ 218,053	\$ 1,475,005	Budgetary Balance**
<b>Storm Drain and Capital Projects:</b>							
Beginning Balance	\$ 261,810		\$ 6,049	285%	\$ 261,810	\$ 311,393	
Revenues	\$ 25,500	\$ 2,125	\$ -	0%	\$ 14,875	\$ 76,239	513%
Transfers in	\$ 120,000	\$ 10,000	\$ -	0%	\$ 70,000	\$ 120,000	171%
Expenditures	\$ 407,310	\$ 33,943	\$ 572	2%	\$ 237,598	\$ 193,148	81%
Ending Balance/Contingency (Budgetary)	\$ -				\$ -	\$ 314,484	Budgetary Balance**
<b>Lands and Buildings Capital Projects:</b>							
Beginning Balance	\$ 3,537,696				\$ 3,537,696	\$ 4,155,599	
Revenues	\$ 5,011,036	\$ 2,505,518	\$ (96,923)	-4%	\$ 17,538,626	\$ 91,496	1%
Transfers in	\$ 2,492,700	\$ 207,725	\$ 272,676	131%	\$ 1,454,075	\$ 1,344,973	92%
Expenditures	\$ 11,041,432	\$ 920,119	\$ 125,543	14%	\$ 6,440,835	\$ 648,211	10%
Ending Balance/Contingency (Budgetary)	\$ -				\$ -	\$ 4,943,857	Budgetary Balance**
<b>Wastewater Fund:</b>							
Beginning Balance	\$ 1,738,431				\$ 1,738,431	\$ 2,639,000	
Revenues	\$ 6,093,000	\$ 507,750	\$ 486,681	96%	\$ 3,554,250	\$ 3,714,191	104%
Expenditures	\$ 4,857,085	\$ 404,757	\$ 263,152	65%	\$ 2,833,300	\$ 2,039,545	72%
Transfers out	\$ 1,719,000	\$ 143,250	\$ -	0%	\$ 1,002,750	\$ 1,719,000	171%
Ending Balance/Contingency (Budgetary)	\$ 1,255,346				\$ 1,255,346	\$ 2,594,646	Budgetary Balance**
<b>Wastewater Capital Projects:</b>							
Beginning Balance	\$ 4,024,896				\$ 4,024,896	\$ 5,578,009	
Revenues	\$ 200,000	\$ 16,667	\$ 229,896	1379%	\$ 116,667	\$ 724,894	621%
Transfers in	\$ 1,874,000	\$ 156,167	\$ -	0%	\$ 1,093,167	\$ 1,874,000	171%
Expenditures	\$ 6,098,896	\$ 508,241	\$ 20,409	4%	\$ 3,557,689	\$ 976,571	27%
Ending Balance/Contingency (Budgetary)	\$ -				\$ -	\$ 7,200,332	Budgetary Balance**

CITY OF GRANTS PASS  
MONTHLY FINANCIAL REPORT

January 31, 2016

unaudited Budget to Actuals

	ANNUAL BUDGET	JANUARY BUDGET	JANUARY ACTUAL ***	% OF MONTH BUDGET	YEAR-TO-DATE BUDGET	YEAR-TO-DATE ACTUAL ***	% OF YEAR-TO-DATE BUDGET
<b>Water Fund:</b>							
Beginning Balance	\$ 2,136,390				\$ 2,136,390	\$ 3,426,315	
Revenues	\$ 6,734,650	\$ 561,221	\$ 399,273	71%	\$ 3,928,546	\$ 4,045,799	103%
Expenditures	\$ 4,307,537	\$ 358,961	\$ 212,054	59%	\$ 2,512,730	\$ 2,481,615	99%
Transfers out	\$ 3,413,000	\$ 284,417	\$ -	0%	\$ 1,990,917	\$ 3,413,000	171%
Ending Balance/Contingency (Budgetary)	\$ 1,150,503				\$ 1,150,503	\$ 1,577,499	Budgetary Balance**
<b>Water Capital Projects:</b>							
Beginning Balance	\$ 3,473,468				\$ 3,473,468	\$ 4,587,394	
Revenues	\$ 167,000	\$ 13,917	\$ 21,555	155%	\$ 97,417	\$ 504,157	518%
Transfers in	\$ 3,413,000	\$ 284,417	\$ -	0%	\$ 1,990,917	\$ 3,413,000	171%
Expenditures	\$ 7,053,468	\$ 587,789	\$ 226,388	39%	\$ 4,114,523	\$ 671,779	16%
Ending Balance/Contingency (Budgetary)	\$ -				\$ -	\$ 7,832,772	Budgetary Balance**
<b>Vehicle Maintenance</b>							
Beginning Balance	\$ 368,691				\$ 368,691	\$ 531,926	
Revenues	\$ 1,332,022	\$ 111,002	\$ 60,005	54%	\$ 777,013	\$ 424,877	55%
Expenditures	\$ 1,011,073	\$ 84,256	\$ 58,327	69%	\$ 589,793	\$ 513,179	87%
Transfers out	\$ 600,000	\$ 50,000	\$ -	0%	\$ 350,000	\$ -	0%
Ending Balance/Contingency (Budgetary)	\$ 89,640				\$ 89,640	\$ 443,624	Budgetary Balance**
<b>Vehicle &amp; Equipment Replacement</b>							
Beginning Balance	\$ 3,248,463				\$ 3,248,463	\$ 3,783,170	
Revenues	\$ 591,820	\$ 49,318	\$ 51,455	104%	\$ 345,228	\$ 347,256	101%
Expenditures	\$ 1,454,200	\$ 121,183	\$ -	0%	\$ 848,283	\$ 108,788	13%
Ending Balance/Contingency (Budgetary)	\$ 2,386,083				\$ 2,386,083	\$ 4,021,638	Budgetary Balance**
<b>Information Technology:</b>							
Beginning Balance	\$ 132,564				\$ 132,564	\$ 201,152	
Revenues	\$ 718,028	\$ 59,836	\$ 59,866	100%	\$ 418,850	\$ 418,516	100%
Expenditures	\$ 828,835	\$ 69,070	\$ 52,127	75%	\$ 483,487	\$ 441,441	91%
Ending Balance/Contingency (Budgetary)	\$ 21,757				\$ 21,757	\$ 178,227	Budgetary Balance**

CITY OF GRANTS PASS  
MONTHLY FINANCIAL REPORT

January 31, 2016

unaudited Budget to Actuals

	ANNUAL BUDGET	JANUARY BUDGET	JANUARY ACTUAL***	% OF MONTH BUDGET	YEAR-TO-DATE BUDGET	YEAR-TO-DATE ACTUAL***	% OF YEAR-TO-DATE BUDGET
<b>Property Management:</b>							
Beginning Balance	\$ 248,164				\$ 248,164	\$ 354,755	
Revenues	\$ 704,080	\$ 58,673	\$ 60,140	102%	\$ 410,713	\$ 405,304	99%
Expenditures	\$ 729,670	\$ 60,806	\$ 58,729	97%	\$ 425,641	\$ 338,923	80%
Transfers out	\$ 40,000	\$ 3,333	\$ -	0%	\$ 23,333	\$ 40,000	171%
Ending Balance/Contingency (Budgetary)	\$ 182,574				\$ 182,574	\$ 381,136	Budgetary Balance**
<b>Engineering:</b>							
Beginning Balance	\$ 286,558				\$ 286,558	\$ 539,389	
Revenues	\$ 838,750	\$ 69,896	\$ 154,393	221%	\$ 489,271	\$ 619,192	127%
Expenditures	\$ 944,039	\$ 78,670	\$ 74,103	94%	\$ 550,689	\$ 498,773	91%
Ending Balance/Contingency (Budgetary)	\$ 181,269				\$ 181,269	\$ 659,808	Budgetary Balance**
<b>Community Dev. Management:</b>							
Beginning Balance	\$ 141,325				\$ 141,325	\$ 270,158	
Revenues	\$ 1,024,124	\$ 85,344	\$ 90,406	106%	\$ 597,406	\$ 617,562	103%
Expenditures	\$ 1,041,786	\$ 86,816	\$ 66,646	77%	\$ 607,709	\$ 559,396	92%
Ending Balance/Contingency (Budgetary)	\$ 123,663				\$ 123,663	\$ 328,324	Budgetary Balance**
<b>Insurance Funds &amp; PERS Reserve Funds:</b>							
Beginning Balance	\$ 4,191,418				\$ 4,191,418	\$ 3,897,230	
Revenues	\$ 1,088,955	\$ 90,746	\$ 56,314	62%	\$ 635,224	\$ 891,469	140%
Expenditures	\$ 1,121,379	\$ 93,448	\$ 35,727	38%	\$ 654,138	\$ 695,442	106%
Ending Balance/Contingency (Budgetary)	\$ 4,158,994				\$ 4,158,994	\$ 4,093,257	Budgetary Balance**
<b>Administrative Services Fund:</b>							
Beginning Balance	\$ 770,508				\$ 770,508	\$ 1,395,712	
Revenues	\$ 3,535,417	\$ 294,618	\$ 294,215	100%	\$ 2,062,327	\$ 2,078,588	101%
Expenditures	\$ 3,638,466	\$ 303,206	\$ 234,455	77%	\$ 2,122,439	\$ 1,812,139	85%
Transfers out	\$ 150,000	\$ 12,500	\$ -	0%	\$ 87,500	\$ 150,000	171%
Ending Balance/Contingency (Budgetary)	\$ 517,459				\$ 517,459	\$ 1,512,161	Budgetary Balance**

**CITY OF GRANTS PASS**  
**MONTHLY FINANCIAL REPORT**

January 31, 2016

*unaudited Budget to Actuals*

	ANNUAL BUDGET	JANUARY BUDGET	JANUARY ACTUAL ***	% OF MONTH BUDGET	YEAR- TO-DATE BUDGET	YEAR- TO-DATE ACTUAL ***	% OF YEAR- TO-DATE BUDGET
<b>Jos. County/City of GP Solid Waste Agency:</b>							
Beginning Balance	\$ 2,049,312				\$ 2,049,312	\$ 2,132,854	
Revenues	\$ 293,000	\$ 24,417	\$ 27,979	115%	\$ 170,917	\$ 168,270	98%
Expenditures	\$ 458,700	\$ 38,225	\$ 5,249	14%	\$ 267,575	\$ 73,686	28%
Ending Balance/Contingency (Budgetary)	\$ 1,883,612				\$ 1,883,612	\$ 2,227,438	Budgetary Balance**

\* Budget revenues exclude beginning balances. Budget expenditures exclude contingencies and ending balances.

\*\* Budgetary Balance refers to total fund balance excluding capital assets, long-term debt, and interfund loans.

\*\*\* Actual columns represents the expenditures and revenues received in the month for the current fiscal year. Depending on the program these results may run approximately 1/2 month behind given the fiscal year-end accruals that will be recorded at the end of each fiscal year. For the months of August-May month-to-date results are fairly representative of a typical month (barring seasonality issues and a handful of revenue items received in August). At fiscal year-end, any revenues due at June 30th received by August 31st in Governmental Funds will be recognized as revenue in the prior fiscal year. In this same manner, all expenditures due at June 30th (which are generally paid by July 31st) are also recorded to the prior fiscal year. Thus the July and August report may not reflect a typical month and the June report will have higher than average revenues and expenditures.

**Investments:**

		Average Yield	
Oregon State LGIP	\$ 47,350,406	0.65%	
Bank Savings & Money Market	\$ 216,360	0.10%	
Federal Government Bonds	\$ 7,999,532	1.20%	
Bank Time Deposits	\$ 8,236,604	1.09%	
<b>TOTAL</b>	<b>\$ 63,802,902</b>	<b>0.77%</b>	<b>Overall Average</b>

**Debt Outstanding:**

Public Safety General Obl. Bonds	\$ 3,805,000	
City Wastewater Utility and RSSSD - 2009 Refunding Bonds	\$ 3,700,000	
City Water General Obl. Bonds	\$ 3,490,000	
Total Non-Bonded Debt	\$ -	
<b>TOTAL</b>	<b>\$ 10,995,000</b>	
Bonded Debt % of Legal Limit (est.)		4.11%

**CITY OF GRANTS PASS**  
**MONTHLY FINANCIAL REPORT**

February 29, 2016

*unaudited Budget to Actuals*

	<b>ANNUAL BUDGET</b>	<b>FEBRUARY BUDGET</b>	<b>FEBRUARY ACTUAL ***</b>	<b>% OF MONTH BUDGET</b>	<b>YEAR-TO-DATE BUDGET</b>	<b>YEAR-TO-DATE ACTUAL ***</b>	<b>% OF YEAR-TO-DATE BUDGET</b>
<b>General Fund:</b>							
<b>Revenues</b>							
Beginning Balance	\$ 10,899,226				\$ 10,899,226	\$ 12,620,673	
Property Tax	\$ 16,494,350	\$ 1,374,529	\$ 1,611,504	12%	\$ 10,996,233	\$ 15,283,320	139%
Franchise & Other Taxes	\$ 3,350,944	\$ 279,245	\$ 130,751	47%	\$ 2,233,963	\$ 1,838,906	82%
Licenses & Permits	\$ 290,960	\$ 24,247	\$ 28,024	116%	\$ 193,973	\$ 484,509	250%
Inter-Governmental & Grants	\$ 1,660,303	\$ 138,359	\$ 240,860	174%	\$ 1,106,869	\$ 921,262	83%
Fees & Charges for Service	\$ 1,723,514	\$ 143,626	\$ 167,161	116%	\$ 1,149,009	\$ 1,392,011	121%
Interest Income (misc)	\$ 72,750	\$ 6,063	\$ 7,026	116%	\$ 48,500	\$ 58,070	120%
Other Revenue	\$ 174,225	\$ 14,518.75	\$ 1,235	9%	\$ 116,150	\$ 31,048	27%
Transfers	\$ 1,041,900	\$ 86,825	\$ 134,887	155%	\$ 694,600	\$ 917,883	132%
<b>TOTAL RESOURCES</b>	<b>\$ 35,708,172</b>	<b>\$ 2,067,412</b>	<b>\$ 871,448</b>	<b>42%</b>	<b>\$ 27,438,523</b>	<b>\$ 33,547,682</b>	<b>122%</b>
<b>Expenditures</b>							
Council and General Operations	\$ 1,684,568	\$ 140,381	\$ 24,121	17%	\$ 1,123,045	\$ 978,708	87%
Public Safety	\$ 19,139,953	\$ 1,594,996	\$ 1,341,405	84%	\$ 12,759,969	\$ 11,353,030	89%
Parks & Recreation	\$ 2,101,657	\$ 175,138	\$ 128,075	73%	\$ 1,401,105	\$ 1,178,028	84%
Community Development	\$ 1,359,473	\$ 113,289	\$ 100,625	89%	\$ 906,315	\$ 842,128	93%
Economic Dev/Tourism/Downtown Dev.	\$ 985,518	\$ 82,127	\$ 66,006	80%	\$ 657,012	\$ 598,188	91%
Transfers out	\$ 2,185,500	\$ 182,125		0%	\$ 1,457,000	\$ 1,800,000	124%
Contingency & Ending Balance (Budgetary)	\$ 7,884,388				\$ 7,884,388	\$ 15,761,986	
Ending Balance Building (Budgetary Basis)	\$ 367,115				\$ 367,115	\$ 1,035,614	
<b>TOTAL REQUIREMENTS</b>	<b>\$ 35,708,172</b>	<b>\$ 2,288,056</b>	<b>\$ 1,660,232</b>	<b>73%</b>	<b>\$ 26,555,949</b>	<b>\$ 33,547,682</b>	
Fund Balance End of Period GAAP Basis (Includes Interfund Loans Out \$1,460,000) \$ 18,257,600							
<b>Transient Room Tax:</b>							
Beginning Balance	\$ -				\$ -	\$ -	
Revenues	\$ 1,254,500	\$ 104,542	\$ 107,915	103%	\$ 836,333	\$ 1,164,270	139%
Expenditures	\$ 10,900	\$ 908	\$ 625	69%	\$ 7,267	\$ 8,400	116%
Transfers out	\$ 1,193,600	\$ 99,467	\$ 159,735	161%	\$ 795,733	\$ 1,046,705	132%
Ending Balance/Contingency (Budgetary)	\$ 50,000				\$ 50,000	\$ 109,165	Budgetary Balance**

CITY OF GRANTS PASS  
**MONTHLY FINANCIAL REPORT**

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unaudited Budget to Actuals

<b>ANNUAL BUDGET</b>
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<b>FEBRUARY BUDGET</b>	<b>FEBRUARY ACTUAL ***</b>	<b>% OF MONTH BUDGET</b>
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<b>YEAR-TO-DATE BUDGET</b>	<b>YEAR-TO-DATE ACTUAL ***</b>	<b>% OF YEAR-TO-DATE BUDGET</b>
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<b>Street Utility:</b>							
	<b>ANNUAL BUDGET</b>	<b>FEBRUARY BUDGET</b>	<b>FEBRUARY ACTUAL ***</b>	<b>% OF MONTH BUDGET</b>	<b>YEAR-TO-DATE BUDGET</b>	<b>YEAR-TO-DATE ACTUAL ***</b>	<b>% OF YEAR-TO-DATE BUDGET</b>
Beginning Balance	\$ 662,426				\$ 662,426	\$ 1,360,714	
Revenues	\$ 3,048,500	\$ 254,042	\$ 278,644	110%	\$ 2,032,333	\$ 1,914,211	94%
Transfers in	\$ 385,500	\$ 32,125	\$ -	0%	\$ 257,000	\$ -	0%
Expenditures	\$ 2,337,793	\$ 194,816	\$ 165,124	85%	\$ 1,558,529	\$ 1,394,787	89%
Transfers out	\$ 1,310,000	\$ 109,167	\$ 9,999	9%	\$ 873,333	\$ 1,273,984	146%
Ending Balance/Contingency (Budgetary)	\$ 448,633				\$ 448,633	\$ 606,154	Budgetary Balance**

<b>CD Block Grant / HUD:</b>							
	<b>ANNUAL BUDGET</b>	<b>FEBRUARY BUDGET</b>	<b>FEBRUARY ACTUAL ***</b>	<b>% OF MONTH BUDGET</b>	<b>YEAR-TO-DATE BUDGET</b>	<b>YEAR-TO-DATE ACTUAL ***</b>	<b>% OF YEAR-TO-DATE BUDGET</b>
Beginning Balance	\$ 1,137,317				\$ 1,137,317	\$ 1,142,715	
Revenues	\$ 373,415	\$ 31,118	\$ 394	1%	\$ 248,943	\$ 27,982	11%
Expenditures	\$ 660,000	\$ 55,000	\$ -	0%	\$ 440,000	\$ 8,429	2%
Transfers out	\$ 211,000	\$ 17,583	\$ -	0%	\$ 140,667	\$ 174,000	124%
Ending Balance/Contingency (Budgetary)	\$ 639,732				\$ 639,732	\$ 988,268	Budgetary Balance**

<b>Debt Service, Gen Obligation and Bancroft:</b>							
	<b>ANNUAL BUDGET</b>	<b>FEBRUARY BUDGET</b>	<b>FEBRUARY ACTUAL ***</b>	<b>% OF MONTH BUDGET</b>	<b>YEAR-TO-DATE BUDGET</b>	<b>YEAR-TO-DATE ACTUAL ***</b>	<b>% OF YEAR-TO-DATE BUDGET</b>
Beginning Balance	\$ 152,880				\$ 152,880	\$ 171,245	
Revenues	\$ 1,758,200	\$ 146,517	\$ 14,163	10%	\$ 1,172,133	\$ 1,044,738	89%
Expenditures	\$ 1,269,600	\$ 105,800	\$ 833	1%	\$ 846,400	\$ 94,971	11%
Transfers out	\$ 500,000	\$ 41,667	\$ -	0%	\$ 333,333	\$ -	0%
Ending Balance/Contingency (Budgetary)	\$ 141,480				\$ 141,480	\$ 1,121,012	Budgetary Balance**

<b>Transportation Capital Projects:</b>							
	<b>ANNUAL BUDGET</b>	<b>FEBRUARY BUDGET</b>	<b>FEBRUARY ACTUAL ***</b>	<b>% OF MONTH BUDGET</b>	<b>YEAR-TO-DATE BUDGET</b>	<b>YEAR-TO-DATE ACTUAL ***</b>	<b>% OF YEAR-TO-DATE BUDGET</b>
Beginning Balance	\$ 6,409,451				\$ 6,409,451	\$ 5,545,798	
Revenues	\$ 3,956,750	\$ 1,978,375	\$ 49,517	3%	\$ 15,827,000	\$ 258,499	2%
Transfers in	\$ 2,109,000	\$ 175,750	\$ 9,999	6%	\$ 1,406,000	\$ 2,035,984	145%
Expenditures	\$ 12,385,201	\$ 1,032,100	\$ 127,953	12%	\$ 8,256,801	\$ 2,715,486	33%
Transfers out	\$ 90,000	\$ 7,500	\$ -	0%	\$ 60,000	\$ 90,000	150%
Ending Balance/Contingency (Budgetary)	\$ -				\$ -	\$ 5,034,795	Budgetary Balance**

**CITY OF GRANTS PASS  
MONTHLY FINANCIAL REPORT**

February 29, 2016

*unaudited Budget to Actuals*

	<b>ANNUAL BUDGET</b>	<b>FEBRUARY BUDGET</b>	<b>FEBRUARY ACTUAL ***</b>	<b>% OF MONTH BUDGET</b>	<b>YEAR- TO-DATE BUDGET</b>	<b>YEAR- TO-DATE ACTUAL ***</b>	<b>% OF YEAR- TO-DATE BUDGET</b>
<b>Solid Waste and Capital Projects:</b>							
Beginning Balance	\$ 1,513,671				\$ 1,513,671	\$ 1,528,777	
Revenues	\$ 645,240	\$ 53,770	\$ 27,055	50%	\$ 430,160	\$ 300,935	70%
Transfers in	\$ 5,000	\$ 417	\$ -	0%	\$ 3,333	\$ 5,000	150%
Expenditures	\$ 1,916,858	\$ 159,738	\$ 36,303	23%	\$ 1,277,905	\$ 339,955	27%
Transfers out	\$ 29,000	\$ 2,417	\$ -	0%	\$ 19,333	\$ 29,000	150%
Ending Balance/Contingency (Budgetary)	\$ 218,053				\$ 218,053	\$ 1,465,757	Budgetary Balance**
<b>Storm Drain and Capital Projects:</b>							
Beginning Balance	\$ 261,810				\$ 261,810	\$ 311,393	
Revenues	\$ 25,500	\$ 2,125	\$ 8,416	396%	\$ 17,000	\$ 84,655	498%
Transfers in	\$ 120,000	\$ 10,000	\$ -	0%	\$ 80,000	\$ 120,000	150%
Expenditures	\$ 407,310	\$ 33,943	\$ 509	1%	\$ 271,540	\$ 193,657	71%
Ending Balance/Contingency (Budgetary)	\$ -				\$ -	\$ 322,391	Budgetary Balance**
<b>Lands and Buildings Capital Projects:</b>							
Beginning Balance	\$ 3,537,696				\$ 3,537,696	\$ 4,155,599	
Revenues	\$ 5,011,036	\$ 2,505,518	\$ 7,556	0%	\$ 20,044,144	\$ 99,052	0%
Transfers in	\$ 2,492,700	\$ 207,725	\$ 24,848	12%	\$ 1,661,800	\$ 1,369,821	82%
Expenditures	\$ 11,041,432	\$ 920,119	\$ 149,993	16%	\$ 7,360,955	\$ 798,204	11%
Ending Balance/Contingency (Budgetary)	\$ -				\$ -	\$ 4,826,268	Budgetary Balance**
<b>Wastewater Fund:</b>							
Beginning Balance	\$ 1,738,431				\$ 1,738,431	\$ 2,639,000	
Revenues	\$ 6,093,000	\$ 507,750	\$ 492,672	97%	\$ 4,062,000	\$ 4,206,863	104%
Expenditures	\$ 4,857,085	\$ 404,757	\$ 273,832	68%	\$ 3,238,057	\$ 2,313,377	71%
Transfers out	\$ 1,719,000	\$ 143,250	\$ -	0%	\$ 1,146,000	\$ 1,719,000	150%
Ending Balance/Contingency (Budgetary)	\$ 1,255,346				\$ 1,255,346	\$ 2,813,486	Budgetary Balance**
<b>Wastewater Capital Projects:</b>							
Beginning Balance	\$ 4,024,896				\$ 4,024,896	\$ 5,578,009	
Revenues	\$ 200,000	\$ 16,667	\$ 24,665	148%	\$ 133,333	\$ 749,559	562%
Transfers in	\$ 1,874,000	\$ 156,167	\$ -	0%	\$ 1,249,333	\$ 1,874,000	150%
Expenditures	\$ 6,098,896	\$ 508,241	\$ 70,074	14%	\$ 4,065,931	\$ 1,046,645	26%
Ending Balance/Contingency (Budgetary)	\$ -				\$ -	\$ 7,154,923	Budgetary Balance**

**CITY OF GRANTS PASS**  
**MONTHLY FINANCIAL REPORT**

February 29, 2016  
*unaudited Budget to Actuals*

	<b>ANNUAL BUDGET</b>	<b>FEBRUARY BUDGET</b>	<b>FEBRUARY ACTUAL ***</b>	<b>% OF MONTH BUDGET</b>	<b>YEAR- TO-DATE BUDGET</b>	<b>YEAR- TO-DATE ACTUAL ***</b>	<b>% OF YEAR- TO-DATE BUDGET</b>
<b>Water Fund:</b>							
Beginning Balance	\$ 2,136,390				\$ 2,136,390	\$ 3,426,315	
Revenues	\$ 6,734,650	\$ 561,221	\$ 396,429	71%	\$ 4,489,767	\$ 4,442,228	99%
Expenditures	\$ 4,307,537	\$ 358,961	\$ 220,824	62%	\$ 2,871,691	\$ 2,702,439	94%
Transfers out	\$ 3,413,000	\$ 284,417	\$ -	0%	\$ 2,275,333	\$ 3,413,000	150%
Ending Balance/Contingency (Budgetary)	\$ 1,150,503				\$ 1,150,503	\$ 1,753,104	Budgetary Balance**
<b>Water Capital Projects:</b>							
Beginning Balance	\$ 3,473,468				\$ 3,473,468	\$ 4,587,394	
Revenues	\$ 167,000	\$ 13,917	\$ 34,465	248%	\$ 111,333	\$ 538,622	484%
Transfers in	\$ 3,413,000	\$ 284,417	\$ -	0%	\$ 2,275,333	\$ 3,413,000	150%
Expenditures	\$ 7,053,468	\$ 587,789	\$ 154,273	26%	\$ 4,702,312	\$ 826,052	18%
Ending Balance/Contingency (Budgetary)	\$ -				\$ -	\$ 7,712,964	Budgetary Balance**
<b>Vehicle Maintenance</b>							
Beginning Balance	\$ 368,691				\$ 368,691	\$ 531,926	
Revenues	\$ 1,332,022	\$ 111,002	\$ 60,376	54%	\$ 888,015	\$ 485,253	55%
Expenditures	\$ 1,011,073	\$ 84,256	\$ 57,806	69%	\$ 674,049	\$ 570,985	85%
Transfers out	\$ 600,000	\$ 50,000	\$ -	0%	\$ 400,000	\$ -	0%
Ending Balance/Contingency (Budgetary)	\$ 89,640				\$ 89,640	\$ 446,194	Budgetary Balance**
<b>Vehicle &amp; Equipment Replacement</b>							
Beginning Balance	\$ 3,248,463				\$ 3,248,463	\$ 3,783,170	
Revenues	\$ 591,820	\$ 49,318	\$ 48,675	99%	\$ 394,547	\$ 395,931	100%
Expenditures	\$ 1,454,200	\$ 121,183	\$ 442,826	365%	\$ 969,467	\$ 551,614	57%
Ending Balance/Contingency (Budgetary)	\$ 2,386,083				\$ 2,386,083	\$ 3,627,487	Budgetary Balance**
<b>Information Technology:</b>							
Beginning Balance	\$ 132,564				\$ 132,564	\$ 201,152	
Revenues	\$ 718,028	\$ 59,836	\$ 59,755	100%	\$ 478,685	\$ 478,271	100%
Expenditures	\$ 828,835	\$ 69,070	\$ 63,446	92%	\$ 552,557	\$ 504,887	91%
Ending Balance/Contingency (Budgetary)	\$ 21,757				\$ 21,757	\$ 174,536	Budgetary Balance**

**CITY OF GRANTS PASS**  
**MONTHLY FINANCIAL REPORT**

February 29, 2016

*unaudited Budget to Actuals*

	<b>ANNUAL BUDGET</b>	<b>FEBRUARY BUDGET</b>	<b>FEBRUARY ACTUAL ***</b>	<b>% OF MONTH BUDGET</b>	<b>YEAR- TO-DATE BUDGET</b>	<b>YEAR- TO-DATE ACTUAL ***</b>	<b>% OF YEAR- TO-DATE BUDGET</b>
<b>Property Management:</b>							
Beginning Balance	\$ 248,164				\$ 248,164	\$ 354,755	
Revenues	\$ 704,080	\$ 58,673	\$ 56,820	97%	\$ 469,387	\$ 462,124	98%
Expenditures	\$ 729,670	\$ 60,806	\$ 41,995	69%	\$ 486,447	\$ 380,918	78%
Transfers out	\$ 40,000	\$ 3,333	\$ -	0%	\$ 26,667	\$ 40,000	150%
Ending Balance/Contingency (Budgetary)	\$ 182,574				\$ 182,574	\$ 395,961	Budgetary Balance**
<b>Engineering:</b>							
Beginning Balance	\$ 286,558				\$ 286,558	\$ 539,389	
Revenues	\$ 838,750	\$ 69,896	\$ 90,730	130%	\$ 559,167	\$ 709,922	127%
Expenditures	\$ 944,039	\$ 78,670	\$ 78,200	99%	\$ 629,359	\$ 576,973	92%
Ending Balance/Contingency (Budgetary)	\$ 181,269				\$ 181,269	\$ 672,338	Budgetary Balance**
<b>Community Dev. Management:</b>							
Beginning Balance	\$ 141,325				\$ 141,325	\$ 270,158	
Revenues	\$ 1,024,124	\$ 85,344	\$ 83,706	98%	\$ 682,749	\$ 701,268	103%
Expenditures	\$ 1,041,786	\$ 86,816	\$ 66,487	77%	\$ 694,524	\$ 625,883	90%
Ending Balance/Contingency (Budgetary)	\$ 123,663				\$ 123,663	\$ 345,543	Budgetary Balance**
<b>Insurance Funds &amp; PERS Reserve Funds:</b>							
Beginning Balance	\$ 4,191,418				\$ 4,191,418	\$ 3,897,230	
Revenues	\$ 1,088,955	\$ 90,746	\$ 136,932	151%	\$ 725,970	\$ 1,028,401	142%
Expenditures	\$ 1,121,379	\$ 93,448	\$ 44,294	47%	\$ 747,586	\$ 739,736	99%
Ending Balance/Contingency (Budgetary)	\$ 4,158,994				\$ 4,158,994	\$ 4,185,895	Budgetary Balance**
<b>Administrative Services Fund:</b>							
Beginning Balance	\$ 770,508				\$ 770,508	\$ 1,395,712	
Revenues	\$ 3,535,417	\$ 294,618	\$ 287,729	98%	\$ 2,356,945	\$ 2,366,317	100%
Expenditures	\$ 3,638,466	\$ 303,206	\$ 253,877	84%	\$ 2,425,644	\$ 2,066,016	85%
Transfers out	\$ 150,000	\$ 12,500	\$ -	0%	\$ 100,000	\$ 150,000	150%
Ending Balance/Contingency (Budgetary)	\$ 517,459				\$ 517,459	\$ 1,546,013	Budgetary Balance**

**CITY OF GRANTS PASS  
MONTHLY FINANCIAL REPORT**

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*unaudited Budget to Actuals*

ANNUAL BUDGET	FEBRUARY BUDGET	FEBRUARY ACTUAL ***	% OF MONTH BUDGET	YEAR-TO-DATE BUDGET	YEAR-TO-DATE ACTUAL ***	% OF YEAR-TO-DATE BUDGET
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<b>Jos. County/City of GP Solid Waste Agency:</b>							
Beginning Balance	\$ 2,049,312			\$ 2,049,312	\$ 2,132,854		
Revenues	\$ 293,000	\$ 24,417	\$ 25,610	105%	\$ 193,333	\$ 193,880	99%
Expenditures	\$ 458,700	\$ 38,225	\$ 43,894	115%	\$ 305,800	\$ 117,580	38%
Ending Balance/Contingency (Budgetary)	\$ 1,883,612			\$ 1,883,612	\$ 2,209,154	Budgetary Balance**	

\* Budget revenues exclude beginning balances. Budget expenditures exclude contingencies and ending balances.

\*\* Budgetary Balance refers to total fund balance excluding capital assets, long-term debt, and interfund loans.

\*\*\* Actual columns represents the expenditures and revenues received in the month for the current fiscal year. Depending on the program these results may run approximately 1/2 month behind given the fiscal year-end accruals that will be recorded at the end of each fiscal year. For the months of August-May month-to-date results are fairly representative of a typical month (barring seasonality issues and a handful of revenue items received in August). At fiscal year-end, any revenues due at June 30th received by August 31st in Governmental Funds will be recognized as revenue in the prior fiscal year. In this same manner, all expenditures due at June 30th (which are generally paid by July 31st) are also recorded to the prior fiscal year. Thus the July and August report may not reflect a typical month and the June report will have higher than average revenues and expenditures.

Investments:		Average Yield	Overall Average
Oregon State LGIP	\$ 47,908,136	0.69%	
Bank Savings & Money Market	\$ 216,378	0.10%	
Federal Government Bonds	\$ 7,990,149	1.19%	
Bank Time Deposits	\$ 8,244,521	1.09%	
<b>TOTAL</b>	<b>\$ 64,359,184</b>	<b>0.80%</b>	<b>Overall Average</b>

Debt Outstanding:			Bonded Debt % of Legal Limit (est.)
Public Safety General Obl. Bonds	\$ 3,805,000		
City Wastewater Utility and RSSSD - 2009 Refunding Bonds	\$ 3,700,000		
City Water General Obl. Bonds	\$ 3,490,000		
Total Non-Bonded Debt	\$ -		
<b>TOTAL</b>	<b>\$ 10,995,000</b>		<b>4.11%</b>



**CITY OF GRANTS PASS  
PARKS & COMMUNITY DEVELOPMENT DEPARTMENT**

**DEVELOPMENT CODE TEXT AMENDMENT  
HISTORIC DISTRICT DESIGN GUIDELINES  
ARTICLE 13 ~ SPECIAL PURPOSE DISTRICTS**

**FINDINGS OF FACT – CITY COUNCIL**

<b>Procedure Type:</b>	Type IV: Planning Commission Recommendation and City Council Decision
<b>Project Number:</b>	15-40500004
<b>Project Type:</b>	Development Code Text Amendment
<b>Applicant:</b>	City of Grants Pass
<b>Planner Assigned:</b>	Justin Gindlesperger
<b>Application Received:</b>	November 23, 2015
<b>Application Complete:</b>	November 27, 2015
<b>Date of Staff Report:</b>	January 6, 2016
<b>Date of UAPC Hearing:</b>	January 13, 2016
<b>Date of UAPC Findings of Fact:</b>	January 27, 2016
<b>Date of City Council Staff Report:</b>	February 9, 2016
<b>Date of City Council Hearing:</b>	March 16, 2016, continued from March 2, 2016 and February 17, 2016
<b>Date of City Council Findings of Fact:</b>	April 6, 2016

**I. PROPOSAL:**

Development Code Text Amendment to provide design guidelines for exterior improvements to local Landmark structures and structures within the Historic District. The proposed amendment provides administrative review and approval for improvements that conform to the design guidelines.

**II. AUTHORITY AND CRITERIA:**

Section 4.102 of the City of Grants Pass Development Code provides that the Director, Planning Commission or City Council may initiate a text amendment. The amendment has been initiated by the Director.

Section 2.062 authorizes the Planning Commission to make a recommendation to the City Council and authorize the City Council to make a final decision on an application for a Development Code Text Amendment, pursuant to the requirements of a Type IV procedure.

The text of the Development Code may be recommended for amendment and amended provided the criteria in Section 4.103 of the Development Code are met.

### **III. APPEAL PROCEDURE:**

Section 10.060 provides the City Council's final decision to be appealed to the State Land Use Board of Appeals (LUBA) as provided in state statutes. A notice of intent to appeal must be filed with LUBA within 21 days of the Council's written decision.

### **IV. PROCEDURE:**

- A. An application for the Comprehensive Plan Map and Zone Map Amendment was submitted on November 23, 2015 and deemed complete on November 27, 2015. The application was processed in accordance with Section 2.060 of the Development Code.
- B. Notice of the proposed amendment and the January 13, 2016 public hearing was mailed to the Oregon Department of Land Conservation and Development on November 23, 2015, in accordance with ORS 197.610 and OAR Chapter 660, Division 18.
- C. Public notice of the January 13, 2016 public hearing was published in the newspapers on January 6, 2016, in accordance with Sections 2.053 and 2.063 of the Development Code.
- D. At the January 13, 2016 public hearing, the Planning Commission made a recommendation in support of the request.
- E. The Planning Commission signed the Findings of Fact on January 26, 2016.
- F. Public notice of the February 17, 2016 City Council public hearing was published in the newspapers on February 10, 2016, in accordance with Sections 2.053 and 2.063 of the Development Code.
- G. On February 17, 2016, the City Council held a public hearing to consider the request. A roll call vote was taken during the public hearing and the City Council voted to approve the request.
- H. A public hearing was held by the City Council on March 2, 2016. The Council made a motion to reconsider the matter on March 16, 2016.
- I. A public hearing was held by the City Council on March 16, 2016. The Council made a motion to amend the previous approval and clarify the preferred materials and use of canopies and marquees in the text. A roll call vote was taken during the public hearing and the City Council voted to approve the request.

### **V. SUMMARY OF EVIDENCE:**

- A. The basic facts and criteria regarding this application are contained in the staff report, which is attached as Exhibit "A" and incorporated herein.

1. Planning Commission Findings of Fact
  - A. UAPC Staff Report
    - 1 Mark up text for Section 13.434
    - 2 Mark up text for Section 13.450
  - B. Minutes from January 13, 2016 UAPC Hearing
  - C. PowerPoint Presentation

- B. The minutes of the public hearing held by the City Council on February 17, 2016, are attached as Exhibit “B” and incorporated herein.
- C. The PowerPoint Presentation given by staff at the February 17, 2016, public hearing is attached as Exhibit “C” and incorporated herein.
- D. The minutes of the public hearing held by the City Council on March 2, 2016 are attached as Exhibit “D” and incorporated herein.
- E. The minutes of the public hearing held by the City Council on March 16, 2016 are attached as Exhibit “E” and incorporated herein.
- F. The PowerPoint Presentation given by staff at the March 16, 2016 public hearing is attached as Exhibit “F” and incorporated herein.

**VI. GENERAL FINDINGS - BACKGROUND AND DISCUSSION:**

The review procedure for all exterior alterations to structures within the downtown Historic District and local Landmark structures require a Type III, Historic Buildings and Sites Commission (HBSC) Decision. The HBSC drafted the design guidelines to maintain consistent standards for exterior details that include signage, color and materials while providing flexibility to property owners for exterior improvements.

For signage and exterior alterations that comply with the design guidelines, the proposed amendment provides an administrative review and approval. New construction within the Historic District that complies with the design guidelines will follow the Type I-C, Director’s Decision process.

Property owners may propose exterior alterations, signage and new construction that do not comply with the design guidelines. For any improvement or alteration that does not follow the proposed guidelines, the application will follow the Type III, HBSC Decision process. Proposed demolition of a structure within the Historic District or an existing Landmark will follow the Type III, HBSC Decision process.

At the February 17, 2016 public hearing, City Council initially approved the proposed text amendment and voted to pass the ordinance (Ordinance # 15-5672). On March 2, 2016, the City Council held a public hearing and voted to reconsider the text amendment at the March 16, 2016 public hearing. At the March 16, 2016 public hearing, the City Council reconsidered the text amendment. The text was revised to further clarify the preferred materials and the use of canopies and marquees on the exterior of buildings. The City

Council voted to approve the revised text and adopted a revised ordinance (Ordinance # 16-5674).

## VII. FINDINGS IN CONFORMANCE WITH APPLICABLE CRITERIA:

***The text of the Development Code may be recommended for amendment and amended provided that all of the following criteria of Section 4.103 of the Development Code are met.***

**CRITERION 1:** The proposed amendment is consistent with the purpose of the subject section and article.

**Council Response: Satisfied.** The proposed amendments are consistent with the purpose of Article 13 and provide consistent standards for exterior details and alterations within the Historic District and to Landmark structures. For any exterior alteration or signage that complies with the historic review design guidelines, the proposal will provide administrative review and approval procedure. The amendment also provides direction for new construction within the Historic District. New construction within the Historic District that complies with the design guidelines will follow the Type I-C, Director's Decision process.

For any improvement or alteration that does not follow the proposed guidelines, the application will follow the Type III, HBSC Decision process. Proposed demolition of a structure within the Historic District or an existing Landmark will follow the Type III, HBSC Decision process.

**CRITERION 2:** The proposed amendment is consistent with other provisions of this code.

**Council Response: Satisfied.** The proposed text amendments will streamline the process for signage and exterior alterations that comply with the historic review design guidelines. These changes will not substantially change the code and the revised Sections will remain consistent with other provisions of the code.

**CRITERION 3:** The proposed amendment is consistent with the goals and policies of the Comprehensive Plan, and most effectively carries out those goals and policies of all alternatives considered.

**Council Response: Satisfied.** The proposed changes are consistent with Element 13, Land Use, of the Comprehensive Plan. The proposed amendments attempt to streamline the review process and provide procedures for land use actions that are clear, objective and non-arbitrary, pursuant to 13.4.2 and 13.4.3 of the Comprehensive Plan.

### **Most Effective Alternative**

The alternative to approving the proposal is to retain the existing process for review and approval of signage, exterior alterations and new construction within the Historic District and alterations to Landmarks. The proposed amendments more effectively carry out the goals and policies stated above.

**CRITERION 4:** The proposed amendment is consistent with the functions, capacities, and performance standards of transportation facilities identified in the Master Transportation Plan.

**Council Response: Satisfied.** The proposed amendment is not expected to affect the functions, capacities, or performance standards of transportation facilities identified in the Master Transportation Plan (MTP).

**VIII. DECISION AND SUMMARY:**

The City Council **APPROVED** the Development Code Text Amendment to provide design guidelines for exterior improvements to local Landmark structures and structures within the Historic District.

The vote was 8-0 with Councilors DeYoung, Lindsay, Lovelace, Riker, Hannum, Roler, Bouteller and Goodwin in favor and none opposed.

**IX. FINDINGS APPROVED AND DECISION ADOPTED BY THE GRANTS PASS CITY COUNCIL** this 6<sup>th</sup> day of April, 2016.

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**Darin Fowler, Mayor**

**NOTE:** *The amendment is legislative and is not subject to the 120-day requirement.*



The Council of the City of Grants Pass met in regular session on the above date with Mayor Fowler presiding. The following Councilors were present: Bouteller, DeYoung, Goodwin, Hannum, Lindsay, Lovelace, Riker, Roler. Also present and representing the City were City Manager Cubic, Assistant City Manager Reeves, Finance Director Meredith, Public Safety Director Landis, Parks & Community Development Director Glover, Public Works Director Canady, City Attorney Mark Bartholomew, and City Recorder Frerk.

Mayor Fowler opened the meeting and Councilor Goodwin led the invocation followed by the Pledge of Allegiance.

Presentation: Honor former Councilors Lily Morgan and Mark Gatlin  
Firewise Award

1. PUBLIC COMMENT:
2. PUBLIC HEARING:

#### Legislative

- a. Ordinance amending Ordinance No. 16-5672 which amends the Grants Pass Development Code Article 13 Special Purpose Districts to provide design guidelines for exterior improvements to local historic Landmarks and structures within the Historic District.

#### ORDINANCE NO. 16-5674

Councilor Riker moved that the ordinance be read for the first reading, title only. The motion was seconded by Councilor Lindsay. The vote resulted as follows: "Ayes": Bouteller, DeYoung, Goodwin, Hannum, Lindsay, Lovelace, Riker and Roler. "Nays": None. Abstain: None. Absent: None. The motion passed. The ordinance is read.

Councilor Lovelace moved that the ordinance be read by title only, second reading. The motion was seconded by Councilor Lindsay. The vote resulted as follows: "Ayes": Bouteller, DeYoung, Goodwin, Hannum, Lindsay, Lovelace, Riker and Roler. "Nays": None. Abstain: None. Absent: None. The motion passed. The ordinance is read.

Councilor Roler moved that the ordinance be adopted. The motion was seconded by Councilor Riker. Mayor Fowler asked if the ordinance should be adopted, signified by roll call vote as follows: Bouteller – yes, DeYoung – yes, Goodwin – yes, Hannum – yes, Lindsay – yes, Lovelace – yes, Riker – yes, Roler – yes. The ordinance was adopted.

b. Ordinance expanding the Historic District.

Councilor Lindsay moved and Councilor DeYoung seconded to continue the issue of expanding the Historic District to the April 6, 2016, meeting. The vote resulted as follows: "Ayes": Bouteller, DeYoung, Goodwin, Hannum, Lindsay, Lovelace, Riker and Roler. "Nays": None. Abstain: None. Absent: None. The motion passed.

3. CONSENT AGENDA:

- a. Resolution authorizing the City Manager to enter into an agreement with Emery & Sons Construction Group for Webster Pump Station No. 1 replacement.

RESOLUTION NO. 16-6407

Councilor DeYoung moved and Councilor Lindsay seconded that Resolution 16-6407 be adopted and the vote resulted as follows: "Ayes": Bouteller, DeYoung, Goodwin, Hannum, Lindsay, Lovelace, Riker and Roler. "Nays": None. Abstain: None. Absent: None. The resolution is adopted.

- b. Resolution authorizing the City Manager to execute Task Order No. 23 with Carollo Engineers, Inc. for Webster Pump Station No. 1 construction services.

RESOLUTION NO. 16-6408

Councilor DeYoung moved and Councilor Lindsay seconded that Resolution 16-6408 be adopted and the vote resulted as follows: "Ayes": Bouteller, DeYoung, Goodwin, Hannum, Lindsay, Lovelace, Riker and Roler. "Nays": None. Abstain: None. Absent: None. The resolution is adopted.

- c. Motion allowing change of work hours for the Webster Pump Station No. 1 Replacement.

Councilor DeYoung moved and Councilor Lindsay seconded to allow a change of work hours for the Webster Pump Station No. 1 Replacement and the vote resulted as follows: "Ayes": Bouteller, DeYoung, Goodwin, Hannum, Lindsay, Lovelace, Riker and Roler. "Nays": None. Abstain: None. Absent: None. The resolution is adopted.

- d. Motion requesting a waiver of Municipal Code 5.12.110 Unnecessary Noise.

Councilor DeYoung moved and Councilor Lindsay seconded to approve a waiver of Municipal Code 5.12.110 Unnecessary Noise and the vote resulted as follows: "Ayes": Bouteller, DeYoung, Goodwin, Hannum, Lindsay, Lovelace, Riker and Roler. "Nays": None. Abstain: None. Absent: None. The motion passed.

- e. Motion approving the minutes of the City Council Meeting of March 2, 2016.

Councilor DeYoung moved and Councilor Lindsay seconded that the minutes of the City Council meeting of March 2, 2016 be approved and the vote resulted as follows:

“Ayes”: Bouteller, DeYoung, Goodwin, Hannum, Lindsay, Lovelace, Riker and Roler.  
“Nays”: None. Abstain: None. Absent: None. The motion passed.

- f. Motion acknowledging the minutes of the Urban Renewal Task Force meeting of October 5, 2015.

Councilor DeYoung moved and Councilor Lindsay seconded that the minutes of the Urban Renewal Task Force meeting of October 5, 2015 be approved and the vote resulted as follows: “Ayes”: Bouteller, DeYoung, Goodwin, Hannum, Lindsay, Lovelace, Riker and Roler. “Nays”: None. Abstain: None. Absent: None. The motion passed.

- g. Motion acknowledging the minutes of the Urban Renewal Task Force meeting of December 8, 2015.

Councilor DeYoung moved and Councilor Lindsay seconded that the minutes of the Urban Renewal Task Force meeting of December 8, 2015 be approved and the vote resulted as follows: “Ayes”: Bouteller, DeYoung, Goodwin, Hannum, Lindsay, Lovelace, Riker and Roler. “Nays”: None. Abstain: None. Absent: None. The motion passed.

- h. Motion acknowledging the minutes of the Allen Creek Sports Park Task Force meeting of January 5, 2016.

Councilor DeYoung moved and Councilor Lindsay seconded that the minutes of the Allen Creek Sports Park Task Force meeting of January 5, 2016 be approved and the vote resulted as follows: “Ayes”: Bouteller, DeYoung, Goodwin, Hannum, Lindsay, Lovelace, Riker and Roler. “Nays”: None. Abstain: None. Absent: None. The motion passed.

- i. Motion acknowledging the minutes of the Parks Advisory Board meeting of January 14, 2016.

Councilor DeYoung moved and Councilor Lindsay seconded that the minutes of the Parks Advisory Board meeting of January 14, 2016 be approved and the vote resulted as follows: “Ayes”: Bouteller, DeYoung, Goodwin, Hannum, Lindsay, Lovelace, Riker and Roler. “Nays”: None. Abstain: None. Absent: None. The motion passed.

4. MATTERS FROM MAYOR, COUNCIL AND STAFF:

- a. Committee liaison reports.

5. EXECUTIVE SESSION: None

6. ADJOURN:

There being no further business to come before the Council, Mayor Fowler adjourned the meeting at 7:54 p.m.

The ordinances, resolutions and motions contained herein and the accompanying votes have been verified by:

\_\_\_\_\_  
City Recorder



**URBAN AREA PLANNING COMMISSION  
MEETING MINUTES  
January 13, 2016 – 6:00 P.M.  
Council Chambers**

**1. ROLL CALL:**

The Urban Area Planning Commission met in regular session on the above date with Chair Gerard Fitzgerald presiding. Commissioners Lois MacMillan, Loree Arthur, David Kellenbeck, Dan McVay, and Robert Wiegand were present. Vice Chair Jim Coulter and Commissioner Blair McIntire were absent. Also present and representing the City was Parks & Community Development (hereafter: PCD) Director Lora Glover. City Council Liaison Rick Riker was present as well.

**2. ITEMS FROM THE PUBLIC: None**

**3. CONSENT AGENDA:**

- a. **MINUTES:** December 9, 2015
- b. **FINDINGS OF FACT:**
  - i. 15-20100017 & 15-40200003 – McKenna Rogue River Development Comprehensive Plan Amendment, Zone Map Amendment, and Major Site Plan Review
  - ii. 15-40500001 – Element 10 (Public Facilities) Comprehensive Plan Amendment
  - iii. 15-40200002 – City of Grants Pass 2015 Map Amendments

**MOTION/VOTE**

**Commissioner MacMillan moved and Commissioner Kellenbeck seconded the motion to approve the minutes from December 9, 2015 as submitted. The vote resulted as follows:**

**“AYES”:** Chair Fitzgerald and Vice Chair Coulter and Commissioners MacMillan, Kellenbeck, McIntire, and McVay. **“NAYS”:** None. **Abstain:** Commissioners Arthur and Weigand. **Absent:** Vice Chair Jim Coulter and Commissioner Blair McIntire.

**The motion passed.**

#### **4. PUBLIC HEARINGS:**

**a. 15-40500004 – Development Code Text Amendment  
Historic District Design Guidelines, Article 13 - Special Purpose  
Districts**

*Chair Fitzgerald stated, at this time I will open the public hearing to consider Application 15-40500004 – Development Code Text Amendment Historic District Design Guidelines, Article 13 – Special Purpose Districts. Is there anyone present who wishes to challenge the authority of the Commission to consider this matter? In this hearing the decision of the Commission will be based upon specific criteria. All testimony and evidence must be directed toward those criteria. The criteria which apply in this case are noted in the staff report. The hearing will now proceed with a report from staff.*

- Proposing to add Historic Design Guidelines to Article 13 for Historic Review. Proposed text amendment would cover guidelines for exterior improvements including direction for color, signage, lighting, roofing and building materials. It will also cover guidelines for new construction within the Historic District.
- Proposed guidelines will streamline the review process. Exterior improvements will be handled in a similar manner to existing building permit processes. Once submitted, improvements will be reviewed at the administrative level by staff. New construction will be reviewed at a Director level with a comment period.
- Guidelines will be drafted by the HBSC, Historic Buildings and Sites Commission, and will provide a consistent standard that will apply to all landmarks within City limits and all buildings within the Historic District.
- With the existing process any proposed improvement and new construction project is put before the HBSC, which only meets once a month, the proposed process will improve timeframes for any project that meets the design guidelines put in place by the HBSC.
- No changes will be made for the processes put in place for improvements and construction that fall outside of the design guidelines or the demolition of a historic landmark or demolition of a building within the Historic District.
- Proposed guidelines will improve timeframes for citizens requesting approval for improvements falling within the guidelines and provide consistency and flexibility for owners.

- In the case of an appeal to a Director's discussion the appeal would be taken directly to City Council.
- The question of why sandblasting was not allowed was raised; it was explained that it was to preserve the integrity of the historic brick.

#### **MOTION/VOTE**

**Commissioner Kellenbeck moved and Commissioner MacMillan seconded the motion to recommend the City Councilors to approve the Development Code Text Amendment Historic District Design Guidelines. The vote resulted as follows: "AYES": Chair Fitzgerald and Commissioners MacMillan, Kellenbeck, Arthur, and McVay. "NAYS": None. Abstain: Commissioner Weigand. Absent: Vice Chair Jim Coulter and Commissioner Blaire McIntire.**

**The motion passed.**

#### **b. 15-4030001 – Parks and Community Development Department Annexation May 2016 Staff Report**

- The UAPC will not be providing any recommendation on this matter, however the City is using this meeting as a forum to provide opportunities for additional public comments before the matter is brought to City Council.
- A public notice was mailed out informing the public that a Council Meeting would be held concerning the Annexation as well as informing the public of the UAPC meeting. There was also a notice placed with the newspaper. The notice included four areas, 18 tax lots, and just less than 80 acres.
- Annexation is a type 4-A procedure that typically goes only to Council with the decision being based on sections 5.02 and 5.03 in the Development Code.
- Exhibit 4.1 was added to the record showing consent for Annexation was given by Mervin Spaulding for the five properties in area one.
- The proposal is based on a potential plan to form an Urban Renewal District. The proposed Annexation will allow additional industrial properties to be included in the benefits of the Urban Renewal District.
- In order to meet the deadlines for the May ballot all decisions will need to be made by Council on February 3, 2016.

- Additional information has come in with landowners giving consent or not giving consent for Annexation. At the time of this meeting it will be recommended that Area One will be included, Area Two will be revised and then included, and Areas Three and Four will be excluded.
- Recommended to have Council place this measure on the May 7<sup>th</sup> ballot.

**5. ITEMS FROM STAFF:**

- Lora will give an update of the Strategic Planning Meeting on the next meeting to be held on January 27, 2016.

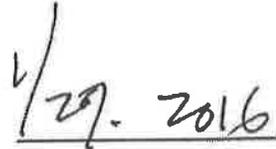
**6. ITEMS FROM COMMISSIONERS:**

- Commissioner Arthur would like to invite Council Member Lovelace to attend again in the future.
- Commissioner MacMillan recommended have Council reestablish a community leadership program to foster community involvement and support of public officials.

**7. ADJOURNMENT:**

Chair Fitzgerald adjourned the meeting at 6:51 P.M.

  
\_\_\_\_\_  
Gerard Fitzgerald, Chair  
Urban Area Planning Commission

  
\_\_\_\_\_  
Date

These minutes were prepared by Carlie Paulsen, Administration Department, City of Grants Pass.

**URBAN AREA PLANNING COMMISSION**

**MEETING MINUTES**

**January 27, 2016 – 6:00 P.M.**

**Council Chambers**

**1. ROLL CALL:**

The Urban Area Planning Commission met in regular session on the above date with Chair Gerard Fitzgerald presiding. Vice Chair Jim Coulter and Commissioners Blair McIntire, Loree Arthur, David Kellenbeck, Dan McVay, and Robert Wiegand were present. Commissioner Lois MacMillan arrived late. Also present and representing the City was Parks & Community Development (hereafter: PCD) Director Lora Glover and Senior Planner Joe Slaughter. City Council Liaison Rick Riker was present as well.

**2. CHAIR/VICE CHAIR ELECTIONS:**

**MOTION/VOTE**

**Commissioner McIntire moved and Commissioner Kellenbeck seconded the motion to maintain the current Chair and Vice Chair positions. The vote resulted as follows: “AYES”: Chair Fitzgerald and Vice Chair Coulter and Commissioners Arthur, Kellenbeck, McIntire, Coulter, and McVay. “NAYS”: None. Abstain: None. Absent: Commissioner MacMillian.**

**The motion passed.**

**3. ITEMS FROM THE PUBLIC: None**

**4. CONSENT AGENDA:**

**a. MINUTES: January 13, 2016**

**b. FINDINGS OF FACT:**

- i. 15-40500004 ~ Development Code Text Amendment Historic District Design Guidelines Article 13 ~ Special Purpose Districts**

## MOTION/VOTE

Commissioner Kellenbeck moved and Commissioner McVay seconded the motion to approve the minutes from January 13, 2016 as amended. The vote resulted as follows: "AYES": Chair Fitzgerald and Vice Chair Coulter and Commissioners Arthur, Kellenbeck, , and McVay. "NAYS": None. Abstain: Commissioners McIntire and Coulter. Absent: Commissioner Lois MacMillian.

The motion passed.

### 5. QUARTERLY UPDATE FROM STAFF:

#### a. 15-40500004 – Development Code Text Amendment Historic District Design Guidelines, Article 13 - Special Purpose Districts

- Joe Slaughter went over the development statistics for 2015 and gave a synopsis for projected projects for 2016.
- Commissioner Fitzgerald asked if the City was recording the releases of the tax lots. Lora let him know that there is an employee working on recording all of them for future use.
- It was asked if the Allen creek projects will have a traffic light, Joe said that the plans did include a traffic light.
- It was asked what was being developed on the corner of Beacon and the parkway where the music store was previously. The plans are for a Mattress Store.
- The City was thanked for closing the pedestrian bridge at night; it has made a noticeable improvement in that neighborhood.
- The bike trail at the fairgrounds may have similar gates to the pedestrian bridge put up to cut back on vandalism to the fairgrounds.

### 6. OTHER ITEMS/STAFF DISCUSSION:

- The February 10<sup>th</sup> meeting is cancelled.
- The steep slope development code amendment for next meeting is a clarification of language, currently it references a steep slope map which is not used, the amendment will take out the reference to the map.
- The storage development code amendment will address the fact that mini storage facilities are currently only allowed in the Industrial District. This will allow

for Industrial space to not be taken up by smaller facilities but will also keep the mini storage facilities out of areas we want to look appealing.

**7. ITEMS FROM COMMISSIONERS:**

- Commissioner Arthur thought the Goal Setting meeting was the most positive and fruitful yet in the 8 years she has attended.

**8. ADJOURNMENT:**

Chair Fitzgerald adjourned the meeting at 6:35 P.M.



Gerard Fitzgerald, Chair  
Urban Area Planning Commission

2/24-2016  
Date

These minutes were prepared by Carlie Paulsen, Administration Department, City of Grants Pass.



## URBAN AREA PLANNING COMMISSION

### MEETING MINUTES

February 24, 2016 – 6:00 P.M.

Court Yard Conference Room

#### 1. ROLL CALL:

The Urban Area Planning Commission met in regular session on the above date with Chair Gerard Fitzgerald presiding. Vice Chair Jim Coulter and Commissioners Loree Arthur, David Kellenbeck, Blair McIntire, Dan McVay, and Robert Wiegand were present. Commissioner Lois MacMillan was absent. Also present and representing the City was Parks & Community Development (hereafter: PCD) Director Lora Glover and PCD Senior Planner Joe Slaughter. City Council Liaison Rick Riker was present as well.

#### 2. ITEMS FROM THE PUBLIC: None.

#### 3. PUBLIC HEARINGS:

##### a. 405-00005-15: Development Code Text Amendment ~ Slope Hazard District Pg. 1-12

- Joe gave the staff report.
- Commissioner McIntire asked if a development report was done every time a lot with a steep slope was sold, developed, etc. He clarified that his concern was if the area had sluff off because of significant flooding that could change the dynamics of that property. How often are the development reports done? How would you address that?
- Joe let the Commission know that if a property was in the steep slope area and graded, it will still be in considered in the steep slope area. This would require developers to do erosion and sediment control and to meet the steep slope standards. By having a registered engineer sign off on the slope the liability shifts the where it belongs, on the developer rather than on the City.
- Would a civil engineer be able to do a steep slope report or do you need a geotech? - Slopes between 15-25% would require a civil engineer. Any slopes over 25% would need a specialist.

- It was brought up that Public Safety might want to comment on the possibility of increased crime due to the mini storage being blocked by the commercial frontage.
- Concerns were brought up about what can be done about the Core-Mark property.
- Commissioner Arthur brought up that some cities allow parking structures to be put up for neighborhood use for areas that do not have enough parking. She wanted the Development Code to reflect that as a possibility in the residential text amendment section of the code. The current changes appear to be worded to only be able to be used by apartment complexes and officially designated subdivisions. The commission agreed that the wording should be structured to not limit this to new development.

#### **MOTION/VOTE**

**Commissioner Arthur moved and Commissioner Kellenbeck seconded the motion to set aside project number 405-00006-15 until staff could come back with suggestions on how to allow self-storage in existing residential neighborhoods until the next UAPC meeting on March 23, 2016. The vote resulted as follows: "AYES": Chair Fitzgerald and Vice Chair Coulter and Commissioners Kellenbeck, McIntire, Arthur, and McVay. "NAYS": None. Abstain: None. Absent: MacMillan. The motion passed.**

#### **4. CONSENT AGENDA:**

**a. MINUTES:** January 27, 2016

**b. FINDINGS OF FACT:**

- i. 405-00005-15: Development Code Text Amendment ~ Slope Hazard District Pg. 29-32
- ii. 405-00006-15: Development Code Text Amendment ~ Self Storage and Warehouse Pg.33-36

MOTION/VOTE

Commissioner Coulter moved and Commissioner <sup>Kellenbeck</sup> David seconded the motion to approve the consent agenda which includes the minutes from January 27, 2016 and findings of fact for 405-00005-15 with modifications recommended by the UAPC and that 405-00006-15 be continued until March 23, 2016. The vote resulted as follows: "AYES": Chair Fitzgerald and Vice Chair Coulter and Commissioners Kellenbeck, McIntire, Arthur, and McVay. "NAYS": None.

Abstain: Commissioner Arthur. Absent: MacMillan.

The motion passed.

5. OTHER ITEMS/STAFF DISCUSSION:

- None.

6. ITEMS FROM COMMISSIONERS:

- None.

7. ADJOURNMENT:

Chair Fitzgerald adjourned the meeting at 7:05 P.M.



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Gerard Fitzgerald, Chair  
Urban Area Planning Commission

3/23/2016  
Date

These minutes were prepared by Carlie Paulsen, Administration Department, City of Grants Pass.



**BIKEWAYS AND WALKWAYS COMMITTEE**  
**Meeting Minutes – January 12, 2016 at 12:00 PM**  
**Courtyard Conference Room**

**Member Attendance:**

Joel Peterson (Chair)  
Paul Hart (Vice Chair)  
Ken Behymer - Absent  
Chip Dennerlein  
Larry Turpen - Absent  
Cliff Kuhlman  
Mark Lansing - Absent  
Leslie Orr  
Mark Acosta - Absent  
Dana Christensen - Absent

**City/Staff/Council Liaisons:**

Joe Slaughter (PCD Senior Planner)  
Fred Saunders (PCD Senior Planner) – Arrived Late  
Lora Glover (PCD Director)  
Rob Brandes (JoCo Public Works)  
Susan Seereiter (Business Advocate, City)  
Dan Dorrell (ODOT) – Arrived Late

**Guests:**

Edom Gomez (RVTD)

**I. Business – Continuing**

**A. Approval of Minutes – November 10, 2015**

**MOTION/VOTE**

**Committee Member Orr moved and Committee Member Kuhlman seconded the motion to approve the minutes from the November 10, 2015 meeting. The vote resulted as follows:**

**“AYES”:** Committee Members Peterson, Hart, Dennerlein, Kuhlman, and Orr. **“NAYS”:** None. **Abstain:** None. **Absent:** Committee Members Behymer, Turpen, Lansing, Acosta, and Christensen. **The motion passed.**

**B. Updates From Parks & Community Development**

- 1. Goal Setting Meeting** – Joel will have 30 minutes to go over plans and goals.
- 2. Partnership with School Districts** – The City plans to reach out to school districts about adding bike and pedestrian paths between Parkside School and Reinhart Park, and Portola Park and Riverside Elementary.
- 3. Park Closures** – Parks have had the gates locked due to increased vandalism. A possible lighting project would help with safety and visibility for security cameras and could help increase open hours. Hours will increase as the days get longer. Lora will confirm that there are signs posted with the current hours of 6am-7pm.
- 4. Lincoln Rd** – City will be doing full improvements from Bridge St to the All Sports Park.
- 5. South Middle School** – County will be improving the outside edge of the sidewalk. Once complete there will be unbroken sidewalks from Harbeck to the LDS Church.
- 6. Highland Ave**– City will be extending markings on Highland, but will not be extending the bike lane to preserve on street parking for residents.
- 7. Rogue River Ave** – Extending Sidewalks.

8. **Reinhart Park Sewer Project** – Replacing a pump station to move it out of the roadway. Crew will be instructed to clear out early, three or so, to help accommodate the heavier traffic in the afternoons.
9. **Fruitdale Creek to Cathedral Heights** – Fred requested assistance from the Bikeways Committee in helping get home owners on board to add connectors to extend the Fruitdale Creek Trail to Cathedral Heights. Cliff volunteered.
10. **Redwood Ave** – Phase 3 should be completed within 2016.
11. **Redwood Ave RRFB** – Joint project between City and County to add a Rectangular Rapid Flash Beacon on Redwood Ave near the retirement facility.
12. **Allen Creek Trail repairs** – damage to the trails by larger cottonwood trees. City will be working in conjunction with Allendale School to make repairs during Spring Break. The trail will be closed for a few days for the repairs.
- 13.

**C. Updates From County**

1. **The Lincoln Rd project has been dropped** – Due to lack of funds the Lincoln Rd project from Bridge St to G St will not be able to be done at this time. In the future they may look into a jurisdiction exchange to make the project possible.
2. **Transit Hub on 5<sup>th</sup> and C St** – This project is moving forward with a possible start date of 2018-2019.
3. **Requests/Suggestions** – On North Applegate Rd just before mile post 5 there is a downed tree in the pasture by the dairy farm. The root ball might resent a issue with the paving in the future. Committee suggests looking into it before it is a problem.

**D. Updates From ODOT**

1. **6<sup>th</sup> Street Bridge** – ODOT was able to find a plan that wouldn't shut down the bridge completely. Discussed the various options for bike lanes in the bridge plans, specifically what would be the best option for the far left lane by W Park St.

**II. Business – New**

- A. **Edom will present some of what he is working on during the next meeting.**
- B. **Joel will email out to the group concerning the Goal Setting Meeting and what the Committee would like to bring up.**
- C. **Fred is going to reach out about getting a new Council Liaison.**

<p><b>Next meeting date:</b> February 09, 2016 at 12:00 pm in the Courtyard Conference Room</p>
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**BIKEWAYS AND WALKWAYS COMMITTEE**  
**Meeting Minutes – February 09, 2016 at 12:00 PM**  
**Courtyard Conference Room**

**Member Attendance:**

Joel Peterson (Chair)  
Paul Hart (Vice Chair)  
Ken Behymer - Absent  
Chip Dennerlein – Arrived late  
Larry Turpen  
Cliff Kuhlman  
Mark Lansing - Absent  
Leslie Orr  
Mark Acosta  
Dana Christensen

**City/Staff/Council Liaisons:**

Joe Slaughter (PCD Senior Planner)  
Fred Saunders (PCD Senior Planner) – Arrived Late  
Rob Brandes (JoCo Public Works)  
Dan Dorrell (ODOT) – Absent  
Valerie Lovelace (City Council)  
Keith Heck (County Commissioner)

**Guests:**

Edom Gomez (RVTD)

**I. Business – Continuing**

**A. Approval of Minutes – January 12, 2016**

**MOTION/VOTE**

**Committee Member Orr moved and Committee Member Turpen seconded the motion to approve the minutes from the January 12, 2016 meeting. The vote resulted as follows:**

**“AYES”:** Committee Members Peterson, Hart, Turpen, Kuhlman, Orr, Acosta, and Christensen. **“NAYS”:** None. **Abstain:** None. **Absent:** Committee Members Behymer, Dennerlein, and Lansing. **The motion passed.**

**B. Updates From Staff/Liaison and questions for Staff/Liaison**

**1. Overview of Transportation Demand Management – Edem Gomez**

- Edem works for RVTD and helps organize TDM programs. These programs are meant to encourage citizens to drive less.
- Programs help to deal with issues with congestion, air quality, overall citizen health, and to improve mobility for everyone in valley. These are more of behavior based programs rather than infrastructure.
- They help organize carpooling by using a program to match potential carpool mates with each other.
- Local employers are involved in the programs (Lithia, Rogue Credit Union, SOU, RCC, other smaller organizations) with ride share matching within each organization. TDM programs can also offer free taxi rides in case of an emergency for citizens who take part in the ride share program.
- There are tax benefits for the companies who participate.
- Some programs will reimburse the cost of a bicycle.

## **2. City**

- City is looking at going to bid on the Allen Creek/Redwood project at about the same time as County, Mid/late March.
- They were hoping to have everything in by fair; however that isn't realistic at this point.
- The connector and the signal should be in by the time fair comes around so that will help things, Pansy Lane will probably be closed, though.
- The City will have the same contractor as the County doing the City's part of the Lincoln road improvements.
- A bid will be going out to do trail repairs at Allendale school, work will be done during spring break to coincide with other work being done by the school district.
- The Streets Crew was able to grind down some of the roots on some of the humps to keep the trail useable until more permanent work could be done.
- The City will be putting the Fruitdale Creek Trail to bid, it will need a pedestrian bridge. GP irrigation has caused some delays so this will likely go to bid closer to end of year. The trail currently goes from Fruitdale drive to Cloverlawn/Hamilton, we're trying to connect it to Cathedral Hills.
- The area was annexed recently so zoning changed. Big properties on the west side of Cloverlawn Dr between Crestview and Meadow Wood would be prime areas for a subdivision, we might be able to condition a right of way if that happens.

## **3. County**

- Galice at mile post 13 is sliding; County hopes to have it cleaned up by end of day tomorrow. It will likely be marked as single lane for a while until things stop moving, they will be putting up jersey barriers to catch the bigger things.
- The Allen Creek/Redwood project is moving forward. Demo on buildings is projected for early March. We should also see dirt moving around the same time.
- County has been working on clean-up from all of the storms we've had recently. A lot of trees came down and County is understaffed to handle all of the damage.

## **4. ODOT**

- None.

## **5. Strategic Planning**

- The City Council showed an interest in education for adults and pedestrians from the bikeways Committee. Possibly public safety announcements.
- They also want to see the Greenway extended.
- The water treatment plant needs to be redone and the parking at Riverside needs upgrading. The Allen Creek Sports Park was near the top of the list of projects.
- Public safety is the number one priority.

## **6. Comments/Questions for Staff**

- A committee member let Fred know that there is a sizable pothole on the Fruitdale Creek Trail.

- A committee member mentioned a fire plug at the 4-way stop at Beacon and D that is a hazard.
- A committee member brought up line of sight hazards at Baker and A and Flint and D. Fred let him know that they had previously been checked and they did meet the vision triangle but they will be rechecked.
- A committee member brought up that the Tom Pierce bike path is getting bad in concerns to tree roots.
- A committee member brought up concerns about excess water from recent storms causing the shoulders to slump. The County will have to wait to do most of the shoulder work until everything dries out. They will go in and regrade any areas that are a significant hazard.
- The blockade has greatly decreased the criminal activity in the neighborhood, we're not sure if this will be seasonal, however the hours will be adjusted for longer daylight hours and signs will be placed letting citizens know the hours.
- The bathrooms have been closed due to constant vandalism. They are currently working on repairs, however this isn't a simple, quick, or cheap fix. The City is installing cameras to monitor periodically.
- Park closes at 10, gates are closed earlier do to man power?
- A committee member suggested that we might put up signs that say the park is closed from dusk until dawn. This might work with any extended hours for each season.
- A committee member was curious on the status of the red light cameras. The M St and A St intersections are a concern.

## II. Business – New

- The Bike Rodeo will be May 21<sup>st</sup> from 9:00am-Noon at Club Northwest.
- Last year there were free smoothie to kids who completed the course.
- Club northwest was very easy to work with
- Leslie will get info out to District 7 Schools know to inform kids about the course.
- Club Northwest was very easy to work with and could advertise as they did last year.
- Ride the Rogue has sent out emails. Leslie will forward to Jayme or Kira to let the group know. They need volunteer help urgently. They will need help with meals, advertising, rest stops, park setup, and mainly need people to lead those activities.
- ODOT draft transportation safety plan is available online to view and comment with an online open house. Chapter 5 covers the bike section, Leslie will also forward this information along.

<p><b>Next meeting date:</b> March 08, 2016 at 12:00 pm in the Courtyard Conference Room</p>
--

These minutes were prepared by Carlie Paulsen, Administration Department, City of Grants Pass.



**GRANTS PASS URBAN TREE ADVISORY COMMITTEE**  
**Meeting Minutes – January 12, 2016 at 7:00 PM**  
**Courtyard Conference Room**

**Committee Members:**

Dave Russell (Chair)  
James Love (Vice Chair) - Absent  
Stormy Ballenger  
Dan McBerty  
William Reinert  
Clifford Ostermeier - Absent  
Michael Holzinger  
*Vacant Position*

**City/Staff/Council Liaisons:**

Steve Radda (Parks)  
Dan DeYoung (City Council)

**Guests:**

- I. **Business - Continuing**  
A. **Approval of Minutes from December 2015**

**MOTION/VOTE**

Committee Member Reinert moved and Committee Member Holzinger seconded the motion to approve the minutes from the December 2015 meeting. The vote resulted as follows: “AYES”: Committee Members Russell, McBerty, Reinert, and Holzinger. “NAYS”: None. Abstain: Committee Member Ballenger. Absent: Committee Members Love and Ostermeier. The motion passed.

- II. **Business - New**  
A. **Announcements**

- Tree on 7<sup>th</sup> and M St was hit by a car.

B. **Event Calendar Review**

- Goal Setting will be held on January 22, 2016. Dave will attend and present goals at 11:15.
- Went over some of the potential goals to discuss with Council; Parking lot ordinance, increasing the canopy, fall color tour, inventory update, map of the trees, structural soil, map write-ups in the informational pamphlets.
- Need to make a list of previous Tree Awards.

C. **Updates**

- Look into having High School students volunteer to promote the Buy a Tree program at Growers Market.

D. **Staff Report**

- Updated tree canopy map is about 70-80% complete.

- Municipal code on sidewalk repair was presented. Concerns were raised about business owners vs. City liability and how it compares to other cities. It's possible in some cases to split costs.
- Jeff had someone approach him about buying 8 Memorial Day trees.
- Only about 10 trees were purchased from the buy a tree program.
- Need to approve trees for next month so that we can have plaques ready for Arbor Day.
- Feb 20<sup>th</sup> deadline for newsletter – coordinate with Allison with NW Rec. on what we would like to have added.
- Would like to have Arbor Day at either Redwood or Fruitdale Park.

**E. Nominations for Significant Tree/Distinguished Landscapes**

- Silver Maple at 114 NW B St, horse chestnut in the parking lot of the Bethany Presbyterian Church on 5<sup>th</sup> St, Magnolia on 865 NW 5<sup>th</sup> St.

**F. Comments**

- It was asked if there was an inventory of City right of ways that could potentially have trees planted to increase the City's canopy.
- We might be able to work additional trees into the future storm water plans as beautification strips and other means to use up storm water will need to be implemented.
- The concern of the increased beetle population due to drought was brought up.
- NW Corner of A and 7<sup>th</sup> St there is a nearly dead Doug Fir that needs to be addressed.
- Looking into a program to inform private citizens about the state of their trees.

**Next Meeting: February 08, 2016**

These minutes were prepared by Carlie Paulsen, Administration Department, City of Grants Pass.

**GRANTS PASS URBAN TREE ADVISORY COMMITTEE**  
**Meeting Minutes – February 08, 2016 at 7:00 PM**  
**Courtyard Conference Room**

**Committee Members:**

Dave Russell (Chair) - Absent  
James Love (Vice Chair)  
Stormy Ballenger  
Dan McBerty  
William Reinert  
Clifford Ostermeier  
Michael Holzinger  
Willow Burnett-DePew

**City/Staff/Council Liaisons:**

Steve Radda (Parks)  
Dan DeYoung (City Council) – Arrived late

**Guests:**

**I. Business - Continuing**

**A. Approval of Minutes from January 12, 2016**

**MOTION/VOTE**

**A Motion to approve the minutes from January 12, 2016 was put forward but not seconded.**

**II. Business - New**

**A. Announcements**

- Willow introduced herself and gave a brief explanation as to why she wanted to be a part of the Tree Advisory Committee.

**B. Event Calendar Review**

- The Committee discussed the Arbor Day Event. See item D for discussion.
- The committee decided to try to have a booth at the Grower's Market with applications for the tree programs. The Grower's Market is held in May.
- Trees to buy are bare root and about 1.2-2 inch. Species is as of yet undecided.

**C. Updates**

- The Parks Department received the first batch of trees to replace ones lost over the year. They are being kept at Riverside.
- We typically get about 40-70 trees per year.

**D. Discuss Arbor Day Event**

- Gearing up for Arbor Day Event, Jeff Nelson picked a dawn redwood to plant at Redwood Park.

- It was suggested to contact District 7 schools that might be interested in Arbor Day trees. We deliver the tree and the school plants it on their property.
- The ceremony is at noon at Redwood Park, on the first Monday of April.
- Members Holzinger, Ballenger, and McBerty volunteered for Arbor Day, most of the committee members should be there.
- Attendance is mostly symbolic, the tree committee talks about who they are and what they do. They throw dirt on the planted tree - ceremonial.

#### **E. Additional Discussion**

- It was asked if we were doing memorial trees. They are taking place – eight trees so far.
- Deadline is coming up for necessary information; send Jeff an email – up to 10 items. Would like to include memorial trees, canopy program, “we plant them, we exist and we’re here for you!” Jeff will only need contact and not a layout for the pamphlet.
- Jeff was working on the final draft of the tree map, Steve will ask him to double check that we didn’t lose any of the trees on the map.
- The committee requested an aerial view without shadows for the tree map.

#### **F. Nominations for Significant Tree or Landscape**

- Methodist church and filtration plant
- Jeff would like a vote done so all of the plaques can be done for Arbor Day.

#### **MOTION/VOTE**

**Committee Member Love moved and Committee Member McBerty seconded the motion to vote on the current list of nominations including the tree on B Street by the Methodist Church. The vote resulted as follows: “AYES”:** Committee Members Love, Ballenger, McBerty, Ostermeier, Holzinger, and Burnett-DePew. **“NAYS”:** Reinert. **Abstain:** None. **Absent:** Russell. **The motion passed.**

- It was requested that the overlap on 2011-2010 be revised, they are same list in reverse order.

#### **G. Comments**

- Dave Russell did an awesome job at strategic planning
- There was an issue in Eugene where newly planted trees were pulled up. It was asked if we do anything to protect newly planted trees in Grants Pass. We stake them if they are planted in softer soil.
- Memorial Tree program starts in mid fall – citizens can buy a tree for \$50 and the city will plant it for them.
- It was suggested to talk at the neighborhood watch meetings about the tree program.
- Currently do not have the man power to inventory the right of ways, the City could do a section each year.

- Current development code on trees was established in the 80's, it needs to be revised to bring more tree canopy to parking lots. The City wants to go based on percentage of coverage rather than trees per spaces. They are looking at what works in other cities and what our soil needs are within Grants Pass.
- Social media options were discussed. The committee is going to look into a possible non-official Facebook page to help advertise events?

#### **MOTION/VOTE**

**Committee Member Love moved and Committee Member Holzinger seconded the motion to adjourn the meeting. The vote resulted as follows: "AYES": Committee Members Love, Ballenger, McBerty, Ostermeier, Holzinger, and Burnett-DePew. "NAYS": Reinert. Abstain: None. Absent: Russell. The motion passed.**

**Next Meeting: March 14, 2016**

These minutes were prepared by Carlie Paulsen, Administration Department, City of Grants Pass.



**GRANTS PASS PARKS ADVISORY BOARD**  
**Meeting Minutes – February 11, 2016 at 3:30 PM**  
**City Manager’s Conference Room**

**Members in Attendance:**

Dick Matti (Chair)  
Cliff Kuhlman (Vice Chair)  
Jan Battersby  
Gary Still  
Marian Szewc  
Robert Cartmell  
Rick Chapman  
Bill Reinert

**City/Staff/Council Liaisons:**

Valerie Lovelace (City Council)  
Lora Glover (PCD Director)  
Jeff Nelson (Parks Superintendent) - Absent

**Guests:**

Julie Imhof (COPA)

**I. Business – Continuing:**

- A. Approval of Minutes:** January 14, 2016 meeting

**MOTION/VOTE**

**Board Member Cartmell moved and Board Member Kuhlman seconded to approve the minutes as presented from the January 14, 2016 meeting. The vote resulted as follows: “AYES”: Board Members Matti, Kuhlman, Battersby, Still, Szewc, Cartmell, Chapman, and Reinert. “NAYS”: None. Abstain: None. Absent: None. The motion passed.**

**II. Business – New:**

**A. Status – Future Projects - Lora**

1. There was a service line break at Gilbert Creek; an emergency contractor (Copeland) was called in to fix the break underneath the parking lot.
2. There was a meeting held with public works - Jason Canady - to do the irrigation at Reinhart Park. It was determined that there might be a need for a new 6” pump instead of a 4” pump in order to have enough pressure. The 4” would cost \$74,000 in system development charges, the 6” would cost \$142,000 in system development charges.
3. If the 6” pump ends up being necessary Lora may look at stalling the Fruitdale park improvements, possibly do some of the ground work and pickle ball, but put off the restrooms until next year and use the money to do the irrigation at Reinhart.

**MOTION/VOTE**

**Board Member Chapman moved and Board Member Still seconded to move forward with the proposal to spread the Fruitdale Park improvements over two years and move funds to the irrigation improvements at Reinhart Park. The vote resulted as follows: “AYES”: Board Members Matti, Kuhlman, Battersby, Still, Szewc, Cartmell, Chapman, and Reinert. “NAYS”: None. Abstain: None. Absent: None. The motion passed.**

4. Fruitdale might be able to be completed earlier dependent on funds that come in. Currently there is about \$100,000-\$150,000 set aside for Hillcrest Trail and

walking path. Jeff thinks that the project will be a little bit more expensive. If there are remaining tax funds available they will go to Fruitdale after the Hillcrest project. Hillcrest is a very visible spot from the freeway and executive staff would like to see the area landscaped.

5. Some people are interested in the area for a motocross/BMX track, however there are concerns about whether this is really best location visually or for the neighbors due to noise. A committee member also brought up that this might not be the ideal place for the kids to ride due to the roadways not being the safest area.
6. These areas are still under County control. Through the IGA where the urban growth boundary is adopted or amended the City immediately takes control of the small local access streets but the larger collectors remain County until they are brought up to City standards.
7. Looking at identifying Urban Renewal District – there is a committee and a consultant that will take it to Council for approval. They are focusing on some of the industrial areas - the 6<sup>th</sup> and 7<sup>th</sup> Street corridors, down through the Redwood Hwy area, Industrial Spaulding Park. The City doesn't have full utilities in that area - incomplete streets, sewer, water and storm drains. We may be able to leverage those properties for manufacturers to go in, they have to have services but it's too cost prohibitive for them to put them in on their own. This turns into a redevelopment agency which pays out over a 20-30 year period. This money could go to possible façade renovations for 6<sup>th</sup> and 7<sup>th</sup> Street, Spaulding infrastructure, and a potential rehabilitation of the fairgrounds.
8. A committee member asked where the council is at with SDC Fees. Lora said that they are out for a while. We're back on with basic transportation and park fees but we're down to about one third percent less than what we were charging before. They won't review transportation until the new transportation plan is updated and that's probably about a year out.
9. Meetings will be held in Courtyard Conference moving forward.

## **B. Goal Discussion – Riverside Park**

1. Next project will be Riverside Park. Lora is giving a presentation on Monday at the council workshop. We received a \$500,000 grant due to the active club. The city attorney advised that we will need to treat this project like any other capital project, which means we won't be able to turn the money back over to the Active Club. It could be a lawsuit/liability.
2. There is talk of putting in a platform-bandstand-multiuse area, some sort of community center, and possibly a splash pad area.
3. Property on the west side of 6<sup>th</sup> Street will be re-landscaped with possibly a screening hedge to give additional privacy to the neighbors.
4. Unfortunately with the project needing to be treated as any other capital project the money will need to be taxed at the 10% rate.
5. The committee decided that it needs to be found out what was different at Reinhart Park that allowed it to be done without going through the city coffers.
6. Community center will probably go where the old Izaak Walton building was. Jeff is going to draw up maps.

### **C. Report on results from GP Council Goal Setting**

1. Allen Creek Sports Complex was item number two on the Council's goal list. It received 112 dots. We still need to go through budget process, but once that is complete we can send out RFPs to get the engineered drawings.
2. The Youth Shelter received the most dots.
3. Ausland group is under the impression that they have a contract for the entire project. The professional services agreement says that the services will be amended to the agreement. Mark is looking into whether the claim is valid.
4. Applying to County for west side of the project. We won't need to have the Allen Creek Rd project done yet and we don't need sewer/water put in place yet. We can move the sewer/water infrastructure and the restrooms to phase three.
5. Still looking for property.
6. Hold up on phase one was working out the detail with the little league fields at Garrison. At the last Allen Creek meeting a representative of Little League suggested that they might be okay with putting baseball in on the west side. This could be a great solution for all involved as the school wouldn't move forward unless baseball was satisfied as they have a previous agreement.
7. Baseball might help with fundraising now that they're happy. Lora and Jeff need to find somewhere for little league to play during construction.
8. Caveman bridge will be worked on by ODOT, the staging area by diskgolf will be needed for 12-15 months due to them preforming the construction without closing the bridge.
9. There will be a meeting with the neighbors to discuss the Allen Creek Rd extension between Denton and Harbeck. The city will need to buy right of ways. The meeting will be held on Tuesday 4-7pm at the County Public Works. Lora will give a report of this meeting in March.

### **III. Next meeting: March 10, 2016**

These minutes were prepared by Carlie Paulsen, Administration Department, City of Grants Pass.



Item: Resolution adopting branding for the City of  
Grants Pass.

Date: April 6, 2016

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**SUBJECT AND SUMMARY:**

This resolution would change how the City is presented and promoted through branding efforts including a City logo.

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**RELATIONSHIP TO COUNCIL GOALS:**

This supports Council's goal of **LEADERSHIP** and **ECONOMIC OPPORTUNITIES** by recognizing and promoting City strengths, unique assets, and life alongside the Rogue River.

---

**CALL TO ACTION SCHEDULE:**

Early adoption will assist in promotional efforts starting in May of this year. Call to action schedule: April 6, 2016.

---

**BACKGROUND:**

Updating the City's branding has been a Council objective for many years. The Tourism Advisory Committee included this concept in its 2010-2013 marketing plans and the City Council, as part of its "Goal Setting" process, included City Branding in 2013, 2014, 2015 and in this year's (2016) Strategic Planning Process.

In August of 2014, Council asked Experience Grants Pass to lead the City's branding process. The Branding Steering Committee was formed and, with input from citizens, businesses, staff and City Council members, the work began. At this same time, the City and Josephine County joined forces to develop a Joint Economic Development Strategic Plan. This effort added to the energy and focus of planning for the community's future. In order to improve the effectiveness and efficiency of the branding efforts, a professional firm, Lookout, was hired to assist the efforts.

A unique and attractive design, along with a strategy, manifesto and logo guidelines have been developed. The package has been presented at various Council workshops and is ready for consideration for adoption. The Grants Pass Branding Project packet is attached for reference.

---

**COST IMPLICATION:**

Revenue Source: LB6282 – City Rebranding

The costs of developing the proposed City Brand have been covered by Experience Grants Pass. Adopting the branding package will not have any direct associated costs; however, implementing the brand over time will have cost implications.

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ITEM: 4.a. RESOLUTION ADOPTING BRANDING FOR THE CITY OF GRANTS PASS.

Staff Report (continued):

Through the budget process the City created a Capital project with a budget of \$80,000 to replace and install: new signage, way-finding signage, logo changes on vehicles, stationery, and public representations of the City.

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ALTERNATIVES:

1. Council can adopt the resolution establishing new “branding” for the City;
  2. Council can defer action to a later date; or
  3. Council can take no action (retaining current brand and logos).
- 

RECOMMENDED ACTION:

It is recommended the Council adopt the resolution establishing new branding for the City of Grants Pass.

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POTENTIAL MOTION:

I move to adopt the resolution establishing new branding for the City of Grants Pass.

**RESOLUTION NO.**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS  
ADOPTING BRANDING FOR THE CITY OF GRANTS PASS.**

**WHEREAS:**

1. The City Council desires to improve the City's competitiveness and contribute to improving the economic and social well-being of our community; and
2. The Council believes that tourism and marketing can be beneficial to the economic development efforts of the City of Grants Pass; and
3. Destination or City Branding can have a significant impact on a city's image, reputation, and success in attracting visitors, businesses, and future residents; and
4. The City Council desires to promote the City as a healthy, vibrant place to live, work and play.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Grants Pass that the City will adopt and implement the new "Branding" efforts as follows:

**Section 1.** The Grants Pass Branding Project Packet will serve as the strategic guide for implementing branding efforts of the City and is attached to and incorporated herein as Exhibit 'A'.

**Section 2.** The City will use the Branding Project Packet, logo and branding materials to promote the City's culture, natural beauty, Rogue River location, desirable destination, experiences and friendly community to all.

**EFFECTIVE DATE.** This Resolution shall be effective immediately upon its passage by the City Council and approval by the Mayor.

**ADOPTED** by the Council of the City of Grants Pass, Oregon, in regular session this 6<sup>th</sup> day of April 2016.

**SUBMITTED** to and \_\_\_\_\_ by the Mayor of the City of Grants Pass, Oregon, this \_\_\_\_ day of April, 2016 to be effective on the date indicated as adopted by the City Council.

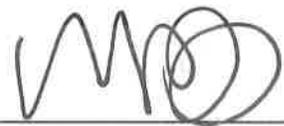
\_\_\_\_\_  
Darin Fowler, Mayor

**ATTEST:**

\_\_\_\_\_  
Karen Frerk, City Recorder

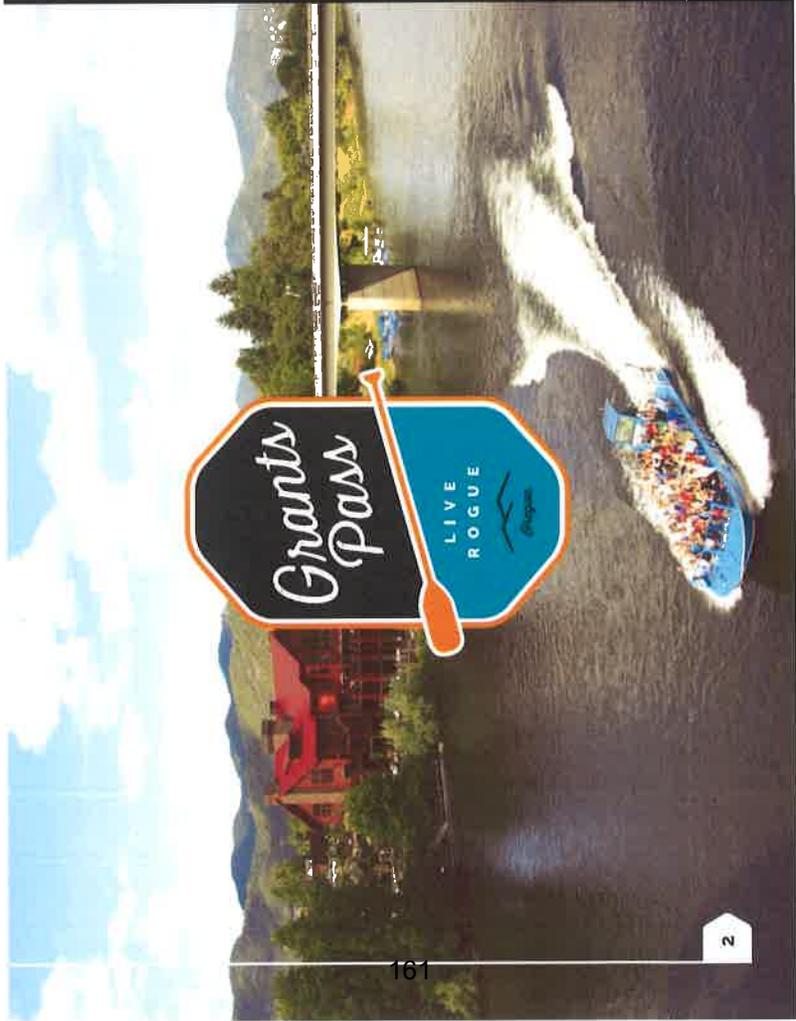
Date submitted to Mayor \_\_\_\_\_

Approved as to form, Mark Bartholomew, City Attorney \_\_\_\_\_



# Grants Groups

BRANDING PROJECT  
03.21.16



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# Strategy

Grants Pass's greatest tourism asset is the Rogue River.

The river runs right through town and Grants Pass is perfectly situated just upriver of its most epic and enjoyable stretch. It is the overwhelming reason why people come to vacation here.

Yet there are many potential visitors who don't equate Grants Pass with the Rogue, especially in metropolitan areas like Portland, San Jose and San Francisco full of recent transplants unfamiliar with the Northwest. They know Grants Pass as a stop on I-5, if at all.

We need to make sure travelers know that if they want to experience the Rogue River and all the recreation it affords, Grants Pass is where they should come. So we need to own the river, featuring it prominently in our tagline, logo and in much of our communication.

But it's not enough just to let folks know. We also have to compel people to visit. So let's also evoke the feeling of life on the Rogue River.

Let's paint a visceral picture of what having access to limitless adventure during your visit is like.

Let's capture the serenity and beauty of the nearby wilderness mostly untouched by human hand.

And let's entice visitors with a welcoming voice that conveys the friendliness of the people who proudly call Grants Pass home.

To that last point, while the river and all it offers is a big part of our story, it's not the entire story.

There is ample opportunity for adventure on the river, there is much to do along it banks and in the mountains

above it. So we should add biking and hiking to list of activities we promote alongside fishing, rafting and jet boating.

And there is much to do beyond what the wild offers. And highlighting this is key for attracting families, older visitors, and groups in which everyone isn't looking for hardcore adventure.

So we should also showcase the wonderful downtown full of great shopping, a thriving art scene, community celebrations around seemingly every holiday, and lovely restaurants serving great food and local craft beer.

As well as the nearby valleys, full of wonderful vineyards making amazing wine in the nearby valleys, and even Crater Lake and the Oregon Caves, both close enough that they can be part of a Rogue River vacation.

Ultimately we want to capture both the spirit of the river and what time spent in Grants Pass is like, in order invite brand new visitors as well folks who haven't come for some time, to share in and vacation in this wonderful place.

## Target Audience

Many types of people visit Grants Pass, but if we want to use our limited resources most effectively, we need to focus on the types of visitors that are most likely to seek the kind of vacation Grants Pass has to offer.

We think active explorers and adventure seekers are the ideal target audience for Grants Pass. They love to get out and explore, are curious travelers, and seek unique experiences that really give them an authentic sense of the people and place they are visiting.

### DEMOGRAPHIC:

- aged 25-64, with a sweet spot of Gen Xers aged 35 to early 50's
- Family and non-family travelers

### GEOGRAPHY:

- Primary: Northern California (San Francisco area to Sacramento and Redding)
- Secondary: Portland & Seattle -- especially those driving south on I-5 headed to Northern California

We believe there's a great opportunity to capture travelers from Vancouver, Seattle and Portland heading south on I-5 to California and get them to stop over in Grants Pass and stay a couple days en route. We recommend exploring tactics to reach these audiences (such as targeted promoted social media posts in those markets, possibly Out of Home/Billboards) people driving south from Portland/Seattle)

We also highly recommend targeting affinity groups who are passionate about your offerings. This can be achieved through targeted banner advertising and promoted posts. Think of it as a collection of potential visitors with an affinity for the activities to which Grants Pass provides outstanding access: kayaking, hiking, fishing, rafting, wine tasting, arts festivals, etc.

## Tagline

### Live Rogue

Live Rogue speaks to Grants Pass's location, along the banks of the Rogue River and just upriver of the first stretch to be officially designated "Wild and Scenic" by Congress.

While folks who live nearby know Grants Pass and the Rogue are inextricably linked, for folks further afield who haven't visited before or are just passing by on I-5, making this connection is crucial.

But Live Rogue also allows us to claim and talk about the offerings of the surrounding area as well, from the nearby vineyards and communities to the Oregon Caves and Crater Lake. We're more than a town, we are an entire region to explore and enjoy.

Finally, Live Rogue also speaks of the heart and spirit of the people who live in Grants Pass, which manifests in wonderful community events, fabulous adventure guides and the warm welcome visitors are sure to experience when coming here on vacation.

# Manifesto

Life has become more complicated.

We carry around devices that are supposed to make our lives easier, but somehow seem to require more of our attention.

Our interactions with friends and coworkers are more frequent, but are usually shorter in length and substance, and often not even face-to-face.

And more people than at any time in human history live far away from the natural world, and very much out of harmony with it.

What so many people need and want is a chance to get out of the daily rhythm of their lives, to look up and out at nature, not down at a screen, and have experiences that they'll never forget.

To visit Grants Pass is to reconnect with friends and family, to fully and gloriously immerse oneself in nature, and live a little or a lot differently for a long weekend, a week or ideally even longer.

First and foremost there is the Rogue River, which runs through town and transforms-- just a few miles downriver-- into the Wild and Scenic Rogue, which has captured the imagination of generation upon generation of vacationers.

Some rivers are merely admired, but not the Rogue. It's a river that begs to be rafted, boated, and fished, offering adventure aplenty for thrill seekers from all walks of life.

While it makes for a stunning picture from a roadside pullout, to truly appreciate its beauty you need to travel atop its waters, and gaze up it's canyon walls as the landscape resets itself with each curve revealing ever changing vistas of epically pristine wilderness.

To Live Rogue is to immerse yourself in this *entire* wilderness area—a veritable adventure playground for those visiting Grants Pass. There's ample hiking, mountain biking, trees to climb and zip line, caves to spelunk, and the deepest lake in all of North America to explore.

There is of course more to Grants Pass. There is the historic downtown, where the people who live here have kept the best of what was, like the soda fountain and historic signs, but also added new shops and art galleries and wonderful restaurants serving great food and locally crafted beer.

There are valleys full of vineyards growing bio-dynamically grown grapes which are turned into award-winning wines of seemingly endless varieties, thanks to a mild climate that makes any time of year a great time of year to visit.

And there then are the people you'll meet here. It should come as no surprise that the river, which winds and wends its own way, inspires and affects the lives of those who live alongside it. And so it has.

You'll find the residents of Grants Pass warm and welcoming, happy to give advice or even take you out on the river and show you where the Salmon are swimming or pilot your raft through the Rogue's rapids so as to ensure you don't lose anyone or anything to its water.

A visit to Grants Pass is many things, but above it's a chance to live a little differently. A way of life that even if you only lived for a few days can't help but return home with you because it fundamentally changes who you are and how you see the world for the better. So come.

*Live Rogue.*

## Tone of Voice

The Grants Pass voice is friendly, warm, and conversational, just like the people who call it home.

We should be proud of what we have to offer, but we don't need to be boastful.

A relaxing tone is more appealing to people thinking about their next vacation than a heavy hand or hard sell.

Rather than simply listing or explaining all the adventures that folks can have here, we should offer a wry or playful insight about what makes our activities special, unique or particularly satisfying.

For instance rather than simply saying we're close to Crater Lake and the Oregon Caves we can suggest we put our city in between them for the visitor's benefit.

We put our town half way in between Crater Lake and the Oregon Caves because we didn't want you to have to choose which one of them to visit.

It's almost as if we're letting the reader in on a secret, or giving them a knowing wink.

Also note that we can and should address the reader directly, as if we're talking to them and them alone.

So rather than a broad message for everyone, we're create a personalized invitation with an explanation of why or how best to enjoy spending time in Grants Pass.

## Sample Copy

### FOR WEBSITE HOME PAGE

We've done everything we can think of to make sure your upcoming trip to Grants Pass is as wonderful as possible.

For starters, we put our town along the banks of the Rogue River, just upriver of its most Wild and Scenic stretch because that's the part we figured you'd want to raft, hike, fish, kayak and mountain bike.

Which is also halfway between Crater Lake and the Oregon Caves, because we didn't want you to have to choose which one of them to visit.

We also made sure to surround ourselves with lush valleys, which we've planted with grapes that we make into award-winning wine that you can come taste.

And we've kept our historic downtown as idyllic as ever, only we've added lots of great shopping, art galleries, and new restaurants serving craft beer and local ingredients.

So what are you waiting for?

Give us a call at (541) 476-7574 to help plan your trip and order our Visitor Guide today. See you in Grants Pass!

*Blue Rogue.*

# Sample Copy

## RAFTING:

*Good news!*

We put our town just upriver of the most epic stretch of the Wild and Scenic Rogue River because we figured that's the part you'd want to hike, raft and fish.

*Ulysses Grant never passed through here.*

Neither did his wife Julia. Which is too bad, they would have loved rafting the Wild and Scenic Rogue River.

## RIVER ADVENTURE:

*Electronic devices allowed.*

But not recommended. At least not when you're planning to jump off a canyon wall into the whitewater of the Wild and Scenic Rogue River.

## VINEYARD:

*Pack a picnic.*

We've got some great spots all picked out that just happen to be beside lush vineyards producing award-winning wine we're waiting for you to come taste.

*Not much has changed here.*

Except we turned our turned our valleys into vineyards making award winning wine, started making our own craft brew, and opened restaurants serving both alongside locally sourced food.

## FAMILY / FISHING:

*Some free advice for parents:*

If you want your kids to have the kind of vacation you had growing up, take them on one.

*What's for dinner?*

Well, if you're coming to Grants Pass to fly fish the Wild and Scenic Rogue River, that's up to you.

## BACK TO THE 50'S / DOWNTOWN:

*It's not 1956 anymore.*

But if you visit during our annual "Back to the 50's" celebration and classic car cruise, we can certainly understand how you might get confused.

## JET BOATING:

*The Rogue River can't be tamed.*

But you can jet down it for miles at high speed skimming inches off its surface and then turn around in time to make it back to the lodge for dinner.

*Bring your phone.*

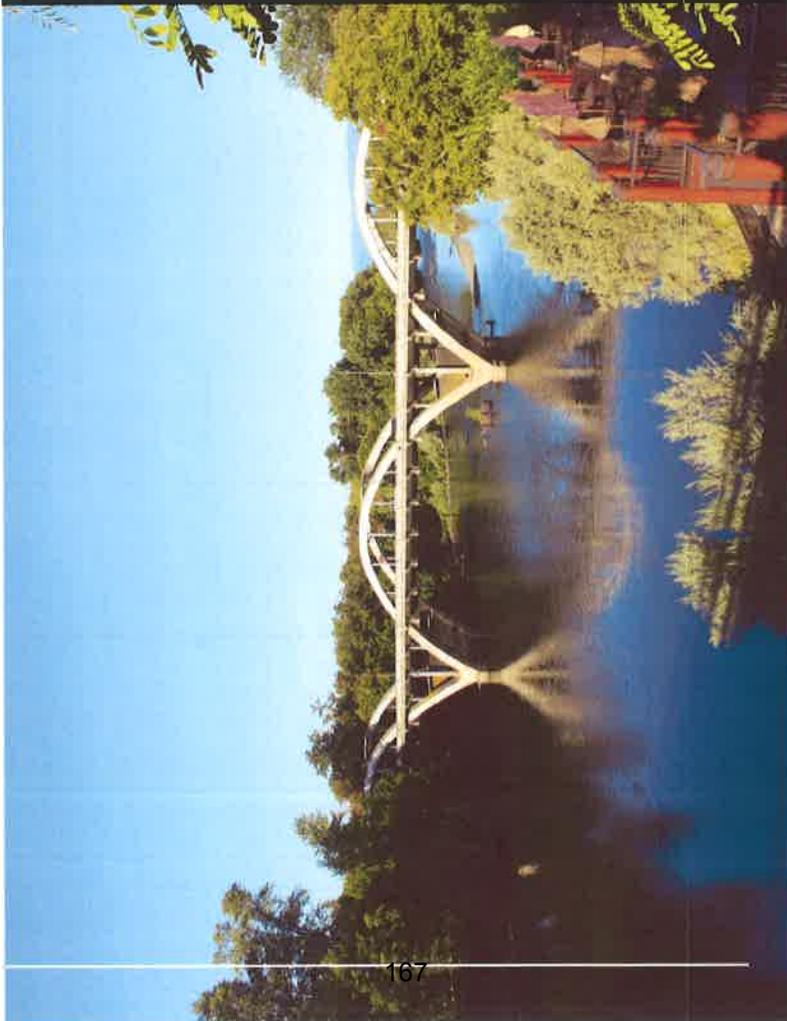
There will ample opportunities to take pictures of wildlife and gorgeous scenery. Just bring it inside something waterproof so it doesn't get soaked when we take a sharp turn.

## BIKING:

*Land lubbers welcome.*

Sure, we're best known for the rafting and fishing the Rogue River affords. But we've also been building single track trails with epic views like Cathedral Hills.

# Logo Guidelines



## Logo & Usage

Grants Pass is a beautiful and rugged place, located directly on the Rogue River. It is a hub for activities, many of which are centered on the river. To convey this message, the logo is housed in the shape of a river raft, and is bisected by an oar.

In the top half of the raft shape is the city's name, and below the oar is Grants Pass's tagline: "Live Rogue" with an "Oregon" banner below it.

Please see the following page for minimum and maximum size usage rules.



## Logo Variations

### COLOR VARIATIONS

The logo is a 3-color logo and should be printed in spot colors whenever possible. Use the 3-color version whenever possible. When it is not, you can use a 1-color version in any of the three main brand colors. The logo is flexible in that it can sit on top of a light background or dark background (see below).



### KNOCK OUT & ONE-COLOR VERSIONS

There are instances when the logo can be knocked out (for example: when sitting on top of a photograph or on a dark colored background). When printing in a photocopy, please use the black or knocked out version of the logo.



### MINIMUM SIZE

To maintain legibility, please do not reproduce the logo any smaller than 2 inches tall. This measurement is taken from the top and bottom edges of the raft shape. When going down smaller than 2", please use the alternate logo shown on the following page.

MINIMUM SIZE



MINIMUM SPACE



There is no maximum size that the logo can be reproduced.

### MINIMUM CLEAR SPACE

Please allow room for the logo to breathe and maintain clear, even spacing in all directions. At a minimum, use the height of the word "Pass" as a measurement of clearance around the logo in all directions.

## Small Scale Logo & Usage

For instances where the logo must be shown smaller than 2" tall, use this logo, specially made for smaller scale applications.

The same rules of color apply to this logo as the primary logo. (See previous page.)

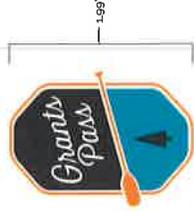


### SIZING

The maximum size this logo should be used is 1.99 inches tall. If the logo can be bigger, use the primary logo (shown on the previous page).

To maintain legibility, please do not reproduce this logo any smaller than .75 inches tall. This measurement is taken from the top and bottom edges of the raft shape.

MAXIMUM SIZE



MINIMUM SIZE



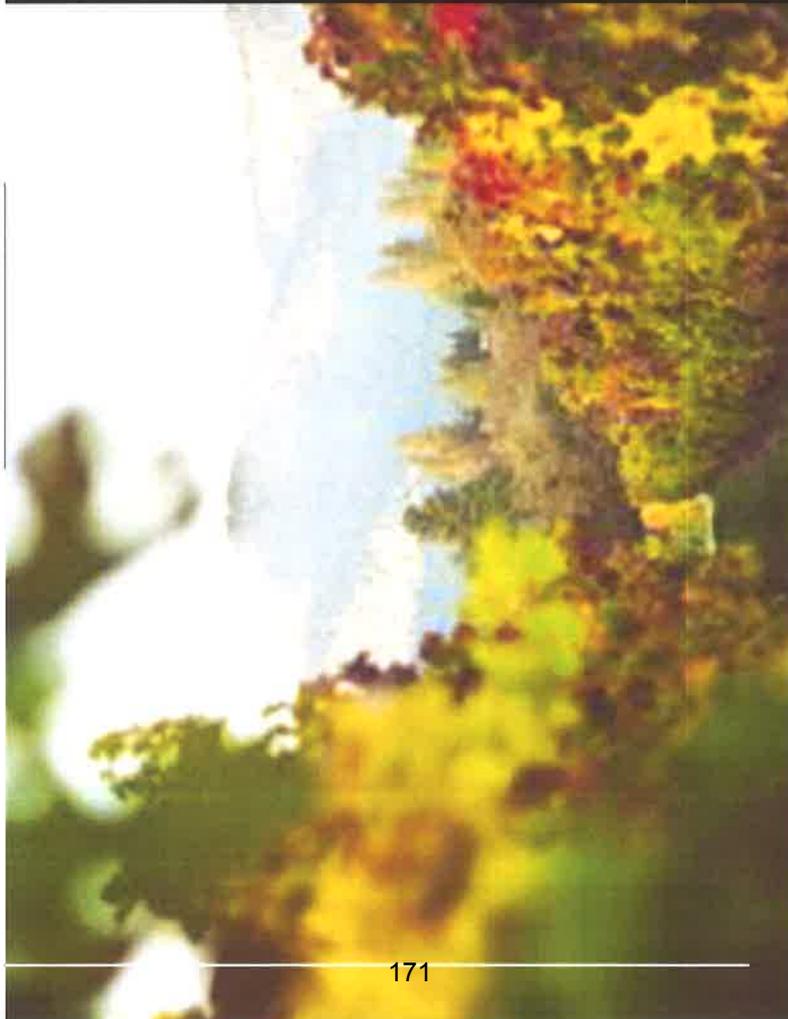
### MINIMUM CLEAR SPACE

Please allow room for the logo to breathe and maintain clear, even spacing in all directions. The same rules apply to this small scale logo for clear space: at a minimum, use the height of the word "Pass" as a measurement of clearance around the logo in all directions.

MINIMUM SPACE



# Secondary & Elements



# Brand Colors

The Grants Pass primary color palette consists of 3 main colors and their tints:

- BLACK (100% Black)
- RIVER (PMS 7710 C)
- IRON (PMS 144 C)

The secondary color palette consists of 4 additional colors and their tints:

- SUN GOLD (PMS 109 C)
- STONE (PMS 468 C)
- REDWOOD (PMS 7724 C)
- GRANITE (PMS 418 C)

Stone at 30% can be used as a light background color.

For typography in layout, please use 100% Black. White can also be used over the top of dark photos or any of our brand colors.

## PRIMARY BRAND COLORS

<b>BLACK</b>	<b>100% BLACK</b>	
<b>RIVER</b>	<b>PMS 7710 C</b> CMYK: 81, 12, 28, 0 RGB: 0, 166, 182	# 003656
<b>IRON</b>	<b>PMS 144 C</b> CMYK: 72, 55, 100, 0 RGB: 242, 139, 32	# f28b20
<b>SECONDARY COLORS</b>		
<b>SUN GOLD</b>	<b>PMS 109 C</b> CMYK: 1, 16, 100, 0 RGB: 255, 210, 0	# ffd200
<b>STONE</b>	<b>PMS 468 C</b> CMYK: 13, 18, 38, 0 RGB: 222, 202, 164	# decaaa
<b>REDWOOD</b>	<b>PMS 7724 C</b> CMYK: 87, 37, 72, 3 RGB: 0, 149, 110	# 00956e
<b>GRANITE</b>	<b>PMS 418 C</b> CMYK: 63, 63, 63, 36 RGB: 81, 83, 73	# 51534a

# Typography

Grants Pass uses the type families "Thirsty Rough", "Raleway" and "Turnpike" for all layouts, in print and online. Use Thirsty in limitation. It is used for headlines and call out copy. It should not be used for large areas of type or for body copy. Turnpike is used for sub heads or call out copy. It can also be used for headlines when Thirsty is not appropriate. Raleway should only be used for body copy.

## THIRSTY ROUGH LIGHT

Aa Bb Cc Dd Ee Ff Gg Hh  
Ii Jj Kk Ll Mm Nn Oo Pp Qq  
Rr Ss Tt Uu Vv Ww Xx Yy Zz  
1234567890

## TURNPIKE REGULAR

ABCDEF GHIJKL MNOPQRST UVWXYZ  
1234567890  
!@#%&'()\*+,-./:;<=>?@A,B,C

## RALEWAY REGULAR

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm  
Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz  
1234567890

# Headline in Thirsty Rough Light

## THIS IS A SUBHEAD IN TURNPIKE REGULAR FONT

This body copy is set in the font Raleway Regular. Sed amet ac mattis gravida vivamus a vestibulum cubilia sagittis aliquet egestas vestibulum in curae tristique a suscipit elit a suscipit a in velit himenaeos himenaeos gravida fringilla. Id vestibulum rutrum diam interdum et condimentum justo interdum blandit aliquam nostra dis non a vestibulum consectetur nam ultricies velit.

Platea bibendum lacus semper nibh vestibulum condimentum faucibus nulla a platea adipiscing ligula. Elit parturient a potenti vestibulum in cum habitant eu laoreet ullamcorper scelerisque dui facilisi interdum vestibulum rutrum diam.

Parturient lacus proin. Scelerisque conubia tellus consectetur nam ultricies velit vestibulum sagittis dui parturient vel ut dui porta nunc aenean tristique facilisi in pretium at aenean gravida fringilla. Id nunc vestibulum dia.

Parturient proin suspendisse urna suspendisse sus adipiscing ullamcorper a in ac nibh odio adipiscing neque eu a urna viverra justo vestibulum urna latum fermentum sagittis tellus scelerisque ullamcorper parturient eleifend. Consectetur suspendis orper.

## Other Elements

Sometimes there will be space for other brand elements to be added into the mix. Please use these items sparingly and judiciously.

### ICONS



### PATTERNS



### TAGLINE

Ideally, the tagline should be shown in the logo. In cases where it cannot be, or needs extra attention called upon it, here are some additional ways to show it.

*Live  
Rogue*

*Live Rogue*

LIVE  
ROGUE

LIVE ROGUE

# Photography

Our photography shows all there is to see and do in Grants Pass. Ideally, photos should show people enjoying great adventures, while also sometimes reflecting on the beauty and majesty of the area. Use landscape photography sparingly. All photos should include a sense of place and feature people doing activities. They should invoke a warm, inviting, friendly mood and never feel staged or posed. Photos should feel as if they were taken from someone's personal scrapbook.

**Color images are treated with a golden overlay. Please refer to the photoshop file called "GOLDEN HUE.psd" to achieve this look.**

Avoid black and white photography. Photos should have a sense of adventure, but not be too aggressive.



Please contact photographer Greg Vaughn to purchase above photo

# Contextual Examples



# Full Page Print Ads

At right, you see a sampling of what Grants Pass ads would look like. Below is the copy. Each ad has the [travel.grantspass.com](http://travel.grantspass.com) URL and the logo.

## RAFTING:

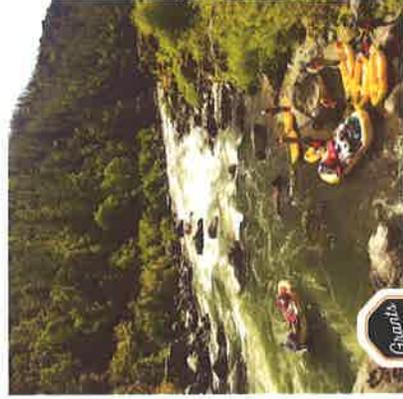
*Good news!*

We put our town just upriver of the most epic stretch of the Wild and Scenic Rogue River because we figured that's the part you'd want to hike, raft and fish.

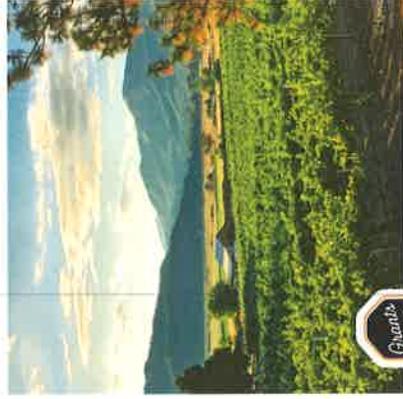
## VINEYARD:

*Pack a picnic.*

We've got some great spots all picked out that just happen to be beside lush vineyards producing award-winning wine we're waiting for you to come taste.



RAFTING



VINEYARD

**FAMILY / FISHING:**

*Some free advice for parents:*

If you want your kids to have the kind of vacation you had growing up, take them on one.

**BACK TO THE 50'S / DOWNTOWN:**

*It's not 1956 anymore.*

But if you visit during our annual "Back to the 50's" celebration and classic car cruise, we can certainly understand how you might get confused.

**JET BOATING:**

*The Rogue River can't be tamed.*

But you can jet down it for miles at high speed skimming inches off its surface and then turn around in time to make it back to the lodge for dinner.



*Some free advice for parents:*

If you want your kids to have the kind of vacation you had growing up, take them on one.

© 2014 Chant's Pass LLC

**FAMILY / FISHING**



*It's not 1956 anymore.*

But if you'd rather drive, we'll even "Back to the 50's" celebration and classic car cruise. We can certainly understand how you might get confused.

© 2014 Chant's Pass LLC

**BACK TO THE 50'S / DOWNTOWN**



*The Rogue River can't be tamed.*

But you can jet down it for miles at high speed skimming inches off its surface and then turn around in time to make it back to the lodge for dinner.

© 2014 Chant's Pass LLC

**JET BOATING**

**RIVER ACTIVITIES:**

*Electronic devices allowed.*

But not recommended. At least not when you're planning to jump off a canyon wall into the Wild and Scenic Rogue River.

**FISHING:**

*What's for dinner?*

Well, if you're coming to Grants Pass to fly fish the Wild and Scenic Rogue River, that's up to you.

**BIKING:**

*Land lubbers welcome.*

Sure, we're best known for the rafting and fishing the Rogue River affords. But we've also been building single track trails with epic views like Cathedral Hills.



*Electronic devices allowed.*

But not recommended at least not when you're planning to jump off a canyon wall into the Wild and Scenic Rogue River.

[www.grantspass.gov](http://www.grantspass.gov)

RIVER ACTIVITIES



*What's for dinner?*

Well, if you're coming to Grants Pass to fly fish the Wild and Scenic Rogue River, that's up to you.

[www.grantspass.gov](http://www.grantspass.gov)

FISHING



*Land lubbers welcome.*

Sure, we're best known for the rafting and fishing the Rogue River affords. But we've also been building single track trails with epic views like Cathedral Hills.

[www.grantspass.gov](http://www.grantspass.gov)

BIKING

**KAYAKING:**  
*Good news!*  
 We put our town just upriver of the most epic stretch of the Wild and Scenic Rogue River because we figured that's the part you'd want to hike, paddle and fish.



*Good news!*  
 We put our town just upriver of the most epic stretch of the Wild and Scenic Rogue River because we figured that's the part you'd want to hike, paddle and fish.  
 TRAVELTOWNPASS.COM



KAYAKING



*Good news!*  
 We put our town just upriver of the most epic stretch of the Wild and Scenic Rogue River because we figured that's the part you'd want to hike, paddle and fish.  
 TRAVELTOWNPASS.COM



KAYAKING

## Smaller Print Ads

Half page ads (shown opposite) will retain a headline and body copy. Smaller ads like 1/3 page vertical (this page) and 1/4 page ads (see page 44) will feature only the logo and URL.



TRAVELGRANTS.COM

1/3 PAGE



TRAVELGRANTS.COM

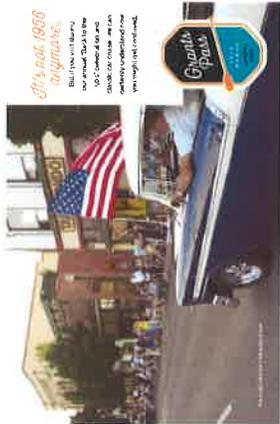


TRAVELGRANTS.COM



*Good news!*

The good news is that you can enjoy the best of both worlds. You can enjoy the best of both worlds. You can enjoy the best of both worlds.



*After, not 1956*

But you will enjoy our annual 3-day and 4-day celebration and the opportunity to experience the city's rich history.



*Dust storms*

We are not alone. Great weather is just what we need. You can enjoy the best of both worlds. You can enjoy the best of both worlds.



*Dust storms*

It's not just the weather. It's the people. You can enjoy the best of both worlds. You can enjoy the best of both worlds.





TRAVELGRANTSPASS.COM



TRAVELGRANTSPASS.COM



TRAVELGRANTSPASS.COM



TRAVELGRANTSPASS.COM

1/4 PAGE PRINT ADS

## Digital Ads

Note: Most banner ads are small in size and therefore require use of the small scale logo.

160X600



TRAVELORANTPASS.COM



TRAVELORANTPASS.COM



TRAVELORANTPASS.COM



Live Rogue  
TRAVELORANTPASS.COM



Live Rogue  
TRAVELORANTPASS.COM

726X90

300X250



Live Rogue



TRAVELORANTPASS.COM



Live Rogue



TRAVELORANTPASS.COM

## e-Newsletter

The e-newsletter should be clean and simple. It should feature plenty of images, but not give the whole story away so recipients are motivated to click through to your website.



### VISITOR GUIDE

# Social Media

## FACEBOOK

The small space logo should become your new Facebook profile photo. Cover photos can change seasonally or monthly to keep your page fresh and interesting. You should use them to focus on seasonal activities or events that draw visitors.



## INSTAGRAM

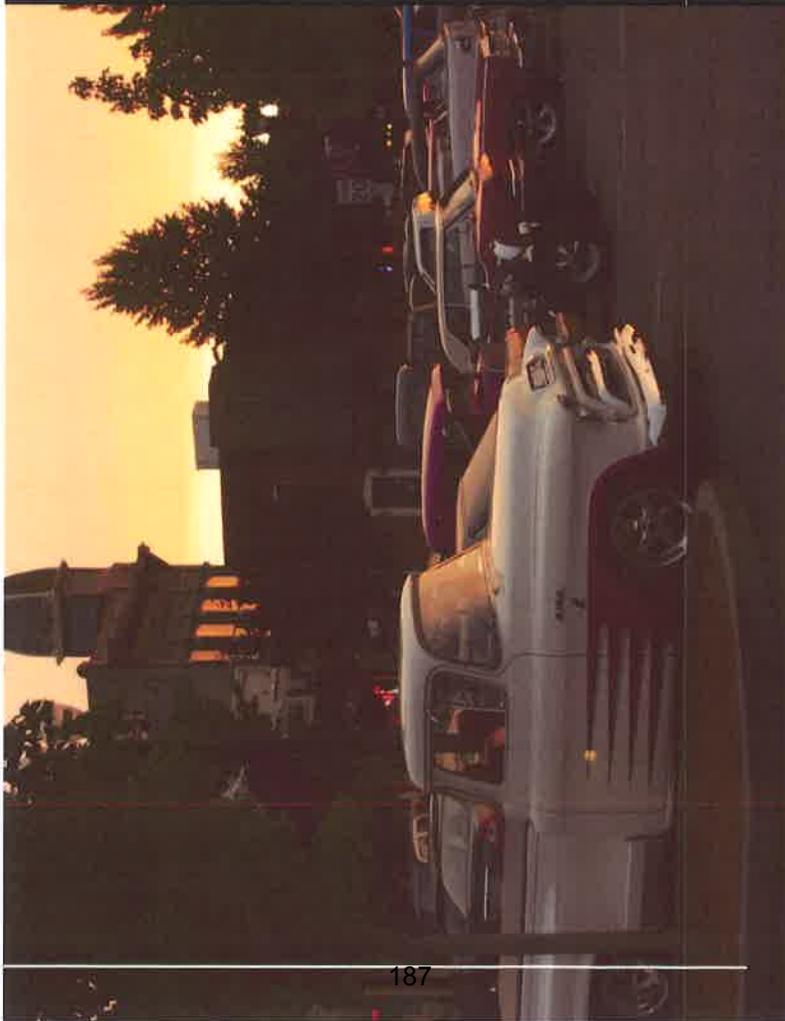
Instagram has a very small, round avatar. Therefore, the logo must be dissected and reconfigured to preserve brand continuity.





# Sample Wayfinding

55

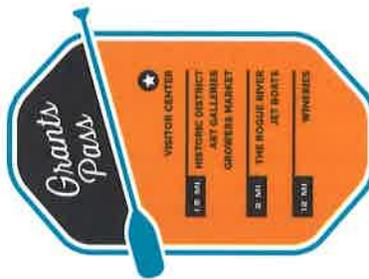


# Wayfinding

Here's how we could let people know how to find their way around town.



APPLIED AT 6TH STREET S & O STREET



APPLIED AT 6TH STREET S & VINE

*Thank  
You*



Item: Resolution amending the procedures for  
conduct of business, Section 8 Meeting Dates.

Date: April 6, 2016

---

SUBJECT AND SUMMARY:

This resolution would change the days and times for Council Workshops from every Monday at 11:45 am to the 1<sup>st</sup> and 3<sup>rd</sup> Mondays from 6-9 pm.

---

RELATIONSHIP TO COUNCIL GOALS:

This supports Council's goal of LEADERSHIP by ensuring efficiency and effectiveness in Council proceedings.

---

CALL TO ACTION SCHEDULE:

Call to action schedule: N/A.

---

BACKGROUND:

At its March 14 workshop, Council requested staff to bring forward the option of changing the days and times of its workshops. Currently, Council workshops are held every Monday at 11:45 am. Council is requesting workshops be held the 1<sup>st</sup> and 3<sup>rd</sup> Monday (or Tuesday if Monday is a holiday) from 6 – 9 pm. Workshops may be extended beyond that time with a majority vote of the Council.

---

COST IMPLICATION:

None.

---

ALTERNATIVES:

Council could amend the Council Rules changing the days and times of the workshops;  
or  
Council could choose to not amend the Council Rules.

---

RECOMMENDED ACTION:

None.

---

POTENTIAL MOTION:

I move to amend the Council's procedures for conduct of business, Section 8 Meeting Dates.

---

ITEM: 4.b. RESOLUTION AMENDING THE PROCEDURES FOR CONDUCT OF  
BUSINESS, SECTION 8 MEETING DATES.

## RESOLUTION NO.

### A RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS AMENDING THE PROCEDURES FOR CONDUCT OF BUSINESS, SECTION 8 MEETING DATES.

#### WHEREAS:

1. The City Council desires to adopt procedures to facilitate the orderly and efficient conduct of business before the Council; and
2. The Council desires to modify said Rules as noted herein and shall retain the right to further modify the procedures as it feels will best fit its needs.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Grants Pass that the procedures regarding the conduct of Council business previously adopted by the Council are in full force and affect except as amended and added to as follows:

**Section 1. RULES OF PROCEDURE.** Except as modified herein or hereafter, Robert's Rules of Order as set forth in the "Robert's Rules of Order Newly Revised, 10<sup>th</sup> Edition" edited by Henry Robert III and William J. Evans, Daniel Honemann, Thomas Balch shall be applied to govern the procedure of the Council. However, the validity of an ordinance, resolution, or other action as applied by a court of competent jurisdiction shall not be affected by a failure to observe said Rules.

**Section 2. DATE OF ADOPTION.** Unless formally vetoed by the Mayor as set forth in the Charter, ordinances without an emergency clause shall take effect 30 days after the date of adoption by the Council or thereafter at an alternate date specified in the ordinance.

**Section 3. EMERGENCY CLAUSE.** Unless formally vetoed by the Mayor as set forth in the Charter, ordinances with an emergency clause shall take effect immediately on the date of adoption by the Council or thereafter at an alternate date specified in the ordinance. The "Whereas" portion of an ordinance containing an emergency clause shall generally describe the basis of the need for immediate action.

**Section 4. LAND USE CRITERIA.** A motion in final form regarding a land use decision shall address the criteria set forth in the Development Code as necessary to support the decision before any appellate body.

**Section 5. ATTENDANCE AND TELEPHONIC ATTENDANCE.**

A. Councilors and the Mayor must be physically present at a meeting except as follows:

1. A Councilor or the Mayor may attend the meeting and fully participate as if physically present via a telephone conference call or other electronic communication so long as all persons present at the meeting can hear discussions clearly to and from the Councilor or the Mayor not physically present. No Councilor

or the Mayor may act as chairperson of any meeting if attending by telephone.

2. Attendance by electronic communication shall be limited to six times per Councilor or the Mayor per calendar year beginning in January of each year. No more than 2 members shall be allowed to attend by telephone at any given meeting. Attendance by telephone will be arranged in order of notice by member to the governing body or the City Administrative office.

B. Notwithstanding Section 5(A) above, a Councilor or the Mayor must be physically present to attend any Executive Session.

**Section 6. AGENDA.** The City Manager shall prepare an Agenda of the business to be presented at a regular Council meeting. The Mayor, Council President, City Manager and Assistant City Manager commonly will discuss the content of the Agenda at the semi-monthly meeting prior to formally setting the Agenda. Council members commonly request topics for the Agenda through communication with the Mayor, Council President or City Manager which are then considered at the semi-monthly meeting.

The Agenda for current and future meetings and workshops shall be reviewed by the Council on the Monday workshop preceding the regular meeting. At the workshop, with the consent of the Council, any item may be removed from the agenda or added to the agenda. At the workshop, any item can be added to a future agenda or workshop with the support of three Council members.

At the regular meeting, the Agenda may be altered in accordance with the Rules of Procedure. Nothing in this section should be construed to alter any authority granted under the Charter.

**Section 7. ORDER OF BUSINESS.** Unless modified at the workshop or through the Rules of Procedure, items on the Agenda shall be considered in the following order and as printed on the "COUNCIL AGENDA" page of the Council Packet. (Note: This shall not be construed to prevent the Council from considering items under New Business which are not on the Agenda.):

Invocation, Flag Salute  
Roll Call  
Proclamations & Presentations  
Public Comment (items not on the agenda)  
Public Hearings  
Consent Agenda (including approval of minutes and acknowledgment of receipt of Committee Reports)  
Council Actions  
Matters from Mayor, Council and Staff  
Executive Session

**Section 8. MEETING DATES.** Unless the Council sets a different date, regular Council meetings shall be scheduled for the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month (not including Holidays). Meetings times will be from 6 – 9 pm. Meetings may be extended beyond that time with a majority vote of the Council. Unfinished business shall automatically be placed on the next regular Council agenda, unless the Council specifies a different time for consideration of such items, and additional notices of said continuation shall not be required.

The Council will meet the 1<sup>st</sup> and 3<sup>rd</sup> Monday (or Tuesday if Monday is a holiday) for a less formal Council meeting which will be referred to as a Workshop in order to discuss City business. Workshop times will be from 6 – 9 pm. Workshops may be extended beyond that time with a majority vote of the Council.

As needed, City Council or the City Manager may notice and conduct business during the Workshop, which would normally be conducted during a regular Council meeting. Workshops shall not constitute a regular meeting for the purpose of determining attendance under Chapter VII Section 1 of the City Charter. Unless directed otherwise by a majority of the Council, the City Manager may cancel a meeting if there is insufficient business pending before the Council to warrant a meeting.

**Section 9. COMMENCEMENT & ADJOURNMENT.** Meetings shall commence at the time selected by the City Council and in accord with the Charter, and shall adjourn with a majority vote of the City Council in accord with the rules of procedure.

**Section 10. PRESENTATION LIMITS.** Except as noted, the following time limits apply to presentations at a regular Council meeting (however, these time limits do not include time for responding to questions from the Council):

- A. Public Comment on issues not contained in the Agenda: 3 minutes
- B. Public Comment on issues being considered by Council: 3 minutes
- C. For Land Use Matters, the following limits apply:
  - 15 minutes Staff, Applicant, Appellant - Initial presentations on any particular issue.
  - 5 minutes Staff, Applicant, Appellant - Rebuttal presentation on any particular issue.
  - 3 minutes General Public - per individual - any public hearing.

NOTE: The time for staff, applicant, and appellant presentations may be allocated to multiple individuals. However, all or portions of the limit for individuals may not be allocated to another person or added to another time allotment. The Council by a majority vote at the meeting or at a noon workshop preceding the regular meeting, may authorize an increase in the specified times.

- D. 10 minutes for presentations by Staff, Applicant, Appellant on non-land use matters.
- E. The Council should, but is not required to, give deference to requests where there are complex issues or where the individual represents a larger group of citizens.

- Section 11. DISCUSSION WITHOUT A MOTION.** Discussion may proceed prior to a motion being made and is not out of order unless it is not germane to the issue under consideration.
- Section 12. EQUAL OPPORTUNITY FOR DISCUSSION.** Every Councilor shall be allowed to speak on the same item of business prior to a Councilor or the Mayor exercising a second opportunity to speak.
- Section 13. RECOGNITION BY THE PRESIDING OFFICER.** Although a Councilor may verbally request the presiding officer for an opportunity to speak, it is preferred that a Councilor raise their hand for recognition.
- Section 14. ALTERNATE RECOGNITION.** Should the presiding officer be occupied with other business and therefore unaware of one or more Councilors requesting an opportunity to speak, a Councilor may be recognized by the President of the Council or in their absence by the most senior Councilor.
- Section 15. CLOSING PUBLIC TESTIMONY.** Once public testimony has closed, it may not be reopened without the consent of the Council. If consent is not clear, a formal motion, second, and votes are required. Questions for staff are not considered public testimony.
- Section 16. SECOND READING AT SAME SESSION AS FIRST READING.** No ordinance shall be placed upon second reading during the meeting at which a first reading occurred except by unanimous consent of the Councilors voting thereon.
- Section 17. MOTION TO RECONSIDER.** A motion to reconsider a previous vote is in order if the motion is made by a person who voted in the majority and is made not later than the next regular meeting after the original vote was taken. When any vote shall be reconsidered, the Council may, at the same time, proceed to reconsider any previous vote or order in relation to the same subject matter without further notice. A vote to reconsider is then followed by a re-vote on the previous question. When reconsideration is not had as provided herein, such matter or one substantially the same may again be considered by the Council after six months have elapsed or if the motion to reconsider is passed by the Council by a 2/3 vote of those present.
- Section 18. PUBLIC TESTIMONY.** After the staff presentation, the public testimony portion of a hearing is for the purpose of hearing from applicants, appellants, and the general public. Each presenter shall be given an opportunity to speak, free of any attempt by Councilors, the Mayor, or staff to lead the testimony, embarrass the individual, or comment on the person's testimony either in favor or against an issue. Although Councilors, the Mayor, and staff may inquire of the presenter for clarification of questions germane to the criteria or issue, Councilors, the Mayor, and staff shall refrain from interjecting their own testimony or opinions for or against the issue until the public testimony is closed and the issue is returned to the Council for discussion and action.

The presiding officer shall be responsible for ensuring order and decorum is maintained. Comments and disagreements should be addressed to the topic at hand and avoid negative personal remarks. Attendees and speakers are required to strictly abide by the directions of the presiding officer. Behavior or actions that are unreasonably loud or disruptive may be cause of removal from Council meetings. Disruptive behavior includes engaging in violent or distracting action, making loud or disruptive noise or using loud or disruptive language and refusing to obey an order of the presiding officer.

**Section 19. MEETING MINUTES.** Council meeting minutes shall be transcribed in brief summary format. Council meetings and workshops shall be recorded with audio and video indexing.

**EFFECTIVE DATE.** This Resolution shall be effective immediately upon its passage by the City Council and approval by the Mayor.

**ADOPTED** by the Council of the City of Grants Pass, Oregon, in regular session this 6<sup>th</sup> day of April 2016.

**SUBMITTED** to and \_\_\_\_\_ by the Mayor of the City of Grants Pass, Oregon, this \_\_\_\_ day of April, 2016 to be effective on the date indicated as adopted by the City Council.

\_\_\_\_\_  
Darin Fowler, Mayor

**ATTEST:**

\_\_\_\_\_  
Karen Frerk, City Recorder

Date submitted to Mayor \_\_\_\_\_

Approved as to form, Mark Bartholomew, City Attorney  \_\_\_\_\_



#### 5.a. Appointments to the Tourism Advisory Committee

There are two openings for this Committee and three applicants have applied for these positions. They are listed in alphabetical order:

Robert Hamlyn – reapplying

Barbara Hochberg – reapplying

Laurel Merkel



### City of Grants Pass City Committee / Commission Appointment Application

Name Robert Hamlyn

Address [Redacted]

Mailing Address (if different) \_\_\_\_\_

Home Phone [Redacted] Business Phone [Redacted] Yrs as City Resident 26

Email Address [Redacted]

Occupation and Employer Hellgate jetboat Excursions May we contact you at work? \_\_\_\_\_

**I am interested in serving on the following committees:**

- |   |  |
|---|--|
| <input type="checkbox"/> Audit Committee                              | <input type="checkbox"/> Micro Enterprise Loan Review Board    |
| <input type="checkbox"/> Bikeways/Walkways Committee                  | <input type="checkbox"/> Parks Advisory Board                  |
| <input type="checkbox"/> Budget Committee                             | <input type="checkbox"/> Riverfront Review Board               |
| <input type="checkbox"/> Committee on Public Art (CoPA)               | <input checked="" type="checkbox"/> Tourism Advisory Committee |
| <input type="checkbox"/> Historic Buildings & Sites Commission        | <input type="checkbox"/> Urban Area Planning Commission        |
| <input type="checkbox"/> Industrial Development Loan Review Committee | <input type="checkbox"/> Urban Tree Advisory Committee         |

*I am interested in being on a waiting list if there are no current vacancies*

**Education Background**

- High School  Graduated  GED  
 College  Some College  Bachelor Degree  Advanced Degree

Have you ever been convicted of a felony?  Yes  No

**Relevant Job History**  
Tourism Business

**Previous Volunteer/Committee Experience:** (Involvement with City or other government committees, boards, projects, etc.)  
Southern Oregon Visitors Assoc., Transportation committee, State Tourism

**Community Involvement**  
Rotary, Rogue Music Theatre, and others

**AUTHORIZATION WAIVER**

I have completed the above questions and to the best of my knowledge, what has been stated is true. If appointed, I agree to serve without reimbursement of any kind. I understand that I maybe subject to a criminal records check. I further understand that irrespective of any criminal records check, the City of Grants Pass may decline my volunteer application or volunteer services at any time.

Check the box and enter your name to verify the above information.

Applicant's Name [Redacted] Date 3-7-16



## City of Grants Pass City Committee / Commission Appointment Questionnaire

**Statement of your reasons for desiring to serve:** Please write a brief narrative describing your interest, qualifications and what you hope to accomplish in this position. Please include your skills, experience, and knowledge that you would contribute in this position. (Please feel free to use an additional sheet of paper or attach a cover letter, resume, or other helpful information).

I have an on going interest in tourism and its value to our City.

I would like to see more internet marketing with social media, such as Facebook Twitter and Pintrest

More PR articles about Grants pass

I have an extensive background in tourism on a state wide level.

**Statement of any relevant concerns or goals to be achieved while serving on this position:**  
Increase our visitor count and exposure outside our area.

What do you think are the most critical issues facing this local government in the next three years?  
Funding for Law Enforcement.

Attract more small business to Grants Pass. We can do this by always striving to make our city more attractive to business people and professionals.

Are there some things about the City of Grants Pass that you have a special interest in?  
Any development that makes people desire to live here.

*Commercial or public.*



## **City of Grants Pass Responsibilities of Volunteers**

As a volunteer with the City of Grants Pass, you are covered by the City of Grants Pass for liability and personal injury. Please read the following and sign:

### **What if I am accused of doing something wrong?**

The city provides you with protection from liability for bodily injury or property damage you cause to someone else. We refer to this coverage as "Tort Liability." The coverage is subject to the following conditions:

1. You limit your actions to only the duties assigned in your job description, or assigned by an authorized supervisor.
2. You perform your assigned duties in good faith, and do not act in a manner that is reckless or with intention to cause harm to others.

### **You are personally responsible when:**

1. Your actions are contrary to the duties assigned in your job description, or assigned by an authorized supervisor.
2. You act maliciously, with the intent to cause unlawful damage or injury, or with gross recklessness.
3. You are accused of a crime.
4. You fail to cooperate with Risk Management or the City Attorney; or you act in such a way as to harm the City's defense against the claim.

The limits of this protection are as stated in the Oregon Tort Claims Act, ORS 30.260 through 30.300.

### **What if I have an accident while driving a City vehicle?**

The City of Grants Pass will pay and defend claims against you for injury to people or property caused while operating a City owned vehicle to perform assigned duties. We refer to this coverage as "Vehicle Liability." The City will also pay for damages to the City vehicle.

Your insurance company will be responsible for the defense and payment of claims against you for injury to people or property caused while operating your personal vehicle.

The coverage is subject to the following conditions:

1. You report an accident that happens on City business to your supervisor immediately.
2. You cooperate fully with Risk Management and the City Attorney.
3. You have a valid driver's license, and follow all laws and rules while operating the vehicle.



## City of Grants Pass Responsibilities of Volunteers (Continued)

### You are not covered for an accident while driving when:

1. You operate your personally owned vehicle to perform City business. The City does not provide any protection for your vehicle. You are expected to have liability insurance, comprehensive & collision insurance for any personally owned vehicle that you use on City business. It is up to you to carry insurance on your vehicle.
2. You use a City vehicle or any other vehicle for personal use. The City does not provide any coverage if you drive a City vehicle or any other vehicle contrary to your job description or the directions of your supervisor.

The limits of this protection are as stated in the Oregon Tort Claims Act, ORS 30.260 through 30.300.

### What if I get hurt?

The City does not provide Workers' Compensation benefits for Registered Volunteers. The City provides an accident insurance policy for Registered Volunteers. It is limited only to injuries due to an accident while performing assigned volunteer duties. The coverage is subject to the following conditions:

1. Coverage pays after any available insurance which may apply to the same injury.
2. If you are injured in a private vehicle, the vehicle owner's insurance is responsible for your medical bills.
3. The amount of Insurance applicable per Registered Volunteer is as follows:
  - a. Principal Sum - \$2,500
  - b. Capital Sum - \$2,500
  - c. Medical Indemnity - \$25,000

### Reporting an Accident

Any time you are involved in an accident, or have knowledge about a potential liability situation while performing assigned duties, you must notify your supervisor immediately.

Check the box and enter your name and the date to verify you have read and understood the above insurance limitations

I have read and understood the above insurance limitations.

Volunteer's

Date

3-7-16

### City of Grants Pass City Committee / Commission Appointment Application

Name Barbara Hochberg

Address [REDACTED]

Mailing Address (if different) \_\_\_\_\_

Home Phone [REDACTED] Business Phone [REDACTED] Yrs as City Resident 20

Email Address [REDACTED]

Occupation and Employer Fire Mountain Gems May we contact you at work? yes

**I am interested in serving on the following committees:**

- |   |  |
|---|--|
| <input type="checkbox"/> Audit Committee                              | <input type="checkbox"/> Micro Enterprise Loan Review Board    |
| <input type="checkbox"/> Bikeways/Walkways Committee                  | <input type="checkbox"/> Parks Advisory Board                  |
| <input type="checkbox"/> Budget Committee                             | <input type="checkbox"/> Riverfront Review Board               |
| <input type="checkbox"/> Committee on Public Art (CoPA)               | <input checked="" type="checkbox"/> Tourism Advisory Committee |
| <input type="checkbox"/> Historic Buildings & Sites Commission        | <input type="checkbox"/> Urban Area Planning Commission        |
| <input type="checkbox"/> Industrial Development Loan Review Committee | <input type="checkbox"/> Urban Tree Advisory Committee         |

*I am interested in being on a waiting list if there are no current vacancies*

**Education Background**

- High School  Graduated  GED  
 College  Some College  Bachelor Degree  Advanced Degree

Have you ever been convicted of a felony?  Yes  No

**Relevant Job History**

Fire Mountain Gems Customer Service Supervisor

**Previous Volunteer/Committee Experience:** (Involvement with City or other government committees, boards, projects, etc.)

Chair of CoPA, WCST Board of Directors, Tourism Committee, Art Along the Rogue, GPMA Art in The Garden coordinator, Co-chair RCC Holiday Show at the Firehouse

**Community Involvement**

please see above

**AUTHORIZATION WAIVER**

I have completed the above questions and to the best of my knowledge, what has been stated is true. If appointed, I agree to serve without reimbursement of any kind. I understand that I maybe subject to a criminal records check. I further understand that irrespective of any criminal records check, the City of Grants Pass may decline my volunteer application or volunteer services at any time.

Check the box and enter your name to verify the above information:

App [REDACTED] Date 3-7-16



## **City of Grants Pass Responsibilities of Volunteers**

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### **What if I am accused of doing something wrong?**

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1. You limit your actions to only the duties assigned in your job description, or assigned by an authorized supervisor.
2. You perform your assigned duties in good faith, and do not act in a manner that is reckless or with intention to cause harm to others.

### **You are personally responsible when:**

1. Your actions are contrary to the duties assigned in your job description, or assigned by an authorized supervisor.
2. You act maliciously, with the intent to cause unlawful damage or injury, or with gross recklessness.
3. You are accused of a crime.
4. You fail to cooperate with Risk Management or the City Attorney; or you act in such a way as to harm the City's defense against the claim.

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### **What if I have an accident while driving a City vehicle?**

The City of Grants Pass will pay and defend claims against you for injury to people or property caused while operating a City owned vehicle to perform assigned duties. We refer to this coverage as "Vehicle Liability." The City will also pay for damages to the City vehicle.

Your insurance company will be responsible for the defense and payment of claims against you for injury to people or property caused while operating your personal vehicle.

The coverage is subject to the following conditions:

1. You report an accident that happens on City business to your supervisor immediately.
2. You cooperate fully with Risk Management and the City Attorney.
3. You have a valid driver's license, and follow all laws and rules while operating the vehicle.

## City of Grants Pass Responsibilities of Volunteers (Continued)

### You are not covered for an accident while driving when:

1. You operate your personally owned vehicle to perform City business. The City does not provide any protection for your vehicle. You are expected to have liability insurance, comprehensive & collision insurance for any personally owned vehicle that you use on City business. It is up to you to carry insurance on your vehicle.
2. You use a City vehicle or any other vehicle for personal use. The City does not provide any coverage if you drive a City vehicle or any other vehicle contrary to your job description or the directions of your supervisor.

The limits of this protection are as stated in the Oregon Tort Claims Act, ORS 30.260 through 30.300.

### What if I get hurt?

The City does not provide Workers' Compensation benefits for Registered Volunteers. The City provides an accident insurance policy for Registered Volunteers. It is limited only to injuries due to an accident while performing assigned volunteer duties. The coverage is subject to the following conditions:

1. Coverage pays after any available insurance which may apply to the same injury.
2. If you are injured in a private vehicle, the vehicle owner's insurance is responsible for your medical bills.
3. The amount of Insurance applicable per Registered Volunteer is as follows:
  - a. Principal Sum - \$2,500
  - b. Capital Sum - \$2,500
  - c. Medical Indemnity - \$25,000

### Reporting an Accident

Any time you are involved in an accident, or have knowledge about a potential liability situation while performing assigned duties, you must notify your supervisor immediately.

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Check the box and enter your name and the date to verify you have read and understood the above insurance limitations.

I have read and understood the above insurance limitations.

bh

Volunteer

3-7-16

Date

## Julie Hall

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**From:** Karen Frerk  
**Sent:** Saturday, February 20, 2016 8:06 AM  
**To:** Julie Hall  
**Subject:** FW: Online Form Submittal: City Committee / Commission Appointment Application

*Karen Frerk*  
*City Recorder*  
*541-450-6010*  
[www.grantspassoregon.gov](http://www.grantspassoregon.gov)



City of Grants Pass  
101 NW A Street  
Grants Pass, OR 97526

*Where the Rogue River Runs*

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**From:** noreply@civicplus.com [mailto:noreply@civicplus.com]  
**Sent:** Friday, February 19, 2016 1:48 PM  
**To:** Karen Frerk  
**Subject:** Online Form Submittal: City Committee / Commission Appointment Application

## City Committee / Commission Appointment Application

### Step 1

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Select the Board, Commission, or Committee applying for  
Tourism Advisory Committee

---

Wait List *Field not completed.*

### Personal Information

---

First Name  
Laurel

---

Last Name  
Merkel

### Address

---

Mailing Address (if different) *Field not completed.*

---

Home Phone Number

---

Business Phone Number *Field not completed.*

Years as City Resident 27

Email Address

Occupation and Employer Remax Ideal Brokers, Inc. / Realtor

May we contact you at work? Yes

Educational Background

High School Graduated

College Some College

Trade or Business School *Field not completed.*

Have you ever been convicted of a felony? No

Relevant Job History Last 10 years as full time Realtor Asante Physician Partner program - I provide city tours to potential incoming medical personnel.

Previous Volunteer/Committee Experience *Field not completed.*

Community Involvement Chamber of Commerce: Finance committee, banquet committee, 6 yr past board member Rogue Gateway Rotary: Duck Derby committee - chair of the Growers Market location for duck sales; upcoming Chapter President for 2018-2019 Grants Pass Assoc. of Realtors: Past president Women's Council of Realtors: Past president

**Authorization Waiver**

*I have completed the above questions and to the best of my knowledge, what has been stated is true. If appointed, I agree to serve without reimbursement of any kind. I understand that I maybe subject to a criminal records check. I further understand that irrespective of any criminal records check, the City of Grants Pass may decline my volunteer application or volunteer services at any time.*

Verification I verify the information in my application.

Applicant's Name Laurel Merkel

Date 2/19/2016 11:15 AM

**Step 2**

City Committee / Commission Appointment Questionnaire

Statement of your reasons for desiring to serve: I work with many people seeking to relocate here or other areas in Southern Oregon. I want to have top-of-mind information to share that would be of highest interest to help someone to decide to move here. I have worked with the Asante program for 3 years, and in the service industry for the last 27 years, recently with Evergreen Federal Bank before entering my real estate career 10 years ago. At Evergreen, I worked along side our marketing director and bank president in helping to develop projects that the community enjoyed.

Statement of any relevant concerns or goals to be achieved while serving in this position: Tourism is of high interest to me, as I understand how important it is for our community to shine while visitors are here. The only real concern I have is regarding the homelessness our community has. While every community seems to share this same concern, it is of high interest to me to get a better understanding of why we have such a large volume of homeless people, of all ages. I believe that this problem does impact our tourism industry, and I want to learn more about ways our community can better help them.

What do you think are the most critical issues facing this local government in the next three years? Certainly the safety levy is key. Other areas of concern is a healthy growth for our area in terms of housing and jobs.

Are there some things about the City of Grants Pass that you have a special interest in? I am just interested in being involved in areas where I can make a difference. I want to give back to a community that I love to live in, and promote.

Additional Information *Field not completed.*

**Step 3**

**Responsibilities of Volunteers**  
*As a volunteer with the City of Grants Pass, you are covered by the City of Grants Pass for liability and personal injury. Please read the following and sign:*

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- 2. You perform your assigned duties in good faith, and do not act in a manner that is reckless or with intention to cause harm to others.*

You are personally responsible when:  
*1. Your actions are contrary to the duties assigned in your job description, or*

*assigned by an authorized supervisor.*

*2. You act maliciously, with the intent to cause unlawful damage or injury, or with gross recklessness.*

*3. You are accused of a crime.*

*4. You fail to cooperate with Risk Management or the City Attorney; or you act in such a way as to harm the City's defense against the claim.*

---

*The limits of this protection are as stated in the Oregon Tort Claims Act, ORS 30.260 through 30.300.*

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*What if I have an accident while driving a City vehicle?*

*The City of Grants Pass will pay and defend claims against you for injury to people or property caused while operating a City owned vehicle to perform assigned duties. We refer to this coverage as "Vehicle Liability." The City will also pay for damages to the City vehicle.*

*Your insurance company will be responsible for the defense and payment of claims against you for injury to people or property caused while operating your personal vehicle.*

*The coverage is subject to the following conditions:*

*1. You report an accident that happens on City business to your supervisor immediately.*

*2. You cooperate fully with Risk Management and the City Attorney.*

*3. You have a valid driver's license, and follow all laws and rules while operating the vehicle.*

---

*You are not covered for an accident while driving when:*

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*The limits of this protection are as stated in the Oregon Tort Claims Act, ORS 30.260 through 30.300.*

---

*What if I get hurt?*

*The City does not provide Workers' Compensation benefits for Registered Volunteers. The City provides an accident insurance policy for Registered Volunteers. It is limited only to injuries due to an accident while performing assigned volunteer duties. The coverage is subject to the following conditions:*

*1. Coverage pays after any available insurance which may apply to the same injury.*

2. If you are injured in a private vehicle, the vehicle owner's insurance is responsible for your medical bills.

3. The amount of Insurance applicable per Registered Volunteer is as follows:

- a. Principal Sum - \$2,500
- b. Capital Sum - \$2,500
- c. Medical Indemnity - \$25,000

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**Reporting an Accident**

*Any time you are involved in an accident, or have knowledge about a potential liability situation while performing assigned duties, you must notify your supervisor immediately.*

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<b>Verification</b>	I have read and understood the insurance limitations.
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<b>Volunteer's Signature</b>	Laurel Merkel
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<b>Date</b>	2/19/2016 1:45 PM
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Email not displaying correctly? [View it in your browser.](#)