

CITY OF GRANTS PASS  
 COUNCIL AGENDA  
 September 7, 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>Ward 2</b></i>	<i><b>Ward 3</b></i>	<i><b>Ward 4</b></i>
Dan DeYoung Roy Lindsay	Valerie Lovelace Rick Riker	Ken Hannum Dennis Roler	Vacant Vacant

Invocation

Flag Salute

Roll Call

Swear-in Historical Buildings and Sites Commission member Kathy Marshbank

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 HEARINGS

**Quasi-judicial**

- a. Ordinance vacating the common property line between tax lots 2000 & 2300 of map number 36-05-20-CA. **Pgs. 1-6**

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 authorizing the City Manager to enter into a contract for the Rogue River Avenue Sidewalk Infill, a local government improvement project; Project No. TR6118. **Pgs. 7-10**
- b. Resolution authorizing the closure of Foundry Street between 'G' and Booth Streets for Reaching our Community – ROC Food Pantry Fall Festival. **Pgs. 11-26**
- c. Resolution approving the street closure on Hawthorne Avenue for the Saturday Parkways Community Event. **Pgs. 27-42**
- d. Motion approving the Stutzman – Dowel Road Comprehensive Plan Map Amendment, Zoning Map Amendment Findings of Fact. **Pgs. 43-54**
- e. Motion approving the minutes of the City Council meeting of August 3, 2016. **Pgs. 55-60**
- f. Motion acknowledging the minutes of the Bikeways and Walkways Committee meeting of May 10, 2016. **Pgs. 61-62**
- g. Motion acknowledging the minutes of the Bikeways and Walkways Committee meeting of July 12, 2016. **Pgs. 63-66**
- h. Motion acknowledging the minutes of the Parks Advisory Board meeting of June 9, 2016. **Pgs. 67-68**
- i. Motion acknowledging the minutes of the Committee on Public Art meeting of July 12, 2016. **Pgs. 69-72**
- j. Motion acknowledging the minutes of the Tourism Advisory Committee meeting of July 12, 2016. **Pgs. 73-76**
- k. Motion acknowledging the minutes of the Urban Tree Advisory Committee meeting of July 11, 2016. **Pgs. 77-78**
- l. Motion acknowledging the minutes of the Urban Area Planning Commission meeting of July 27, 2016. **Pgs. 79-86**
- m. Motion acknowledging the minutes of the Urban Area Planning Commission meeting of August 10, 2016. **Pgs. 87-92**

4. COUNCIL ACTION

- a. Resolution adopting the Storm Water Master Plan. **Pgs. 93-100**

5. ADJOURN THE CITY COUNCIL MEETING AND CONVENE THE LOCAL CONTRACTING REVIEW BOARD
  - a. Resolution accepting the Findings of Fact document and exempting the City from competitive bidding. **Pgs. 101-116**
6. ADJOURN THE LOCAL CONTRACTING REVIEW BOARD AND RECONVENE THE CITY COUNCIL MEETING
7. MATTERS FROM MAYOR, COUNCIL AND STAFF
  - a. Review Mayor/Council emails. None.
  - b. Committee Liaison reports.
  - c. Committee Motions. **Pg. 117**
8. 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
9. 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.*

Ordinance vacating the common property line  
between tax lots 2000 & 2300 of map number  
Item: 36-05-20-CA.

Date: September 7, 2016

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SUBJECT AND SUMMARY:

This request is to vacate the common property line between the two parcels to create a single parcel.

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RELATIONSHIP TO COUNCIL GOALS:

This supports the Council's goal to **FACILITATE SUSTAINABLE, MANAGEABLE GROWTH** by providing owners with the ability to better manage their property for development.

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CALL TO ACTION SCHEDULE:

Final action on the application shall be taken within 120 days of the date the application is deemed complete. Call to action schedule: December 3, 2016.

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BACKGROUND:

The application is to vacate the common property line between the two tax lots creating a single parcel. The tax lots are located at 2000 & 2300 Parkdale Drive in the General Commercial (GC) zoning district. The proposed property line vacation would eliminate the existing property line (see Exhibit 'A'), allowing the property to be developed as planned by the owners. The new property configuration will be in compliance with the criteria contained in Section 17.112 of the *Grants Pass Development Code*. Notice of the proposal and hearing was mailed to surrounding property owners on August 17, 2016.

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COST IMPLICATION:

None.

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ALTERNATIVES:

- Approve the property line vacation;
- Deny the property line vacation; or
- Deny the request and require the owner submit a property line adjustment application which involves conducting a survey and recording a final plat.

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ITEM: 2.a. ORDINANCE VACATING THE COMMON PROPERTY LINE BETWEEN  
TAX LOTS 2000 & 2300 OF MAP NUMBER 36-05-20-CA.

Staff Report (continued):

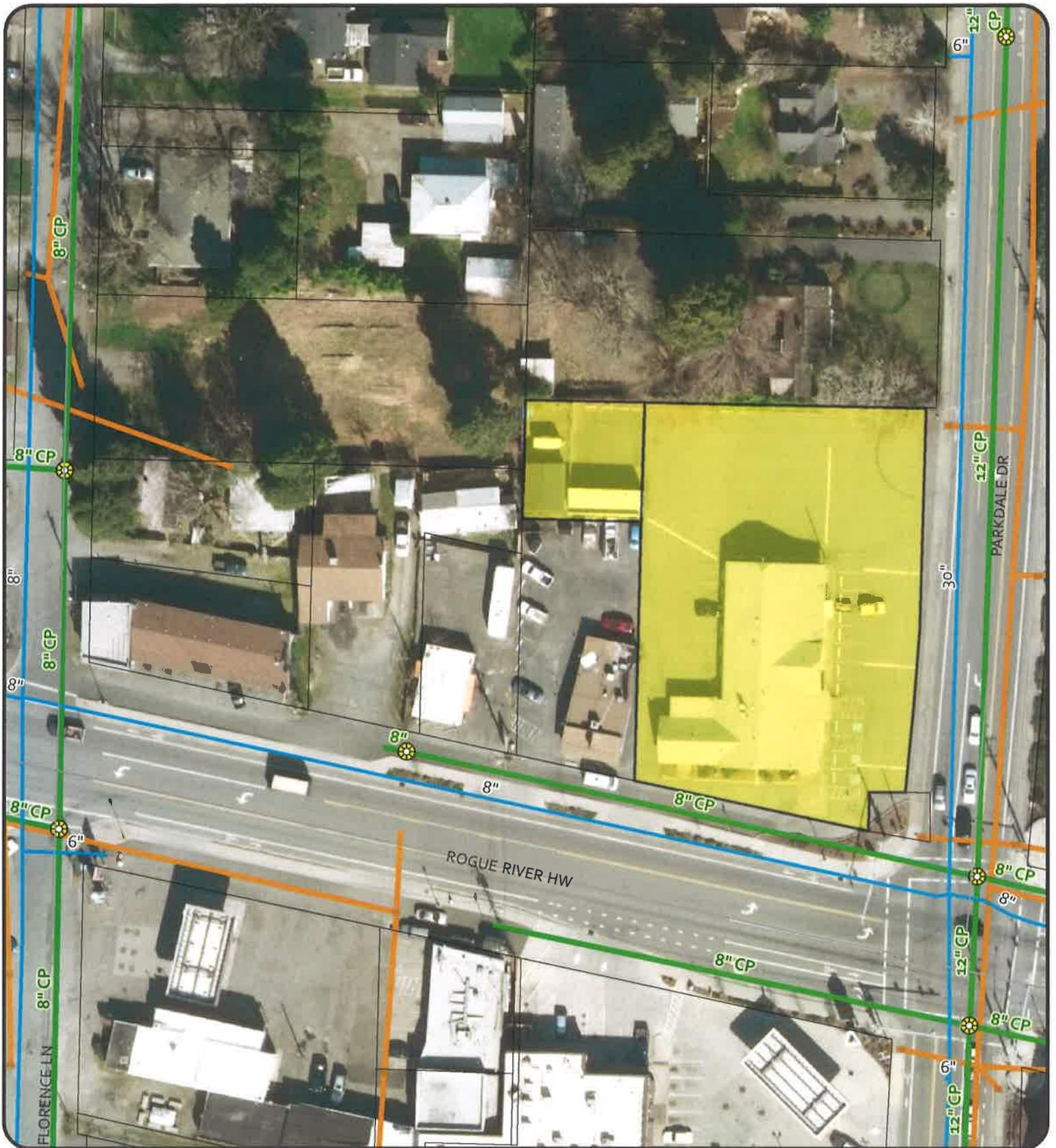
RECOMMENDED ACTION:

It is recommended the Council approve the property line vacation.

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POTENTIAL MOTION:

I move to adopt the ordinance vacating the common property line between tax lots 2000 & 2300 of map number 36-05-20-CA.



# CITY OF GRANTS PASS

1440 Parkdale Drive  
 36-05-20-CA, Tls 2000, 2300



## Legend

-  Subject Parcels
-  Water Mains
-  Sewer Gravity Mains
-  Storm Water Gravity Main

*Exhibit A*



**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)



<<DOUBLE CLICK TO ADD NAME • DATE>>

**ORDINANCE NO.**

**AN ORDINANCE OF THE COUNCIL OF THE CITY OF GRANTS PASS VACATING THE COMMON PROPERTY LINE BETWEEN TAX LOTS 2000 AND 2300 OF MAP NUMBER 36-05-20-CA.**

**WHEREAS:**

- 1. ORS 92.017 and Section 17.100 of the City of Grants Pass Development Code provides for the City Council to vacate the property lines separating abutting properties when the property owner requests the Council to do so; and
- 2. The owners of the properties contained in this ordinance have submitted an application to vacate the common property line separating these properties; and
- 3. The vacation of the property line will not result in a substandard condition relative to the requirements of the City of Grants Pass; and
- 4. The vacation of the property line is not contrary to the public health, safety, welfare and convenience or any other purpose of Article 17.

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

**Section 1.** The property line separating the above referenced parcels located at 1440 Parkdale Drive, City of Grants Pass, Oregon, also known as Assessor's Map 36-05-20-CA, tax lots 2000 & 2300 is hereby vacated thirty (30) days from today's date pursuant to the Grants Pass Development Code. See Exhibit '1'.

**Section 2.** The City Recorder shall cause this ordinance to be recorded with the Josephine County Clerk within thirty (30) days of its effective date.

**ADOPTED** by the Council of the City of Grants Pass, Oregon, in regular session this 7<sup>th</sup> day of September, 2016.

**AYES:**

**NAYS:**

**ABSTAIN:**

**ABSENT:**

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

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

**ATTEST:**

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

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

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

Exhibit 1

All that real property located in Josephine County, Oregon described as:

PARCEL 1: Beginning at the Northeast Corner of Block "C", FRUITDALE, Josephine County, Oregon; thence North 89° 45' 42" West 149.41 feet to a 5/8 inch iron rod; thence South 0° 09' 01" West 60.00 feet to a 5/8 inch iron rod; thence South 89° 45' 42" East 3.00 feet to a 5/8 inch iron rod; thence South 0° 09' 01" West 134.20 feet to a 5/8 inch iron rod on the Northerly right of way line of Rogue River Highway; thence South 79° 11' 40" East, along said right of way line 73.49 feet to a 5/8 inch iron rod; thence South 89° 45' 42" East 43.32 feet; thence North 0° 06' 45" East, 12.0 feet; thence South 89° 45' 42" East 31 feet to a point on the Westerly right of way line of Parkdale Drive; thence North 0° 06' 45" East, along said right of way line 195.68 feet to the true point of beginning. ALSO: Commencing at the Northeast Corner of Block "C", FRUITDALE, Josephine County, Oregon; thence South 0° 06' 45" West 195.68 feet; thence North 89° 45' 42" West 31 feet; thence South 0° 06' 45" West 12 feet to the true point of beginning; thence continue South 0° 06' 45" West to the Northerly right of way line of the Rogue River Highway; thence North 79° 11' 40" West, along said right of way line to a 5/8 inch iron rod, which bears North 89° 45' 42" West from the true point of beginning; thence South 89° 45' 42" East 43.32 feet to the true point of beginning.

ALSO: The North 60 ft. of the West 60 ft. of Block C, all in T36S R5W WM.



Resolution authorizing the City Manager to enter into a contract for the Rogue River Avenue Sidewalk Infill, a local government improvement project; Project No. TR6118.

Date: September 7, 2016

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SUBJECT AND SUMMARY:

This project will install sidewalks and wheelchair ramps on Rogue River Avenue between 5<sup>th</sup> Street and Cottonwood Street.

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RELATIONSHIP TO COUNCIL GOALS:

This supports the Council's goals of **KEEP CITIZENS SAFE** and **INFRASTRUCTURE** by installing sidewalks and wheelchair ramps in an area where none currently exist.

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CALL TO ACTION SCHEDULE:

A notice of intent to award letter was issued by the Engineering Division on August 29, 2016. City Council has 30 days to award the bid. Call to action schedule: September 21, 2016.

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BACKGROUND:

This project will include approximately 17,400 square feet of new sidewalk, 7,400 square feet of driveway approaches and 13 new wheelchair ramps.

Bids for the work were advertised on the City's website, the Grants Pass Daily Courier and the Daily Journal of Commerce. The bid opening for this project was August 25, 2016. One bid was received in the amount of \$416,925.00.

The lowest responsive bidder is KOGAP Enterprises, Inc., at \$416,925.00. This bid is above the Engineers Estimate of \$297,365.50. The discrepancy between the Engineers Estimate and the contractor's bid is due to concrete prices escalating substantially during this construction season due to heavy activity. This situation was not reflected in the Engineers Estimate. Staff recommends awarding the bid to KOGAP Enterprises, Inc.

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ITEM: 3.a. RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT FOR THE ROGUE RIVER AVENUE SIDEWALK INFILL, A LOCAL GOVERNMENT IMPROVEMENT PROJECT; PROJECT NO. TR6118.

Staff Report (continued):

COST IMPLICATION:

Revenue sources: The project will be funded by monies received from Gas Tax and Congestion Mitigation and Air Quality (CMAQ) Grant Funds through the Federal Transit Authority. The City will be providing a 10.27% match.

This project is budgeted and funded under Project No. TR6118 in the Transportation Capital Construction Fund.

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ALTERNATIVES:

Two options are available:

- 1) The preferred alternative is to make the improvements to Rogue River Avenue as proposed and award the contract to the lowest bidder; or
  - 2) Reject the bid and delay the improvements to Rogue River Avenue until a future date.
- 

RECOMMENDED ACTION:

It is recommended the contract for the Rogue River Avenue Sidewalk Infill; Project No. TR6118, be awarded to the lowest responsive bidder, KOGAP Enterprises, Inc.

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POTENTIAL MOTION:

I move to adopt the resolution authorizing the award of the contract to KOGAP Enterprises, Inc. for the Rogue River Sidewalk Infill.

**RESOLUTION NO.**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT FOR ROGUE RIVER SIDEWALK INFILL, A LOCAL GOVERNMENT IMPROVEMENT PROJECT; PROJECT NO. TR6118.**

**WHEREAS:**

1. The City of Grants Pass advertised and received 1 bid for construction of the Rogue River Avenue Sidewalk Infill; and
2. The bid from KOGAP, Enterprises, Inc., has been determined to be the lowest responsive bid, its bid is complete and responsive; and
3. The City of Grants Pass has sufficient funds for the project within the Transportation Capital Fund.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Grants Pass that the City Manager is authorized to contract with KOGAP Enterprises, Inc., for a local government improvement project, the work as described in the contract documents entitled, "Rogue River Avenue Sidewalk Infill" in the amount of \$416,925.00, which the bid tab is attached to and incorporated herein as Exhibit 'A'.

**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 7<sup>th</sup> day of September, 2016.

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

  
\_\_\_\_\_



**City of Grants Pass**  
**Rogue River Avenue Sidewalk Infill**  
 Project No. TR6118  
**BID SUMMARY**

EXHIBIT A

Item No.	Description of Item	Quantity	Unit	City of Grants Pass (Estimate)		KOGAP Enterprises, Inc.	
				Unit Price	Amount	Unit Price	Amount
1	Mobilization	1	LS	\$25,000.00	\$25,000.00	\$50,000.00	\$50,000.00
2	Work Zone Traffic Control, includes TCD, TCM and TCP	1	LS	\$5,000.00	\$5,000.00	\$5,500.00	\$5,500.00
3	Erosion & Sediment Control	1	LS	\$2,500.00	\$2,500.00	\$1,600.00	\$1,600.00
4	Removal of Structures and Obstructions	1	LS	\$13,000.00	\$13,000.00	\$12,500.00	\$12,500.00
5	Clearing and Grubbing	1	LS	\$15,000.00	\$15,000.00	\$3,560.00	\$3,560.00
6	General Earthwork (Excavation)	1	LS	\$4,000.00	\$4,000.00	\$24,000.00	\$24,000.00
7	Connect Existing Storm Drain Pipe Through Curb	13	LS	\$125.00	\$1,625.00	\$50.00	\$650.00
8	Concrete Inlet, Type "B"	1	LS	\$1,800.00	\$1,800.00	\$1,600.00	\$1,600.00
9	Minor Adjustment of Manholes (and Cleanouts)	4	LS	\$500.00	\$2,000.00	\$400.00	\$1,600.00
10	Adjust Water Meter Boxes	55	EA	\$100.00	\$5,500.00	\$100.00	\$5,500.00
11	Aggregate Base Course (Driveway)	50	TN	\$25.00	\$1,250.00	\$20.00	\$1,000.00
12	Asphalt Pavement	60	TN	\$130.00	\$7,800.00	\$175.00	\$10,500.00
13	Asphalt Pavement (Driveway)	30	TN	\$120.00	\$3,600.00	\$185.00	\$5,550.00
14	Concrete Curb & Gutter, Type "A" (Match Existing)	1804	LF	\$14.00	\$25,256.00	\$22.00	\$39,688.00
15	Concrete Sidewalk (Match Existing)	17373	SF	\$4.50	\$78,178.50	\$6.00	\$104,238.00
16	Concrete Sidewalk Ramp with Truncated Domes (Yellow)	13	EA	\$1,000.00	\$13,000.00	\$1,550.00	\$21,450.00
17	Concrete Residential Driveway Apron	7414	SF	\$6.50	\$48,191.00	\$8.50	\$63,019.00
18	Concrete Commercial Driveway Apron	292	SF	\$7.50	\$2,190.00	\$10.00	\$2,920.00
19	Concrete Residential Driveway	1440	SF	\$5.00	\$7,200.00	\$7.00	\$10,080.00
20	Remove and Replace Wood Fence	380	LF	\$30.00	\$11,400.00	\$28.50	\$10,830.00
21	Remove and Replace Vinyl Fence	140	EA	\$35.00	\$4,900.00	\$44.00	\$6,160.00
22	Install 4 foot Green Vinyl Chain Link Fencing and Green Posts	155	LF	\$25.00	\$3,875.00	\$48.00	\$7,440.00
23	Install Multiple Mailbox Supports and Mailboxes	17	EA	\$300.00	\$5,100.00	\$480.00	\$8,160.00
24	Install Single Mailbox Support and Mailbox	2	EA	\$200.00	\$400.00	\$260.00	\$520.00
25	Landscape Restoration	1	LS	\$2,500.00	\$2,500.00	\$10,000.00	\$10,000.00
26	Monolithic Retaining Wall	300	SF	\$15.00	\$4,500.00	\$20.00	\$6,000.00
27	Segmental Stackable Retaining Wall	130	SF	\$20.00	\$2,600.00	\$22.00	\$2,860.00
<b>TOTAL (BID ITEMS 1-27)</b>					<b>\$297,385.50</b>		<b>\$416,925.00</b>

\*\*\*BIDS WERE OPENED ON 08/25/16 AT 3:05 PM IN THE CITY OF GRANTS PASS CITY MANAGERS CONFERENCE ROOM\*\*\*

Resolution authorizing the closure of Foundry Street between 'G' and Booth Streets for Reaching our Community – ROC Food Pantry Fall Festival.

Date: September 7, 2016

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SUBJECT AND SUMMARY:

On October 8, 2016 from 10 am - 3 pm, ROC Food Pantry is hosting its fall festival and fundraiser.

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RELATIONSHIP TO COUNCIL GOALS:

This supports the Council's goals to expand **TOURISM AND CULTURAL OPPORTUNITIES** and encourage **ECONOMIC PROSPERITY** by supporting community celebrations.

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CALL TO ACTION SCHEDULE:

The event is scheduled for October 8, 2016. Call to action schedule: September 7, 2016.

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BACKGROUND:

The ROC Food Pantry is asking the City Council to authorize the closure of Foundry Street between "G" Street and Booth Street for its fall festival and fundraiser on October 8, 2016. The City Council has authorized this closure for a number of years. The details of the event are identified on the attached special event application (Exhibit 'A').

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COST IMPLICATION:

The City will incur incidental cost for the delivery of barricades.

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ALTERNATIVES:

1. The Council may choose to grant approval for this street closure; or
2. The Council may choose to disapprove this street closure.

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ITEM: 3.b. RESOLUTION AUTHORIZING THE CLOSURE OF FOUNDRY STREET BETWEEN "G" AND BOOTH STREETS FOR REACHING OUR COMMUNITY – ROC FOOD PANTRY FALL FESTIVAL.

Staff Report (continued):

RECOMMENDED ACTION:

It is recommended the Council authorize the street closure.

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POTENTIAL MOTION:

I move to authorize the closure of Foundry Street between "G" Street and Booth Street for the ROC Food Pantry fall festival and fundraiser.

SUMMARY OF EVENT DESCRIPTION

Event Title ROC FOOD PANTRY FALL FESTIVAL

Detailed description of your event, including a timeline:  
OPEN HOUSE - FUNDRAISERS

Will there be an admission charge?  Yes  No  
If yes, what will the admission charge be? N/A

Location (be specific, park name and location, street name, etc.):  
564 SW FOUNDRY ST. GRANTS PASS OREGON  
FOUNDRY ST NORTH OF "G" ST & EAST OF BOOTH ST.

- Event Category (Check all that apply)
- Art Show
  - Athletic/Recreation
  - Block Party
  - Carnival
  - Circus
  - Concert/Performance
  - Cultural
  - Dance
  - Educational
  - Exhibits/Misc.
  - Fair
  - Farmer/Outdoor Market
  - Festival/Celebration
  - Flea Market
  - Live Animals
  - Museum Special Attraction
  - Parade/Procession/March
  - Sidewalk event
  - Other (be specific)

Participants Estimated Total 500 Per Day 1

DATE/TIME close road at 9:30 a.m.  
Event Starts Date 10-8-16 Time 10:00am Day of Week SATURDAY  
Event Ends Date 10-8-16 Time 3:00 PM Day of Week SATURDAY

CONTACTS  
Host Organization: ROC FOOD PANTRY  
Contact Name (Required): RUTH JOHNSON EXECUTIVE DIRECTOR  
Second Contact RON MCCALLUM ASSOCIATE DIRECTOR  
Telephone: 541-476-3344 Cell Phone \_\_\_\_\_  
Web Address: www.rochome.org  
E-mail address: director@rochome.org

Yes  No  Is this an annual event?  
Yes  No  Do you anticipate this to be an annual event?  
How many years have you been holding this event? 2<sup>nd</sup> YEAR  
Previous Location(s) 564 SW FOUNDRY ST GRANTS PASS OR.  
Contact Number: 541-476-3344

## ORGANIZATION STATUS/PROCEEDS/REPORTING

- Yes  No  Is the Host Organization a commercial entity?  
Yes  No  Is the Host Organization a bona fide tax exempt, nonprofit entity? If yes, you must attach a copy of your IRS 501(C) tax exemption letter providing proof and certifying your current tax exempt, nonprofit status to your application.  
Yes  No  Will there be vendors at the event?  
If yes, what fees will you charge the vendors? \$100 / 9% OF SALE

\* You will be required to provide a list with the name of each vendor and contact information for the vendor no later than 48 hours prior to the start of the event. This information shall be provided to Utility Customer Service.

Vendors who will be serving food or beverages will be required to provide Certificates of Insurance naming the City as an additional named insured. Likewise, vendors providing activity items such as bounce houses, climbing walls and similar activities are also required to provide the City with a Certificate of Insurance.

You are encouraged to provide the vendor list and required Certificates of Insurance as early as possible. You can update the list up to 48 hours prior to the start of your event.

## APPLICANT AND HOST ORGANIZATION INFORMATION

A written communication from the Chief Officer of the Host Organization authorizing the applicant and/or professional event organizer to apply for this Special Event Permit on their behalf must be submitted with your permit application.

Host Organization REACHING OUR COMMUNITY - ROC FOOD PANTRY  
Chief Officer of Host Organization CLIFF MEYER - PRESIDENT BOARD OF DIRECTORS  
Applicant Name: REACHING OUR COMMUNITY - ROC FOOD PANTRY  
Address 564 SW FOUNDRY ST  
City GRANTS PASS State OR Zip 97526  
Telephone Day 541-476-3344 Evening \_\_\_\_\_ Fax 541-507-1003 Cell \_\_\_\_\_

## SAFETY AND SECURITY PLAN:

The safety and security of event participants, spectators and others is your paramount concern. Please provide a safety and security plan, which shall address the items described below. The plan should include specifics as to numbers and location of security personnel and traffic control.

## STREET CLOSURE INFORMATION

Will your event require closing a public street or public parking lot? Yes  No   
If yes, is this a parking lot? Yes  No   
Is this a public street? Yes  No

## SITE PLAN/ROUTE MAP

Your **attached** event site plan/route map should include the information requested below. If an item does not apply to your event, please indicate so.

- Yes  No  An outline of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel and all street or lane closures.
- Yes  No  The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access. If available, the Streets Department will loan out barricades. Pick up and drop off times should be arranged at least 1 week prior to your event. Contact Steve Scrivner, Streets Department, at 541-450-6125.
- Yes  No  Adequate number of garbage cans, recycle containers, parking, restroom/porta-toilet facilities, and waste stations. Indicate a legend for the above items, how many and where they are to be placed. Also indicate adequate parking provisions and provisions for the clean up and removal of the above items.
- Yes  No  Other related event components not listed above.

## ENTERTAINMENT AND RELATED ACTIVITIES

As an event organizer, you must be certain that all event related activities comply with the local laws applicable to noise abatement. Please be aware that loud and unreasonable noise (including music) is a violation of law [www.grantspassoregon.gov](http://www.grantspassoregon.gov). Banners, pennants, flags, signs, streamers, inflatable displays and similar devices are also regulated by local ordinance.

The City reserves the right to impose reasonable conditions and restrictions upon events using sound amplification equipment, horns, sirens, or similar noise making equipment or devices, including without limitation, conditions and restrictions relating to noise levels, time of day, duration, and location relative to residential zones, hospitals, schools, churches, or assisted living facilities.

Yes  No  Are there any musical entertainment features related to your event?  
If yes, provide an attachment listing all bands/performers, type of music, sound check and performance schedule.

Yes  No  Will sound amplification be used?  
If yes, start time 10:00 AM Finish time 3:00 PM

What is the approximate distance between the amplified sound source and nearby residences?

100 FT  
Yes  No  Do you plan to have a dance component to either live or recorded music at your event?  
If yes, please describe: \_\_\_\_\_

Please describe the sound equipment that will be used for your event  
\_\_\_\_\_

Yes  No  Will inflatables, hot air balloons, bounce houses, climbing walls or similar devices be used at your event? If yes, please describe  
BALL HOUSE

Certificates of insurance may be required for bounce houses, climbing walls, hot air balloons and similar activities.

Yes  No  Will your event be held during the evening hours.

**ENTERTAINMENT AND RELATED ACTIVITIES (cont).**

Yes  No  Is lighting necessary? Yes  No  Is lighting provided?

Yes  No  Will you require electricity or water? If yes, describe your needs and sources for electrical power and water. POWER & WATER ON FACILITY

Yes  No  Does your event include the use of fireworks, rockets, lasers, or other pyrotechnics?

If yes, please describe N/A

Please be aware that the use of these items must be under the supervision of a licensed pyrotechnic and require a permit or approval from the Oregon State Fire Marshall. For more information, contact Fire Prevention at 541-450-6200.

Yes  No  Will your event include the use of any signs, banners, decorations, or lighting?

If yes, please describe on Private property

Please be aware that the use of any of these items may require additional permits.

**SANITATION, TRASH REMOVAL AND HYGIENE PLAN.**

Please describe your plan for providing that adequate bathroom facilities, hand washing stations, and trash collection and removal will be provided during your event. 2 PUBLIC RESTROOMS AT THE

ROC FACILITY 4 CU YD DUMPSTER 102 TRASH - 1EA RECYCLEABLE

Yes  No  Do your event plans include any casino games, bingo games, drawings or lottery opportunities? If yes, please describe

**MARKETING AND PUBLIC RELATIONS**

Please ensure that you have conditional approval of your event before you begin to promote market or advertise the event. If you plan to include radio, television or other product promotions within your event venue, it is important that you limit the placement and/or distribution of signs, stickers and other promotional items. Items of particular concern are those that may damage public and private property, violate city sign code ordinances, or which may be difficult to clean or remove from the venue.

Yes  No  Is this event marketed, promoted, or advertised in any manner?

If yes, please describe CHAMBER EVENTS CALENDAR - ROC NEWSLETTER - ROC WEBSITE  
RADIO

Yes  No  Will there be live media coverage during the event?

If yes, please describe

MOBILE RADIO VAN

Yes  No  Will media vehicles be parked within the event venue?

If yes, please describe safety plan

Yes  No  Do you have a plan to control or limit the placement and/or distribution of promotional signage, stickers, and other items?

If yes, please describe

LOCAL CHURCHES & BUSINESSES

**ALCOHOL**

If you plan to sell or furnish alcoholic beverages at your event you will be required to obtain a permit from the State and City. Alcohol is permitted only under limited circumstances in City Parks. For more information regarding alcohol in City Parks contact: Parks and Recreation at 1750 NW Hawthorne Avenue, Grants Pass, OR 97526, 541-471-6435. For more information regarding alcohol permits and licenses, contact: City Finance Department at 541-450-6020.

Yes  No  Does your event involve the use of alcoholic beverages?

If yes, please check all that apply:

- Free/Host Alcohol
- Alcohol Sales
- Host and Sale Alcohol
- Beer
- Beer and Wine
- Beer, Wine and Distilled Spirits

Certificates of insurance will be required from all alcohol vendors.  
Please describe your safety and security plan to ensure the safe sale or distribution of alcohol at your event.

**FOOD CONCESSIONS OR PREPARATION**

Food facilities and handling must meet state, county, and city laws and regulations. Food handler permits are provided by the county. For information regarding food handler permits, contact the Health Department at 541-474-5325.

Yes  No  Does your event include food concession and/or preparation areas?

If yes, please describe how food will be served and/or prepared.

UNKNOWN AT TIME OF APPLICATION FILING

Yes  No  Do you intend to cook food in the event area?

If yes, please specify method:

- Gas
- Electric
- Charcoal
- Other (specify)

GAS BBR HAMBURGER & HOT DOGS

\* *Certificates of insurance will be required from all food vendors.*

### MITIGATION OF IMPACT

As an event organizer, you are required to develop mitigating measures to accommodate the negative impact your event may have on park landscapes, pedestrian and vehicular traffic, other users, adjoining property owners and neighbors that may be affected by your activities. Your plan should identify all mitigating measures which you intend to utilize to avoid or minimize the impacts your event will generate and which will provide a safe and secure environment.

The City requires that adjoining property owner, residents and businesses be notified at least one week prior to your event.

Off pavement driving is prohibited without prior written permission. Organizers will be liable for all damages caused by the event.

Yes  No  Have you met with the residents, businesses, places of worship, schools and other entities that may be directly impacted by your event? If yes, please attach a complete list of these entities. This list shall be provided prior to the issuance of your permit. If no, please explain \_\_\_\_\_

Yes  No  Do you have a sample of any notice that you propose to distribute at least one week prior to your event? If yes, please attach. If no, please explain \_\_\_\_\_

### NEIGHBORHOOD BLOCK PARTY

Applications shall be accompanied by the signed consents of 75 percent of the neighbors located adjacent to any portion of the roadway to be closed.

### HOLD HARMLESS

Applicant agrees to defend, pay, save and hold harmless the City, its officers and employees, from any and all claims or lawsuits for personal injury or property damage arising from or in any way connected to the special event, except any claims arising solely out of the negligent acts of the City, its officers and employees.

### INSURANCE REQUIREMENTS

Most special events will be required to provide evidence of insurance coverage. Please note insurance requirements depend upon the risk level of the event. If your event will include alcohol, liquor liability coverage must be included on your certificate of insurance.

Before final permit approval, you will need commercial general liability insurance that names as Additional Insured, the "City of Grants Pass, its officers, employees, and agents" and any other public entities (e.g. County, etc.) impacted by your event. Insurance coverage must be maintained for the duration of the event including setup and dismantle dates.

An original Certificate of Insurance in the amount satisfactory to the City must be received by the City of Grants Pass prior to the issuance of your Special Event Permit. Mail to: City of Grants Pass, 101 N.W. A Street, Grants Pass, Oregon 97526. Certificates of insurance from food and beverage concessionaires/vendors and vendors providing such things as bounce houses, climbing walls and similar activities will also be required.

Name of Insurance Agency: BROTHERHOOD MUTUAL  
Address: 6400 BROTHERHOOD WAY P.O. BOX 2227  
City FORT WAYNE State IN Zip 46801-2227

## AFFIDAVIT OF APPLICANT

The applicant and, if applicable, the professional event organizer, must complete, sign and date this application before submitting it to:

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the Grants Pass Municipal Code and I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Manager or the City Manager's designee. Applicant agrees to comply will all other requirements of the city, county, state, federal government and any other applicable entity which may pertain to the use of the Event venue and the conduct of the Event. I agree to abide by these rules, and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of Grants Pass.

Organization: REACHING OUR COMMUNITY - REC FOOD PANTRY

Print Name of Applicant/Host: RUTH JOHNSON

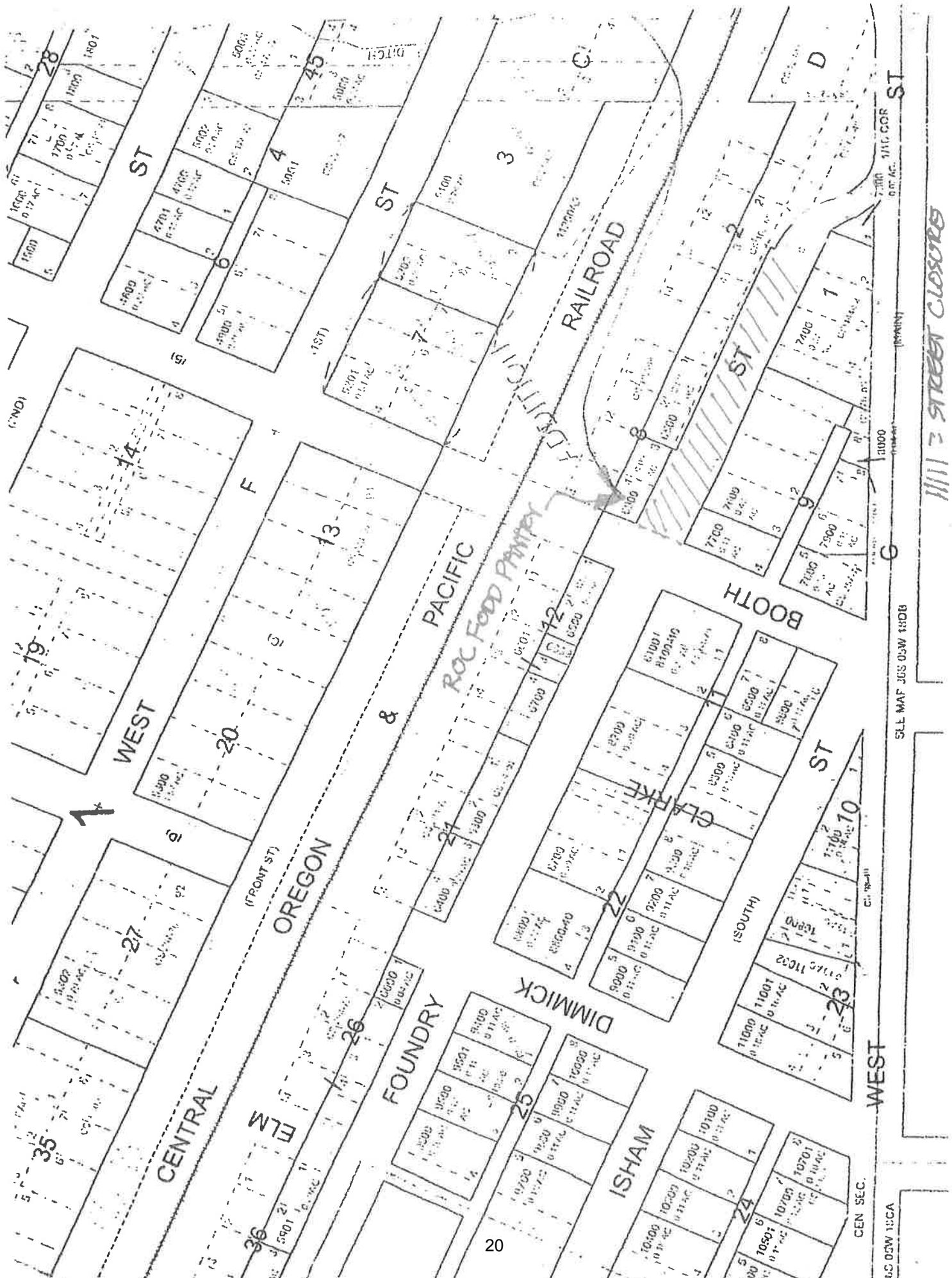
Applicant Title: EXECUTIVE DIRECTOR

Applicant Signature \_\_\_\_\_ Date: 8-9-16

Print Name of Professional Event Organizer /

Organizer: \_\_\_\_\_ Title: \_\_\_\_\_

Event Organizer Signature: \_\_\_\_\_ Date: \_\_\_\_\_







564 SW Foundry St  
Grants Pass OR 97528  
[www.rochome.org](http://www.rochome.org)  
541-476-3344 Phone  
541-507-1083 Fax

08/11/16

To Whom It May Concern,

This letter is to assure anyone concerned that Ruth Johnsen, Ron Mc Callum or Don Scarr have been asked by the ROC Board of Directors to apply for a Special Event Permit that would allow the use of Foundry Street adjoining The ROC Property to facilitate our Annual Fall Festival Fund Raising Event on October 10, 2016.

A handwritten signature in cursive script that reads "Warren C. Meyer Jr.".

Warren C. Meyer Jr.  
President, ROC Board of Directors





## Street Closure Petitioner Form

*ROC FOOD PANTRY SATURDAY OCT 8, 2016 10am-3pm*

### SIGNATURES AND ADDRESSES OF ALL PETITIONERS

The attached map shows the street(s), day and time of the street(s) we would like to close for our event. Please sign below and check either YES or NO. YES would indicate that you are willing to close the street for the day. NO would indicate that you are opposed to this idea.

One Signature per Business/Household from 75% of Business/Residents on the Street is Required for Approval.

(Use Additional Sheets if Necessary)

### PLEASE REVIEW DATES ON FRONT OF APPLICATION BEFORE SIGNING THE PETITION

Number of Businesses or Houses on Street	<i>4</i>	Number of Vacant Businesses/Houses on Street	<i>0</i>	Number of Signatures	<i>3</i>
--	----------	--	----------	----------------------	----------

### PLEASE PRINT AND SIGN LEGIBLY WHEN COMPLETING INFORMATION BELOW

Name	Signature	Address	Yes	No
1. <del>Steve Francis</del>	<del>[Signature]</del>	<del>114 SW Booth</del>	<del>X</del>	
2. <i>Arl #2</i>	<i>[Signature]</i>	<i>556 SW G St</i>	<i>X</i>	
3. <i>Jim Emilio</i>	<i>[Signature]</i>	<i>540 SW Foundry</i>	<i>X</i>	
4. <i>[Signature]</i>	<i>Theodore King</i>	<i>535 Foundry</i>	<i>X</i>	
5. <i>unable to reach</i>	<i>reach</i>	<i>541 SW Foundry</i>		<i>-</i>
6.				
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# ROC FOOD PANTRY FALL FESTIVAL

LOCAL  
MUSICIANS!



HOME MADE  
PIES! FOOD!



RATTLE PRIZES &  
SILENT AUCTIONS!



FACE PAINTING!



CROWNS &  
BALLOONS!



**WHEN?**

**OCTOBER 8, 2016**

**SATURDAY, 10 - 3 P.M.**



**WHERE?**

**ROC FOOD PANTRY**

**564 SW FOUNDRY**

**(Corner of Foundry & Booth)**

**WHY?**

**FIGHT HUNGER. FEED HOPE.**

**FUND HOLIDAY BASKETS.**



**REACHING OUR COMMUNITY**

**~ One Child, One Adult, At A Time ~**

**[www.rochome.org](http://www.rochome.org)**

**RESOLUTION NO.**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS  
AUTHORIZING THE CITY MANAGER TO CLOSE FOUNDRY STREET BETWEEN  
'G' AND BOOTH STREETS FOR REACHING OUR COMMUNITY – ROC FOOD  
PANTRY FALL FESTIVAL.**

**WHEREAS:**

1. The ROC Food Pantry is hosting its 6<sup>th</sup> annual celebration and fundraiser on October 8, 2016; and
2. The adjoining property owners are supportive of the street closure.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Grants Pass that the City Manager is authorized to allow a street closure of Foundry Street between 'G' and Booth streets on October 8, 2016 from 10 am – 3 pm.

**EFFECTIVE DATE** of this Resolution shall be immediate upon the 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 7<sup>th</sup> day of September 2016.

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

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

**ATTEST:**

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

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

Approved as to Form, Mark Bartholomew, City Attorney

  
\_\_\_\_\_

Resolution approving the street closure on  
Hawthorne Avenue for the Saturday Parkways  
Item: Community Event.

Date: September 7, 2016

---

SUBJECT AND SUMMARY:

This community event is being planned to promote walking, biking and playing in our streets and getting people active and moving. This is a request to close a section of Hawthorne Avenue in front of Gilbert Creek Park.

---

RELATIONSHIP TO COUNCIL GOALS:

This supports Council's goals of **TOURISM AND CULTURAL OPPORTUNITIES** by encouraging new community events and **HEALTHY NEIGHBORHOODS** by showcasing different areas of our city and promoting healthy outdoor activities that incorporate our parks and public roadways.

---

CALL TO ACTION SCHEDULE:

Call to action schedule: September 7, 2016.

---

BACKGROUND:

The Grants Pass Saturday Parkways event is planned to run adjacent to Gilbert Creek Park and this is a proposal to close a portion of Hawthorne Avenue in front of Gilbert Creek Park.

The street closure request is for Saturday, September 24, 2016, from 8 a.m. to 4 p.m. Adjacent property owners/residents have agreed to the closure. The special event application is attached as Exhibit 'A'.

---

COST IMPLICATION:

None.

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ALTERNATIVES:

1. The Council may choose to grant approval for this street closure; or
2. The Council may choose to disapprove this street closure.

---

RECOMMENDED ACTION:

It is recommended the street closure be approved.

---

POTENTIAL MOTION:

I move to approve the Resolution to close Hawthorne Avenue for the Saturday Parkways event on September 24, 2016.

---

ITEM: 3.c. RESOLUTION APPROVING THE STREET CLOSURE ON  
HAWTHORNE AVENUE FOR THE SATURDAY PARKWAYS  
COMMUNITY EVENT.

SUMMARY OF EVENT DESCRIPTION

Event Title Saturday Parkways

Detailed description of your event, including a timeline:  
Closing off Hawthorne Ave, local non profit vendors  
Setting up active booths to encourage community  
to 'play in the street' and enjoy the park

Will there be an admission charge?  Yes  No

If yes, what will the admission charge be? \_\_\_\_\_

Location (be specific, park name and location, street name, etc.):  
Gilbert Creek Park and 1 block of Hawthorne  
Ave.

Event Category (Check all that apply)

- Art Show
- Athletic/Recreation
- Block Party
- Carnival
- Circus
- Concert/Performance
- Cultural
- Dance
- Educational
- Exhibits/Misc.
- Fair
- Farmer/Outdoor Market
- Festival/Celebration
- Flea Market
- Live Animals
- Museum Special Attraction
- Parade/Procession/March
- Sidewalk event
- Other (be specific) \_\_\_\_\_

Participants Estimated Total 500 Per Day 1 day

DATE/TIME close street at 8am.  
Event Starts Date 9/24/16 Time 11am Day of Week Saturday  
Event Ends Date 9/24/16 Time 3pm Day of Week Saturday

CONTACTS

Host Organization: Recreation NW, Inc  
Contact Name (Required): Alison Orozco  
Second Contact: Molly Prive  
Telephone: 541-471-6435 Cell Phone: \_\_\_\_\_  
Web Address: \_\_\_\_\_  
E-mail address: grantspassrecreation@gmail.com

Yes  No  Is this an annual event?  
Yes  No  Do you anticipate this to be an annual event?  
How many years have you been holding this event? 3 years  
Previous Location(s): Gilbert Creek  
Contact Number: 471-6435

## ORGANIZATION STATUS/PROCEEDS/REPORTING

- Yes  No  Is the Host Organization a commercial entity?
- Yes  No  Is the Host Organization a bona fide tax exempt, nonprofit entity? If yes, you must attach a copy of your IRS 501(C) tax exemption letter providing proof and certifying your current tax exempt, nonprofit status to your application.
- Yes  No  Will there be vendors at the event?  
If yes, what fees will you charge the vendors? None

You will be required to provide a list with the name of each vendor and contact information for the vendor no later than 48 hours prior to the start of the event. This information shall be provided to Utility Customer Service.

Vendors who will be serving food or beverages will be required to provide Certificates of Insurance naming the City as an additional named insured. Likewise, vendors providing activity items such as bounce houses, climbing walls and similar activities are also required to provide the City with a Certificate of Insurance.

You are encouraged to provide the vendor list and required Certificates of Insurance as early as possible. You can update the list up to 48 hours prior to the start of your event.

## APPLICANT AND HOST ORGANIZATION INFORMATION

A written communication from the Chief Officer of the Host Organization authorizing the applicant and/or professional event organizer to apply for this Special Event Permit on their behalf must be submitted with your permit application.

Host Organization

Recreation Northwest, Inc

Chief Officer of Host Organization

Alison Orozco Molly Piere, President

Applicant Name:

Alison Orozco

Address 1750 NW Hawthorne Ave

City Grants Pass

State OR

Zip 97526

Telephone Day 471-6435 Evening \_\_\_\_\_

Fax N/A Cell \_\_\_\_\_

## SAFETY AND SECURITY PLAN:

The safety and security of event participants, spectators and others is your paramount concern. Please provide a safety and security plan, which shall address the items described below. The plan should include specifics as to numbers and location of security personnel and traffic control.

## STREET CLOSURE INFORMATION

Will your event require closing a public street or public parking lot? Yes  No

If yes, is this a parking lot? Yes  No

Is this a public street? Yes  No

### SITE PLAN/ROUTE MAP

Your **attached** event site plan/route map should include the information requested below. If an item does not apply to your event, please indicate so.

- Yes  No  An outline of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel and all street or lane closures.
- Yes  No  The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access. If available, the Streets Department will loan out barricades. Pick up and drop off times should be arranged at least 1 week prior to your event. Contact Steve Scrivner, Streets Department, at 541-450-6125.
- Yes  No  Adequate number of garbage cans, recycle containers, parking, restroom/porta-toilet facilities, and waste stations. Indicate a legend for the above items, how many and where they are to be placed. Also indicate adequate parking provisions and provisions for the clean up and removal of the above items.
- Yes  No  Other related event components not listed above.

### ENTERTAINMENT AND RELATED ACTIVITIES

As an event organizer, you must be certain that all event related activities comply with the local laws applicable to noise abatement. Please be aware that loud and unreasonable noise (including music) is a violation of law [www.grantspassoregon.gov](http://www.grantspassoregon.gov). Banners, pennants, flags, signs, streamers, inflatable displays and similar devices are also regulated by local ordinance.

The City reserves the right to impose reasonable conditions and restrictions upon events using sound amplification equipment, horns, sirens, or similar noise making equipment or devices, including without limitation, conditions and restrictions relating to noise levels, time of day, duration, and location relative to residential zones, hospitals, schools, churches, or assisted living facilities.

Yes  No  Are there any musical entertainment features related to your event?  
If yes, provide an attachment listing all bands/performers, type of music, sound check and performance schedule.

Yes  No  Will sound amplification be used?  
If yes, start time 11am Finish time 3pm

What is the approximate distance between the amplified sound source and nearby residences?  
1,000 ft

Yes  No  Do you plan to have a dance component to either live or recorded music at your event?  
If yes, please describe: Maybe Zumba demo

Please describe the sound equipment that will be used for your event  
Speakers and microphone from Touch of Class

Yes  No  Will inflatables, hot air balloons, bounce houses, climbing walls or similar devices be used at your event? If yes, please describe  
YMEA Bounce House in park. Rec NW has insurance

Certificates of insurance may be required for bounce houses, climbing walls, hot air balloons and similar activities.

Yes  No  Will your event be held during the evening hours.

## ENTERTAINMENT AND RELATED ACTIVITIES (cont).

Yes  No  Is lighting necessary? Yes  No  Is lighting provided?

Yes  No  Will you require electricity or water? If yes, describe your needs and sources for electrical power and water. water source for food booth

Yes  No  Does your event include the use of fireworks, rockets, lasers, or other pyrotechnics?

If yes, please describe \_\_\_\_\_

Please be aware that the use of these items must be under the supervision of a licensed pyrotechnic and require a permit or approval from the Oregon State Fire Marshall. For more information, contact Fire Prevention at 541-450-6200.

Yes  No  Will your event include the use of any signs, banners, decorations, or lighting?

If yes, please describe Minimal signage for vendor set up/info booth

Please be aware that the use of any of these items may require additional permits.

## SANITATION, TRASH REMOVAL AND HYGIENE PLAN.

Please describe your plan for providing that adequate bathroom facilities, hand washing stations, and trash collection and removal will be provided during your event. 3 porta potties plus 1 hand washing station in addition to public restrooms. Republic Services will provide trash cans

Yes  No  Do your event plans include any casino games, bingo games, drawings or lottery opportunities? If yes, please describe \_\_\_\_\_

## MARKETING AND PUBLIC RELATIONS

Please ensure that you have conditional approval of your event before you begin to promote market or advertise the event. If you plan to include radio, television or other product promotions within your event venue, it is important that you limit the placement and/or distribution of signs, stickers and other promotional items. Items of particular concern are those that may damage public and private property, violate city sign code ordinances, or which may be difficult to clean or remove from the venue.

Yes  No  Is this event marketed, promoted, or advertised in any manner?

If yes, please describe Newspaper, radio, banner over 6th st.

Yes  No  Will there be live media coverage during the event?

If yes, please describe \_\_\_\_\_

Yes  No  Will media vehicles be parked within the event venue?

If yes, please describe safety plan \_\_\_\_\_

Yes  No  Do you have a plan to control or limit the placement and/or distribution of promotional signage, stickers, and other items?

If yes, please describe \_\_\_\_\_

NO stickers, trash duties after event to collect any remaining debris

## ALCOHOL

If you plan to sell or furnish alcoholic beverages at your event you will be required to obtain a permit from the State and City. Alcohol is permitted only under limited circumstances in City Parks. For more information regarding alcohol in City Parks contact: Parks and Recreation at 1750 NW Hawthorne Avenue, Grants Pass, OR 97526, 541-471-6435. For more information regarding alcohol permits and licenses, contact: City Finance Department at 541-450-6020.

Yes  No  Does your event involve the use of alcoholic beverages?

If yes, please check all that apply:

- Free/Host Alcohol
- Alcohol Sales
- Host and Sale Alcohol
- Beer
- Beer and Wine
- Beer, Wine and Distilled Spirits

Certificates of insurance will be required from all alcohol vendors.

Please describe your safety and security plan to ensure the safe sale or distribution of alcohol at your event.

---

---

## FOOD CONCESSIONS OR PREPARATION

Food facilities and handling must meet state, county, and city laws and regulations. Food handler permits are provided by the county. For information regarding food handler permits, contact the Health Department at 541-474-5325.

Yes  No  Does your event include food concession and/or preparation areas?

If yes, please describe how food will be served and/or prepared.

1 food truck that meets all health code standards

---

---

Yes  No  Do you intend to cook food in the event area?

If yes, please specify method:

- Gas
- Electric
- Charcoal
- Other (specify)

food truck

---

---

*Certificates of insurance will be required from all food vendors.*

## MITIGATION OF IMPACT

As an event organizer, you are required to develop mitigating measures to accommodate the negative impact your event may have on park landscapes, pedestrian and vehicular traffic, other users, adjoining property owners and neighbors that may be affected by your activities. Your plan should identify all mitigating measures which you intend to utilize to avoid or minimize the impacts your event will generate and which will provide a safe and secure environment.

The City requires that adjoining property owner, residents and businesses be notified at least one week prior to your event.

Off pavement driving is prohibited without prior written permission. Organizers will be liable for all damages caused by the event.

Yes  No  Have you met with the residents, businesses, places of worship, schools and other entities that may be directly impacted by your event? If yes, please attach a complete list of these entities. This list shall be provided prior to the issuance of your permit. If no, please explain

Mailed out information  
going door to door gathering signatures

Yes  No  Do you have a sample of any notice that you propose to distribute at least one week prior to your event?

If yes, please attach. If no, please explain

## NEIGHBORHOOD BLOCK PARTY

Applications shall be accompanied by the signed consents of 75 percent of the neighbors located adjacent to any portion of the roadway to be closed.

## HOLD HARMLESS

Applicant agrees to defend, pay, save and hold harmless the City, its officers and employees, from any and all claims or lawsuits for personal injury or property damage arising from or in any way connected to the special event, except any claims arising solely out of the negligent acts of the City, its officers and employees.

## INSURANCE REQUIREMENTS

Most special events will be required to provide evidence of insurance coverage. Please note insurance requirements depend upon the risk level of the event. If your event will include alcohol, liquor liability coverage must be included on your certificate of insurance.

Before final permit approval, you will need commercial general liability insurance that names as Additional Insured, the "City of Grants Pass, its officers, employees, and agents" and any other public entities (e.g. County, etc.) impacted by your event. Insurance coverage must be maintained for the duration of the event including setup and dismantle dates.

An original Certificate of Insurance in the amount satisfactory to the City must be received by the City of Grants Pass prior to the issuance of your Special Event Permit. Mail to: City of Grants Pass, 101 N.W. A Street, Grants Pass, Oregon 97526. Certificates of insurance from food and beverage concessionaires/vendors and vendors providing such things as bounce houses, climbing walls and similar activities will also be required.

Name of Insurance Agency:

Address:

City:

Hart's Insurance

321 SE I Street

Grants Pass

State

OR

Zip

97526

**AFFIDAVIT OF APPLICANT**

The applicant and, if applicable, the professional event organizer, must complete, sign and date this application before submitting it to:

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the Grants Pass Municipal Code and I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Manager or the City Manager's designee. Applicant agrees to comply will all other requirements of the city, county, state, federal government and any other applicable entity which may pertain to the use of the Event venue and the conduct of the Event. I agree to abide by these rules, and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of Grants Pass.

Organization: Recreation NW, Inc

Print Name of Applicant/Host: Alison Orozco

Applicant Title: Vice President

Applicant Signature: [Signature] Date: 7/21/2016

Print Name of Professional Event \_\_\_\_\_

Organizer: \_\_\_\_\_ Title: \_\_\_\_\_

Event Organizer Signature: \_\_\_\_\_ Date: \_\_\_\_\_



POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY  
CG 20 11 01 96

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **ADDITIONAL INSURED – MANAGERS OR LESSORS OF PREMISES**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

### **SCHEDULE**

1. Designation of Premises (Part Leased to You):
2. Name of Person or Organization (Additional Insured):
3. Additional Premium:

(If no entry appears above, the information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule but only with respect to liability arising out of the ownership, maintenance or use of that part of the premises leased to you and shown in the Schedule and subject to the following additional exclusions:

This insurance does not apply to:

1. Any "occurrence" which takes place after you cease to be a tenant in that premises.
2. Structural alterations, new construction or demolition operations performed by or on behalf of the person or organization shown in the Schedule.



WHERE THE ROSSIE RIVER RUNS

## Street Closure Petitioner Form

J  
M

9/26, 8AM-4PM

### SIGNATURES AND ADDRESSES OF ALL PETITIONERS

The attached map shows the street(s), day and time of the street(s) we would like to close for our event. Please sign below and check either YES or NO. YES would indicate that you are willing to close the street for the day. NO would indicate that you are opposed to this idea.

One Signature per Business/Household from 75% of Business/Residents on the Street is Required for Approval.

(Use Additional Sheets if Necessary)

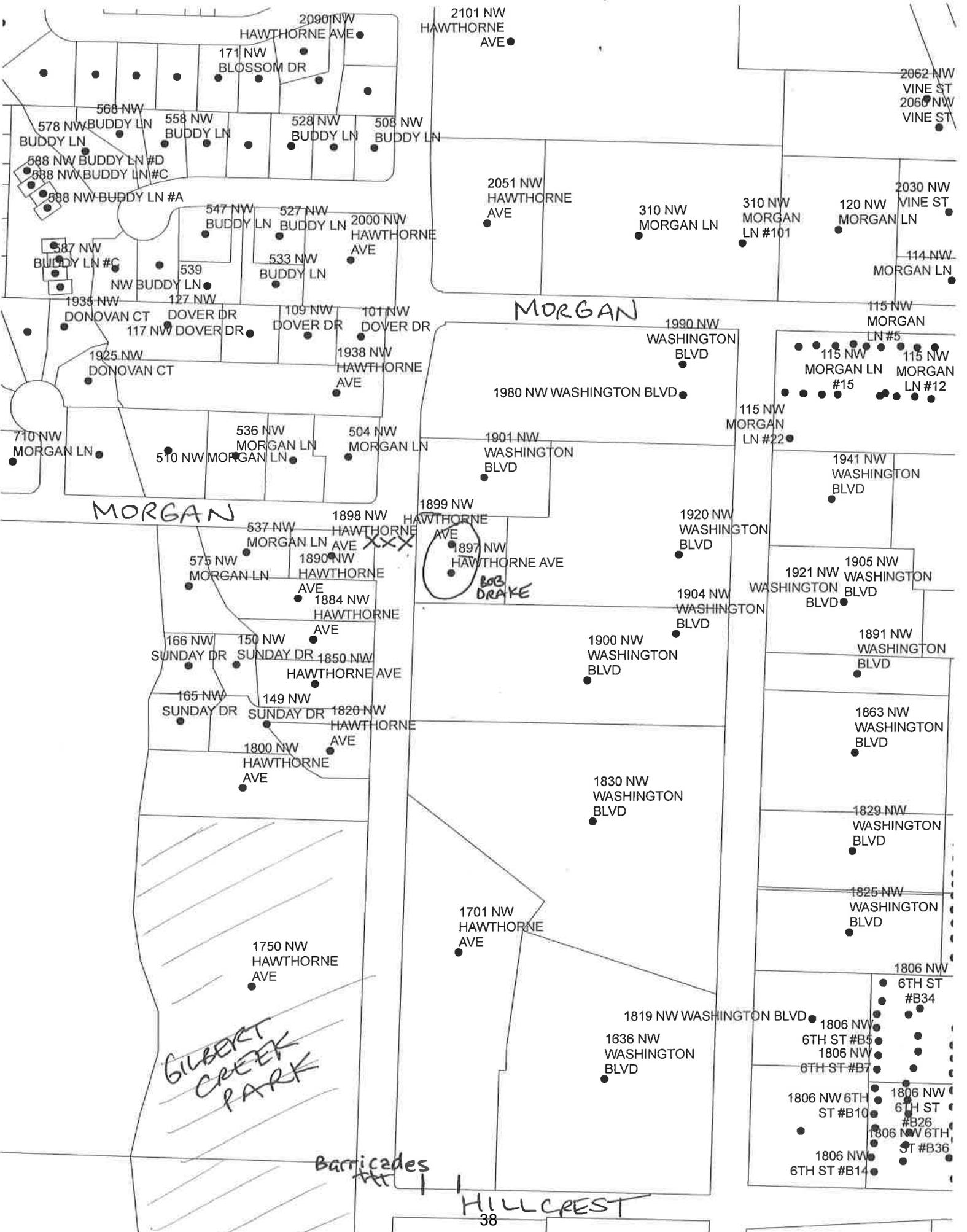
**PLEASE REVIEW DATES ON FRONT OF APPLICATION BEFORE SIGNING THE PETITION**

Number of Businesses or Houses on Street	Number of Vacant Businesses/Houses on Street	Number of Signatures
--	--	----------------------

**PLEASE PRINT AND SIGN LEGIBLY WHEN COMPLETING INFORMATION BELOW**

Name	Signature	Address	Yes	No
1. TREAT DRAKE	<i>Treat Drake</i>	150 NW Sunday Dr.	X	
2.		1884 NW Hawthorne Ave		N/A
3. Jennifer Quink	<i>Jennifer Quink</i>	1850 NW Hawthorne Ave	X	
4.		1820 NW Hawthorne Ave		N/A
5. Valerie VanderLinda	<i>Valerie VanderLinda</i>	166 NW Sunday Dr	X	
6. Bruce Alle	<i>Bruce Alle</i>	165 NW Sunday Dr	X	
7. Tamm Borgard	<i>Tamm Borgard</i>	149 NW Sunday Dr	X	
8. George Johnson	<i>George Johnson</i>	1800 NW Hawthorne	X	
9. Linda Vickoren	<i>Linda Vickoren</i>	1890 NW Hawthorne	X	
10. Faye Cook	<i>Faye Cook</i>	1898 NW Hawthorne	X	
11. R. Weston	<i>R. Weston</i>	1897 NW Hawthorne	X	
12. R. WESTON	<i>R. Weston</i>	1899 NW Hawthorne	X	
13.				
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W



2101 NW HAWTHORNE AVE

2090 NW HAWTHORNE AVE

171 NW BLOSSOM DR

2062 NW VINE ST  
2060 NW VINE ST

578 NW BUDDY LN  
568 NW BUDDY LN  
558 NW BUDDY LN  
528 NW BUDDY LN  
508 NW BUDDY LN

588 NW BUDDY LN #D  
588 NW BUDDY LN #C  
588 NW BUDDY LN #A

547 NW BUDDY LN  
527 NW BUDDY LN  
2000 NW HAWTHORNE AVE

2051 NW HAWTHORNE AVE

310 NW MORGAN LN

310 NW MORGAN LN #101

120 NW MORGAN LN

2030 NW VINE ST

587 NW BUDDY LN #C

539 NW BUDDY LN

533 NW BUDDY LN

114 NW MORGAN LN

1935 NW DONOVAN CT

127 NW DOVER DR  
117 NW DOVER DR

109 NW DOVER DR

101 NW DOVER DR

MORGAN

1990 NW WASHINGTON BLVD

115 NW MORGAN LN #5

115 NW MORGAN LN #15

115 NW MORGAN LN #12

115 NW MORGAN LN #22

710 NW MORGAN LN

510 NW MORGAN LN

536 NW MORGAN LN

504 NW MORGAN LN

1980 NW WASHINGTON BLVD

1901 NW WASHINGTON BLVD

MORGAN

575 NW MORGAN LN

537 NW MORGAN LN

1898 NW HAWTHORNE AVE

1899 NW HAWTHORNE AVE

1897 NW HAWTHORNE AVE  
BOB DRAKE

1920 NW WASHINGTON BLVD

1941 NW WASHINGTON BLVD

166 NW SUNDAY DR

150 NW SUNDAY DR

1850 NW HAWTHORNE AVE

1900 NW WASHINGTON BLVD

1921 NW WASHINGTON BLVD  
1905 NW WASHINGTON BLVD

165 NW SUNDAY DR

149 NW SUNDAY DR

1820 NW HAWTHORNE AVE

1904 NW WASHINGTON BLVD

1891 NW WASHINGTON BLVD

1800 NW HAWTHORNE AVE

1830 NW WASHINGTON BLVD

1863 NW WASHINGTON BLVD

GILBERT CREEK PARK  
1750 NW HAWTHORNE AVE

1701 NW HAWTHORNE AVE

1829 NW WASHINGTON BLVD

1825 NW WASHINGTON BLVD

1806 NW 6TH ST #B34

1819 NW WASHINGTON BLVD

1636 NW WASHINGTON BLVD

1806 NW 6TH ST #B5  
1806 NW 6TH ST #B7

1806 NW 6TH ST #B10

1806 NW 6TH ST #B26

1806 NW 6TH ST #B14

1806 NW 6TH ST #B36

BARRICADES

HILLCREST



# STREET CLOSURE NOTIFICATION

City of  
GRANTS PASS

# Saturday Parkways

*Come play in the street*

*Event:* Saturday Parkways Community Fair

*When:* Saturday, September 24, 2016

*Where:* Hawthorne Avenue (between Morgan Ln. and South of Hillcrest Ave.)

*Time:* 11:00 a.m. to 3:00 p.m. (Vendors will begin set up at 9:30 a.m.)

*More Information/Questions:* Please contact Alison Orozco or Molly Prive at

Grants Pass Recreation Program: 541-471-6435

RESOLUTION NO.

**A RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS APPROVING THE STREET CLOSURE ON HAWTHORNE AVENUE FOR THE SATURDAY PARKWAYS COMMUNITY EVENT.**

**WHEREAS:**

- 1. The Saturday Parkways event will be a positive community event; and
- 2. The adjoining property owners are supportive of the street closure.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Grants Pass approval of the closure of Hawthorne Avenue in front of Gilbert Creek Park to Hillcrest Drive Saturday, September 24, 2016, between 8 a.m. and 4 p.m.

**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 7<sup>th</sup> day of September, 2016.

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



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

**STUTZMAN – DOWELL ROAD  
COMPREHENSIVE PLAN MAP AMENDMENT, ZONING MAP AMENDMENT,  
FINDINGS OF FACT – CITY COUNCIL**

<b>Procedure Type:</b>	Type IV: Planning Commission Recommendation and City Council Decision
<b>Project Number:</b>	402-00100-16
<b>Project Type:</b>	Comprehensive Plan Map Amendment, Zoning Map Amendment
<b>Owner/Applicant:</b>	Stutzman Investment
<b>Map &amp; Tax Lot:</b>	36-06-24-CC, TLs 501, 1200 & 1300
<b>Address:</b>	1701 & 1741 Dowell Road
<b>Total Acreage:</b>	11.32 acres (TL 501 ~ 0.03 ac, TL 1200 ~ 4.66 ac, TL 1300 ~ 6.63 ac)
<b>Existing Comprehensive Plan Designation:</b>	General Commercial
<b>Proposed Comprehensive Plan Designation:</b>	Business Park
<b>Existing Zoning:</b>	General Commercial (GC)
<b>Proposed Zoning:</b>	Business Park (BP)
<b>Planner Assigned:</b>	Justin Gindlesperger
<b>Application Received:</b>	April 8, 2016
<b>Application Complete:</b>	May 13, 2016
<b>Date of UAPC Staff Report:</b>	July 6, 2016
<b>Date of UAPC Hearing:</b>	July 13, 2016
<b>Date of UAPC Findings:</b>	July 27, 2016
<b>Date of City Council Staff Report:</b>	July 26, 2016
<b>Date of City Council Findings:</b>	September 7, 2016
<b>Date of City Council Hearing:</b>	August 3, 2016

**I. PROPOSAL:**

The request is for a Comprehensive Plan Map Amendment and Zoning Map Amendment from General Commercial (GC) to Business Park (BP) for the above-referenced properties containing approximately 11.32 acres. Existing uses on the properties include Farmer’s Building Supply and Rogue Truss Systems.

**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, with a recommendation from the Urban Area Planning Commission and a final decision by City Council. 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 Zoning Map may be amended provided the Criteria in Section 4.033 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 April 8, 2016 and deemed complete on May 13, 2016. The application was processed in accordance with Section 2.060 of the *Development Code*.
- B.** Notice of the proposed amendment and the July 13, 2016 public hearing was mailed to the Oregon Department of Land Conservation and Development on May 25, 2016, in accordance with ORS 197.610 and OAR Chapter 660, Division 18.
- C.** Public notice of the July 13, 2016 public hearing was mailed on June 22, 2016, in accordance with Sections 2.053 and 2.063 of the *Development Code*.
- D.** At the July 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 July 27, 2016.
- F.** Public notice of the July 26, 2016 City Council public hearing was published in the newspapers on July 13, 2016, in accordance with Sections 2.053 and 2.063 of the *Development Code*.
- G.** On July 26, 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.

### **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. Vicinity
2. Aerial Photograph
3. Existing Zoning
4. Proposed Zoning
5. Applicant's written narrative
6. Development Agreement
7. ODOT's comments

B. Minutes from July 13, 2015 UAPC Hearing

C. PowerPoint Presentation

B. The minutes of the public hearing held by the City Council on July 26, 2016, are attached as Exhibit "B" and incorporated herein.

C. The PowerPoint Presentation given by staff at the July 26, 2016, public hearing is attached as Exhibit "C" and incorporated herein.

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

**A. Property Characteristics**

1. Land Use Designation:

- |                              |                    |
|------------------------------|--------------------|
| a. Comprehensive Plan:       | General Commercial |
| b. Zone District:            | General Commercial |
| c. Special Purpose District: | None identified.   |

2. Size: 11.32 acres (0.03 ac, 4.66 ac, & 6.63 ac)

3. Frontage: Dowell Road & Redwood Highway

4. Access: Dowell Road

5. Existing Public Utilities:

- |           |  |
|-----------|--|
| a. Water: | 12-inch in Dowell Road                                       |
| b. Sewer: | 8-inch in Dowell Road, and 8-inch main on tax lot 1200       |
| c. Storm: | 12-inch partial main and 15-inch partial main in Dowell Road |

6. Proposed Public Utilities: None identified

7. Topography: Relatively flat

8. Natural Hazards: None identified

- |     |                       |                                       |
|-----|-----------------------|---------------------------------------|
| 9.  | Natural Resources:    | None identified                       |
| 10. | Existing Land Use:    | Commercial and Indoor Industrial      |
| 11. | Surrounding Land Use: |                                       |
|     | a. North:             | BP ~ Indoor Industrial                |
|     | b. South:             | GC ~ Commercial                       |
|     | c. East:              | GC ~ Vacant                           |
|     | d. West:              | GC ~ Mixed commercial and residential |

**B. Discussion**

**Comprehensive Plan Map Amendment & Zoning Map Amendment**

The subject property has a Comprehensive Plan and zoning designation of General Commercial (GC). The proposal would amend both the plan designation and the zoning designation to Business Park (BP). Section 12.321 of the Development Code states that the purpose of the Business Park District:

“ . . . is to provide a mixed-use zone for light industrial and commercial uses. Retail trade is permitted as an accessory use or when determined to be compatible with, or can be made compatible with, light industrial or wholesale trade uses via a discretionary review process. Performance Development Standards are designed to ensure the compatibility of the light industrial uses with the commercial uses, and the compatibility with adjacent Commercial and Residential Zoning Districts.”

Whereas, the purpose statement for the General Commercial districts is:

“ . . . to provide for all commercial and professional uses, excepting those requiring on-site manufacture or assembly.” (Section 12.222)

The subject parcel is located within the Redwood Highway commercial subarea and Redwood I industrial subarea as described in the Comprehensive Plan. Sections 13.9.11 and 13.9.13 of the Comprehensive Plan provide the following discussion for the subareas:

**13.9.11 South Area Commercial:**

The subarea includes existing strip development along the Redwood Highway and Redwood Avenue from Allen Creek Road to Leonard Road, and “Node” development proposed for the Redwood Highway and Redwood Avenue west to the boundary limit. Some 27 acres of commercial demand is projected, with very high land area ratios utilized to account for the mixed use zone proposed for the Redwood Highway – Redwood Avenue area.

**13.9.13 South Area Industrial:**

The Subarea is located in the “Redwood Triangle” area between and adjoining Redwood Avenue and Redwood Highway, and from their intersection west to Dowell Road. This area is also included in the Redwood Highway commercial subarea. The subarea has only 1% of its vacant lands in an industrial land use designation, while 53% of its

acreage is vacant or underutilized. However, the vacant acreage would be just as suitable for either commercial, heavy commercial or light industrial uses.

The indoor industrial use on the site, Rogue Truss Systems, is not a permitted use in the General Commercial zoning district. The use was in operation prior to being incorporated in city limits and is considered a legally nonconforming use. The owners were approved for a one-time expansion to the nonconforming use in 2001. A Minor Site Plan Review for an additional expansion was approved in 2016, with a condition of approval that required the applicants to sign and record a Development Agreement that requires the applicant to apply for a Comprehensive Plan and Zone Map Amendment.

The Business Park zoning district permits industrial and retail uses, which would bring the existing uses on the site into conformance with the Development Code and provide the owners with the ability to expand the use in the future.

Trip rates for industrial uses are generally lower than commercial uses. For example, the current GC zoning allows a pharmacy with a drive-thru window with a very high trip rate (96.91 trips per 1,000 sq. ft.), which is not a permitted use in the Business Park zoning district. However, a fast food restaurant with a drive-thru window (496.12 trips per 1,000 sq. ft.) is allowed in both zones. Based upon the “worst case” scenario, and current development on the site, a Traffic Impact Analysis (TIA) was not required for the Comprehensive Plan Map/Zone Map amendment.

## 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.

**City Council Response: Satisfied.** The proposal is consistent with the applicable Goals and Policies found in Element 8 ~ Economy, Element 10 ~ Public Facilities and Services, and Element 13 ~ Land Use of the Comprehensive Plan for reasons summarized below.

#### **Element 8 - Economy**

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

**Policy 8.1(d)** – “The City and County shall endeavor to improve, expand, diversify and stabilize the economic base of the community by insuring that an adequate quality and quantity of industrial land is available, properly zoned and services.”

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

The Comprehensive Plan identifies that very little of the acreage that is available for industrial development is fully serviced, has appropriate zoning and is vacant or underutilized. The proposed amendment will bring the existing development

into compliance and provide additional industrial lands with existing services that have the potential for development.

**Element 10. Public Facilities and Services:**

**Goal:** To provide needed facilities and services for the Urban Growth Boundary area in a timely, orderly, efficient, economic and coordinated manner.

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

Public services are available to serve the existing use and any proposed use, as covered by the adopted utility plans and service policies.

**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
- (e) provides adequate amounts of industrial, commercial, and residential lands to meet growth needs over the planning period.

**Policy 13.2.1 Comp Plan Land Use Map:**

The Comprehensive Plan Land Use Map shall:

- (a) designate the highest and best land use for all portions of the Urban Growth Boundary area, on a parcel-by-parcel basis.
- (b) guide and direct changes to the Zoning Map
- (c) meet the demonstrated need during the planning period for residential, commercial, industrial, and public lands as determined by the Comprehensive Plan.

**13.9.11 South Area Commercial**

The Redwood Highway subarea includes existing strip development along the Redwood Highway and Redwood Avenue from Allen Creek Road to Leonard Road, and “Node” development proposed for the Redwood Highway and Redwood Avenue west to the boundary limit. Some 27 acres of commercial demand is projected, with very high land area ratios utilized to account for the mixed use zone proposed for the Redwood Highway – Redwood Avenue area.

**13.9.13 South Area Industrial:**

The Redwood I subarea is located in the “Redwood Triangle” area between and adjoining Redwood Avenue and Redwood Highway, and from their intersection west to Dowell Road. This area is also included in the Redwood Highway commercial subarea. The subarea has only 1% of its vacant lands in an industrial land use designation, while 53% of its acreage is vacant or underutilized. However, the vacant acreage would be just as suitable for either commercial, heavy commercial or light industrial uses.

**3<sup>rd</sup> Conclusion under Criterion (a):**

The proposed amendment for a change in zoning from General Commercial to Business Park will not have a substantial impact on the planned land uses in this area. The policies for the Redwood I subarea states that the acreage within the subarea would be just as suitable for either commercial, heavy commercial or light industrial uses. The proposed zone change will increase the amount of industrial lands in the subarea, while still providing for commercial development/uses on the site.

**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.

**City Council Response: Satisfied.** The proposed amendment for the property will change the database to allow a variety of light industrial and commercial uses. The proposed amendment would amend the plan and zoning map from General Commercial (GC) to Business Park (BP) and would not require the amending of findings, goals or policies. Element 8 ~ Economy of the Comprehensive Plan shows site needs by size and use and supports the database change. From 2007 through 2027, approximately 25-45 industrial sites of 2-5 acres will be needed compared to 18 sites available.

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

**City Council Response: Satisfied.** The proposal is consistent with five (5) 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. Property owners within two hundred and fifty (250) feet were sent notice of the application. Public notice is posted for both the Planning 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 Planning Commission and the City Council. The Planning 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 9: Economic Development**

The proposed amendment to change the subject parcel to Business Park (BP) would provide additional light industrial development in the South City Commercial, Redwood Highway subarea and South City Industrial, Redwood I subarea. Lands in this area are suitable for either commercial, heavy commercial or light industrial uses.

Oregon Administrative Rule (OAR) Division 9, Economic Development (660-009-0000) requires that cities review and amend their comprehensive plans as necessary to comply with this division to provide economic opportunity analyses for the demand of land for industrial and other employment uses to the existing land supply.

Element 8 ~ Economy of the Grants Pass & Urbanizing Area Comprehensive Plan (GPUACP) states that industrial sites needed exceeds current supply for site of 2-5 acres in size.

Conclusion: The proposal provides additional industrial lands and further economic opportunities, thus meeting the standards and requirements of Goal 9.

### **Goal 11: Public Facilities and Services**

The City has acknowledged master plans for urban services (including water, sewer and transportation) as part of the *Comprehensive Plan* and *Grants Pass Development Code*. Both water and sewer services are currently available to the subject properties and are adequate and available to serve further development of the properties.

Trip rates for industrial uses are generally lower than commercial uses. For example, the current GC zoning allows a pharmacy with a drive-thru window with a very high trip rate (96.91 trips per 1,000 sq. ft.), which is not a permitted use in the Business Park zoning district. However, a fast food restaurant with a drive-thru window (496.12 trips per 1,000 sq. ft.) is allowed in both zones. Based upon the "worst case" scenario, and current development on the site, a Traffic Impact Analysis (TIA) was not required for the Comprehensive Plan Map/Zone Map amendment.

Conclusion: Public services are available to serve the existing use and any proposed use, as covered by the adopted utility plans and service policies. Based on the existing use, a TIA was not required and the applicant is not

proposing additional development that will significantly affect the adjacent transportation facilities. The proposal is consistent with Goal 11.

**Goal 12: Transportation**

The City has an acknowledged Master Transportation Plan as part of the *Comprehensive Plan* and *Grants Pass Development Code*. The tract has frontage on Dowell Road and Redwood Highway, an Oregon Department of Transportation (ODOT) state highway.

The proposal is subject to the Transportation Planning Rule outlined in OAR 660-012-0060 and the Grants Pass Development Code. As noted above, the applicants were not required to submit a Traffic Impact Analysis (TIA) for the proposed development.

**Conclusion:** As noted above, based upon the “worst case” scenario, a TIA was not required for the Comprehensive Plan Map/Zone Map amendment. The Oregon Department of Transportation provided comments that the project would not significantly affect the state transportation facilities. The proposal is consistent with Goal 12.

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

**City Council Response: Satisfied.** Public notice of the proposal was mailed to 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.

**City Council 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 May 25, 2016. No comments were received.

Notice of the proposal was mailed to Josephine County on May 26, 2016, in accordance with the 1998 Intergovernmental Agreement. The County had no comments.

Notice was provided to the Oregon Department of Transportation. Their comments noted that the applicants shall maintain access from Dowell Road and direct access to Redwood Highway would not be approved for any future development.

**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.

**City Council Response: Satisfied.** Water, sewer, storm, and streets are all present adjacent to the property and are available to serve the property. Therefore, the proposed amendment is in conformance with the Comprehensive Plan.

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

**City Council 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.

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

**B. For Zone Map Amendments, Section 4.033 of the City of Grants Pass Development Code requires that all of the following criteria be met:**

**CRITERION 1:** The proposed use, if any is consistent with the proposed Zoning District.

**City Council Response: Satisfied.** The site has existing commercial and indoor industrial uses. If the proposed zone change is approved, the existing Indoor Industrial use, a permitted use in the Business Park zone as listed in Schedule 12-2 of the Development Code, will be consistent with the proposed zoning.

**CRITERION 2:** The proposed Zoning District is consistent with the Comprehensive Plan Land Use Map designation.

**City Council Response: Satisfied based on action taken on the proposed Comprehensive Plan Amendment.** If the Comprehensive Plan designation is amended as proposed, the Business Park zoning district and the Business Park comprehensive plan map designation would correspond. As described above, and reflected on the zoning map, the parcels are located between Business Park zoning districts to the north and south. The inclusion of the Business Park zone by the proposed amendment for the subject property is consistent with the surrounding plan designations, zoning, and the policy for this subarea and neighborhood.

**CRITERION 3:** A demonstration that existing or proposed levels of basic urban services can accommodate the proposed or potential development without adverse impacts upon the affected service area or without a change to adopted utility plans.

**City Council Response: Satisfied.** Basic services such as sewer and water are available to accommodate the proposed development. As noted in ODOT's comments, the properties are not permitted to have direct access to Redwood Highway.

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

**City Council Response: Satisfied.** Trip rates for industrial uses are generally lower than commercial uses. Trip rates for industrial uses are generally lower than commercial uses. For example, the current GC zoning allows a pharmacy with a drive-thru window with a very high trip rate (96.91 trips per 1,000 sq. ft.), which is not a permitted use in the Business Park zoning district. However, a fast food restaurant with a drive-thru window

(496.12 trips per 1,000 sq. ft.) is allowed in both zones. Based upon the “worst case” scenario, and current development on the site, a Traffic Impact Analysis (TIA) was not required for the Comprehensive Plan Map/Zone Map amendment. ODOT provided comments that the project would not significantly affect the state transportation facilities.

**CRITERION 5:** The natural features of the site are conducive to the proposed Zoning District.

**City Council Response: Not Applicable.** No natural features were identified on the subject parcels.

**CRITERION 6:** The proposed zone is consistent with the requirements of all overlay districts that include the subject property.

**City Council Response: Not Applicable.** The parcels are not located within an overlay district or other special district.

**CRITERION 7:** The timing of the zone change request is appropriate in terms of the efficient provision or upgrading of basic urban services versus the utilization of other buildable lands in similar zoning districts already provided with basic urban services.

**City Council Response: Satisfied.** The timing of the zone change is appropriate. The applicant does not have a proposed development plan and the proposed zone change will bring the existing uses into compliance. Urban services are available to the site and are adequate for the applicant’s intended use.

**CRITERION 8:** In the case of rezoning from the Urban Reserve District, that the criteria for conversion are met, as provided in Section 4.034.

**City Council Response: Not Applicable.** The subject property is not located within an Urban Reserve District, and this criterion does not apply.

## VIII. DECISION AND SUMMARY:

The City Council **APPROVED** the proposed Comprehensive Plan map amendment and zoning map amendment from General Commercial/GC to Business Park/BP.

The vote was 5-0 with Councilors DeYoung, Lindsay, Lovelace, Hannum and Roler in favor and none opposed. Councilor Riker was absent and there are two vacancies on the Council.

## IX. FINDINGS APPROVED AND DECISION ADOPTED BY THE GRANTS PASS CITY COUNCIL this 7<sup>th</sup> day of September, 2016.

---

**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: DeYoung, Hannum, Lindsay, Lovelace and 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. Absent: Councilor Riker.

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

Swear-in Police Officers: Derek Evans and Brook Johnson

1. PUBLIC COMMENT:

2. PUBLIC HEARINGS

a. Public Hearing – Thomas Ballard taxi driver’s permit application (appeal).

Councilor Lindsay moved to allow the appeal granting the permit to Thomas Ballard. The motion was seconded by Councilor Lovelace. The vote resulted as follows: “Ayes”: DeYoung, Hannum, Lindsay, Lovelace and Roler. “Nays”: None. Abstain: None. Absent: Riker. The motion passed.

b. Resolution amending the City’s 2015-2019 Consolidated Plan and adopting the 2016-2017 Action Plan for the CDBG Program.

RESOLUTION NO. 16-6459

Councilor Lindsay moved and Councilor Lovelace seconded that Resolution 16-6459 be adopted and the vote resulted as follows: “Ayes”: DeYoung, Hannum, Lindsay, Lovelace and Roler. “Nays”: None. Abstain: None. Absent: Riker. The resolution is adopted.

Quasi-judicial

c. Ordinance amending the Comprehensive Plan and Zoning Map for Properties located at 1701 & 1741 Dowell Road.

ORDINANCE NO. 16-5693

Councilor Lindsay moved that the ordinance be read for the first reading, title only. The motion was seconded by Councilor Hannum. The vote resulted as follows: “Ayes”:

DeYoung, Hannum, Lindsay, Lovelace and Roler. "Nays": None. Abstain: None. Absent: Riker. The ordinance is read.

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

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

- d. Ordinance vacating the common property lines between tax lots 5002 and 5100 of map number 36-05-21-CC.

#### ORDINANCE NO. 16-5694

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

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

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

#### Legislative

- e. Ordinance making certain determinations and findings relating to and approving the Grants Pass Urban Renewal Plan – 2016 and directing that notice of approval be published.

The first reading was held at the July 20, 2016 meeting. The second reading passed but was not unanimous, thus was held over to the August 3, 2016 meeting. The second reading by title only was read.

Councilor Lindsay moved that the ordinance be adopted. The motion was seconded by Councilor Lovelace. Mayor Fowler asked if the ordinance should be adopted, signified by roll call vote as follows: DeYoung – yes, Hannum – no, Lindsay – yes, Lovelace – yes, Riker – absent, Roler – yes. The ordinance was adopted.

### 3. CONSENT AGENDA:

- a. Resolution authorizing the City Manager to submit an application for brownfield planning grant funds.

RESOLUTION NO. 16-6460

Councilor DeYoung moved and Councilor Lindsay seconded that Resolution 16-6460 be adopted and the vote resulted as follows: "Ayes": DeYoung, Hannum, Lindsay, Lovelace and Roler. "Nays": None. Abstain: None. Absent: Riker. The resolution is adopted.

- b. Motion approving the minutes of the City Council meeting of July 20, 2016.

Councilor DeYoung moved and Councilor Lindsay seconded to approve the minutes of the City Council meeting of July 20, 2016 and the vote resulted as follows: "Ayes": DeYoung, Hannum, Lindsay, Lovelace and Roler. "Nays": None. Abstain: None. Absent: Riker. The motion passed.

- c. Motion acknowledging the minutes of the Committee on Public Art meeting of June 14, 2016.

Councilor DeYoung moved and Councilor Lindsay seconded to acknowledge the minutes of the Committee on Public Art meeting of June 14, 2016 and the vote resulted as follows: "Ayes": DeYoung, Hannum, Lindsay, Lovelace, and Roler. "Nays": None. Abstain: None. Absent: Riker. The motion passed.

- d. Motion acknowledging the minutes of the Tourism Advisory Committee meeting of June 14, 2016.

Councilor DeYoung moved and Councilor Lindsay seconded to acknowledge the minutes of the Tourism Advisory Committee meeting of June 14, 2016 and the vote resulted as follows: "Ayes": DeYoung, Hannum, Lindsay, Lovelace and Roler. "Nays": None. Abstain: None. Absent: Riker. The motion passed.

- e. Motion acknowledging the minutes of the Urban Area Planning Commission meeting of June 22, 2016.

Councilor DeYoung moved and Councilor Lindsay seconded to acknowledge the minutes of the Urban Area Planning Commission meeting of June 22, 2016 and the vote resulted as follows: "Ayes": DeYoung, Hannum, Lindsay, Lovelace and Roler. "Nays": None. Abstain: None. Absent: Riker. The motion passed.

- f. Motion acknowledging the minutes of the Urban Area Planning Commission meeting of July 13, 2016.

Councilor DeYoung moved and Councilor Lindsay seconded to acknowledge the minutes of the Urban Area Planning Commission meeting of July 13, 2016 and the vote resulted as follows: "Ayes": DeYoung, Hannum, Lindsay, Lovelace and Roler. "Nays": None. Abstain: None. Absent: Riker. The motion passed.

4. COUNCIL ACTION:

- a. Ordinance declaring a ban on medical marijuana processing sites, medical marijuana dispensaries, recreational marijuana producers, recreational marijuana processors, recreational marijuana wholesalers and recreational marijuana retailers; referring ordinance; and declaring an emergency.

ORDINANCE NO. 16-5691

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

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

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

- b. Resolution approving referral to the electors of the City of Grants Pass the question of banning medical marijuana processing sites, medical marijuana dispensaries, recreational marijuana producers, recreational marijuana processors, recreational marijuana wholesalers, and recreational marijuana retailers within the City of Grants Pass.

RESOLUTION NO. 16-6458

Councilor Lindsay moved and Councilor Hannum seconded that Resolution 16-6458 be adopted and the vote resulted as follows: "Ayes": DeYoung, Hannum, Lindsay, Lovelace and Roler. "Nays": None. Abstain: None. Absent: Riker. The resolution is adopted.

- c. Resolution adopting the Water Distribution System Master Plan.

RESOLUTION NO. 16-6461

Councilor Lindsay moved and Councilor Roler seconded that Resolution 16-6461 be adopted and the vote resulted as follows: "Ayes": DeYoung, Hannum, Lindsay, Lovelace and Roler. "Nays": None. Abstain: None. Absent: Riker. The resolution is adopted.

5. MATTERS FROM MAYOR, COUNCIL AND STAFF:

- a. Review Mayor/Council emails.

1. Trisha McLaine – Beekeeper restrictions. Council requested staff prepare a presentation on beekeeping regulations.

b. Committee Liaison reports.

6. EXECUTIVE SESSION: Yes (h) With city attorney re: rights/duties, current-likely litigation.

7. ADJOURN:

There being no further business to come before the Council, Mayor Fowler adjourned the meeting at 9:01 p.m.

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

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City Recorder



**BIKEWAYS AND WALKWAYS COMMITTEE  
Meeting Minutes – May 10, 2016 at 12:00 PM  
Courtyard Conference Room**

**Member Attendance:**

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

**City/Staff/Council Liaisons:**

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

**Guests:**

Brian Heron

**I. Business – Continuing**

**A. Approval of Minutes – April 12, 2016**

**MOTION/VOTE**

Committee Member Orr moved and Committee Member Kuhlman seconded the motion to approve the minutes from the April 12, 2016 meeting as amended. The vote resulted as follows: “AYES”: Committee Members Peterson, Hart, Turpen, Kuhlman, Lansing, and Orr. “NAYS”: None. Abstain: None. Absent: Committee Members Behymer, Dennerlein, Acosta, and Christensen. The motion passed.

**B. Bike Share Program discussion**

- The Bike Committee decided to shelf this agenda item until further notice.

**C. Updates From Staff/Liaison and questions for Staff/Liaison**

**1. City**

- Fred showed the committee the proposed options for the Allen Creek road improvements.
- The citizenry supports option one.
- All three of the plans have a third turn lane, it would be possible to use the turn pockets for tree islands.
- The City will likely need to buy some properties as right of way to make space.
- There was a discussion about the driveways needing to be long enough for cars to not be parked in the bike path.
- There was a discussion of the pros and cons of practicality vs. the beauty of landscaping. The price difference was also vast.
- City Council would like input from the bike committee on the potential plans.
- There was a discussion regarding the possibility of focus sites in the middle lane, offering canopy to citizens to put on private property, and putting

landscaping behind sidewalk on the City right of way that would need to be bought.

- The committee decided that a combination of plans one and two would be best for the general needs of the community. They like the idea of the road plan, landscaping at the turning pockets, and the possibility of roundabouts.

#### **MOTION/VOTE**

**Committee Member Dennerlein moved and Committee Member Orr seconded the motion to give support for a combination of the Allen Creek proposed plans one and two with the road plan and landscaping at the turning pockets. The vote resulted as follows:**

**“AYES”:** Committee Members Peterson, Hart, Turpen, Kuhlman, Lansing, and Orr.

**“NAYS”:** None. **Abstain:** None. **Absent:** Committee Members Behymer, Dennerlein, Acosta, and Christensen. **The motion passed.**

#### **2. County**

- Copeland recieved the bid for the Allen Creek/Redwood Ave project. The demolition work is done. There will likely be a construction schedule out around the second week of June.
- The turn by South Middle School on West Harbeck starts Thursday.
- County will be submitting an application for federal lands access money. This will be directed towards adding three miles of guardrail on Merlin-Galice Rd. They should know in early July if the grant was approved.
- There will be a realignment at the Three Pines intersection.
- There will be no chip seals this year, just paving.

#### **3. ODOT**

- Fred let the committee know that ODOT presented a project to add RRFBs on 6<sup>th</sup> and 7<sup>th</sup> street. There should be six installed.
- They will also be fixing the bump at the 7<sup>th</sup> St bridge.
- Speeding down d st? any options?
- 

#### **D. Club NW Bike Rodeo May 21<sup>st</sup> – Volunteers and Bike Shop Contacts**

- Event should be from 9:00am-1:00pm. There was a call for members of the bike committee to volunteer.

#### **II. Business – New**

- There was a discussion about bringing back Ride with the Leaders.
- Councilor Lovelace let the committee know that she reached out to district seven schools. She was told that while they aren't able to have curriculum for bike safety this year they would be happy to send flyers home with their kids regarding the upcoming safety event. Valerie suggested that the curriculum might be better received next year in October during bike week.
- Next month is Joel's last meeting.

<b>Next meeting date:</b> June 14, 2016 at 12:00 pm in the Courtyard Conference Room
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These minutes were prepared by Carlie Paulsen, Administration Department, City of Grants Pass.

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

**Member Attendance:**

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

**City/Staff/Council Liaisons:**

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

**Guests:**

**I. Business – Continuing**

**A. Approval of Minutes – No Quorum for June**

**B. Allen Creek Road Design discussion**

- The first part of this discussion happened prior to having a quorum.

**C. Updates From Staff/Liaison and questions for Staff/Liaison**

**1. City**

- The repairs on Allen Creek Trail are complete. The City removed some Cottonwood trees and repaired the rough spots in the trail.
- The City has advertised for the completion of the Fruitdale Creek Trail between Fruitdale Drive and Hamilton Lane. They will be able to repair one of the bridges and retrofit it to work for their needs and save a considerable amount of money. This will complete the loop from Rogue River Hwy to Cloverlawn Drive.
- The Allen Creek project is two or three years out but Pansy Lane has already begun. The City is going to pitch in to get a video activated signal rather than a traffic loop.
- The committee discussed the prohibitive cost of the roundabouts on the Allen Creek project. There really isn't any specific party responsible or to blame for this.
- The right of way acquisitions will likely take about a year to move forward with Allen Creek Project

## 2. County

- The committee would like it to be noted in the minutes that the Merlin-Galice area and the Azalea area are heavily littered with glass to discuss with Rob at the next meeting.

## 3. ODOT

- The Caveman Bridge project will be moving forward next summer and will be a 14 month project. ODOT will be putting in new railings that are crash worthy.
- All of the parties involved are agreeable to the requirements of the project.
- ODOT will be putting in new RFBs on 6<sup>th</sup> and 7<sup>th</sup> Street.
- They wanted to have a bike lane all the way to Park Street but there just isn't enough room. The plan is to extend an 8in line and put sharrows on the side of the road to try to accommodate the bicyclists.

## II. Business – New

- The committee let Fred know that the area where Hawthorn connects to Hillcrest in front of the tennis courts has no pedestrian area. Fred will look into striping crosswalks. He also let the committee know that sidewalks for additional pedestrian access will come as further development comes into the area.
- There is a possibility of having the next bike rodeo in October at Home Depot.
- The committee had a discussion on the Bike route from Central Point to Grants Pass. There is about two miles between Grants Pass and Rogue River that needs to be completed. The committee discussed the possibilities of having a route on Rogue River Hwy.
- The committee discussed the possibly of putting trails on irrigation properties. Fred let them know that they have tried in areas in the past without any luck.
- Paul let the committee know that there is one definite vacancy in the committee. He has reapplied and the city is advertising for vacancies. If any committee members know of anyone interested please have them apply. Fred will request an update from Admin on the status of everyone's terms.
- The tentative date for the bike rodeo is October 8<sup>th</sup>. The last bike rodeo went very well.
- Fred and the committee would like to thank Valerie for being the Council liaison and attending on a regular basis.

### MOTION/VOTE

**Committee Member Lansing moved and Committee Member Kuhlman seconded the motion to appoint committee member Hart as chair. The vote resulted as follows: "AYES": Committee Members Hart, Kuhlman, Lansing, Christensen, and Orr. "NAYS": None. Abstain: None. Absent: Committee Members Behymer, Dennerlein, Turpen, and Acosta. The motion passed.**

**MOTION/VOTE**

**Committee Member Hart moved and Committee Member Kuhlman seconded the motion to appoint committee members Orr and Christensen as Co-Vice Chairs. The vote resulted as follows: "AYES": Committee Members Hart, Kuhlman, Lansing, Christensen, and Orr. "NAYS": None. Abstain: None. Absent: Committee Members Behymer, Dennerlein, Turpen, and Acosta. The motion passed.**

**Next meeting date:** August 9, 2016 at 12:00 pm in the Courtyard Conference Room

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



**GRANTS PASS PARKS ADVISORY BOARD**  
**Meeting Minutes – June 9, 2016 at 3:30 PM**  
**Courtyard Conference Room**

**Members in Attendance:**

Dick Matti (Chair)  
Cliff Kuhlman (Vice Chair)  
Jan Battersby  
Gary Still  
Marian Szewc  
Robert Cartmell  
Rick Chapman  
Bill Reinert - Absent

**City/Staff/Council Liaisons:**

Valerie Lovelace (City Council)  
Lora Glover (PCD Director)  
Jeff Nelson (Parks Superintendent)

**Guests:**

**I. Business – Continuing:**

- A. Approval of Minutes:** March 10, 2016 meeting
- No quorum at this time.

**II. Business – New:**

**A. Tour of Riverside Park - Discussion**

1. Discussion took place prior to having a quorum.
2. Member Rick Chapman was called and placed on speakerphone to gain a quorum.

**MOTION/VOTE**

**Board Member Cartmell moved and Board Member Battersby seconded to recommend to the City Council that the projects being developed for Riverside Park, the stage area for concerts in the park and the community center, will need two separate locations as there is not a location that will be mutually beneficial. The vote resulted as follows: “AYES”: Board Members Matti, Battersby, Szewc, Cartmell, and Chapman. “NAYS”: None. Abstain: None. Absent: Kuhlman, Still, and Reinert. The motion passed.**

3. Mayor Fowler recommended that the board make a motion to also recommend splitting the projects on a financial level and request separate RFPs.
4. The board decided to make an amendment to the motion.

**MOTION/VOTE**

**Board Member Szewc moved and Board Member Battersby seconded to recommend to the City Council that the projects being developed for Riverside Park, the stage area for concerts in the park and the community center, will need two separate locations and two separate request of proposals as there is not a location that will be mutually beneficial. The vote resulted as follows: “AYES”: Board Members Matti, Battersby, Szewc, Cartmell, and Chapman. “NAYS”: None. Abstain: None. Absent: Kuhlman, Still, and Reinert. The motion passed.**

**B. Approval of Minutes:** March 10, 2016 meeting

**MOTION/VOTE**

**Board Member Cartmell moved and Board Member Battersby seconded to approve the minutes as presented from the March 10, 2016 meeting. The vote resulted as follows: "AYES": Board Members Matti, Battersby, Szewc, Cartmell, and Chapman. "NAYS": None. Abstain: None. Absent: Kuhlman, Still, and Reinert. The motion passed.**

At this time board member Chapman had to leave and there was no longer a quorum.

**B. Items to Report to Council Workshop - Discussion**

1. No quorum.

**III. Next meeting:** July 14, 2016

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

**COMMITTEE ON PUBLIC ART**  
**Meeting Minutes – July 12, 2016 at 5:30 pm**  
**Courtyard Conference Room**

**Committee Members:**

Dennis Dreher (Co-Chair)  
Dennis Hatch (Co-Chair)  
Jill Smith  
Cara Vincent  
Al Devine  
Cynthia Charat  
Cal Kenney  
Bee Bantug  
Julie Imhof absent/excused

**City/Staff/Council Liaisons:**

Susan Seereiter (City Business Advocate)

**Guests:**

Julie Schmelzer  
Val Ornelas

**1. Introductions**

**2. Review/Approval of Minutes (June 14, 2016 Meeting)**

**Committee Member Smith moved and Committee Member Vincent seconded the motion to approve the minutes from June 14, 2016 as submitted. The vote resulted as follows:**

**“AYES”:** Committee Members Dreher, Hatch, Smith, Vincent, Kenney, and Bantug.

**“NAYS”:** None. **Abstain:** Devine and Charat. **Absent:** Imhof. **The motion passed.**

**3. Comments: Chairs, Council Liaison and Staff Liaison**

- The mural project has begun on Herb Shop.
- Bob Edding received the bid to do the Napa building mural. He has made some adjustments per the owner's request and will begin on that shortly after he completes the gateway mural.
- The Mayor's volunteer dinner is on Thursday.
- Susan let the committee know that there was no response to the call to artist for the Osprey lot. They will need to send it out again and look for different channels to get the word out. Word of mouth may be best the option.
- The committee had a discussion to consider raising the maximum proposal limit to \$15,000.
- The committee members made several suggestions for artists and will reach out to them independently.
- Susan discussed a link she sent out to the committee towards getting a grant and asked for input/ideas. The Fairgrounds were mentioned as an option.
- The committee had a discussion of mural ideas for the grandstands.

**4. Subcommittee updates**

**a. Inventory/Catalog**

- Evergreen gave an excel list of their art which also had other public art from school district, wildlife images, etc included.

- The subcommittee met and discussed the process of gathering missing info and it should be minimal effort.
- The next step is just to compile the data into the spreadsheet.
- Cara will be uploading the data.

**b. 5<sup>th</sup> and H Development**

- The subcommittee will meet on the 19<sup>th</sup> at 5:00pm in the Courtyard Conference Room.
- There was a discussion of portable murals to be introduced at Art along the Rogue, this will be discussed in further depth at the subcommittee meeting and brought back to COPA as a whole.

**c. City Employee Art Show**

- There are 15 people interested including committee members.
- The committee discussed the possibility of holding the art show at the welcome center.
- The committee had a discussion of the logistics of getting the show put together. The subcommittee was told to discuss details with Donna Anderson and Susan.

**d. Mural of the Month**

- Cal reached out to the cultural coalition and they said they will get back to him to discuss funding for next year.
- The committee discussed what mural of the month is and how it might be placed within the newspaper if funding is acquired.

**e. Empty Storefronts**

- Julie will be reaching out to Jon Bowen to discuss empty store fronts.
- The committee discussed different options and past projects. The subcommittee will need to determine where they are moving with this project before further discussion can take place.

**f. Guidelines**

- Dennis and Dennis met last week to and went over notes on the format for the meeting with HBSC.
- The committee discussed the desire to streamline the process to make it easier for the artists. This will include having COPA weigh in on the art itself and who the artist will be. HBSC can weigh in on if it fits into the Historic District and are the materials good for the historic district.
- Justin Gindlesperger is going to attend the meeting between the HBSC and COPA, Susan will as well.
- The Napa building opted out of the historic district so they will not need to go through the HBSC for approvals.

**g. Owl Mural Plaque**

- Jill requested that Susan send her the contact information for the owner of the Owl building.
- The proposed plaque will be 8.5x11 with 3 paragraphs and a picture or two. The initial quote Jill received was less than \$100 in stainless and a

little more for bronze. The company would need more information for the quote in bronze.

- Susan will double check on if the committee needs to run the plaque by HBSC.
- Jill suggested asking if Joan with the historical society would write up the information.

**5. Other CoPA Business**

**a) Visit the Deer – Wednesday July 20, 2016 9:00AM, building Y at RCC**

- Not discussed in detail.

**b) Herb Shop Mural – Funding request, fund-raising event on July 23, 2016 (Time TBD)**

- Val let the committee know that there will be a fund raising event on the 23<sup>rd</sup> of July. There will be music, activities for kids, and food. It will be held at 4<sup>th</sup> and G St from around 9:30am to 2:00pm.
- The committee discussed that it would be great to have a COPA presence at the fund raiser but Susan cautioned against that to not appear that COPA is the fund raising entity.
- Great to be community members but not as City representatives.
- Judy was inquiring about getting funds from the City for the Herb Shop mural.
- The committee had a debate over the pros and cons of using City funds for art that will not be City owned. It might not be in the best interest of the City to set a precedence of getting City funding for private art pieces
- No action was taken regarding a request for City funding of the Garden Mural.

**Next Meeting: August 9, 2016 5:30PM Courtyard Conference Room**

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



**TOURISM ADVISORY COMMITTEE**  
**Meeting Minutes – July 12, 2016 at 4:00 pm**  
**Courtyard Conference Room**

**Committee Members:**

Barbara Hochberg (Chair)  
Wynnys Grow (Vice Chair)  
Terry Hopkins - absent  
Colene Martin - absent  
Robert Hamlyn – absent  
Tamara Bushnell  
Doug Bradley  
Mary Groves  
Tina Gotchall

**City/Staff/Council Liaisons:**

Darin Fowler (Mayor)  
Valerie Lovelace (City Council)  
Jon Bowen (Experience Grants Pass)  
Susan Seereiter (City Business Advocate)

**Guests:**

Dave Siddon  
David Prince  
Cory Alvis Allen  
Julie Schmelzer

**1. INTRODUCTIONS**

**2. REVIEW/APPROVAL OF MINUTES (JUNE 14, 2016)**

**MOTION/VOTE**

**Committee Member Bushnell moved and Committee Member Groves seconded the motion to approve the minutes from June 14, 2016 as submitted. The vote resulted as follows: “AYES”: Committee Members Hochberg, Grow, Gotchall, Bushnell, Bradley, and Groves. “NAYS”: None. Abstain: None. Absent: Members Hopkins, Martin and Hamlyn. The motion passed.**

**3. Dave Siddon from Wildlife Images**

- Mayor Fowler presented the idea of using the Wildlife Images trolley for downtown tours and tourism needs. His hope is to have this funded through the City via City Council.
- Dave let the committee and the Mayor know that the trolley is currently underutilized, especially on the weekends, and that he believes they could work something out. Topics of liability, insurance, and funding will need to be discussed in further detail.
- Jon brought up that it would be nice to have travel options out to the various wineries from the hotels in town.
- The committee had a discussion on different locations it would be nice to have shuttles to and from to increase tourism.
- It was brought up to reach out to the County to explore partnership ideas.
- The committee had a discussion on timing and routes that would be beneficial – First Friday and weekends. Routes to Fort Vannoy, Wildlife Images, etc.

- The Towne Center Association did something similar in the past; they could be an asset to discuss what the pros and cons were.
- It was suggested that a flyer would need to go out to the hotels letting them know about the trolley hours and information.

#### **MOTION/VOTE**

**Committee Member Gotchall moved and Committee Member Bushnell seconded the motion to look further into the trolley and explore it as a Tourism option. The vote resulted as follows: “AYES”: Committee Members Hochberg, Grow, Gotchall, Bushnell, Bradley, and Groves. “NAYS”: None. Abstain: None. Absent: Members Hopkins, Martin and Hamlyn. The motion passed.**

#### **4. New Event Discussions**

- The committee had a brief discussion on reviving the Gladiola festival. There will be drinks, arts and crafts, and tethered balloons that can be taken up into the air.
- The plan is to hold this in May/June starting next year.
- It was mentioned that 25 acres at the eastern end are still owned by the City. This might be an ideal area to look at when committee members go to look at the space.

#### **5. Tourism Report**

- Jon showed the proof of the visitors guide. This will be in addition to the current rack card that is distributed to the various hotels. If the committee would like to make any changes to the proof or the existing card before it goes to reprint please let Jon know.
- Jon met with a travel writer from New York.
- Grants Pass did not get the horse racing film that had been discussed in a previous meeting, however it was an opening to developing a relationship with the Oregon film group and they may be interested in the area for other films.
- Jon discussed the work they are putting in to try to establish “Historic District” as a brand.
- Art along the rogue is taking shape and Jon will announce details shortly.
- Jon met with Traci Yoshitomi about the possibility of starting a film festival in the area, however there will need to be further discussion about the logistics.
- The committee had a discussion about the possible venues available to hold a film festival.
- Jon discussed the recent trends of glamping and vintage trailers. He suggested the possibility of holding a rally to bring people in. This will have low entry costs and introduce the area to tourists.
- The committee discussed the glamping idea and possibly locations. The committee expressed their enthusiasm to work with the County to make this happen and increase tourism in the Valley as a whole.
- Jon let the committee know that they had to adjust the wayfinding signs to fit the ODOT regulations. They are working to meet standards as the State does not allow anything that isn't part of a municipality that generates funds to be placed on the wayfinding signs on State roads.

#### **6. Comments/Updates from Committee Members**

- Mary showed the committee the new posters for the fair and let the committee know that the new watchfire sign has been approved.
- The Caveman Bridge project will start next year and will be a 14 month project. This will bring the bridge up to crash standards.
- It was mentioned that horse racing should be mentioned on the brochure.
- Mayor Fowler reminded the committee of the upcoming volunteer dinner. Fiesta!

**7. Comments from the Public**

- None.

**NEXT MEETING: August 9, 2016 at 4:00pm in the Courtyard Conference Room**

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



**GRANTS PASS URBAN TREE ADVISORY COMMITTEE**  
**Meeting Minutes – July 11, 2016 at 7:00 PM**  
**Courtyard Conference Room**

**Committee Members:**

Dave Russell (Chair)  
James Love (Vice Chair)  
Stormy Ballenger  
Dan McBerty - Absent  
William Reinert  
Clifford Ostermeier  
Michael Holzinger  
Willow Burnett-DePew

**City/Staff/Council Liaisons:**

Jeff Nelson (City Liaison)  
Dan DeYoung (City Council)

**Guests:**

**I. Business – Continuing**

**A. Approval of Minutes from June 13, 2016.**

**MOTION/VOTE**

Committee Member Holzinger moved and Committee Member Love seconded the motion to approve the minutes from the June 13, 2016 meeting as amended. The vote resulted as follows: “AYES”: Committee Members Reinert, Ostermeier, Holzinger, and Burnett-DePew. “NAYS”: None. Abstain: Russell, Love and Ballenger. Absent: McBerty. The motion passed.

**II. Business - New**

**A. Announcements**

- It was mentioned that the front page news of the black oak falling at the Applegate restaurant was listed as a “fluke”. This was not a fluke as it is common for black oaks to fall, they are a risky tree.

**B. Event Calendar Review**

- Jeff mentioned the need to move forward with a plan for Growers Market, adding information to the Recreation Guide, and putting together items for the Fall Tree Walk.
- The committee will need to get their own booth as the Master Gardeners have a sponsor they need to abide by.
- It was suggested to be at the Growers Market the week before the walk which would be the third week of October. The Growers Market runs from 9:00am to 1:00pm with some setup time and clean up time before and after.
- It was suggested that instead of having a meeting in October have the Tree Committee go to the Growers Market in shifts.
- There was a request for a Facebook page to get Tree events out to the younger citizens. Jeff said he has been told no in the past but could check again to confirm. He did let the committee know that if that was not an option they could get the information out through other pages that are already set up rather than having another page to update and manage.

### **C. RVP Tree Map - Discussion**

- Jeff brought a few maps for the Committee to review and decide where would be a good place to start on the Reinhart Tree walk. The idea would be to duplicate what is done at Riverside Park.
- The center of the park is beautiful in color, but does not have a large variety of types of trees. The river front area does not as much fall color but there are some great native trees.
- The committee discussed different ideas of where to begin the tree walk and the route to take. Jeff will work on a draft for hopefully the next meeting.
- Brochures will likely be located at recreation and at the Reinhart office.

### **D. Updates**

- Jeff let the committee know that they completed the removal of 11 cottonwood trees on the Allendale trail.
- Parks will be doing pruning at Portola Park.
- Did Ken have a chance to look at the broken Cottonwood tree at Baker? Jeff will double check
- IT was mentioned that there is a dead tree on the parkway – let ODOT know.
- It was asked if the Firewise program will be removing Cedar trees like the Firewise program in Ashland is doing. Firewise does work with citizens you just need to reach out to them.
- Councilor DeYoung wanted to know if there were any concerns with Back to the fifties coming up on the last weekend of July. He was told that there isn't a big problem with soil damage as long as it isn't super wet. Would recommend not watering right up to the event.
- It was asked if there is anything that could/should be said to Panda Express and Starbucks about landscaping.
- The committee had a discussion about Red Robin's landscape plan and the possibility of reaching out to the owner and suggesting that they have a larger canopy than the development code requires.
- Councilor DeYoung will talk with Lora about the best way to gently suggest that the new construction go above what is required for landscaping.

### **E. Comments**

- None.

**Next Meeting: August 8, 2016**

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

**URBAN AREA PLANNING COMMISSION  
MEETING MINUTES  
July 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 Loree Arthur, David Kellenbeck, and Dan McVay were present. Commissioners Lois MacMillan, Blair McIntire, and Robert Wiegand were absent. Also present and representing the City was Parks & Community Development (hereafter: PCD) Lora Glover and Justin Gindlesperger and City Council Liaison Rick Riker.

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

**3. CONSENT AGENDA:**

- a. **MINUTES: July 13, 2016** **Pg. 1-10**
- b. **FINDINGS OF FACT: 402-00100-16 – Stutzman – Dowell Road  
Comprehensive Plan Map Amendment** **Pg. 11-22**

**MOTION/VOTE**

**Commissioner Coulter moved and Commissioner Arthur seconded the motion to approve the minutes from June 8, 2016 as amended. The vote resulted as follows: “AYES”: Chair Fitzgerald, Vice Chair Coulter, and Commissioner McVay. “NAYS”: None. Abstain: Arthur and Kellenbeck. Absent: Commissioners MacMillan, McIntire, and Wiegand.**

**The motion passed.**

**4. PUBLIC HEARINGS:**

- a. **104-00102-16 – Blackberry Lane Subdivision Tentative Plan – Staff Report** **Pg. 23-74**
  - Chair Fitzgerald stated, at this time I will open the public hearing to consider Application 104-00102-16 – Blackberry Lane Subdivision Tentative Plan. 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.
- Commissioner Fitzgerald noted that the application is for 38 lots rather than 37 lots and asked if that would make a difference. Justin let him know that it would not. Commissioner Fitzgerald would like that corrected in the application.
- Commissioner Kellenbeck asked if there was on street parking on Leonard Rd and if there will be on street parking on Raydean. Justin said he wasn't sure on Leonard but there will be on Raydean and Blackberry.
- Commissioner Kellenbeck asked if there was any future plan for Raydean to be continued. Justin said that it would dead end at the adjacent property. Lora clarified that due to existing property it is not on the master plan to continue but that could change in the future if the surrounding properties were to be redeveloped. Commissioner Kellenbeck asked if there was a reason that the street didn't end in a cul-de-sac after receiving this information. He is also concerned about parking in the area.
- Commissioner Fitzgerald would like to know about the ownership of the detention ponds and how they will be maintained.

- Justin Gerlitz – Gerlitz Engineering Consultants – Mr. Gerlitz let the commission know that they have worked diligently with the City to get this plan moving forward. The plan is for a 38 lot development with the extra piece for future development. The homes will be three bedroom, two bath with 2 car garages.
- They worked with the fire marshal on parking and to keep the area fire safe they are creating three parking spots for each lot that fronts on the private street and a dedicated fire lane.
- There will be additional parking on Raydean and Blackberry but not on Leonard as it has a different classification. It will however be striped and signed to County specifications.
- Mr. Gerlitz clarified that the street being stubbed out was at the City's request to be at a better advantage in case of possible development and continuation of the road in the future.
- Commissioner Fitzgerald asked if the storm drain system would be maintained through an HOA. Mr. Gerlitz let the commission know that in past development projects Steve Scrivner has requested that they develop the drains and the landscaping and the City will take over maintenance from there. Lora clarified that Public Works would need to review the plans before they took over maintenance for the drains but more than likely this will be the case. In the case of the plan not being accepted by Public Works the developed can either form an HOA for maintenance or file for a modification.
- Commissioner Kellenbeck let Mr. Gerlitz know that he likes the plan. He asked if there would be a better way to make a turnaround in the future development on Ray Dean. Mr. Gerlitz bulb it out to serve lots off of it. Connection to willow lane would be nice. Sturgeon is lower classification street. Lora – allow dead end streets in cases where they might have future development, with a culdesac you get into limited length. Believes the example was under County code.
- Angela Despie – 2681 Mist Circle – Ms. Despie brought up concerns about foot traffic in the area being increased. She would like to know if sidewalks to Redwood Elementary will be continued to accommodate additional foot traffic for potential children living at the new subdivision. She is also concerned about the street parking on both sides of the street causing the roadway to be too narrow for through traffic in the area. She would like to know if traffic increases are being taken into consideration. Ms. Despie would also like clarification on if the

area will be annexed into the City as she has concerns about the increased population in the area increasing crime. She would also like clarification on where the drainage will be going.

- Commissioner Fitzgerald clarified that the drainage is for storm drainage.
- Ms. Despie let the commission know that they are already having issues with storm waters and flooding in the area. She is concerned that the problem will only be aggravated by adding in additional properties.
- Tony Riojas - 225 Penny Lane – Mr. Riojas has a rental on Rainwood Lane. The previous neighbors had livestock and left tool on his rental property and built a fence that is about 3ft into their property. He would like to know if the developer is planning to fence the three lots on the NW Corner. He would also like to know if they will be removing the pile of dirt.
- Ronald Nunn – 3853 Leonard Rd – Mr. Nunn owns an adjoining property and is very much in favor of the project.
- Mr. Gerlitz let it be known that they understand the traffic concerns and that they did do a traffic study. There will be connections to existing subdivisions that should help with safety for pedestrian foot traffic. In the long range the city does plan to improve Leonard Rd but it hasn't come up yet.
- Drainage wise the City requires that the water detain to the existing conditions. No additional water will come off the property compared to the current drainage.
- There will be all new vinyl fencing up on each property. As for the dirt pile Mr. Riojas referenced it should be able to be accommodated.
- The area prone to flooding that was referenced by Ms. Despie will not be within the area the developers will be working in. They will not be addressing it but they will also not be making it worse. Mr. Gerlitz recommended that Josephine County Public Works be contacted about that matter.
- Justin clarified that there is a storm drain in the area that Mr. Riojas referenced that will limit what the developer is able to do in that location.
- Anthony Riojas – 225 Penny Lane – Anthony Riojas is Tony Riojas' son. He clarified that the main concern is that the previous owners were infringing on his father's property. They would like to know who is responsible for cleaning up the equipment and trash that was left on his property near the property line.

- Mr. Gerlitz wanted to reassure Mr. Riojas and Mr. Riojas that they will have a survey done and they should be able to come to some sort of agreement to resolve their concerns.
- Commissioner Kellenbeck is satisfied with the additional information and will recommend approval. He feels staff answered his questions adequately to ease his concerns.
- Commissioner Coulter would like to know if commissioner McVay is satisfied with the fire access on Raydean.
- Commissioner McVay is satisfied with the fire access but does have concerns about the sidewalks and safety for the children in the area.
- Commissioner Arthur asked for clarification on the half street and if there could be additional parking at the end of it as she had seen with other projects. Commissioner Fitzgerald clarified that the other cases were a different type of street where that would be permissible.

#### **MOTION/VOTE**

**Commissioner Coulter moved and Commissioner Kellenbeck seconded the motion to approve application 104-00102-16 – Blackberry Lane Subdivision Tentative Plan be approved with the amendment to remove condition 2c and the statement to remove a turnaround. The vote resulted as follows: “AYES”: Chair Fitzgerald, Vice Chair Coulter, and Commissioners McVay, Arthur, and Kellenbeck. “NAYS”: None. Abstain: None. Absent: Commissioners MacMillan, McIntire, and Wiegand.**

**The motion passed.**

**b. 405-00103-16 – Development Code Text Amendments Article 2, 10, and 19 Planning Commission Staff Report – Type IV Pg. 75-134**

- Chair Fitzgerald stated, at this time I will open the public hearing to consider 405-00103-16 – Development Code Text Amendments Article 2, 10, and 19 Planning Commission Staff Report – Type IV. 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.
- Lora gave the staff report.

- Commissioner Coulter made reference to 2.038 – pg. 94 – third paragraph with the stricken out sentence about removing part of the decision process. The text amendment will allow type 1D to be made with a Director’s decision. The portion of the text that is being removed would allow additional options for the decision process. He would like to see that portion of the text stay to allow for more choices in the City’s toolbox. He made reference that the City would not need to use it but he would like to it remain as an option.
- Commissioner Kellenbeck disagreed and felt that this streamlined the process.
- Commissioner Fitzgerald mentioned a concern about not having an avenue for verbal public input if this level of review is removed.
- Commissioner Coulter requested that the rest of the commissioners give an up or down vote on whether or not to request an amendment to commissioner Kellenbeck’s motion. The rest of the Commissioners agreed to not amend the motion.
- Commissioner Fitzgerald noted his concern about the amendment appearing to removal all public testimony.

#### **MOTION/VOTE**

**Commissioner Kellenback moved and Commissioner McVay seconded the motion to recommend approval of application 405-00103-16 – Development Code Text Amendments Article 2, 10, and 19 Planning Commission Staff Report – Type IV. The vote resulted as follows: “AYES”: Chair Fitzgerald, and Commissioners McVay, Arthur, and Kellenbeck. “NAYS”: Vice Chair Coulter. Abstain: None. Absent: Commissioners MacMillan, McIntire, and Wiegand.**

**The motion passed.**

- Lora will bring this to the City Attorney to confirm that he feels the process will adequately cover the citizen’s rights for public comment. She will report back to the commission.

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

- Lora is trying to keep UAPC updated on what City Council is doing and hopes that this is working for the Commissioners.
- Council will review Stutzman on August 3, 2016.

- For the August 10, 2016 meeting there will be findings that night, but as of today there isn't anything in addition. Staff can give a quarterly report.
- The August 24, 2016 meeting will review the Pinnacles Estate Subdivision and the Lincoln/Lower River Rd Subdivision.
- On September 7, 2016 Council will review this amendment.
- On the September 14, 2016 meeting there will be findings and any possible applications that come forward in the meantime.
- The commission will be reviewing Valley Lights for the fourth time.
- Council will be having a second reading of the Urban Renewal plan on the August 3, 2016 meeting.
- Stephen M R Covey will be here on September 16, 2016 from 6:00pm to 9:00pm. Tickets are available if the commissioners would like to attend.
- Hampton Inn would like to modify their landscaping up along the freeway. What they didn't point out is that they have a retaining wall. The commission is fine with Lora working on that with them and getting a copy to the commission at a later meeting.
- Lora let the Commission know that they brought the Allen Creek plans to Council; they will be holding another open house.

**6. ITEMS FROM COMMISSIONERS:**

- None.

**7. ADJOURNMENT:**

Chair Fitzgerald adjourned the meeting at 8:37 P.M.

Next Meeting: August 10, 2016




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Gerard Fitzgerald, Chair  
Urban Area Planning Commission

8/12/2016  
Date

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



**URBAN AREA PLANNING COMMISSION  
MEETING MINUTES  
August 10, 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 Loree Arthur, David Kellenbeck, Lois MacMillan, and Dan McVay were present. Commissioners Blair McIntire, and Robert Wiegand were absent. Also present and representing the City was Parks & Community Development (hereafter: PCD) Lora Glover.

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

**3. CONSENT AGENDA:**

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

**Pg. 1-8**

**b. FINDINGS OF FACT:**

**I. 405-00103-16 – Development Code Text Amendments Articles 2, 10 and  
19 Planning Commission Findings of Fact – Type IV**

**Pg. 9-14**

**II. 104-00102-16 – Blackberry Lane Subdivision Tentative Plan**

**Pg. 15-28**

**MOTION/VOTE**

**Commissioner Kellenbeck moved and Commissioner McVay seconded the motion to approve the consent agenda and from July 27, 2016 as presented. The vote resulted as follows: “AYES”: Chair Fitzgerald, Vice Chair Coulter, and Commissioners McVay, Arthur and Kellenbeck. “NAYS”: None. Abstain: Commissioner MacMillan. Absent: Commissioners McIntire and Wiegand.**

**The motion passed.**

**4. PUBLIC HEARINGS:**

- None.

## 5. OTHER ITEMS/STAFF DISCUSSION:

- Lora let the commission know that Stephen M R Covey will be coming to Grants Pass on September 16<sup>th</sup>, if any commissioners would like to attend please let Lora know. She has tickets available out of the training budget.
- The Tree Committee would like to revise the landscaping requirements, specifically with commercial projects, in order to get an adequate canopy. They would like parking lots like Winco and Home Depot to have a larger canopy. Lora discussed the possibility of giving future development flexibility to cluster trees rather than one every 10 spaces. The tree committee would also like to see larger landscaping islands. Jim Love provided comments and a wish list for the commission to review. The tree committee also made mention of concerns about the condition of the existing trees in some of the parking lots. Lora let the commission know that city staff can start drafting an amendment for review.
- Commissioner Fitzgerald asked if anyone has approached the businesses. Lora let the commission know that they have not yet, they will be reaching out to them about the existing trees getting damaged and not receiving adequate care.
- Commissioner Fitzgerald asked about the planter size. Lora said there is a minimum standard, but we may need to increase the standards. Mr. Love is making suggestions to modify the standards.
- Lora let the commission know that Jeff said this is a hard area for new trees, especially in the hardscape with the heat. The idea to cluster may help to increase the canopy density as well as to help the trees thrive.
- Commissioner MacMillan asked if the businesses with the dying trees are currently not meeting standards. Lora let her know that the trees may need to be replaced but that happens at times, city staff will be reaching out to them to make sure they meet the standards of care. Commissioner MacMillan asked if the landscaping will change due to the new buildings at the Winco complex. Lora let her know that the landscaping was approved under the Winco application; they will just need to maintain what is already in place.
- Lora let the commissioner know that there will be an open house on the Allen Creek Road improvements. It will be held next Tuesday from 4-6pm at the Josephine County Public Works office. The proposed road designs are in the packet that Lora gave to the commissioners. City staff sent out notices and surveys to the property owners and neighbors. Over 400 notices went with a

survey for preferences. They have been getting 30-40 people on each open houses, but they wanted more feedback and sent out survey with postage paid postcard to return to see what preferences were. City staff will tally up the survey results and take it forward to Council for a final decision on the street design.

- Lora invited the commissioners to attend the open house if they would like or she can give an update with the results after.
- The city will be unable to put a soccer complex in at Allen Creek due to the need for future development for Allendale School. They are working on putting a soccer complex at Gilbert Creek Park and possibly entering into an IGA for the school to use it.
- Commissioner Coulter asked if the trees and shrubs that aren't cutting it be planted in the fall. Lora said that the City could condition it but they would need to put down a deposit and get refunded at a later date after the landscaping was put in place. They usually don't want to do that and would rather get it done at the time.
- The commission asked what the last page of the packet shows. Lora let them know it was a rendition of a location access plan that Tom drafted. It is there to show how future properties can be developed. Staff would like to eliminate as many private streets that would come straight out to Allen Creek and this is a suggestion of how the subdivisions can connect to each other. This plan is not set in stone and is just an initial concept.

#### **6. ITEMS FROM COMMISSIONERS:**

- The commission would like to know when each position will be up for renewal. Blair McIntire for 8/29/2016 and Dan McVay for 9/26/2016 are up for immediate renewal. The rest are as follows: David Kellenbeck - 12/01/18, Loree Arthur - 05/18/19, Robert Wiegand - 1/05/19, Lois MacMillan - 11/18/17, Jim Coulter - 07/16/18, and Gerard Fitzgerald - 08/26/19. Lora will send the current roster to the commissioners.
- The commission would like a review of parking requirements for offices. Commissioners Arthur and MacMillan both feel that there isn't enough parking available, specifically in the Hawthorn to Hillcrest area. Lora brought up that the

commission actually reduced the parking regulations during the last code amendment with part of the urban growth boundary. There is now you only one space necessary per residential dwelling as before it was based on the number of bedrooms.

- Commissioner MacMillian doesn't feel that there is sufficient parking and disagreed when Tom brought it forward the last time. She is concerned about how conditions will be when Allcare comes in.
- Lora let the commission know that they will be going through Valley Lights for the fourth time and there will be density increases. They are proposing extra parking on one side but not the other. She would like to see it implemented that in the future that do not allow private streets that do not have parking off of arterials that do not have parking. Staff is looking at reviewing that. They are also looking at removing bike lanes on Gladiola to provide parking for the residents there.
- In order to change the parking regulations the commission would need to go back through the amendment process to change the development code.

#### **MOTION/VOTE**

**Commissioner Arthur moved and Commissioner Kellenbeck seconded the motion to request that Tom revisit the changes that were made for parking throughout the city. The vote resulted as follows: "AYES": Chair Fitzgerald, Vice Chair Coulter, and Commissioners McVay, Arthur, MacMillan, and Kellenbeck. "NAYS": None. Abstain: None. Absent: Commissioners McIntire and Wiegand.**

**The motion  
passed.**

- Commissioner Coulter would like to hold a workshop on days that are slow like today. There will be subdivisions coming up and goal setting. They will schedule for the next meeting that either has a minor public hearing or no public hearing like this meeting.

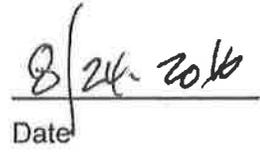
**7. ADJOURNMENT:**

Chair Fitzgerald adjourned the meeting at 6:43 P.M.

Next Meeting: August 24, 2016



Gerard Fitzgerald, Chair  
Urban Area Planning Commission



Date

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



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SUBJECT AND SUMMARY:

Consider a resolution adopting the City of Grants Pass Storm Water Master Plan.

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RELATIONSHIP TO COUNCIL GOALS:

This supports the Council's goal of maintain, operate and expand our **INFRASTRUCTURE** to meet community needs by planning for our storm water utility infrastructure in a fiscally sound, efficient, and regulatory compliant manner.

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CALL TO ACTION SCHEDULE:

Call to action schedule: September 7, 2016.

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BACKGROUND:

On May 21, 2012, the City of Grants Pass and Keller Associates, Inc. entered into a Master Services Agreement for Professional Engineering and Permitting Services (MSA) related to the storm water system. The primary purpose of this MSA was to develop a storm water master plan. A multi-phased approach was used to develop the Storm Water Master Plan, including:

- An evaluation of existing information to determine an appropriate course of action. This included a review of the un-adopted 2007 master plan, supporting documents, staff interviews and examination of the 2007 XP-SWMM models.
- The collection of additional surveying of irrigation canals and other drainage lines, wet weather flow monitoring, updates and calibration to the four XP-SWMM models.
- Mapping updates and field verification of modeled parameters versus in place storm water infrastructure.
- Model storm water flows at 2-year, 5-year, 10-year, 25-year and 100-year storm events.
- Prioritize identified deficiencies as the basis for the capital improvement plan.
- Develop alternatives to correct the identified deficiencies.

The capital improvement plan consists of multiple-year time frames; 0-15 years, 15-20 years, 20-25 years, 25-30 years and 30-35 years.

Also included in the Storm Water Master Plan is a 'Maintenance, Replacement and Staffing' chapter outlining current and future operation and maintenance requirements for the storm water system.

The plan was presented to the Urban Area Planning Commission on June 8, 2016. The UAPC recommended the Council approve the plan as presented for inclusion into the City's Comprehensive Plan.

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Staff Report (continued):

COST IMPLICATION:

Adoption of the Storm Water Master Plan in and of itself will cost the City nothing. However, recommendations for maintenance and capital improvements are substantial and will be addressed by the Council as priorities are developed and funds are available.

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ALTERNATIVES:

1. Council can approve the resolution adopting the Storm Water Master Plan as prepared by Keller Associates, Inc.
  2. Council could decide not to approve the resolution and direct staff to work with Keller Associates, Inc. (or another consultant) to revise the Master Plan.
- 

RECOMMENDED ACTION:

It is recommended that Council approve the resolution adopting the Storm Water Master Plan as prepared by Keller Associates, Inc.

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POTENTIAL MOTION:

I move to adopt the resolution adopting the Storm Water Master Plan as prepared by Keller Associates, Inc.

**RESOLUTION NO.**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS ADOPTING THE STORM WATER MASTER PLAN.**

**WHEREAS:**

1. The currently adopted Storm Water Master Plan was completed in May, 1982; and
2. In July, 2012, the City contracted with Keller Associates, Inc. to prepare a new Storm Water Master Plan; and
3. Keller Associates, Inc. has completed the Master Plan; and
4. The conclusion of the Master Plan is the identification of existing storm water capacity deficient infrastructure and corresponding solutions.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Grants Pass that the Storm Water Master Plan prepared by Keller Associates, Inc. dated February, 2016 is adopted. The Storm Water Master Plan Executive Summary is attached to and incorporated herein as Exhibit 'A'.

**EFFECTIVE DATE** of this Resolution shall be immediate upon the 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 7<sup>th</sup> day of September, 2016.

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

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

ATTEST:

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

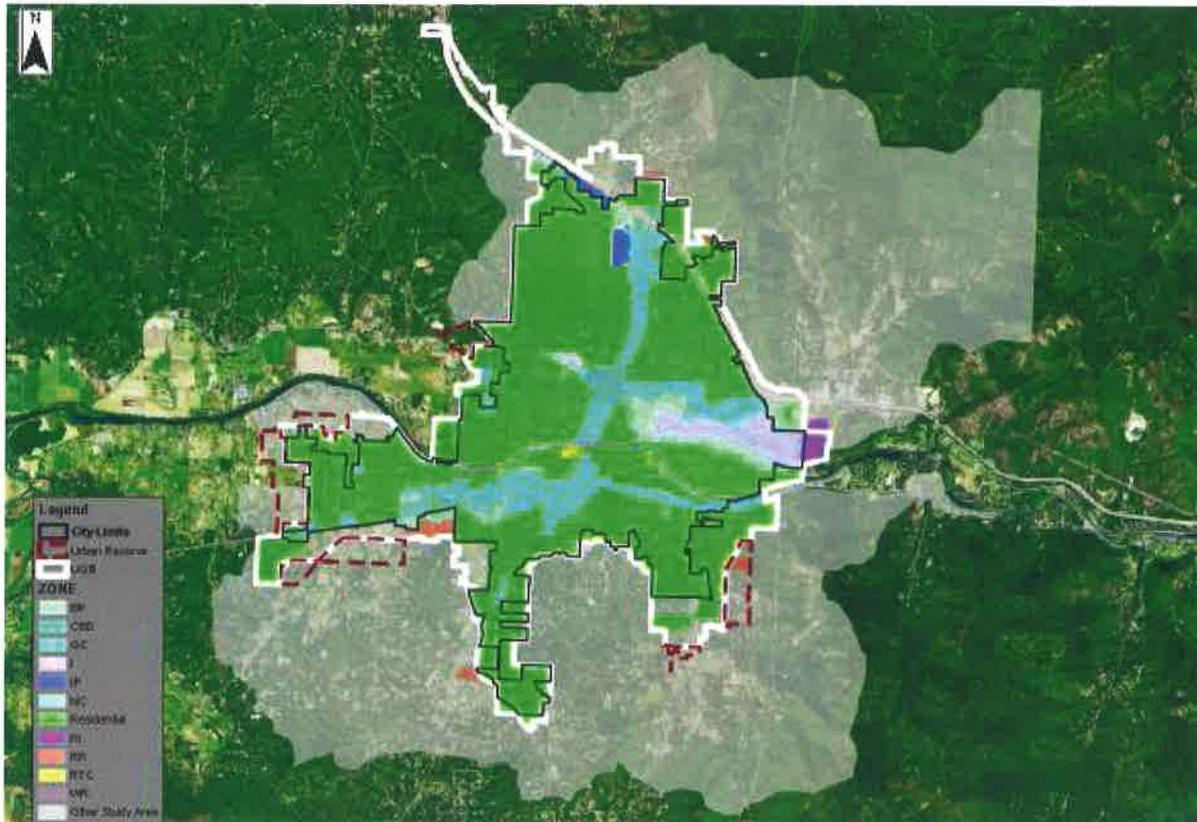
Date submitted to Mayor: \_\_\_\_\_

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

## EXECUTIVE SUMMARY

### ES1. Introduction

The City of Grants Pass owns and operates a large and complex stormwater system that accommodates rainfall runoff from nearly 27,000 acres of land in and around the city. This contributing area and various political boundaries are illustrated in Figure ES1.



**Figure ES1. Grants Pass Stormwater Study Area.**

The fundamental purpose of the stormwater system is to keep Grants Pass a vibrant and livable community. Stormwater problems are more than just a periodic and temporary nuisance. If not for the stormwater system, destructive flooding and erosion would quickly turn unmanageable. Unchecked stormwater runoff can leave critical roadways impassible for emergency services. What's more, harmful urban pollution would be picked up by runoff and carried directly to the Rogue River and other natural water ways.

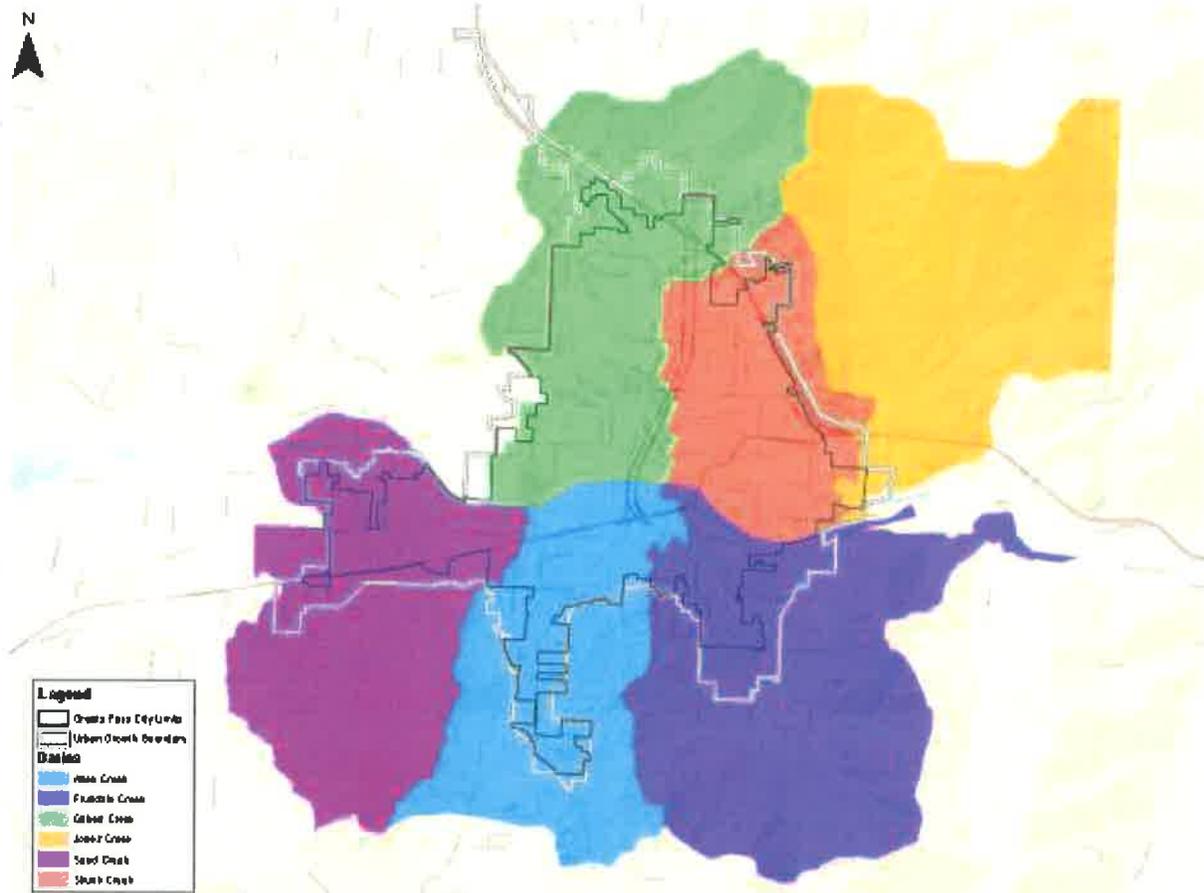
This Stormwater Master Plan provides a clear path for maintaining and improving the function of the Grants Pass stormwater system.

### ES2. Things As They Are Today

The existing stormwater system consists of about 138 miles of underground piping. This is enough pipe to lay a route along I-5 from Grants Pass to Eugene. In addition to the piping,

there is an expansive network of open channel waterways, ponds, diversion structures, manholes, and interconnections with the Grants Pass Irrigation District facilities.

The stormwater system is divided into four major stormwater basins. These basins are illustrated in Figure ES2.1.



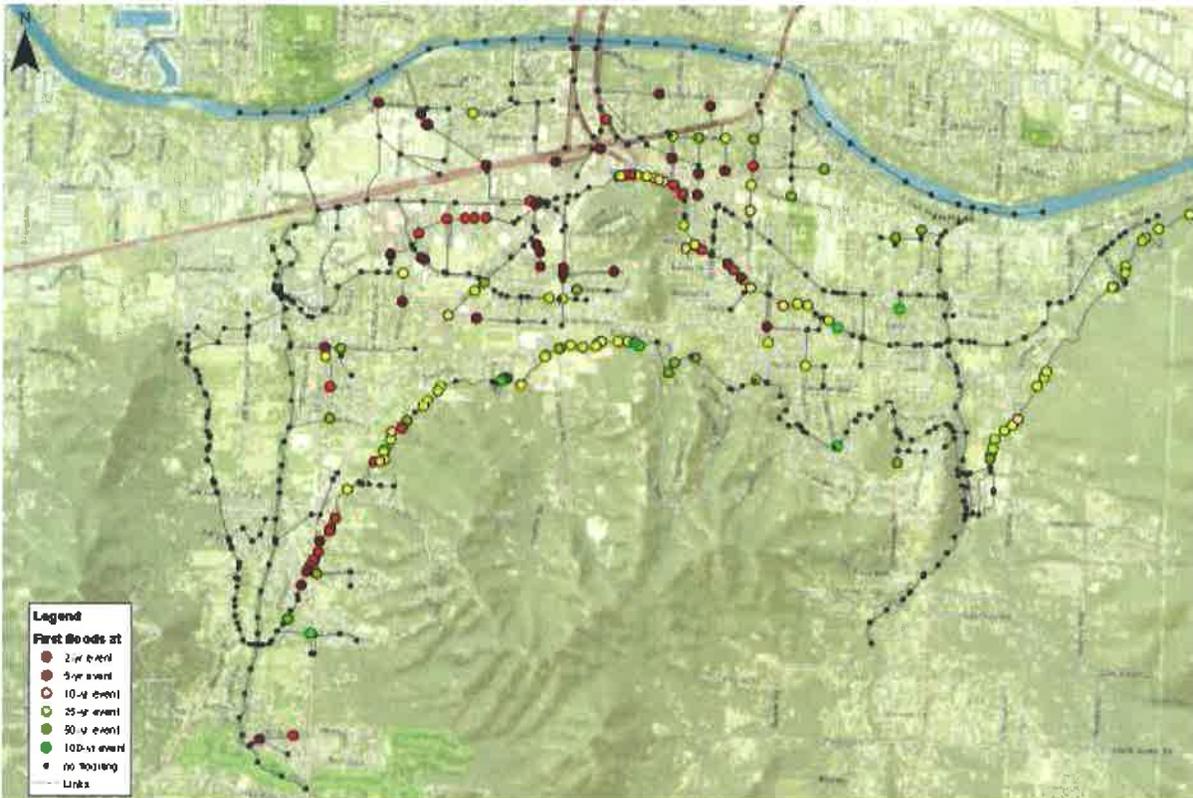
**Figure ES2.1 Major Stormwater Basins in Grants Pass, Oregon.**

An enormous amount of effort was put forth by City crews, GPID crews and consulting staff to investigate, understand, and map out the stormwater and irrigation systems. The data gathered by their efforts enabled the creation of a detailed computer model of the stormwater system. The computer model was calibrated to match observed system conditions, and then used to evaluate the stormwater system under a variety of scenarios. The scenarios used in the existing system evaluation are based on performance standards consistent with state and federal requirements, but are also customized specifically for Grants Pass.

The model is able to predict when and where flooding from runoff is most likely to occur. It can also be used to provide clues about the likely causes of flooding and how the system might be improved to eliminate or mitigate failures in the stormwater system.

Through this evaluation process, several problem areas and their corresponding solutions were identified. For example, Figure ES2.2 illustrates flooding locations and their statistical

probability of occurrence for one of the four major basins, Allen-Fruitdale, which is located south of the Rogue River.



**Figure ES2.2 Flooding Locations and Probabilities in the Allen-Fruitdale Basin.**

Note: A 2-year storm event has a 1 in 2 chance of occurring every year (i.e.  $100\% \div 2 = 50\%$ ) and a 25-year event has a 1 in 25 chance of occurring every year (i.e.  $100\% \div 25 = 4\%$ ). The 2-year event brings much less rainfall than a 25-year storm event.

### ES3. A Clear Path Forward

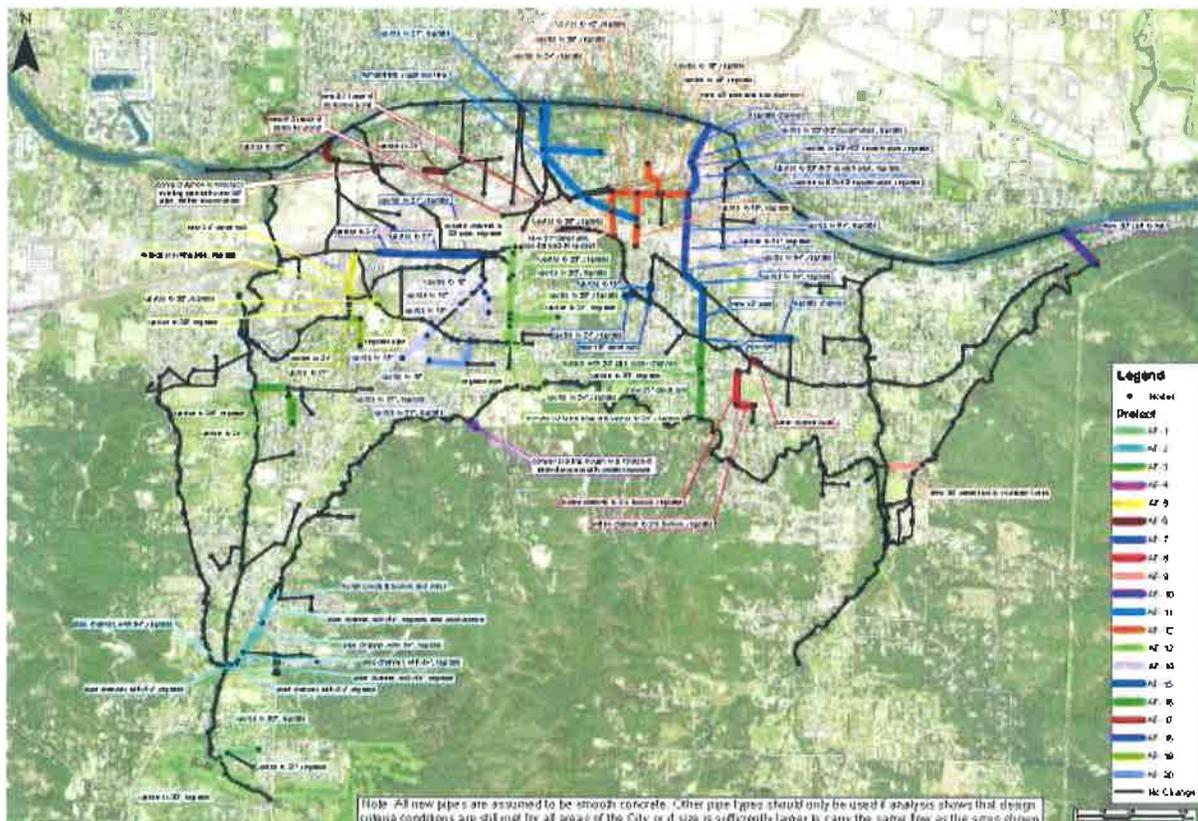
With such a large stormwater system, and natural limitations on resources, it can be a challenge to know where to begin. In coordination with City staff, priorities have been established to guide the improvement process. The highest priority (1A) has been given to residential areas flooded most severely and frequently (e.g. 2-year events), closely followed by priority (1B) for commercial areas flooded most severely and frequently (e.g. 2 to 5-year events). As the severity and frequency decreases, so does the priority level (e.g. 2A, 2B, 3A, 3B, and 3C) for the recommended improvement.

Where practical, projects in close proximity were grouped together for saving on construction costs and minimizing disturbance. Potential downstream effects of upstream improvements were also taken into consideration.

In summary, the recommended improvements include:

- 20 improvement projects in the Allen-Fruitdale basin, including 16 priority 1A, one priority 1B, two priority 3A, and one Priority 4 project.
- 10 improvement projects in the Gilbert basin, including nine priority 1A, and one priority 1B.
- 16 improvement projects in the Sand Creek basin, including 12 priority 1A, one priority 1B, and three priority 3A.
- 13 improvement projects in the Skunk-Jones basin, including one priority 1A, five priority 1B, one priority 2A, one priority 2B, two priority 3A, two priority 3B, and one priority 3C.

Each improvement recommendation has been described in Chapter 6 of this report and mapped out in Appendix A (Figures 11A through 12D). An example of these figures is included here for illustration only (see Figure ES3).



**Figure ES3. Recommended Priority Improvements in the Allen-Fruitdale basin.**

In addition to capital improvements, operational and maintenance recommendations have also been provided in Chapter 7. Some of these recommendations include:

- Pipeline cleaning every three years at a minimum
- CCTV inspection every 5-10 years
- Clean catch basins every three years
- Clean detention outlets every 6 months
- Apply weed control to detention facilities annually

- Sweep the streets weekly to every-other month depending on area
- Initiate a system replacement program to keep up with aging infrastructure. This is independent of the recommended capital improvements.

It should also be noted that the City has received communication from the DEQ that NPDES MS4 Phase II permitting compliance will soon be required. Additional detail on the permitting requirements have been provided in Chapter 7.

#### **ES4. How much will all of this Cost?**

A planning level opinion of probable cost for the recommended improvements can be found in Chapter 6, Tables 6-1 through 6-3 with supporting details in Appendix F. The highest priority improvements (1A) are estimated at roughly \$32 million, and another \$15 million is estimated for all other stormwater system improvements.

Of the estimated \$32 million for priority 1A improvements, projects in the Allen-Fruitdale basin, Sand Basin, and Gilbert basin account for \$13.7 million, \$12.1 million, and \$6.1 million respectively.

The current operations and maintenance budget is estimated to be \$198,500 annually (\$158,000 for current street sweeping contract). The recommended increase to this existing budget is an additional \$480,000 annually. As an extension of regular operations and maintenance, a system replacement budget is recommended to keep up with the aging infrastructure. The replacement budget is recommended at \$2.5 million annually.

There is a wide variety of funding and cost sharing options for these improvements. A financial analysis and utility rate study will be completed at a later time in order to determine which option will best meet the City's need.

#### **ES5. Conclusion**

The stormwater system is a vital part of Grants Pass infrastructure and is a significant resource to the community. As with all other utilities, the stormwater system requires continuous investment and prudent management to keep it functioning at its best.

This master plan provides the information needed by City managers and elected officials to make informed decisions for the benefit of Grants Pass both now and for years to come.

Item: Resolution accepting the Findings of Fact document and exempting the City from competitive bidding.

Date: September 7, 2016

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**SUBJECT AND SUMMARY:**

Consider a resolution exempting the City from competitive bidding for the purposes of pursuing a Design-Build Delivery for Phase II Water Restoration Plant upgrade work.

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**RELATIONSHIP TO COUNCIL GOALS:**

This supports the Council's goal of maintain, operate and expand our **INFRASTRUCTURE** to meet community needs by making necessary improvements to the Water Restoration Plant in the most effective and efficient manner.

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**CALL TO ACTION SCHEDULE:**

Call to action schedule: September 7, 2016.

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**BACKGROUND:**

The City of Grants Pass is undertaking the project to continue to reliably treat wastewater at the Water Restoration Plant (WRP) prior to discharge to the Rogue River - protecting public health and complying with discharge permit requirements. The project is the second phase of a planned three-phase program to upgrade the WRP to provide service to the community through 2025.

Plans for the project are outlined in the 2014 WRP Facilities Plan Update and studies of the electrical, supervisory control and data acquisition (SCADA), blower, and solids processing facilities. The project is needed to allow the City to reliably serve Grants Pass and service area customers through the year 2025.

The Project is scheduled for completion in the third quarter of 2018, has an estimated construction cost of \$14,100,000, and generally includes the following work:

1. Modifications to the headworks screening effluent channel to increase hydraulic capacity,
2. One new rectangular primary sedimentation tank,
3. New aeration basin,
4. New higher-efficiency aeration process blowers,
5. Rehabilitation of an existing gravity thickener and one new gravity thickener,
6. Seismic upgrades to facilities to address life-safety issues,
7. New vacuum truck unloading facility (includes demolition of a digester),
8. New SCADA system,
9. Electrical system upgrades, and
10. Renovation of areas in the multi-purpose Administration Facility

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ITEM: 5.a. RESOLUTION EXEMPTING CITY FROM COMPETITIVE BIDDING.

Staff Report (continued):

Oregon Revised Statute (ORS) 279C.300 requires competitive bidding of public works improvement projects unless excepted or exempted from competitive bidding under Oregon Revised Statute (ORS) 279C.335.

The City Council, acting as the City's Local Contractor Review Board (LCRB) may exempt a contract from competitive bidding under ORS 279C.335 based on two findings:

1. The exemption is unlikely to encourage favoritism in the awarding of the public improvement.
2. Awarding the public improvement contract under the exemption will likely result in substantial cost savings and other substantial benefits to the City of Grants Pass.

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COST IMPLICATION:

Exempting the City from competitive bidding in and of itself will cost the City nothing. However, the exemption will allow staff to advertise a Request for Proposals (RFP) to select a Design-Build Contractor to begin the Phase II upgrade project at the Water Restoration Plant with estimated construction cost of \$14,100,000.

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ALTERNATIVES:

1. The Local Contracting Review Board can approve the resolution accepting the Findings of Fact and exempting the City of Grants Pass from competitive bidding for the purpose of pursuing an alternate delivery Design-Build option.
2. The Local Contracting Review Board could decide not to approve the Findings of Fact and exempting the City of Grants Pass from competitive bidding for the purpose of pursuing an alternate delivery Design-Build option.

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RECOMMENDED ACTION:

It is recommended that the Local Contracting Review Board approve the resolution accepting the Findings of Fact and exempting the City of Grants Pass from competitive bidding.

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POTENTIAL MOTION:

I move to adopt the resolution accepting the Findings of Fact and exempting the City of Grants Pass from competitive bidding for the Phase II upgrade project.

**RESOLUTION NO.**

**A RESOLUTION OF THE LOCAL CONTRACTING REVIEW BOARD OF THE CITY OF GRANTS PASS ACCEPTING THE FINDINGS OF FACT DOCUMENT AND EXEMPTING THE CITY FROM COMPETITIVE BIDDING.**

**WHEREAS:**

1. The City Council has determined that there is a need to make necessary improvements to the Water Restoration Plant; and
2. On July 20, 2016, the Grants Pass City Council authorized the City Manager to enter into a contract with Carollo engineers for Owners Representative services to execute an alternate delivery option for the project; and
3. On September 7, 2016 the Findings of Fact were presented to the Local Contract Review Board and public testimony was heard; and
4. The City Council, acting as the Local Contract Review Board, has determined that the City will benefit from cost savings that may result from an exemption to a competitive bid process.

**NOW, THEREFORE, BE IT RESOLVED** the Local Contracting Review Board of the City of Grants Pass has exempted the Water Restoration Phase II Upgrade design and construction from the competitive bidding process and adopts the Findings of Fact attached hereto as Exhibit 'A'.

**EFFECTIVE DATE** of this Resolution shall be immediate upon the passage by the Local Contracting Review Board and approval by the Mayor.

**ADOPTED** by the Local Contracting Review Board of the City of Grants Pass, Oregon, in regular session this 7<sup>th</sup> day of September, 2016.

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

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

**ATTEST:**

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

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

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



**DRAFT FINDINGS FOR AN EXEMPTION FROM COMPETITIVE BIDDING****CITY OF GRANTS PASS, OREGON****WATER RESTORATION PLANT****PHASE 2 UPGRADE PROJECT, CITY PROJECT SE4964**

Oregon Revised Statute (ORS) 279C.300 requires competitive bidding of public works improvement contracts unless specifically excepted or exempted from competitive bidding under Oregon Revised Statute (ORS) 279C.335. The City of Grants Pass Local Contract Review Board may exempt a contract from competitive bidding under ORS 279C.335 based on two findings:

1. The exemption is unlikely to encourage favoritism in the awarding of the public improvement contract or substantially diminish competition for the public improvement contract.
2. Awarding a public improvement contract under the exemption will likely result in substantial cost savings and other substantial benefits to the City of Grants Pass.

In exempting the public works improvement from competitive bidding under ORS 279C.335(2)(b), the Local Contract Review Board must consider the type, cost and amount of the contract and, to the extent applicable to the particular public improvement contract, all 14 items under ORS 279C.335(2)(b)(A-N).

This document presents information the City of Grants Pass Local Contract Review Board will consider in its finding to exempt the Water Restoration Plant, Phase 2 Upgrade Project, City Project SE4964 (Project) from competitive bidding and to use a Design-Build (DB) method of delivery.

**I. BACKGROUND**

The City of Grants Pass is undertaking the Project to continue to reliably treat wastewater at the Water Restoration Plant (WRP) prior to discharge to the Rogue River - protecting public health and complying with discharge permit requirements. The Project is the second phase of a planned three-phase program to upgrade the WRP to provide service to the community through 2025.

Plans for the Project are outlined in the 2014 WRP Facilities Plan Update and studies of the Electrical, SCADA, Blower, and Solids Processing facilities. The Project is needed to allow the City to reliably serve Grants Pass and service area customers through the year 2025.

The Project is scheduled for completion in the third quarter of 2018, has an estimated construction cost of \$14,100,000, and generally includes the following work:

1. Modifications to the headworks screening effluent channel to increase hydraulic capacity,
2. One new rectangular primary sedimentation tank,
3. New aeration basin,
4. New higher-efficiency aeration process blowers,
5. Rehabilitation of an existing gravity thickener and one new gravity thickener,
6. Seismic upgrades to facilities to address life-safety issues,
7. New vacuum truck unloading facility (includes demolition of a digester),

8. New SCADA system,
9. Electrical system upgrades, and
10. Renovation of areas in the multi-purpose Administration Facility to house new blowers and electrical equipment or construction of a new building to house the equipment.

In 2015 the City completed an assessment (2015 Strategic Plan for Water and Wastewater Utility Programs, Eisenhardt Group) of the wastewater treatment, water treatment, and distribution and collection service functions to assess the degree to which the City operations are managed as efficiently as possible. In addition, the assessment evaluated the different strategic alternatives that may be available to the City to continue to effectively and efficiently provide these utility services well into the future.

The assessment reviewed project delivery alternatives for major capital projects, including the Water Restoration Plant Phase 2 Upgrade Project. The assessment indicated "*the demonstrated track record of the DB (Design-Build) format and approach, as compared to the Conventional (Design-Bid-Build or Construction Manager / General Contractor) model, delivers project capital costs savings that are estimated in the range of 10 to 40%. For Grants Pass, this translates into a potential capital cost savings of \$1.2 million to more than \$4 million for the wastewater treatment facility upgrades planned for 2016–2019.*" Accordingly, the City selected the DB method of delivery for the Project as a means to achieve the range of cost savings reported.

The City plans to select a Design-Builder for the Project through a two-step process; consisting of responses to a Request for Proposals (RFP) followed by interviews of top ranked Proposers. The City plans to follow guidance documents from the Water Design-Build Council (WDBC) for both the proposal and contract. Carollo Engineers, Inc. has been retained by the City to provide Owner's Representative/Advisor services for the Project.

The City plans to advertise the RFP for selection of a DB firm in early September 2016 with the Design-Builder being under contract by the end of November 2016. This is a public improvement project and, as such, design-builders must be a licensed Contractor in good standing in the state of Oregon.

## **II. SUMMARY OF FINDINGS**

With regard to ORS 279C.335, the City of Grants Pass Local Contract Review Board has considered the following in its decision to exempt the Project from competitive bidding and use the DB method of delivery:

1. The exemption is unlikely to encourage favoritism in the awarding of the public improvement contract or substantially diminish competition for the public improvement contract.

*Analysis: The City will select the Design-Builder through a competitive process that fosters competition and focuses on qualifications and delivering best value to the City with disregard to favoritism. The City will issue a RFP in a manner that will attract competition from qualified firms through advertisement in the Daily Journal of Commerce and local newspaper, and posting on the City's web site.*

*The RFP will attract Proposers having the specialized knowledge, capacity, and skills for the Project from within the state, Pacific Northwest, and potentially nationally. A sufficient*

number of design-build firms are available to respond to the RFP. However, current market conditions may limit the number of firms that actually respond.

The following 15 firms expressed interest in the Project during the City's pre-marketing effort:

1. AECOM
2. Ausland Construction, Inc.
3. Black & Veatch
4. Brown and Caldwell
5. CDM Smith
6. CH2M
7. Emery & Sons Construction Group
8. HDR, Inc.
9. James W. Fowler Company
10. Kennedy/Jenks Consultants
11. M.A. Mortenson Company teamed with Kennedy/Jenks for design services
12. McClure & Sons, Inc.
13. MWH / Slayden Construction Group, Inc. a Stantec Company
14. West Yost Associates
15. Wildish Construction Company

As a follow-up to the pre-marketing effort, a Request for Letters of Interest (RLOI) was advertised by the City on August 9, 2016 to confirm the interest of these fifteen firms as well as attract firms that were unaware of the Project. Eight prime DB firms responded to the request for Letters of Interest, signifying that a sufficient pool of design-build firms is available for a competitive selection process. Additionally, the City will use WDBC guidance documents for the RFP and Design-Build Agreement, assuring best industry practices are followed and to maintain interest in the Project from the leaders in design-build of water and wastewater facilities.

With respect to favoritism, the City will take prescriptive measures to assure an open competition. Strict adherence to pre-defined scoring criteria that are included in the RFP will be followed. Scoring criteria will be based on experience of the design-build firm and project personnel; understanding of the technical and work requirements for the Project; approach for managing and minimizing Project risks; approach to safety; and consideration of professional design and/or construction management support costs or fees. Review of proposals and scoring will be performed by City staff with an outside reviewer sitting on the panel. An Owner's Representative/Advisor will oversee the process to assure that all reviewers follow the pre-defined scoring criteria.

Finding: The process used by the City to select the Design-Builder and the number of firms available to propose makes the exemption unlikely to encourage favoritism in the awarding of the public improvement project or substantially diminish competition for the public improvement contract.

2. Awarding a public improvement contract under the exemption will likely result in substantial cost savings and other substantial benefits to the City of Grants Pass.

*Analysis:* The Project includes construction of new process units, upgrades to existing facilities, and upgrades to existing electrical and SCADA systems. The new process units include a primary clarifier, aeration basin, and gravity thickener. These process units are to be designed and constructed to match existing process units to provide redundancy, operate in parallel with the existing processes as matched units, and provide long-term efficiency for parts inventories, operations, and maintenance. The process units will be constructed in open areas on the site using conventional process equipment and construction methods. As such, achieving substantial construction cost savings in the range of 10% to 40% as outlined in the 2015 Study for these new process units by awarding the Project under the exemption is unlikely. However, a reduction in design costs and some reduction in construction costs are likely and the exemption provides other substantial benefits to the City. These other substantial benefits and cost savings include the following:

1. Construction of the new unit processes includes tie-ins to existing unit processes and existing plant piping and electrical and control networks. Likewise, work required to upgrade the existing electrical system and SCADA system is similar in nature to the work and planning required for unit process tie-ins, but far greater in magnitude and risk of changed conditions.

*In the traditional design-bid-build approach for competitive bidding, the engineer can adequately develop details and work plans for tie-ins and electrical and SCADA changeover. However, communicating the information to bidders can be challenging due to the level of field investigation and detailed documents needed. This effort could add over 500 hours of engineering work with a cost of greater than \$100,000. While this is less than 1% of the construction cost, the expenditure may still not result in benefit to the City if the low bidder does not fully understand the work required, or does not bid an approach that is in the City's best interest.*

*Awarding the Project under the exemption allows the construction team members of the Design-Builder to participate during design to conduct exploratory investigations required, embed construction work and sequencing into the documents, and develop contingency plans that adequately address risks. The work can be conducted in collaboration with the designer, City staff, and Owner's Representative/ Advisor to assure the City's interests are addressed. Work by the contractor during design may have similar cost to the additional engineering effort required under competitive bidding. However, the benefits to the City are substantially greater under the DB delivery method the exemption provides. The benefits include reduced changed condition claims, reduced risk of plant disruption, and lower construction cost contingencies.*

2. The construction cost estimate for the Project includes a new building to house new blowers and electrical equipment. This new equipment replaces existing equipment located in the Administration Building. An evaluation is to be performed during the Project to determine if the new equipment can be installed in the Administration Building. The evaluation must include costs for staging and sequencing work necessary to keep the existing equipment in continuous operation while new equipment is installed.

*The exemption from competitive bidding and use of the DB delivery method allows the City to have the contractor identify logistics and costs for staging and sequencing for the evaluation, and the benefit of real-time construction costs for comparing the cost to*

renovate the Administration Building compared to the cost of a new building. If the evaluation finds that the Administration Building can be used, the City avoids the capital cost and long-term operation and maintenance costs associated with a new building. The reduction in Project cost of \$250,000 to \$500,000, 2% to 3.5% of Project construction cost may not be considered substantial by some, but for the City it provides substantial long-term benefits in reduced building operation and maintenance costs and investment in renovating the existing building to extend its service life.

3. The exemption also provides substantial benefits to the City by allowing the City to work closely with the Design-Builder to ensure that work sequences include appropriate safety measures and are adequately coordinated with ongoing plant operations, that the contractor understands the City's safety concerns, and that the contractor will take appropriate steps to address them.

The DB method promotes better collaboration with the contractor during design that will result in increased public and City staff safety through increased vetting of construction means and methods. This will also reduce the risk of plant disruptions that could result in discharge permit violations that endanger public health, significant fines, and economic losses to the business community if closing a reach of the river to recreation and fishing is required. While the cost of these benefits was not quantified, they are considered to be substantial.

4. Use of design-build delivery has not only substantially reduced the overall project implementation schedules, which provides cost savings under escalating market conditions, but it also provides cost savings related to overall professional engineering services. Historically, engineering design services for a similar type project as that of the City's ranges from 10 to 11% of the construction cost. In a design-build delivery, final bidding documents and bidding support services are not required, and the levels of design details and specifications are greatly reduced as a result of close coordination between the designer and contractor. As a result, design-build projects have realized engineering design services in the range of 7 to 9% of the construction cost. For a project such as the City's, the savings in engineering design and support services could be between \$260,000 and \$560,000.

Finding: Awarding the project under the exemption provides opportunity for cost savings and provides other substantial benefits to the City. The exemption provides a collaborative work approach under the DB delivery method to be used with the contractor involved in the Project design. This provides opportunity to prepare well-planned work sequences that reduce the risk of plant disruptions when process tie-ins are made and electrical and SCADA systems are changed over. This benefit could result in substantial cost savings associated with economic losses to the business community if a plant disruption due to construction work resulted in closing a reach of the river to recreation and fishing.

Additionally, substantial benefits of using the DB delivery method include increased safety of the public and City staff and better ability to control the impact that current market conditions have on construction costs.

### III. RESPONSE TO ITEMS UNDER ORS 279C.335(2)(b)

In approving the finding under ORS 279C.335(2)(b), the Local Contracting Review Board must consider the type, cost and amount of the contract and, to the extent applicable to the particular public improvement contract 14 items outlined in ORS 279C.335(2)(b)(A-N). Information considered by the Local Contract Review Board related to each of these requirements follows:

(A) How many persons are available to bid:

*Information considered by the Local Contract Review Board: The RFP will attract Design-Builders having the specialized knowledge, capacity, and skills for the Project from within the state, Pacific Northwest, and potentially nationally. A sufficient number of DB firms are available to respond to the RFP. However, current market conditions may limit the number of firms that actually respond.*

*The following fifteen firms expressed interest in the Project during the City's pre-marketing effort:*

1. AECOM
2. Ausland Construction, Inc.
3. Black & Veatch
4. Brown and Caldwell
5. CDM Smith
6. CH2M
7. Emery & Sons Construction Group
8. HDR, Inc.
9. James W. Fowler Company
10. Kennedy/Jenks Consultants
11. M.A. Mortenson Company teamed with Kennedy/Jenks for design services
12. McClure & Sons, Inc.
13. MWH / Slayden Construction Group, Inc. a Stantec Company
14. West Yost Associates
15. Wildish Construction Company

*As a follow-up to the pre-marketing effort, a request for letters of interest was advertised by the City on August 9, 2016 to confirm the interest of these 15 firms and to attract firms that were unaware of the Project. Eight prime DB firms responded to the request for Letters of Interest, signifying that a sufficient pool of design-build firms is available for a competitive selection process. Additionally, the City will use WDBC guidance documents for the RFP and Design-Build Agreement, assuring best industry practices are followed and to maintain interest in the Project from the leaders in design-build of water and wastewater facilities.*

(B) The construction budget and the projected operating costs for the completed public improvement:

*Information considered by the Local Contract Review Board: The estimated construction cost for the project is \$14.1 million. Operating costs for the project are estimated to be on the order of \$\$2,345,000 per year based on historical power, operations, and maintenance costs. Implementation of the Project will not increase WRP staffing requirements and may reduce operating and maintenance costs through installation of higher efficiency blowers. The goal*

for granting the exemption is to reduce capital Project cost and thereby lessen the need to increase the cost of services to customers.

- (C) Public benefits that may result from granting the exemption:

Information considered by the Local Contract Review Board: In addition to lessening the impact to rates as described under Item (B), public benefits will result from the collaborative work approach under the DB delivery method. Wastewater treatment plays a significant role in protecting public health and aquatic life in the Rogue River. The Rogue River is a valuable resource to the City, providing significant public benefits as a source of recreation and fishery.

The Project requires significant planning and coordination to keep the WRP fully operational during change over to a new electrical system, SCADA system, and tie-in to key process components. The collaborative approach to design and construction under the DB delivery method better assures that uninterrupted treatment is provided throughout construction. This better assures that the benefits to the public provided by reliable wastewater treatment are maintained.

- (D) Whether value engineering techniques may decrease the cost of the public improvement

Information considered by the Local Contract Review Board: The DB delivery method builds-in innovation, constructability, and real-time cost estimating during development of the design; all of which are core parts of value engineering techniques. In an effort to decrease cost of the Project, value engineering will be conducted at about 30% design development. The review will be led by the Owner's Representative/Advisor with City staff, outside experts, and the DB firm participating. The DB team can provide realistic determination of costs and constructability issues that will allow cost-benefit decisions to be made by a team of City staff, design engineer, and contractor working in a partnership to decrease the cost of the project.

- (E) The cost and availability of specialized expertise that is necessary for the public improvement

Information considered by the Local Contract Review Board: Construction of the Project requires a specialized designers and contractors that have experience designing and building wastewater treatment facilities and understands the importance of minimizing disruptions to the plant process and compliance with all existing permits. Additionally, expertise in electrical and instrumentation systems is essential for the electrical system upgrades and replacement of the SCADA system. It is critical for the existing electrical and SCADA systems to be reliable during the construction of the Project. Construction firms and subcontractors with this expertise are highly available in the Pacific Northwest. All of the DB firms listed under Item (A) have the specialized expertise required for the project.

The cost and availability of specialized expertise necessary for public improvement is not impacted by an exemption from competitive bidding and use of the DB method of delivery. However, procurement of the DB firm based on qualifications, understanding of the project, and approach leads to the City retaining the most qualified firm for the project.

- (F) Any likely increases in public safety

Information considered by the Local Contract Review Board: It is important to construct the Project in a manner to ensure safe working conditions for the contractor, neighbors, and public that could be affected by the Project. Additionally, safety of the City's staff must be assured when the plant is operating during and after construction.

*The DB procurement method allows historical safety performance and commissioning work on similar projects to be considered as a selection criteria. It also permits the City to work closely with the contractor to ensure that the design and work sequences include appropriate safety measures, that the contractor understands the City's safety concerns, and that the contractor will take appropriate steps to address them.*

*The DB method promotes better collaboration with the Contractor during design to result in increased public and City staff safety through increased vetting of construction means and methods, and reduced risk of discharge permit violations that could endanger public health.*

- (G) Whether granting the exemption may reduce risks to the contracting agency or the public that are related to the public improvement

*Information considered by the Local Contract Review Board: It is essential for the existing WRP to meet permit requirements during construction and for shutdown or interruptions to the existing operation to be minimized. The replacement of the existing SCADA system, electrical system improvements, and tie-ins required for the new primary clarifier and aeration basin could pose a significant risk to plant operations if the designer and contractor do not adequately develop a work plan for the improvements.*

*In a traditional design-bid-build approach, the engineer develops the work plan, however, communicating the information to the contractors during the bid phase can be challenging due to the level of detail needed. However, the use of the DB method enables the contractor to fully understand the system during the design phase, develop a work plan with the engineer and City staff, and mitigate risk associated with plant interruption when implementing the improvements and tie-ins. Furthermore, the reduction in project uncertainty with having the contractor involved during design translates into cost savings to the City in the form of reduced contingency.*

*The partnering relationship provided through DB delivery will provide opportunity for the City to work with the Contractor to ensure safety measures are followed and revised if needed to reduce risks to the public.*

- (H) Whether granting the exemption will affect project funding sources

*Information considered by the Local Contract Review Board: The project is funded through revenue bonds. The Project funding source will not be impacted by an exemption from competitive bidding and use of the DB method of delivery.*

- (I) Whether granting the exemption will better enable the City to control the impact that market conditions may have on the cost of and time necessary to complete the public improvement

*Information considered by the Local Contract Review Board: Recently, the bidding market for public works projects has been impacted significantly as a result of increased commercial construction across the country and specifically in the Pacific Northwest. A shortage of skilled craftsmen and laborers and a demand for building materials has equated to a substantial (30% to 40%) rise in construction costs. Even when historical cost data and reliable sources are used, engineering and pre-construction cost estimates for building trades and labor have proven to be inaccurate in a traditional delivery method without real time construction pricing.*

*Using a DB method, benefit-cost decisions can be made using real-time construction costs to keep the Project within budget. Both equipment and sub-trade work can be procured early o*

*eliminate price uncertainty and lessen the impact of price escalation during the construction period. In addition, under DB an owner is afforded the flexibility of awarding early construction work packages (e.g., site/civil work, foundation work, etc.) prior to design completion of the overall project. Furthermore, DB affords the ability and time to adjust the project budget during design when true pricing is understood such that the Project is designed at or below budget.*

*The DB method provides flexibility to reduce the impact of market conditions, specifically through schedule acceleration. This savings in time lessens the impact of the price increases occurring in the current market conditions. For these reasons, granting an exemption to competitive bidding will better enable the City to control the impact that market conditions may have on the cost of and time necessary to complete the public improvement.*

- (J) Whether granting the exemption will better enable the City to address the size and technical complexity of the public improvement

*Information considered by the Local Contract Review Board: At least four characteristics of the project lead to its technical complexity and the requirement for a Design-Builder with adequate capacity: 1) modifications to the existing headworks screening effluent channel while maintaining operations, 2) replacement of the SCADA system; transitioning from an old platform while the plant remains in operation and in compliance with permit limits 3) electrical system upgrades, and 4) well planned and executed tie-ins to key process components.*

*The technical complexity of the project requires a Design-Builder that can manage all aspects of work. The DB process will allow the City to acquire a highly qualified contractor with adequate staffing for the site supervision needed as opposed to a minimally staffed contractor secured through award to the lowest responsive, responsible competitive bidder. As a result, it is more likely that the DB firm can address the technical complexities and size of the project more effectively, in part because of its qualifications and in part because it will have the opportunity to propose a project approach with adequate staff.*

- (K) Whether the public improvement involves new construction or renovates or remodels an existing structure

*Information considered by the Local Contract Review Board: The Project includes new construction and renovations of existing facilities. Renovation of existing facilities increases the risk of discovering unknown conditions; which could result in change orders increasing the Project cost and time. Using a DB method, the construction contractor is part of the Project team early on, involved in field investigation and design coordination; thereby reducing the risk of discovering unknown conditions.*

*Additionally, the existing plant must remain online and in compliance with all permits while the renovations occur. The collaborative approach in a DB method allows for adequate time to develop a work plan for renovating existing structures while maintaining operations. A phased approach to the construction can be determined and thoroughly vetted using this method.*

- (L) Whether the public improvement will be occupied or unoccupied during construction

*Information considered by the Local Contract Review Board: During construction the facilities will be occupied as well as when the Design-Builder is performing training and commissioning activities associated with the Project improvements. The DB method provides adequate time to*

*plan the work and staging areas for construction to avoid issues with work in occupied facilities.*

- (M) Whether the public improvement will require a single phase of construction work or multiple phases of construction work to address specific project conditions

*Information considered by the Local Contract Review Board: Construction will be completed in a single phase. However, the work involves several elements, which will require well-planned work sequences, specifically for the SCADA improvements, electrical upgrades, and tie-ins. The SCADA system integrator, electrical contractor, and mechanical contractor will need to be involved in early phases to collaborate work on the design and identify cost savings methods associated with well-planned work sequences. The DB delivery method facilitates selection of these key team members early in the process and allows the contractor an opportunity to develop a work plan that provides the best value to the City.*

- (N) Whether the City has, or has retained under contract, and will use city personnel, consultants and legal counsel that have necessary expertise and substantial experience in alternative contracting methods to assist in developing the alternative contracting method that the City will use to award the public improvement contract and to help negotiate, administer and enforce the terms of the public improvement contract

*Information considered by the Local Contract Review Board:*

*The City does not have experience using design-build delivery but has retained Carollo Engineers, Inc. to provide Owner's Representative/Advisor services and the law firm of Cable Houston, LLP for legal counsel support for the Project; both firms having the necessary expertise and substantial experience in the design-build delivery method as described below.*

*Carollo Engineers has served municipalities for several years on alternative delivery projects both as Owner's Representative/Advisor and Design-Builder. Carollo is a licensed contractor in Oregon and other states for its performance as a Design-Builder. They are a founding member of the WDBC and were instrumental in developing the RFP and Contract guidance documents for DB. Carollo's project team includes members of the WDBC that have familiarity with the standards of practice for PDB.*

*Carollo's recent experience (last 5 years) and current work assisting municipal agencies deliver design-build projects as Owner's Representative/Advisor are listed below:*

- 1. Metro Wastewater Reclamation District, CO, Northern Treatment Plant, \$280M*
- 2. City of Houston, TX, Northeast Water Purification Plant Expansion, \$1.2B*
- 3. Tampa Bay Water, FL, Lithia Water Treatment Plant, \$40M*
- 4. South Florida Water Management District, FL, L8 Pump Station and Inflow Structure, \$60M*
- 5. City of Santa Barbara, CA, Charles Meyer Desalination Water Treatment Plant, \$60M*
- 6. South Florida Water Management District, FL, Big Cyprus Basin Field Station, \$10M*
- 7. City of San Jose, CA, Wastewater Capital Program, \$1.4B*
- 8. Town of Longboat Key, FL Subaqueous Force Main Project, \$25M*
- 9. Hi-Desert Water District, CA, Wastewater Reclamation Plant, \$50M*
- 10. City of Thornton, CO, Water Treatment Plant Replacement, \$75M*
- 11. Cities of Modesto, Turlock, Ceres, Del Puerto Water District, and Stanislaus County, CA, North Valley Regional Recycled Water Program, \$50M*

*In addition to the firm's qualifications, the Portland, Oregon staff of Carollo Engineers that are assisting the City have the qualifications and experience necessary to perform the analysis for exempting the Project from competitive bidding, preparing the RFP for securing the PDB firm through a competitive process, overseeing the work of the DB firm during initial design and guaranteed maximum price development, and provide assistance during negotiation of the terms, conditions, scope, and pricing for final design, permitting, construction, commissioning, and warranty services. The Project Manager has over 25 years of experience delivering water and wastewater projects using DB and CM/GC delivery methods.*

*Cable Huston's attorneys act as general and special counsel for local governments (counties, cities, and special purpose districts) throughout Oregon. They provide advice on public contracting, design and construction litigation, property issues (including negotiation, acquisition, and condemnation), insurance coverage and defense, public meetings, public records, finance, system development charges, utility ratemaking, telecommunications, environmental and natural resources, energy, government ethics for public officials, franchise fees and privilege taxes, and other matters associated with conducting government affairs. They have provided legal counsel to municipal clients on a number alternative delivery projects including the use of design-build and CM/GC.*

## **II. SUMMARY OF DESIGN-BUILD BENEFITS TO THE CITY**

The City is seeking to utilize the DB delivery model to realize cost savings and other project delivery benefits as stated within this findings document. These savings and benefits to the water and wastewater industry have been significant; hence the reason why utility owners are increasingly utilizing DB delivery. According to the WDBC in its 2015 Annual Report, the use of DB has increased fourfold since 2002 with the current percentage of water projects utilizing DB (based on \$s) estimated at 48% and the current percentage of wastewater projects estimated at 69%. For the WRP Phase 2 Upgrade Project, use of DB will promulgate the following benefits for the City:

- Will allow the City a simple and inexpensive procurement process that can be completed in a relatively short timeframe, thus allowing the City to expedite contracting with both a designer and contractor to immediately begin project implementation.
- Will allow schedule acceleration while leveraging the collaboration advantages (e.g., early contractor involvement, value engineering and value construction) provided by DB, thereby reducing project costs.
- Will allow the City to more effectively manage the Project through one contract administration with the Design-Builder.
- Will allow the City to allocate errors, omissions, and performance risks to one entity (i.e., the Design-Builder) rather than incurring risk responsibility through traditional design-bid-build.
- Will allow the City to remain directly involved in both the design and construction processes for enhanced coordination with existing plant operations.
- Will allow the City more effective input into scope, features, and operational aspects of the design.

- Will allow the City flexibility to complete the Project at or below the City's budget (i.e., design and construct to-budget).
- Will allow the City to utilize both negotiated and competitive selection of key equipment suppliers through "open book" GMP to deliver best-value for the City (both in terms of Project construction costs and long-term operating costs).

DRAFT



Item 7.c.

### **Parks Advisory Board**

June 9, 2016 meeting:

1. Board Member Cartmell moved and Board Member Battersby seconded to recommend to the City Council that the projects being developed for Riverside Park, the stage area for concerts in the park and the community center, will need two separate locations as there is not a location that will be mutually beneficial. The vote resulted as follows: “AYES”: Board Members Matti, Battersby, Szewc, Cartmell, and Chapman. “NAYS”: None. Abstain: None. Absent: Kuhlman, Still, and Reinert. The motion passed.
2. Board Member Szewc moved and Board Member Battersby seconded to recommend to the City Council that the projects being developed for Riverside Park, the stage area for concerts in the park and the community center, will need two separate locations and two separate request of proposals as there is not a location that will be mutually beneficial. The vote resulted as follows: “AYES”: Board Members Matti, Battersby, Szewc, Cartmell, and Chapman. “NAYS”: None. Abstain: None. Absent: Kuhlman, Still, and Reinert. The motion passed.

### **Parks Advisory Board**

August 11, 2016 meeting:

1. Board Member Chapman moved and Board Member Still seconded to authorize staff to check into the Gilbert Creek property for a future soccer complex. The vote resulted as follows: “AYES”: Board Members Matti, Kuhlman, Still, Cartmell, Reinert, Battersby, and Chapman. “NAYS”: None. Abstain: None. Absent: Board member Szewc. The motion passed.

### **Tourism Advisory Committee**

August 9, 2016 meeting:

1. Doug Bradley made a motion to recommend to City Council, funding assistance for the Herb Shop Mural on 4<sup>th</sup> and G. Mary Groves seconded the motion. The vote resulted as follows: “AYES”: Hochberg, Grow, Bushnell, Bradley, Groves, and Gotchall. “NAYS”: None. Abstain: None. Absent: Hopkins, Martin and Hamlyn.