CITY OF GRANTS PASS  
COUNCIL AGENDA  
April 20, 2022  
6 pm City Council Meeting  
Council Chambers - 101 NW A Street

MAYOR: Sara Bristol

CITY COUNCIL MEMBERS:

<table>
<thead>
<tr>
<th>Ward 1</th>
<th>Ward 2</th>
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<tbody>
<tr>
<td>Brian DeLaGrange</td>
<td>Valerie Lovelace</td>
<td>Dwight Faszer, II</td>
<td>Joel King</td>
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<tr>
<td>Rob Pell</td>
<td>Rick Riker</td>
<td>Curt Collins</td>
<td>Vanessa Ogier</td>
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Invocation
Flag Salute
Roll Call
Proclamation: Drinking Water Week

1. PUBLIC HEARING
   a. Community Development Block Grant public hearing regarding housing and community development needs & priorities for the PY2022 Year 3 Annual Action Plan. Pgs. 1-8

   Legislative

   Legislative

   Quasi-judicial
   d. Ordinance vacating the common property line between tax lots 301 & 302 of map number 36-05-28-C0. Pgs. 53-60

2. COUNCIL ACTION
   a. Resolution amending Resolution No. 21-7041 awarding Three Peaks Holdings LLC a Business Retention and Relocation Assistance matching grant up to $50,000 for property located at 228 SE K Street. Pgs. 61-74

   b. Resolution authorizing the City Manager to enter into a contract with Grants Pass/Josephine County Chamber of Commerce for visitor services. Pgs. 75-84

   c. Resolution authorizing the City Manager to allow commercial activity for the People of the Earth Foundation’s Native American Arts Festival & Mother’s Day Pow Wow 2022. Pgs. 85-100
3. **PUBLIC COMMENT** This is an opportunity for the public to address the City Council on items not related to a public hearing or Council action item for the Council. 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. At the conclusion of public comment, Council will have an opportunity to respond.

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.

   a. Opportunity to review public comment
   b. Review emails

4. **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 purchase a replacement Battalion Chief Command vehicle. **Pgs. 111-128**
   b. Resolution redefining and renaming the Caveman Plaza Taskforce to Central Business District Vitalization Taskforce. **Pgs. 129-134**
   c. Resolution authorizing the City Manager to enter into a contract with Pathway Enterprises, Inc., for parks janitorial services. **Pgs. 135-148**
   d. Resolution amending the Housing Advisory Committee membership. **Pgs. 149-154**
   e. Resolution revising the City’s Banner Policy. **Pgs. 155-166**
   f. Resolution authorizing the City Manager to submit a grant application for law enforcement wellness services. **Pgs. 167-170**
   g. Resolution establishing a temporary Parklet Program. **Pgs. 171-176**
   h. Motion approving the Development Code text amendment to Article 12 Minimum Residential Density Findings of Fact. **Pgs. 177-184**
   i. Motion approving the minutes of the City Council meeting of April 6, 2022. **Pgs. 185-190**
   j. Motion approving the minutes of the City Council special meeting of April 11, 2022. **Pgs. 191-192**
k. Motion acknowledging the minutes of the Sustainability and Energy Taskforce meeting of March 1, 2022. Pgs. 193-194

l. Motion acknowledging the minutes of the Committee on Public Art meeting of March 8, 2022. Pgs. 195-198

5. MATTERS FROM MAYOR, COUNCIL AND STAFF
   a. Mayor & Council Comments
   b. Staff Comments

6. EXECUTIVE SESSION: None anticipated

7. ADJOURN

City Council meetings will offer citizen participation via phone. If you would like to provide public comment, please contact the City Recorder by noon the day of the meeting. Registered participants will be emailed the team’s meeting ID and password, and call-in phone number by 3 pm on the day of the meeting. You should not share this information.

City Recorder: 541.450.6000 or kfrerk@grantspassoregon.gov

ACCOMMODATION OF PHYSICAL IMPAIRMENTS: In order to accommodate persons 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.

Watch City Council Meetings Live
Stream it live on your computer or device at www.grantspassoregon.gov/770/watch
Watch on cable Channel 183 or on YouTube at City of Grants Pass.
Community Development Block Grant public hearing regarding housing and community development needs & priorities for the PY2022 Year 3 Annual Action Plan.

Date: April 20, 2022

SUBJECT AND SUMMARY:

This public hearing, as specified in the City's Community Development Block Grant (CDBG) Citizen Participation Plan, is for the purpose of obtaining citizen views of the Needs and Priorities of the community to incorporate those comments and suggestions into the draft PY2022 Year 3 Annual Action Plan (AAP). The draft AAP will be available for public comment for 30 days beginning June 8, 2022, and ending July 8, 2022.

"The specific purpose of the public hearing is, 'to obtain views of citizens on housing and community development needs, including priority non-housing community development needs, and to receive public comment on how the proposed CDBG or other publicly funded activities will address the needs of the City's predominantly lower-income households.'"

RELATIONSHIP TO COUNCIL GOALS:

This supports all of Council's goals to provide cooperative, shared LEADERSHIP involving Council, staff and community by encouraging citizen participation to help identify how the PY2022 Year 3 CDBG grant funds can be used to address needs to ENHANCE COMMUNITY SAFETY, ENCOURAGE ECONOMIC OPPORTUNITIES, FACILITATE SUSTAINABLE, MANAGEABLE GROWTH, and maintain, operate, and expand INFRASTRUCTURE to meet community needs.

CALL TO ACTION SCHEDULE:

No action is required at this time. A public hearing for adoption of the PY2022 Year 3 AAP will be held on August 3, 2022.

BACKGROUND:

In 2015, the City adopted its first 5-Year Consolidated Plan and Year 1 2015-2016 AAP for use of CDBG funds through the Entitlement Communities program, which provides a direct annual allocation of CDBG funds to the City. HUD regulations require the City to adopt an AAP each year defining specific projects and activities to be funded with that particular year's grant funds, which are consistent with the program requirements and the City's 5-Year Consolidated Plans. The City adopted a second 5-Year Consolidated Plan in 2020 and is currently in its second year of that plan. Throughout the years, the City adopts amendments to the Consolidated Plans and AAPs to better address community objectives. The City incorporates comments and suggestions received

ITEM: 1.a. COMMUNITY DEVELOPMENT BLOCK GRANT PUBLIC HEARING REGARDING HOUSING AND COMMUNITY DEVELOPMENT NEEDS & PRIORITIES FOR THE PY2022 YEAR 3 ANNUAL ACTION PLAN.
Staff Report (continued):

from the community on how to improve addressing the needs and priorities of the
Grants Pass community through the annual action plans.

The City began its first 5-Year Consolidated Plan and associated Year 1 AAP
conservatively with only four activities and an annual award amount of $275,000. Each
year the City has added new programs/activities and each year the City has received
larger annual award funding. A copy of the proposed CDBG-Funded Goals, Activities
and Actions for the PY2022 Year 3 Annual Action Plan is attached as Exhibit ‘B’. As of
this hearing, Congress has not appropriated the HUD awards and the City is not aware
of PY2022 Year 3 funding. When that is received it will be incorporated into the Year 3
AAP.

The CDBG Citizen Participation Plan enacted by Resolution No. 15-6336 on June 17,
2015, and as amended, articulates the citizen participation purposes and objectives,
and it also specifies the minimum requirements for public involvement. It provides that
at least one public hearing for the purpose described above is to be held before the
draft AAP is published for public comment.

In past years, it was customary to hold a public open house/workshop to gather public
comments and suggestions for the new Annual Action Plan. However, the last few years
a survey has been posted and emailed in place of a public open house to gather
comments and suggestions due to the continued COVID-19 crisis. The survey was
posted on the City’s webpage on February 9, 2022, and closed on April 1, 2022. A
summary of the comments and suggestions received is attached as Exhibit ‘A’.

Following the citizen participation and public hearing on needs, the draft PY2022 Year 3
AAP will be developed, and a 30-day public comment period begins June 8, 2022. A
public hearing before the City Council will be held for adoption of the plan in August

COST IMPLICATION:

Revenue Source: This public hearing does not commit funds. Projects included in the
AAP are funded from the CDBG fund. Last year the City received $397,324 with no
award amount received as yet for PY2022 Year 3 AAP.

ALTERNATIVES:

No alternatives presented at this time as this is informational only.

RECOMMENDED ACTION:

No action is required at this time as this is merely to apprise the Council of the survey
results for the Needs and Priorities to draft the PY2022 Year 3 AAP.
Survey Details

- Opened February 9, 2022 and closed April 1, 2022
- Survey was available on the city’s webpage and was distributed to partners in the community
- 46 responses collected
  - ≈ 38 respondents were Grants Pass residents/8 not
  - ≈ 35 respondents work in Grant Pass/5 did not/5 retired/1 disabled
  - ≈ 35 own their own home/6 rent with no roommates/5 rent with roommates/1 owns home but rents lot it is on
  - ≈ 13.04% concerned about losing home/2.17% receive financial aid to stay in home/56.52% not concerned with losing their home
  - ≈ 52.27% use between $1,001 to $2,000 of monthly income for housing
  - ≈ 17.39% had health and safety concerns related to condition of their home to include improper insulation, lead-based paint, electrical problems, plumbing and water problems, sewer lines backing up, lack of accessibility, mold or other concerns
  - ≈ 9.30% of respondents work in the Health Care services/16.28% in Non-Profit services/23.26% unemployed/6.98% Business Owners/13.95% Housing Services/4.65% work in General Construction/6.98% work in Government/6.98% work in Education/4.65% work in Insurance/2.33% work in Retail Sales/2.33% work in Real Estate/2.33% are Appointed/Elected Official
  - ≈ Age of respondents ranged from under 18 (2.22%), 25-34 (17.78%), 35-44 (17.78%), 45-54 (13.33%), 55-64 (13.33%), 65+ (33.33%)
  - ≈ Breakdown of race – 82.61% of respondents identified as White or Caucasian/6.52% of respondents identified as Hispanic or Latino/2.17% of respondents identified as American Indian or Alaska Native/8.70% preferred not to respond

- Participants were asked to choose answers to questions on some or all the following topics:
  - ≈ Affordable Housing
  - ≈ Homelessness
  - ≈ Community Development and Human Services

Affordable Housing

- Participants were asked to select three or more housing needs most critical in Grants and the City should prioritize the next few years.
  - Responses were prioritized as:
    - (1) Construction of affordable rental housing
    - (2) Housing for persons experiencing homeless
    - (3) Housing for persons with special needs, including those with physical disabilities, mental illness, substance abuse and addictions
    - (4) Construction of affordable ‘for sale’ housing

Homelessness

- Participants were asked to rank homeless housing programs the City should prioritize the next few years.
SUMMARY FOR 2022-2023 AAP SURVEY

 Responses were prioritized as:
- (1) permanent housing with supportive services (services may include rental support, mental health services etc.)
- (2) transitional housing.
- (3) permanent emergency shelters
- (4) severe weather shelters and temporary emergency shelters
- (5) urban Campground
- (6) housing for people who are working or training to put people to work

 Responses for special needs housing types most critical were prioritized as:
- (1) housing for persons experiencing homeless
- (2) housing for persons requiring mental health services
- (3) housing for seniors and veterans
- (4) pre and post addiction recovery housing
- (5) ADA accessibility housing
- (6) housing for persons fleeing domestic violence

Community Development and Human Services

 Participants were asked for three economic development or business services needed most. They were identified as:
- Job creation and retention (BeG Teen Training, 71Five VaTech)
- Employment training (CDBG SBDC – Microenterprise tuition assistance Makerspace/Innovation Hub membership/tuition assistance)
- Commercial/industrial rehabilitation (CDBG rehabilitation)
- Start-up business assistance (CDBG SBDC – Microenterprise tuition assistance)
- Business mentoring services
- Other comments were: raising wages for 'low-skilled' labor/streamlined assistance/cut fees for business providing housing or community services/housing affordable for entry-level or service industry employees who are essential for the success of small businesses

 Participants were asked for the highest priority public services most needed. They were identified as:
- Addiction Recovery programs
- Homeless services
- Housing services
- Mental Health Services
- Services for abused/neglected children
- Services for victims of domestic violence
- Employment/job skills training
- Youth services

 Participants were asked to select the three community or neighborhood facilities most needed which were:
- Navigation centers for homeless residents
Participants were asked to select three public improvement and/or infrastructure needs most critical:

- Code enforcement of blighted areas
- Improved transportation options
- Sidewalk improvements
- Downtown revitalization
- Trash and debris removal
- Parking facilities
- Street and alley improvements
- Tree planting
- Other responses were: revitalization of north end of GP near I-5 on/off ramps, more bike paths, rent and utility assistance, homeless camping cleanup, safe parks and public areas, downtown restrooms

In addition to the above:

As last year, 25.58% of the respondents were on the high end of the income brackets with only 2.33% in the lower income bracket. 56.82% of the respondents showed less than 30% of gross income going towards housing costs while 25% showed 31% to 40% of gross income going toward housing costs.

44.44% had two people living at home with 2.22% showing six people within the household. 70.45% of households had no children at home.

52.17% of the respondents were employed full time, 21.74% were retired, 13.04% employed part-time, 6.52% unemployed due to a disability, and 2.17% unemployed looking for work.
Affordable & Decent Housing

Goal 1: Affordable Housing Opportunities: Help maintain the supply and condition of the existing affordable housing stock, while providing for reduced monthly costs and decent housing conditions. Help increase the supply of affordable housing. Increase opportunities for aging and disabled citizens to remain independent in their homes and to find accessible housing.

- **Action 1. Maintain Affordable and Decent Housing for Low- and Moderate-Income Individuals:**
  - Assistance with weatherization/energy efficiency for homeowners and/or renters. *(multi-year)*
  - Assistance with rehabilitation including ADA improvements for existing housing stock. *(multi-year)*

- **Action 2. Create Affordable Housing for Low- and Moderate-Income Persons:**
  - Assistance with eligible costs associated for new affordable housing construction funded by other organizations (site acquisition, site preparation, installation of frontage improvements including public improvements and private utilities). *(multi-year)*

Homelessness


- **Action 1. Emergency Assistance Payments to Individuals:**
  - Provide resources to help prevent homelessness for short-term emergency situations such as one-time health emergency, where a household may be a risk of losing its home in the event of one-time inability to make mortgage or rent payment, etc. *(multi-year)*

- **Action 2. Support Services for Homeless:**
  - Provide support services in a transitional home for homeless young adults ages 18-22 with a stable living environment for up to 21 months. *(multi-year)*
  - Provide support services for homeless outreach with case management and resources for homeless youth and their families enrolled in the Grants Pass school district. *(multi-year)*
  - Provide support services to individuals transitioning from incarceration with housing, clothing, basic needs, work ready clothing, work ready IDs, counseling and other training to help them achieve a stable citizenship. *(multi-year)*

- **Action 3. Provide Emergency Food Assistance:**
  - Provide support to the homeless and those at-risk of becoming homeless by supporting Saint Vincent de Paul’s mobile kitchen feeding the homeless and others at-risk of homelessness at various locations in the City. *(multi-year)*

Non-Housing Community Development

Goal 3: Support Economic Development: Help support small business owners, entrepreneurs and incubator or co-workspace development providing increased opportunities to help them succeed and thrive thereby reducing poverty among low-and moderate-income persons.
CDBG-Funded Activities

5-Year Goals and Actions

Exhibit B

- **Action 1. Tuition/Scholarships for Job Skills Training Programs:**
  - Provide funding for tuition waivers for teen training programs through the Boys & Girls Club of the Rogue Valley to help young adults build life skills and work skills. *(multi-year)*
  - Provide funding for job placement and career development through tuition/membership waivers or scholarships for use of a Makerspace/Innovation Hub for LMI youth, workforce, small business owners and microenterprise entrepreneurs. *(multi-year)**
  - Provide daycare subsidies to support employment access for LMI residents to facilitate transitions through work-skills training and into workforce. *(multi-year)**

- **Action 2. Direct Services for Job Placement and Career Development:**
  - Help support youth services by providing economic opportunities for young adults with job opportunities, employment placement and vocational training. *(multi-year)***
  - Provide support to individuals transitioning from incarceration with work ready clothing, work ready IDs, job counseling and other employment training to help them achieve a viable economic lifestyle. *(multi-year)*

**Goal 4: Public Infrastructure:** Provide increased accessibility to City owned facilities and public infrastructure.

- **Action 1. Improve Safety and Access in Neighborhoods and Throughout the City:**
  - Assist with funding for ADA accessibility to public owned facilities, infrastructure and removal of barriers. *(multi-year)*

**Goal 5: Neighborhood Blight:** Reduce the spread of neighborhood blight resulting from abandoned or neglected properties within the City.

- **Action 1. Adopt a Remediation Program:**
  - Reduce the spread of neighborhood blight through a remediation program that provides for rehabilitation or demolition of vacant, abandoned, neglected, or dilapidated properties that have been neglected by owners, including foreclosed properties with absentee owners or landlords. Prioritize properties that have become an attractive nuisance or magnet for illicit activities such as drug use. *(multi-year)*

*Subject to 15% cap for public service agencies
**Exempt from 15% cap if provided under microenterprise assistance subcategory of ‘general support’ to owners of microenterprises or to persons developing a microenterprise.
***Exempt from 15% cap for public service agencies if services are designed to ‘increase economic development opportunities through job training and placement and employment services’ listed in 570(b)(2)(I). (Youth Pathways Partnership in conjunction with the IVCBDO)*

(Planning activities not listed above. The City undertook the Analysis of Barriers to Affordable Housing and the Analysis of Impediments to Fair Housing (AI) in Year 1 (2015-16). The City will be required to undertake the new Affirmatively Furthering Fair Housing (AFFH) work at HUD’s direction).
CDBG-Funded Activities
5-Year Goals and Actions

Background Information

During the 2015 – 2019 years, the City of Grants Pass adopted and amended a 5-Year Consolidated Plan to guide use of projected Community Development Block Grant (CDBG) funds over five years. The City adopted a new 5-Year Consolidated Plan in 2020 for the 2020-2024 five years. Each year, the City adopts an Annual Action Plan for specific projects to be undertaken in that program year with the grant funds to address needs and priorities consistent with the Consolidated Plan. Input regarding needs and priorities is used in development of each year’s Annual Action Plan.

As of yet the City has not received an award amount for projects in the PY2022 Year 3 action plan. Upon receipt, the funds can be leveraged with funds of other qualifying organizations to fund qualifying projects and activities.

- **Predominant LMI Benefit.** At least 70% of the award amount must be for projects that predominantly benefit (at least 51%) low/moderate income (LMI) residents in one or more of the following ways:
  - **Area Benefit:** At least 51% LMI in project’s service area
  - **Limited Clientele:** At least 51% LMI served
  - **Housing:** At least 51% LMI occupancy in apartments, 50% in duplex, 100% in single dwelling
  - **Jobs:** At least 51% available to LMI

- **Blight Prevention or Urgent Need.** Up to 30% of the award amount can be used for projects that help prevent or eliminate blight or meet an urgent need that poses an immediate and serious threat to health, safety, or welfare, when other funding is not available.

- **Public Service Agency Limitation.** In any of those categories, no more than 15% can be used for funding of public services by public service agencies.

- **Prior Year Funds.** Funds from prior years will also be available for use in PY2022.

The projects must address needs identified in the 5-Year Consolidated Plan and be consistent with the general funding priorities and categories identified in the Consolidated Plan. If new critical needs are identified, it may be necessary to amend the Consolidated Plan to fund projects that address those needs.

These funds are to address a range of community development needs, which can include affordable housing, overcoming homelessness, public improvements and investments in predominantly low-/moderate income neighborhoods, economic development projects, and jobs or other skills training.

Funds must be used for eligible activities. Below is a very brief summary of eligible and ineligible activities. Please be aware there is detailed guidance about each item listed.

<table>
<thead>
<tr>
<th>Eligible Activities</th>
<th>Ineligible Activities</th>
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<tr>
<td>Acquisition of real property; disposition; public facilities and improvements; clearance; new public services (or increased level); interim assistance; relocation; loss of rental income; privately-owned utilities; rehabilitation; construction of housing (very limited, but some activities that support new housing are eligible); code enforcement; special economic development activities; microenterprise assistance; special activities by CBDOs; homeownership assistance; planning and capacity building; program administration costs; miscellaneous other activities.</td>
<td>Categorically ineligible: Buildings or portions used for general conduct of government; general government expenses; political activities. Generally ineligible: purchase of equipment (construction equipment, fire protection equipment, furnishings and personal property not an integral structural fixture); operating and maintenance expenses unless associated with public service activities (CDBG funds used to pay the allowable costs in operating and maintaining a facility used in providing a public service (e.g., salaries, rent) are eligible under §570.201(e); new housing construction (except as noted); income payments.</td>
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Ordinance amending Development Code Article 12 Zoning Districts establishing minimum residential density standards.

SUBJECT AND SUMMARY:

Adoption of this ordinance would amend Development Code Article 12, Sections 12.145 and 12.146 and Schedule 12-4b, to establish minimum residential density standards in four zoning districts.

RELATIONSHIP TO COUNCIL GOALS:

This supports the Council's goal to FACILITATE SUSTAINABLE, MANAGEABLE GROWTH by redefining and clarifying minimum residential density standards and criteria for residential development.

CALL TO ACTION SCHEDULE:

Call to action schedule: At Council's discretion.

BACKGROUND:

The proposal is an ordinance amending Article 12 Zoning Districts of the Grants Pass Development Code. If approved, the amendment would require new residential development in the R-3 (R-3-1), R-3-2, R-4 (R-4-1), and R-4-2 zoning districts to meet minimum density standards, including a requirement to build to at least 60% of the maximum density in a given zone on a per site basis.

The proposed Development Code amendment helps to accomplish the housing goals of the Grants Pass Comprehensive Plan, including Policy No. 9.4 (variety of housing types) and No. 9.8 (need for rental units and multi-family).

Along with contributing to the Comprehensive Plan goals above, the proposal helps to ensure in areas with higher levels of public service and public infrastructure that service capacity is used to its greatest extent, achieve more efficient use of available residential lands, meet intended housing production goals, and increase the diversity of housing types available in the city.

The mark-up text amendment to Article 12 is summarized and explained in detail in the associated Urban Area Planning Commission (UAPC) Findings of Fact and the City Council staff report and exhibits.

ITEM: 1.b. ORDINANCE AMENDING DEVELOPMENT CODE ARTICLE 12 ZONING DISTRICTS ESTABLISHING MINIMUM RESIDENTIAL DENSITY STANDARDS.
Staff Report (continued):

The UAPC public hearing was held on February 23, 2022. The UAPC made a recommendation of approval to the City Council for the proposed amendment with a 4:1:0 vote, with two Commissioners absent, and one vacancy.

At the April 6, 2022, City Council hearing the Council decided to amend the draft code language to strike “For development on a building site that is 10,000 square feet or larger” in Section 12.146(1). This also triggers the deletion of the “Exemption” provision at the beginning of Section 12.146.

COST IMPLICATION:

Staff resources will be required to update the Development Code, website links, and explain changes to developers and members of the public.

ALTERNATIVES:

1. Approve the text amendment as submitted;
2. Approve the text amendment with revisions;
3. Deny the text amendment; or
4. Postpone: Continue the item indefinitely (requires a new public hearing notice) or to a date certain.

RECOMMENDED ACTION:

The UAPC recommends the City Council approve the text amendment as shown in the attached Findings of Fact.

POTENTIAL MOTION:

I move to adopt the Development Code text amendment for Article 12 Zoning Districts establishing new minimum residential density standards as amended and have it read by title only, second reading.
CITY OF GRANTS PASS
COMMUNITY DEVELOPMENT DEPARTMENT

DEVELOPMENT CODE TEXT AMENDMENT:
AMENDMENT TO ARTICLE 12
MINIMUM RESIDENTIAL DENSITY
STAFF REPORT – CITY COUNCIL

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<td>405-00128-22</td>
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<tr>
<td>Project Type:</td>
<td>Development Code Text Amendment</td>
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<tr>
<td>Applicant:</td>
<td>Community Development Dept. (on behalf of City Council)</td>
</tr>
<tr>
<td>Staff Assigned:</td>
<td>Jason Maki (CD)</td>
</tr>
<tr>
<td>Application Received:</td>
<td>01/04/22</td>
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<td>Application Complete:</td>
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<td>Date of Planning Commission Staff Report:</td>
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<td>Date of Planning Commission Hearing:</td>
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<td>Date of City Council Staff Report:</td>
<td>03/28/22</td>
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<td>Date of City Council Hearing:</td>
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I. PROPOSAL:

The proposal is an ordinance amending Article 12 (Zoning Districts) of the Grants Pass Development Code. If approved, the amendment would require development in the R-3 (R-3-1), R-3-2, R-4 (R-4-1), and R-4-2 zoning districts meet minimum density standards, including a requirement to build to at least 60% of the maximum density on a per site basis. (See Exhibit 1 for the mark-up version of all proposed text amendments considered).

II. AUTHORITY:

Section 4.102 of the City of Grants Pass Development Code provides that the Director, Planning Commission, or City Council may initiate a text amendment application. These amendments have been initiated by the Director of Community Development at the request of the City Council.

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

In order to recommend approval of the project as proposed, the project must be consistent with the following Criteria: Section 4.103 of the Development Code are met. The Criteria are identified and analyzed in Section VIII of the Planning Commission Findings of Fact.

IV. APPEAL PROCEDURE:

Section 10.060 of the Development Code provides for an appeal of the City Council decision to the Oregon Land Use Board of Appeals (LUBA) within twenty-one (21) days of the final written decision as provided in ORS 197.830.

V. CONFORMANCE WITH APPLICABLE CRITERIA:

Detailed background and discussion is provided in the Planning Commission Findings of Fact and Minutes from the February 23rd, 2022 Planning Commission public hearing.

VI. RECOMMENDATION:

The Planning Commission **RECOMMENDS APPROVAL** to the City Council of the proposed Development Code Text Amendment.

VII. CITY COUNCIL ACTION:

A. Approve the request
   1. As submitted.
   2. With the conditions stated in the staff report.
   3. With amended conditions (list):

B. Deny the request for the following reasons (list):

C. Postponement: Continue item
   1. Indefinitely (requires new public hearing notice)
   2. To a date certain.

NOTE: The application is not subject to the 120-day requirement per ORS 227.178.

VIII. INDEX TO EXHIBITS:

1. Planning Commission Findings of Fact and the attached record:
   A. **UAPC Staff Report**: Mark-up text for Article 12
   B. **Minutes from the February 23, 2022 UAPC Hearing**
   C. **Staff PowerPoint Presentation**
CITY OF GRANTS PASS COMMUNITY DEVELOPMENT DEPARTMENT

DEVELOPMENT CODE TEXT AMENDMENT:
AMENDMENT TO ARTICLE 12
MINIMUM RESIDENTIAL DENSITY
PLANNING COMMISSION FINDINGS OF FACT - TYPE IV

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<tr>
<td>Application Received:</td>
<td>01/04/22</td>
</tr>
<tr>
<td>Application Complete:</td>
<td>01/04/22</td>
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<tr>
<td>Date of Planning Commission Staff Report:</td>
<td>02/16/22</td>
</tr>
<tr>
<td>Date of Planning Commission Hearing:</td>
<td>02/23/22</td>
</tr>
<tr>
<td>Date of Findings of Fact:</td>
<td>03/09/22</td>
</tr>
</tbody>
</table>

Note: **Bold Italic Text** indicates text added by the Commission that was not contained in the staff report. **Strikeout Text** indicates deletions made by the Commission.

I. PROPOSAL:

The proposal is an ordinance amending Article 12 (Zoning Districts) of the Grants Pass Development Code. If approved, the amendment would require development in the R-3 (R-3-1), R-3-2, R-4 (R-4-1), and R-4-2 zoning districts meet minimum density standards, including a requirement to build to at least 60% of the maximum density on a per site basis.

II. AUTHORITY AND CRITERIA:

Section 4.102 of the City of Grants Pass Development Code provides that the Director, Planning Commission, or City Council may initiate a text amendment application. These amendments have been initiated by the Director of Community Development.

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

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

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

IV. PROCEDURE:

A. An application for a Development Code Text Amendment to Article 12 was submitted on January 4, 2022 and deemed complete on January 4, 2022. The application was processed in accordance with Section 2.060 of the Development Code.

B. Public notice of the February 23, 2022 hearing was posted on February 2, 2022 and published in the newspaper of record on February 11, 2022, in accordance with Section 2.053 of the Development Code.

C. A public hearing was held by the UAPC on February 23, 2022, to consider the proposal and make a recommendation to City Council. The UAPC made a recommendation of approval to the City Council for the proposed amendment.

V. SUMMARY OF EVIDENCE:

A. The basic facts and criteria regarding this application are contained in the February 16, 2022 UAPC staff report and its exhibits, which are attached as Exhibit "A" and incorporated herein.

B. The minutes of the public hearing held by the Urban Area Planning Commission on February 23, 2022, attached as Exhibit "B", summarize the oral testimony presented and are hereby incorporated herein.

C. The PowerPoint given by staff at the February 23, 2022 meeting is attached as Exhibit "C".

D. The revised draft code amendment reflecting the Urban Area Planning Commission recommendation to replace "stream banks" with "floodways", and to remove "flood hazard areas" from Section 12.145(2).

VI. FINDINGS OF FACT:

The Urban Area Planning Commission found that, based upon the testimony given at the public hearing, the staff report, and a subsequent Memorandum from the Community Development Director dated May 20, 2021, the proposal meets the criteria in Section 4.103 of the Development Code based on the reasons stated in the findings included below.
VII. BACKGROUND AND DISCUSSION:

Timeline:

- The Housing Advisory Committee adopted a 2021 priority to move towards establishing minimum density requirements to increase the supply of housing. This was based on the goal to preserve moderate to high density residential zones for density's greater than single family homes.
- In March 2021, the Housing Advisory Committee motioned to recommend that City Council consider a potential Development Code text amendment that would establish minimum residential density standards in the R-3-1 and R-4-1 zones, including a requirement to build to at least 60% of the maximum density on a per site basis.
- Staff and the Chair of the Housing Advisory Committee presented the motion with a presentation to Council during a workshop session in March of 2021. Council continued the discussion with direction for staff to follow up with more information.
- After deliberation by Council at the second workshop in September of 2021, staff was directed to draft a proposed development code amendment requiring minimum residential density standards in the R-3 (R-3-1), R-3-2, R-4 (R-4-1), and R-4-2 zoning districts.
- At the time of this report a proposed Comprehensive Plan amendment is being considered which would add a housing policy directly related to this proposed Development Code amendment. The proposed Comprehensive plan policy is below:
  9.11. Establish minimum densities in medium and high-density zones
- To date, public notification of the potential text amendment has occurred through Council workshop, Housing Advisory Committee, and Urban Area Planning Commission agenda items. One land developer spoke in opposition and staff received an email from a land developer in opposition to the concept of minimum densities.

Proposed Development Code Amendment:

Marked-up Development Code text amendments being proposed:

1. The amendment in Article 12 (Section 12.145) is a change to Minimum Residential Density requirements, which as proposed states: In accordance with the standards below and the exceptions in Section 12.146, new residential development in the R-3, R-3-2, R-4 and R-4-2 zoning districts is required to achieve at least 60 percent of the maximum density for the zone, per Schedule 12-4a.
2. The amendment to Schedule 12-4b is a change to the table which defines the zoning districts that will be required to meet minimum residential density standards
## Minimum Residential Density By Zone Schedule 12-4b

<table>
<thead>
<tr>
<th>Comprehensive Plan Designation</th>
<th>Zoning Designation</th>
<th>Minimum Density</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low Density (LR)</td>
<td>R-1-12</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>R-1-10</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>R-1-8</td>
<td>N/A</td>
</tr>
<tr>
<td>Moderate Density (MR)</td>
<td>R-1-6</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>R-2</td>
<td>N/A</td>
</tr>
<tr>
<td>Moderate-High Density (HR)</td>
<td>R-3 (R-3-1)</td>
<td>10.46 du/acre</td>
</tr>
<tr>
<td></td>
<td>R-3-2</td>
<td>12.00 du/acre</td>
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<tr>
<td></td>
<td>R-3M (R-3-1M)</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>R-3-2M</td>
<td>12.44 du/Acre</td>
</tr>
<tr>
<td></td>
<td>R-3-1M (R-3-1M)</td>
<td>12.44 du/Acre</td>
</tr>
<tr>
<td>High Density (HRR)</td>
<td>R-4 (R-4-1)</td>
<td>20.88 du/acre</td>
</tr>
<tr>
<td></td>
<td>R-4-2</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>R-5</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>R-4M (R-4-1M)</td>
<td>20 du/Acre</td>
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<tr>
<td></td>
<td>R-4-2M</td>
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</tr>
<tr>
<td></td>
<td>R-5M</td>
<td>20 du/Acre</td>
</tr>
</tbody>
</table>

3. The amendment adds a new section to Article 12 (Section 12.146). The addition of Section 12.146 would provide exemptions and exceptions to the minimum residential density standards provided certain requirements are met. The proposed exemption and exception language is below:

**Exemption:** Development on a building site less than 10,000 square feet that is in existence prior to the date this ordinance is adopted is exempt from minimum density requirements.

**Exceptions:** The Director is authorized to grant an exception to the minimum residential density requirements in Section 12.145 by means of a Type I procedure, as governed by Section 2.030 as follows:

(1) For development on a building site that is 10,000 square feet or larger, if the applicant can demonstrate by means of a detailed site plan that the site is so constrained that the proportional share of the required minimum density cannot be provided and still meet all of the development standards in the underlying zone, an exception may be granted.
(2) To be granted an exception to Subsection 1 above, the applicant must demonstrate that the maximum number of residential units are being provided while complying with all applicable development standards in the underlying zone. There is nothing in this section which precludes an applicant from applying for a Variance to these standards, as governed by Article 6.

(3) If a property is occupied by a single dwelling as of the date this ordinance is adopted, the dwelling can be enlarged, reconstructed, or replaced in the event of a natural hazard, without having to meet the minimum density requirements.

The effect of the proposed amendment is that new development in the R-3 (R-3-1), R-3-2, R-4 (R-4-1), and R-4-2 residential zoning districts will be subject to meeting minimum residential density standards.

VIII. FINDINGS IN CONFORMANCE WITH APPLICABLE CRITERIA:

The text of the Development Code may be amended provided all of the criteria of Section 4.103 of the Development Code are satisfied.

SECTION 4.103:

CRITERION 1: The proposed amendment is consistent with the purpose of the subject sections and articles.

Planning Commission Response: Satisfied. The proposed amendment is consistent with both the purpose and intent of the article affected by this proposal. The purpose of Article 12 is to establish land use review procedures, stratify land use review procedures according to the degree of discretionary judgment required and the extent of public participation appropriate, and to relate the type of the procedure to the degree of impact of the proposed development. The proposed amendment in this application does not change this purpose statement.

The proposed amendment reflects the purpose of the zoning districts affected, which are as follows:

R-3 Districts. The purpose of the R-3 (R-3-1) and R-3-2 Districts is to encourage, accommodate, maintain, and protect a suitable environment for residential living at moderate-high densities. Maximum densities in these districts are typically representative of 2-story housing such as attached or multi-family.

R-4 (R-4-1), R-4-2, and R-5 Districts. The purpose of the R-4 (R-4-1), R-4-2, and R-5 Districts is to encourage, accommodate, maintain and protect a suitable environment for residential living at higher densities, and for professional uses that typically support residential areas; such as professional offices; hospitals,
clinics and other suitable uses, but only in a manner designed to support and protect residential livability. Maximum densities in these districts are typically representative of 3-story housing such as attached or multi-family.

More specifically the following purpose statement of Section 12.145 is in line with the proposed amendment: "In order to ensure an adequate supply of sites zoned for different housing types at appropriate locations, some residential zones have minimum density requirements".

CRITERION 2: The proposed amendment is consistent with other provisions of this code, including the purpose statement found in Section 22.010 of the Grants Pass Development Code. Section 22.010 applies to the future structures built under this ordinance proposal but does not directly affect the review of the minimum residential density standards.


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

Planning Commission Response: Satisfied. The proposed amendment is found to be consistent with Element 9, Housing, of the Comprehensive Plan. Specifically, the policy goal for housing encourages the provision of adequate numbers of housing units within the Urban Growth Boundary at price ranges and rent levels commensurate with the financial capabilities of area households, and to allow for flexibility of housing type, density, location and design. The proposed amendment assures the Development Code and Comprehensive Plan are in agreement and consistent.

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

Planning Commission Response: Satisfied. Though future growth in the R-3 (R-3-1), R-3-2, R-4 (R-4-1), and R-4-2 zones is expected to be higher under the proposed amendment when compared to historical residential density levels in Grants Pass and this will have impacts on some intersections and the functions of the transportation system, however it is still found to be consistent with the adopted TSP.

The Grants Pass Transportation System Plan Technical Memorandum, page 3, states the TSP assumed a growth rate of 2.94% annual growth in units, reaching 34,230 units in 2040. This figure assumes maximum densities would be constructed, which is far below historical and projected development levels and below the 60% rate required in the proposed ordinance.
IX. RECOMMENDATION:

The Urban Area Planning Commission RECOMMENDS APPROVAL of the request to amend the Development Code. The vote was 4-1 with Commissioners Collier, Arthur, Tokarz-Krauss, and Aviles voting in favor. Commissioner Scherf voted in opposition. Commissioner Heesacker and Nelson were absent. There is one vacancy on the Commission.

X. FINDINGS APPROVED BY THE URBAN AREA PLANNING COMMISSION this 9th day of March, 2022.

[Signature]

Eric Heesacker, Chair

[Signature]
Determining Minimum Residential Density

In order to ensure an adequate supply of sites zoned for different multi-unit housing types at appropriate locations and to help accomplish housing goals of the Comprehensive Plan, some residential zones have minimum density requirements. Zones designated on the zoning map with an “M” suffix following the name of the zoning district. This allows ‘legacy’ zones to continue to be subject to the original standards, while most newly zoned properties will meet the newer requirements. In accordance with the standards below and the exceptions in Section 12.146, new residential development in the R-3, R-3-2, R-4 and R-4-2 zoning districts is required to achieve at least 60 percent of the maximum density for the zone, per Schedule 12-4a.

This designation is typically applied only in higher density residential zones. Minimum lot sizes in lower density zones will typically achieve zoned densities with detached housing types. However, in higher density zones, densities will only be achieved with attached and multi-dwelling housing types. Rather than implementing these provisions by prohibiting certain lower density housing types in higher density residential zones, this approach allows flexibility. Minimum densities on a site can be met in more than one way: by a single housing type on a lot, each built at the same average density, or by a mix of different housing types where some are at higher density and some are at lower density, resulting in the same average density. A site that is nonconforming in minimum density may not move further out of conformance with the minimum density standard. However, units may be added to the site which bring the site closer to conformance without coming all the way into conformance as part of a phased project that demonstrates the minimum density will be achieved.

(1) In a zone with a minimum density requirement designated with an “M” suffix following the name of the zoning district, development shall meet the minimum density provisions of this section, as provided in Schedule 12-4b. All land divisions in the R-3 and R-4 zones are required to demonstrate compliance with the minimum density requirements of the base zone at the time of land division application, unless modified through a Planned Unit Development.

<table>
<thead>
<tr>
<th>Comprehensive Plan Designation</th>
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<td></td>
<td>R-2</td>
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EXHIBIT “D”
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<tr>
<th>Moderate-High Density (HR)</th>
<th>R-3 (R-3-1)</th>
<th>10.46 du/acre</th>
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<td></td>
<td>R-5M</td>
<td>20-du/Acre</td>
</tr>
</tbody>
</table>

(2) Deductions for Natural Features. In calculating minimum density requirements, site area within stream banks, floodways, and riparian setbacks, wetlands and wetland buffers, flood hazard areas, and slopes over 25% may be deducted from the site acreage before measuring minimum density.

(3) Deductions for Public Dedications. Land dedicated as public right-of-way or public open space as part of a development may be deducted from the site acreage before measuring minimum density.

(4) Deductions for Mixed-Use. In a zone with minimum density requirements, when residential development is part of a mixed-use development together with uses such as office and commercial use, the minimum density requirement may be reduced as follows:

(a) Vertical mixed use: Lower-floor non-residential use areas may be calculated as if they had the same number of dwelling units as the residential use on the floor above.

(b) Horizontal mixed use on same site: An equivalent deduction to Subsection (1) may be made for horizontal mixed-use on the same site, as would apply if the same mix of uses were configured as vertical mixed use. For example, two 2-story buildings of the same size, where one is a 2-story residential building and the other is a 2-story office building would qualify for the same deduction as two 2-story buildings with residential above commercial.

(c) Through a Planned Unit Development, similar deductions may be made as for horizontal mixed-use if the resulting development is on separate sites and the resulting development is consistent with the purpose of the deductions.

12.146 Exemptions and Exceptions to Minimum Residential Density Requirements

EXHIBIT “D”
Exemption: Development on a building site less than 10,000 square feet that is in existence prior to the date this ordinance is adopted is exempt from minimum density requirements.

Exceptions: The Director is authorized to grant an exception to the minimum residential density requirements in Section 12.145 by means of a Type I procedure, as governed by Section 2.030 as follows:

(1) For development on a building site that is 10,000 square feet or larger, if the applicant can demonstrate by means of a detailed site plan that the site is so constrained that the proportional share of the required minimum density cannot be provided and still meet all of the development standards in the underlying zone, an exception may be granted.

(2) To be granted an exception to Subsection 1 above, the applicant must demonstrate that the maximum number of residential units are being provided while complying with all applicable development standards in the underlying zone. There is nothing in this section which precludes an applicant from applying for a Variance to these standards, as governed by Article 6.

(3) If a property is occupied by a single dwelling as of the date this ordinance is adopted, the dwelling can be enlarged, reconstructed, or replaced in the event of a natural hazard, without having to meet the minimum density requirements.
1. **Roll Call**: The chairman is not here tonight. He had to call out an emergency, he’s sick, so I’m going to do my best to get through this. It is 6:00 so I’ll open the meeting with roll call. My name is Mark Collier. I’ll be acting chair. I’m the vice chair. I’m here. Commissioner Aviles?

   Present.

   Commissioner Nelson is away on vacation. Commissioner Arthur?

   Here.

   Commissioner Tokarz-Krauss?

   Here.

   Commissioner Scherf?

   Here.

   So, we have a quorum.

2. **Introductions**: Any introductions necessary? No.

3. **Public Comment**: As a public comment, it looks like everybody in the audience is a player for tonight, so I don’t need to read that. Okay? It’s a guess.

4. **Approval of Minutes**: Approval of the minutes for February 9th. Do I have a motion?
I move to approve the minutes from February 9th.

I guess we're ready to go. [crosstalk 00:44:21]. Yeah. Oh, at this time, open to public hearing to consider a type four planning commission recommendation city council decision. Staff assigned is Mr. Maki. We'll begin the hearing with a staff report followed by public comment. The matter will be discussed and acted upon by the commission. Anyone present wishes to challenge the authority of the commission in the matter? Seeing none. Any commissioners wish to abstain from participating in the hearing or declare conflict of any interest? Seeing none. Explanation criteria of the hearing, the recommendation of the commission to the council will be based on specific criteria. All testimony evidence must be directed toward direct criteria. Criteria will apply in this case and is noted in staff report. Waiver, raise it or lose it. It's 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 will not be able to appeal the city council. Doesn't look like there's anyone even here, so I guess we're ready to go.

Yes. Thank you. Good evening, commissioners. The topic we're going to be discussing tonight is a minimum residential density development code amendment, specifically section 12.145 of the Grants Pass Development Code. And for the record, the project number we're going to be discussing is 4050012822. So just a little bit of background. This is a discussion that has been taking place over several years. Starting in spring of 2019, the housing advisory committee, also known as AJC, discussed minimum density zoning as a potential tool for the city to add and to increase the supply of units. And then in fall of 2019, the housing advisory committee agreed to add action 2.4 to their housing action plan, which was to develop minimum density zones in parallel with density transfers added to draft HAC Work Plan as a recommended action.

At the beginning of 2020, the housing advisory committee presented the housing action plan to city council and city council acknowledged the HAC work plan. And then moving to October of 2020, the HAC included minimum density, adopting a minimum density standard in its list of top 10 priorities for 2021, and the housing advisory committee, excuse me, did pass a motion to recommend to city council that they adopt a minimum density standard in the development code, which would be 60 percent of max density in the R31 and R41 zones. And then in May of 2021, city council reviewed the HAC motion during a workshop session, and during that workshop session, the council requested additional research to consider minimum densities above 60 percent to develop some language around exceptions to meeting minimum density and to provide examples of built projects that achieve 60 percent of minimum density or above.

So council, our staff followed up with some of that research, and then in August 30th of 2021, city... During a city council workshop, council discussed the requested research and council gave direction to proceed with a 60 percent minimum density code amendment, requested review of draft ordinance prior to planning commission public hearing. So just some general information around the purpose and goals of a minimum density ordinance. A minimum density standard helps to accomplish the housing goals of the Grants Pass Comprehensive Plan, including policy 9.4, which is variety of housing types, and 9.8, need for rental units and multi-family. And just as a little bit of a coincidence, although it hasn't been formally adopted, the earlier discussion tonight, the revised comprehensive plan does include a new bullet point, which is to establish minimum densities in medium and high density zones. So what we're discussing tonight is in line with that comprehensive code amendment.
It ensures in areas with high levels of public service and infrastructure that service capacity is used to its greatest extent, achieve more efficient use of available residential lands and meet intended housing production goals, and helps to increase the diversity of housing types available within the city. Here’s a couple bullet points from the 2021 housing needs analysis just to illustrate the fact that the proposed code amendment is in line with this document as well. But the population of Grants Pass is forecasted to grow at just slightly over one percent per year over the next two decades, adding the need for... Or adding 9,401 new residents. Population growth will require the addition of just over 4,000 new traditional dwelling units over the next 20 years plus 114 group quarter dwellings. About 60 percent of the future housing need will consist of single-family detached housing. 18 percent will be a mix of town homes and plexes. 13 percent will be apartments. Six percent will be manufactured housing and three percent in group quarters.

So just drilling down a little bit now into the development code, Article 12, which is the article we’re looking at, does give some purpose statements to describe the intent of the zoning districts, and tonight we’re looking at the R3 and R4 districts. So as you can see on the slide here, the purpose of the R3 districts is to encourage, accommodate, maintain, and protect a suitable environment for residential living at moderate high densities. Maximum densities in these zones are typically representative of two story housing such as attached or multi-family. And similar statement for the R4 zoning districts. The purpose of the R4 districts is to encourage, accommodate, maintain, protect a suitable environment for residential living at higher densities and for professional uses that typically support residential areas such as professional offices, et cetera. Maximum densities in these districts are typically representative of three story housing such as attached or multi-family.

So currently the development code does include a section related to minimum residential density standards, describes the intent of the section. Part of the issue is that the schedule, Schedule 12-4B that defines what the minimum density is for a specific zone, is essentially zero. There is no minimum density that needs to be met. So as an example, single-family home can be built on any lot in any zone. You will notice this M designation. We’ll talk about that a little bit later in the presentation, but there are no M designated zoned lots within the city, so it doesn’t apply to any lot within the city. So just to sort of summarize the main points of the code amendment, the amendment would change one existing section of Article 12, which is section 12.145. It would create one new section in Article 12, the newly created 12.146, and it would amend Schedule 12-4B, the table we looked at in the prior slide. And just as a reference. Page 85 in your packet is the proposed draft language.

These are just getting a little bit more specific, but still summarizing what the changes are that you see in that edited draft. New residential development in the R31, R32, R41, and R42 zoning districts is required to achieve at least 60 percent of the maximum density for the zone, and a site that is nonconforming in minimum density may not move further out of conformance with the minimum density standard. Units may be added, which bring the site closer to conformance without coming all the way into conformance as part of a phase project that demonstrates the minimum density will be achieved. All lands in the R31, R32, R41, R42 zones are required to demonstrate compliance with the minimum density requirements of the base zone at the time of land division application unless modified through a land unit development.

And staff proposes to delete the current M suffix, which allows a minimum density standard to be used with any zone. Again, it just goes back to the fact that we don’t have any M designated
zoning within the city. And my understanding is there's no intention to have any, any time soon. And there is just one little addition to section 12.145 subsection two that would include flood hazard areas would be subtracted from the total area of the lot to determine what the minimum lot standard would be.

Hey, Jason, just let me interrupt you there. We were just looking at that here of the staff table and that, I don't think, is correct. We would... Because our code actually allows for development in flood hazard areas, so I mean, if you allow for development of a flood hazard area, then it should be... It shouldn't be exempted out. I mean, that should be part of it. So the flood way, which is basically the channel of the river or the channel of Gilbert Creek, et cetera, et cetera, now that should be exempted out, but not the 100 year floodplain. You can develop in the 100 year. So thanks to Donna, she's actually our floodplain coordinator, for catching that. So that would... If you chose to move this tonight, we would need to actually not include that particular phrase.

And one thing. It does also refer to stream banks under this number two. It's on page 86 in the packet. So within stream banks and [inaudible 00:56:50] setbacks, again, that term is really hard to define for us, so that would be replaced with flood ways because that's completely defined within the development code and then just strike the flood hazard area.

Yeah. So we may be able to talk about this towards the end, but so we would be editing one phrase that's existing and not adding one proposed.

Yeah. Okay.

And here's the proposed amendment to Schedule 12-4B. As you can see, staff is proposing to strike the reference to the M designations and to add the 60 percent of the max density as the minimum required density for the appropriate zones. And just as a reference, Schedule 12-4A is what establishes max density, so these are the numbers here that we're just taking 60 percent of those numbers, which becomes the minimum density in the previous slide. And there is a proposed addition of a section, again, 12.146. The first part of that is an exemption statement, which basically says that all lots less than 10,000 square feet are exempt from meeting the minimum density requirements. And for lots greater 10,000 square feet, there's an exception process. I'll just go ahead and read this out to you.

A development on a building site that is 10,000 square feet or larger, if the applicant can demonstrate by means of a detailed site plan that the site is so constrained that the proportional share of the required minimum density cannot be provided and still meet all of the development standards in the underlying zone, an exception may be granted. For development on a building site that is 10,000 square feet or larger, if the applicant can demonstrate... Well, maybe that's just a little bit of a repeat there. To be granted in exception to subsection one above, the applicant must demonstrate that the maximum number of residential units are being provided while complying with all applicable development standards in the underlying zone.

There is nothing in this section which precludes an applicant from applying for a variance to these standards as governed by Article 6. And if a property is occupied by a single dwelling as of the date of this ordinance is adopted, the dwelling can be enlarged, reconstructed, or replaced in the event of a natural hazard without having to meet the minimum density requirements. And just to give a specific recent example of how this might relate to a project, I
have a little bit of a subdivision comparison. So Highland Meadows is an 11 lot subdivision that is developed with single-family homes and Evergreen Manor is a similarly sized subdivision, 11 lots, each lot developed with a duplex. And as you can see from this table, again, same zone, similar size, similar max density.

If a 60 percent minimum density standard was required, they'd be pretty similar for both developments. Same number of lots. In the case of Highland Meadows, the developer built 11 units, and in the case of Evergreen Manor, the developer constructed 22 units. Highland Meadows would not meet up a 60 percent minimum density standard and Evergreen Manor would meet that standard. So to better align with the intent and purpose of these zoning districts, the code amendment would lend itself to developers needing to meet the standard that's described in the example of Evergreen Manor. Just to give you a sense of the total impact of this to the lots that would be impacted by this development code amendment, here is a map. As you can see, the different shaded areas relate to different zones.

Is that map available on your website, on the Grounds Pass website?

It is, but it'll show all zones. So what I did here is I removed the colors for any other zone. It just helps you sort of see the zones we're talking about. But our zoning map is available. And I can send this out if anybody is interested in seeing this exact particular map. And just again, looking at high-level impact, during council discussion, there was some talk about how this change would relate to lots that have the potential to be to developed as opposed to lots that are already built out, so this is staff's attempt to quantify the total number of lots and acreage that are likely to be developed in the future, and we did that by identifying all of the lots with assessed value less than 10,000, which we would classify as being vacant, and then lots with less than 50 percent value, which we would describe as being under-improved, and then the total number of lots and total number of acres within those zones.

So because the exemption includes language that would exempt lots less than 10,000, this table makes an attempt to get a sense of how many lots within the total number of lots fit that description. So as you can see, a big... A significant portion of the lots within each zone are less than 10,000 square feet. And there was also some discussion for a typical multi-family development, multi-dwelling unit complex, typically we'd be looking at lots of over one acre, so you can kind of get a sense in this column here of how many lots are within each zone that are over one acre in size, likely the lots most significantly impacted by this code amendment. And so the planning commission's call to action recommend approval by the city council as submitted or with revisions recommended by the UAPC, recommend city council deny the requests and list the reasons, or postpone and continue to a date certain. And just so we're all aware, that 120 day deadline, or maybe there's not a 120? Okay. So pending any questions, that's my presentation.

Commissioner Aviles.

Thank you. Just a quick question. So in terms of the minimum density proposal, it applies to R3 and R4. Why not R2?

There was quite a bit of discussion, both at the housing advisory committee level and the city council level, and ultimately council directed staff to move forward with a development code amendment that did not include R2.

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You could listen to the workshops to get a better sense for that, commissioner. At a high level, I think one of the reasons was the sheer acreage involved. There's a lot more acreage that is zoned R2 when you add it in there, so I mean, you could argue that both ways. You could say, "Well, that's more acreage, so that means potentially more density." On the other side, this is a pretty significant change for the city and that could potentially be done later, but I think one of the thoughts was let's start with those zones that are intended for the higher level of density. The R2 is right at that borderline between kind of medium and high. I mean, it's really intended more for single dwellings than it is for multi volumes if you look at the purpose statement. So those are just a couple of thoughts.

Other questions. Commissioner Scherf.

Okay. So basically the prime example, if we go back to the heart of this discussion, the prime example is taking a subdivision and... Or your example that a minimum density would be required is taking a subdivision, and it's in not allowing somebody to do decent size single-family dwellings with open space per individual and basically doubling up the units by putting duplexes on these to increase that density. I just, to the heart of this, I think minimum density goes completely against section 9.7 in the comprehensive plan that we just agreed upon in taking away local barriers to development. My argument for that would be basically if you're forcing developers to increase the density purposely, then that's putting another barrier to that local jurisdiction, to that local zoning, which goes against your comprehensive plan, which was just agreed upon.

So I don't know if that was a lot of forethought in that. I understand that you're trying to get a little bit more duplexes and plexes in. I'm just not seeing... I don't know. I don't know how to finish that conversation. My second question would be minimum density requirements is just going to the root of the utilized density on that property and does not preclude or does not diminish the other restrictions on that zoning, meaning the utility requirements, the parking requirements, and so forth. It's just actually just trying to force a utilization of 60 percent of the allowable. Is that correct?

I guess I don't completely understand.

So if you're forcing somebody to use a minimum density in that area, is there any concessions decreased in the amount of parking required or is that still density based within those other development code regulations?

Not anything directly. I don't think there would be anything indirectly that I can think of, but nothing in this section that would offer a concession, for example.

And I'm trying to preclude that. I don't want to offer a concession because I guess basically what you're trying to do is try to make sure that your infrastructure is growing with the amount of density. If you're forcing a minimum density requirement, I wouldn't want any other concessions for decreasing the amount of required parking, the amount of any other development code.

Yeah. I'm just kind of thinking off the top of my head here. I suppose through the exemption request process, an applicant could make some sort of argument around needing to meet other standards, but again, no direct language that would give any sort of other concession for any other required standard of the code.

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Perfect. Thank you. That's what I wanted to make sure. I don't have any other questions.


I did want to make sure that you provide a copy of the map. I find it helpful because where you had put the R3 and R4 zoning highlighted, what I found online showed such an insufficient amount. These numbers, in addition to the map that you've laid out here, give very reasonable... In fact, I think this fits what we've been mandated legislatively to do, and that's get those numbers up without... Well, it doesn't say this legislatively, but allows for a more dense use of the lands that we have. If that also had R2 on it, you'd have a... That thing would light up like crazy and we wouldn't be able to, as a locality, I feel, blend this in in a way that fits our particular community. So I, again, find that helpful. It helps me feel more comfortable with what's being presented here and the goals that it's seeking to achieve. Thank you. I think we would all want the map if you could send that to all of us.

Well, I think based upon Clint's comment that the item that's missing for perspective is how much did we take in with the urban growth boundary expansion? And I can't even... So many numbers, I don't even remember what it was now. I know what we went... We still are under 16 square miles, which is one percent of the county for the people who were alarmed about covering the whole county with houses. But I think it would be good to just have, and I know we've had tons of numbers like this, but to tell us what the R1s and 2s are so you can say, "Okay, we're taking away," in Clint's terminology, "We're putting a barrier on 1,100 acres requiring them to be more dense." But how many are left that aren't required to do that just for perspective? And I don't remember what that number is now. The lot.

Commissioner Scherf.

So to clarify what my statement was against... To clarify my definition of barriers is if you force a developer to build more infrastructure, more houses within to build more density within a piece of property, you're also forcing that developer to outlay more money to upgrade and follow the infrastructure behind it. So that is a barrier. That's an increased cost within that piece of property. Secondly, I wanted to know, there was, and I just need a little clarification because my brain might have glossed over when you were talking about... You were talking about if a property didn't meet the minimum density, there was an avenue for an exemption, or... Would that avenue include basically going through a variance or PAD style and going through a public hearing or have you guys defined that?

It would be a director's decision.

So it would only be a staff level decision.

Correct.

Okay.

Anyone else?
I know we've been around on that infrastructure issue before, but I still can't see how density doesn't decrease the need for infrastructure because you're not stretching streets and sewer lines and everything way out beyond that small piece of property.

Easy way to explain it.

Hm?

Easy way to explain it.

Okay.

You have one hose to your garden. You put in four tomato plants. You need four sprinklers for those four tomato plants. You have one hose to that. You double your garden the next year, same plot of land. You put 12 tomato plants on there. You need 12 sprinklers. Does that small hose that you, last year, watered four tomato plants with have the capacity to water 12 tomato plants the next year? So basically if you increase the amount of houses, you increase the amount of toilets, you increase the amount of water pressure needed, so if the infrastructure going to that residence, residential area, is not big enough, doesn't have enough capacity, that's what I'm talking about. So if you increase the density, you still have to have infrastructure to follow behind it. So when does that become the burden of the city versus the burden of the developer? As a burden of the developer, that is a barrier for him to develop because that's an added cost to them.

And that might be a question. My guidance for taking this seat was to keep those comments headed towards staff. And to that end, we did ask staff to say, "Okay, what's going to be the overall impact?" So could we address that question for staff? What would be the... because as I understand it, that you've looked at this.

Yes. Generally speaking, all master plans, sewer, water, assume capacity at the max density level, which goes back to this chart. So the plans are assuming that lots in these zoning designations are going to be built out to 100 percent of max density, which is very rare that it happens. So the 60 percent would be less than the assumed density of the master plans.

In full transparency to Commissioner Scherf's point, the current master sewer, water, storm water, and transportation plans, so we have those as our four main master plans that address pipe size, that address street width, that address the capacity to handle all the storm water runoff, I mean, those were all adopted generally around 2015, 16. The transportation system plan we've just adopted last year. But a lot of emphasis was put on the new growth areas. So you see on that map, there's a lot of R3 and R4. That's closer in to the core of the city, which would have been... The infrastructure would have been built sometimes 40, 50 years ago. Now, some of that infrastructure, again, just trying to put everything on the table here tonight, is not necessarily at that pipe size, for example. I mean, we're talking about all kinds of infrastructure to handle.

I think the confidence level increases, though, when you, when you look at the distribution. So if you're talking about one 30 unit multiplex being put, say, up off of Highland maybe where there's some older pipes, now it is possible that a 70 unit, 100 unit, 120, may trigger some need to upsize. That is possible. And that is typically going to be the cost of the developer to up-size if
that's where they want to build. We have not, in this proposal, gone to that level of detail to say, "Well, on this parcel, a 100 unit project is going to trigger this up-size, which triggers this much cost." That's a major analysis. We did not do that. But we do still feel comfortable that looking at a broad scale where these are targeted, the infrastructure is there. And as Jason said, the master sewer, all those plans were designed at the maximum, which we're not even close to the maximum density on the vast majority. So that's...

So with that in mind, you're satisfied that this is a workable tool for you.

For the city, I mean, we put these applications out there in large part because they get driven by elected officials. So I mean, this is where... This was a strategic plan item, so we're just... We're kind of following the directions that were given by the city council here.

And that's what I'm very comfortable... I'm very thrilled that you actually gave that analysis because I feel that one of my jobs is to make sure to ask as many questions as possible to make sure that we are all thinking about the whole picture, not just doing a knee jerk reaction that's going to last through the end of the day. And again, you're five years down the road and we're going, "Well, we don't have that multimillion dollar coffer to extend that sewer out to there where we told them they had to build 120 units." So I'm just here to ask those questions to make sure that we're all looking at every aspect, every corner of the box.

Absolutely.

Commissioner Aviles.

Thank you. It's part of a discussion with the commissioner, not to staff. Can I? Oh, okay. So just speaking to the metaphor about the hose and four plants versus the hose and more plants. So with your comments, am I to understand that things were built with a bigger hose that are being underutilized and then therefore are able to manage at a higher capacity should the densities be increased? Did I follow that right? Is that what you...

You did. Yes.

Okay. Okay.

Yes.

Thank you.

So there's lots of 12 inch sewer lines out there that are well underutilized.

All I can... In my head, you said Highland Avenue, and all I can see is collapsing Orangeburg pipe. That goes back to, again, a builder assuming that risk with a profit motive in mind, and it is one of those things. So anyway, thank you.

Do we have consensus?
I would like to, if I could, just... Sorry to cut you off there, Chair. Just mention two things. Just to clarify, with the recently agreed to be adopted comp plan, there is a specific policy goal, 9.6.12, which is the specific language is established minimum densities in medium and high density zones, so I do think it aligns with a very specific policy goal of the new comp plan amendment. And then just to touch on something that you mentioned, commissioner Arthur, I just want to clarify with everybody, everything you have seen tonight does not include the urban growth boundary rezoning project, so there will be areas of town that transition into city zoning once the urban growth boundary rezoning project is complete that will have some of these zoning designations. So at that time, you'll see more areas identified on this map that will be subject to the minimum of density standard.

Do we have a motion? Unless you want to spend the night here.

Sorry, Chair. I guess you should close the hearing.

Yeah. If there's no more discussion, we can close the hearing on the item.

I hereby move that we approve the development code text amendment as presented with... Go ahead.

With edits, do I need to be specific as to what they are with edits as recommended by staff?

Regarding the flood way.

Specifically the flood way or plain designation.

I think you had two edits setbacks. Okay. I'm getting a thumbs up from the chair that he knows the two edits. We'll see him. Okay. We have a motion with two edits and a second by Commissioner Aviles. Discussion. And seeing Commissioner Scherf.

Sorry, I still have one more question. If you impose minimum densities as laid out in these code changes, are those subject to running a PUD on an R3 or an R4 zone?

I don't know if we can... We closed the hearing.

I know.

Yeah. So that's discussion. We have to come to that.

I'll withdraw the question.


Yes.

Commissioner Tokarz-Krauss.
Yes.

Commissioner... That's a yes. Commissioner Scherf.

No.

Commissioner Aviles.

Yes.

Okay. That's four in favor, one opposed. It means the motion carries. Do we need a reason?

I don't like to have... I don't like the fact that there's not an avenue for a developer to come up with lot hardships. I mean, you said it was staff approval, but I just kind of see that it's not... I don't see an easy avenue out of it, and then again, I'm going to go back to I think you're imposing... You're self-imposing more barriers on development in the area. So that's my excuse.


I think we're good.

Okay. I guess we'll adjourn the meeting at 7:26. [crosstalk 01:26:23].

____________________________________________________
Eric Heesacker, Chair
Urban Area Planning Commissioner
Minimum Residential Density Development Code Amendment (Section 12.145)

Jason Maki, Associate Planner
Community Development
2/23/2022
Project #: 405-00128-22

Background

- **Spring 2019** – Housing Advisory Committee (HAC) discusses minimum density zoning as a potential tool for City to add to increase the supply of units
- **Fall 2019** – Action #2.4, Develop minimum density zones in parallel with density transfers, added to draft HAC Work Plan as a recommended action
- **January 2020** – City Council “acknowledges” the HAC Work Plan
- **October 2020** – HAC includes minimum density zoning in its list of top 10 priorities for 2021
- **March 2021** – HAC passes a motion (9:0 with 2 absent) to recommend to City Council adoption of a minimum density standard in the Development Code which would be 60% of maximum density in the R-3-1 and R-4-1 zones
Background

- **May 10, 2021** – City Council reviews HAC motion re. minimum density code at Workshop; requested additional research to consider minimum densities above 60%, develop an exceptions process, and provide examples of built projects that achieve 60% of minimum density or above
- **August 30, 2021** – City Council Workshop to discuss requested research; Council gives direction to proceed with a 60% minimum density code amendment; requested review of draft ordinance prior to Planning Commission public hearing

General Purpose & Goals of Minimum Density Ordinance

- Helps to accomplish the housing goals of the Grants Pass Comprehensive Plan, including Policy #9.4 (variety of housing types) and #9.8 (need for rental units and multi-family)
- Ensure in areas with high levels of public service and infrastructure that service capacity is used to its greatest extent
- Achieve more efficient use of available residential lands and meet intended housing production goals
- Helps to increase the diversity of housing types available in the city
Applicable Findings from 2021 Housing Needs Analysis (Draft)

- The population of Grants Pass is forecast to grow at 1.02% per year over the next two decades, adding 9,401 new residents.
- Population growth will require the addition of 4,055 new traditional dwelling units over the next 20 years (plus 114 group quarters dwellings).
- About 60% of the future housing need will consist of single family detached housing, 18% will be a mix of townhomes and plexes, 13% will be apartments, 6% will be manufactured housing, and about 3% in group quarters (e.g. dorms and congregate care facilities).

Purpose and Intent of Zoning Districts

- **R-3 Districts.** The purpose of the R-3 (R-3-1) and R-3-2 Districts is to encourage, accommodate, maintain, and protect a suitable environment for residential living at moderate-high densities. Maximum densities in these districts are typically representative of 2-story housing such as attached or multi-family.
- **R-4 (R-4-1), R-4-2, and R-5 Districts.** The purpose of the R-4 (R-4-1), R-4-2, and R-5 Districts is to encourage, accommodate, maintain and protect a suitable environment for residential living at higher densities, and for professional uses that typically support residential areas; such as professional offices; hospitals, clinics and other suitable uses, but only in a manner designed to support and protect residential livability. Maximum densities in these districts are typically representative of 3-story housing such as attached or multi-family.
Current Standards for Minimum Density
(Schedule 12-4b)

<table>
<thead>
<tr>
<th>Comprehensive Plan Designation</th>
<th>Zoning Designation</th>
<th>Minimum Density</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low Density (LR)</td>
<td>R-1-12</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>R-1-10</td>
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</tr>
<tr>
<td></td>
<td>R-1-8</td>
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</tr>
<tr>
<td>Moderate Density (MR)</td>
<td>R-1-6</td>
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</tr>
<tr>
<td></td>
<td>R-2</td>
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</tr>
<tr>
<td>Moderate-High Density (HR)</td>
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</tr>
<tr>
<td></td>
<td>R-3-2</td>
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<td></td>
<td>R-3M (R-3-1M)</td>
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<tr>
<td>High Density (HRR)</td>
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<tr>
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<td>R-4-2</td>
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</tr>
<tr>
<td></td>
<td>R-5</td>
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<td></td>
<td>R-4M (R-4-1M)</td>
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<tr>
<td></td>
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</tbody>
</table>

Proposed Minimum Density Code Amendment

- Amendment would change 1 existing section in Article 12, Zoning Districts (12.145)
- Create 1 new section in Article 12, Zoning Districts (12.146)
- Amend Schedule 12-4b

- Please see page 85 in packet for proposed draft language
Proposed Minimum Density
Code Amendment, Section 12.145

- New residential development in the R-3 (R-3-1), R-3-2, R-4(R-4-1) and R-4-2 zoning districts is required to achieve at least 60% of the maximum density for the zone.
- A site that is nonconforming in minimum density may not move further out of conformance with the minimum density standard.
- Units may be added which bring the site closer to conformance without coming all the way into conformance as part of a phased project that demonstrates the minimum density will be achieved.

Proposed Minimum Density
Code Amendment, Section 12.145

- All land divisions in the R-3 (R-3-1), R-3-2, R-4(R-4-1) and R-4-2 zones are required to demonstrate compliance with the minimum density requirements of the base zone at the time of land division application, unless modified through a Planned Unit Development.
- Staff Proposes to delete the current “M” suffix, which allows a “Minimum Density” standard to be used with any zone.
- Sect. 12.145(2) - Add “flood hazard areas” as one of the natural features that would be deducted in land area before calculating minimum density (along with wetlands, steep slopes, etc.)
### Proposed Minimum Density Code Amendment, Schedule 12-4b

(at 60% Max Density for R-3 (R-3-1), R-3-2, R-4 (R-4-1) and R-4-2)

<table>
<thead>
<tr>
<th>Comprehensive Plan Designation</th>
<th>Zoning Designation</th>
<th>Minimum Density</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low Density (LR)</td>
<td>R-3-12</td>
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<td></td>
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<tr>
<td></td>
<td>R-1-8</td>
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</tr>
<tr>
<td>Moderate Density (MR)</td>
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<tr>
<td></td>
<td>R-2</td>
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<td>R-3M (R-3-1M)</td>
<td>12.44 du/acre</td>
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<td>R-4-2</td>
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<td>R-5</td>
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<td></td>
<td>R-4M (R-4-1M)</td>
<td>20 du/acre</td>
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<tr>
<td></td>
<td>R-5M</td>
<td>20 du/acre</td>
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### Current Standards for Maximum Density

(Schedule 12-4a)

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<th>Comprehensive Plan Designation</th>
<th>Zoning Designation</th>
<th>Maximum Density</th>
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<tr>
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<td>R-4-2</td>
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<tr>
<td></td>
<td>R-5</td>
<td>50 du/Acre</td>
</tr>
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Proposed Minimum Density Code Amendment, Addition of Section 12.146

Exemption

Development on a building site less than 10,000 square feet that is in existence prior to the date this ordinance is adopted is exempt from minimum density requirements.

Exceptions

Development on a building site that is 10,000 square feet or larger if the applicant can demonstrate by means of a detailed site plan that the site is so constrained that the proportional share of the required minimum density cannot be provided and still meet all of the development standards in the underlying zone, an exception may be granted.

1) For development on a building site that is 10,000 square feet or larger, if the applicant can demonstrate by means of a detailed site plan that the site is so constrained that the proportional share of the required minimum density cannot be provided and still meet all of the development standards in the underlying zone, an exception may be granted.

2) To be granted an exception to Subsection 1 above, the applicant must demonstrate that the maximum number of residential units are being provided while complying with all applicable development standards in the underlying zone. There is nothing in this section which precludes an applicant from applying for a Variance to these standards, as governed by Article 6.

3) If a property is occupied by a single dwelling as of the date this ordinance is adopted, the dwelling can be enlarged, reconstructed, or replaced in the event of a natural hazard, without having to meet the minimum density requirements.
Subdivision Comparison

<table>
<thead>
<tr>
<th>Zone</th>
<th>Highland Meadows</th>
<th>Evergreen Manor</th>
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<tbody>
<tr>
<td>Parent Parcel Size</td>
<td>1.65 acres</td>
<td>1.81 acres</td>
</tr>
<tr>
<td>Max Density</td>
<td>28 du</td>
<td>31 du</td>
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<tr>
<td>60% Max Density</td>
<td>18 du</td>
<td>19 du</td>
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<tr>
<td>(proposed minimum density)</td>
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<td></td>
</tr>
<tr>
<td># of lots</td>
<td>11</td>
<td>11</td>
</tr>
<tr>
<td># of units built</td>
<td>11</td>
<td>22</td>
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<tr>
<td>Proposed 60%</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>minimum density met?</td>
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Vacant and Under Improved Lots
(City zoned lots within the UGB)

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<tr>
<th></th>
<th>Total Lots &lt;=$10k</th>
<th>Total Acres &lt;=$10k</th>
<th>Total Lots&lt;=$50k</th>
<th>Total Acres &lt;=$50k</th>
<th>Total Lots</th>
<th>Total Acres</th>
</tr>
</thead>
<tbody>
<tr>
<td>R-3-1</td>
<td>189</td>
<td>96</td>
<td>240</td>
<td>116</td>
<td>2,465</td>
<td>661</td>
</tr>
<tr>
<td>R-3-2</td>
<td>32</td>
<td>16</td>
<td>53</td>
<td>28</td>
<td>257</td>
<td>131</td>
</tr>
<tr>
<td>R-4-1</td>
<td>69</td>
<td>45</td>
<td>93</td>
<td>50</td>
<td>474</td>
<td>149</td>
</tr>
<tr>
<td>R-4-2</td>
<td>23</td>
<td>34</td>
<td>29</td>
<td>43</td>
<td>208</td>
<td>187</td>
</tr>
<tr>
<td>Total</td>
<td>313</td>
<td>191</td>
<td>415</td>
<td>237</td>
<td>3,404</td>
<td>1,128</td>
</tr>
</tbody>
</table>
Lot Size by Zone

<table>
<thead>
<tr>
<th>Zone</th>
<th>Total Lots</th>
<th>Total Acres</th>
<th># of lots greater than 1 acre</th>
<th>% of lots greater than 1 acre</th>
<th># of lots less than 10,000 sf.</th>
<th>% of lots less than 10,000 sf.</th>
</tr>
</thead>
<tbody>
<tr>
<td>R-3-1</td>
<td>2,465</td>
<td>661</td>
<td>74</td>
<td>3%</td>
<td>2,018</td>
<td>82%</td>
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<tr>
<td>R-3-2</td>
<td>257</td>
<td>131</td>
<td>26</td>
<td>10%</td>
<td>144</td>
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<td>R-4-1</td>
<td>474</td>
<td>149</td>
<td>34</td>
<td>7%</td>
<td>335</td>
<td>71%</td>
</tr>
<tr>
<td>R-4-2</td>
<td>208</td>
<td>187</td>
<td>29</td>
<td>14%</td>
<td>121</td>
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<td>3,404</td>
<td>1,128</td>
<td>163</td>
<td>5%</td>
<td>2,618</td>
<td>77%</td>
</tr>
</tbody>
</table>

Planning Commission Call to Action

- Recommend APPROVAL by the City Council:
  - As submitted; or
  - With revisions recommended by the UAPC.

- Recommend City Council DENY the request (list reasons).

- Postponement: Continue to a time certain

Note: The application is a legislative amendment and is not subject to the 120-day limit.
ORDINANCE NO.

AN ORDINANCE OF THE COUNCIL OF THE CITY OF GRANTS PASS AMENDING DEVELOPMENT CODE ARTICLE 12 ZONING DISTRICTS ESTABLISHING MINIMUM RESIDENTIAL DENSITY STANDARDS.

WHEREAS:

1. The Grants Pass and Urbanizing Area Comprehensive Community Development Plan was adopted December 15, 1982; and

2. The ordinance amends two sections and a schedule in Development Code Article 12; and

3. The proposal is consistent with the goals and policies of the Grants Pass Comprehensive Plan; and

4. The applicable criteria from the Development Code are satisfied, and approval of the proposal is recommended by the Urban Area Planning Commission to the City Council.

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

Section 1. The amendments to Grants Pass Development Code Article 12, as set forth in Exhibit 'A', are hereby adopted.

Section 2. This ordinance shall take effect 30 days from adoption.

ADOPTED by the Council of the City of Grants Pass, Oregon, in regular session this 20th day of April 2022 with the following specific roll call vote:

AYES:

NAYS: ABSTAIN: ABSENT:

SUBMITTED to and by the Mayor of the City of Grants Pass, Oregon, this day of April 2022.

Sara Bristol, Mayor

ATTEST:

Karen Frerk, City Recorder

Approved as to Form, Augustus Ogu, City Attorney
Minimum Residential Density

In order to ensure an adequate supply of land zoned for multi-unit housing types at appropriate locations and to help accomplish housing goals of the Comprehensive Plan, two residential zones have minimum density requirements. In accordance with the standards below and the exceptions in Section 12.146, new residential development in the R-3, R-3-2, R-4 and R-4-2 zoning districts is required to achieve at least 60 percent of the maximum density for the zone, per Schedule 12-4a.

Minimum densities on a site can be met in more than one way: by a single housing type on a lot, each built at the same average density, or by a mix of different housing types where some are at higher density and some are at lower density, resulting in the same average density. A site that is nonconforming in minimum density may not move further out of conformance with the minimum density standard. However, units may be added to the site which bring the site closer to conformance without coming all the way into conformance as part of a phased project that demonstrates the minimum density will be achieved.

(1) In a zone with a minimum density requirement, development shall meet the minimum density provisions of this section, as provided in Schedule 12-4b. All land divisions in the R-3 and R-4 zones are required to demonstrate compliance with the minimum density requirements of the base zone at the time of land division application, unless modified through a Planned Unit Development.

<table>
<thead>
<tr>
<th>Minimum Residential Density By Zone Schedule 12-4b</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comprehensive Plan Designation</td>
</tr>
<tr>
<td>--------------------------------</td>
</tr>
<tr>
<td>Low Density (LR)</td>
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<tr>
<td></td>
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<tr>
<td></td>
</tr>
<tr>
<td>Moderate Density (MR)</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Moderate-High Density (HR)</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>High Density (HRR)</td>
</tr>
<tr>
<td></td>
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<tr>
<td></td>
</tr>
</tbody>
</table>

(2) Deductions for Natural Features. In calculating minimum density
requirements, site area within floodways and riparian setbacks, wetlands and wetland buffers, and slopes over 25% may be deducted from the site acreage before measuring minimum density.

(3) Deductions for Public Dedications. Land dedicated as public right-of-way or public open space as part of a development may be deducted from the site acreage before measuring minimum density.

(4) Deductions for Mixed-Use. In a zone with minimum density requirements, when residential development is part of a mixed-use development together with uses such as office and commercial use, the minimum density requirement may be reduced as follows:

(a) Vertical mixed use: Lower-floor non-residential use areas may be calculated as if they had the same number of dwelling units as the residential use on the floor above.

(b) Horizontal mixed use on same site: An equivalent deduction to Subsection (1) may be made for horizontal mixed-use on the same site, as would apply if the same mix of uses were configured as vertical mixed use. For example, two 2-story buildings of the same size, where one is a 2-story residential building and the other is a 2-story office building would qualify for the same deduction as two 2-story buildings with residential above commercial.

(c) Through a Planned Unit Development, similar deductions may be made as for horizontal mixed-use if the resulting development is on separate sites and the resulting development is consistent with the purpose of the deductions.

12.146 Exceptions to Minimum Residential Density Requirements

The Director is authorized to grant an exception to the minimum residential density requirements in Section 12.145 by means of a Type I procedure, as governed by Section 2.030 as follows:

(1) If the applicant can demonstrate by means of a detailed site plan that the site is so constrained that the proportional share of the required minimum density cannot be provided and still meet all of the development standards in the underlying zone, an exception may be granted.

(2) To be granted an exception to Subsection 1 above, the applicant must demonstrate that the maximum number of residential units are being provided while complying with all applicable development standards in the underlying zone. There is nothing in this section which precludes an applicant from applying for a Variance to these standards, as governed by Article 6.

(3) If a property is occupied by a single dwelling as of the date this ordinance is
EXHIBIT “A”

adopted, the dwelling can be enlarged, reconstructed, or replaced in the event of a natural hazard, without having to meet the minimum density requirements.
SUBJECT AND SUMMARY:

The City is considering approval of an Ordinance that would adopt amendments to the Housing Element and Policies section of the Comprehensive Plan, including the Housing Needs Analysis. An initial public hearing was held by the Urban Area Planning Commission (UAPC) on February 9, 2022, with continuations on February 23, 2022, and March 2, 2022. The UAPC Findings of Fact were signed on March 23, 2022, recommending approval of the Plan amendments.

RELATIONSHIP TO COUNCIL GOALS:

This action relates to the Council’s goal of **FACILITATE SUSTAINABLE, MANAGEABLE GROWTH** by periodically updating the City’s long-range, Comprehensive Plan and adding policies that encourage the development of needed housing amounts and types.

CALL TO ACTION SCHEDULE:


BACKGROUND:

The City of Grants Pass last updated its Housing Needs Analysis and Element 9 of its Comprehensive Plan in 2014 as part of the periodic review requirement under state law. Since that time, the city and the region have experienced a historic housing crisis driven by continued population growth and underproduction of housing in the wake of the 2008 financial crisis and subsequent recession. Issues of housing equity, affordable housing, and homelessness have grown increasingly important as the deficit of housing access for middle- and lower-income households increases.

The 2021 Housing Needs Analysis (HNA) was developed in compliance with OAR 660 Division 10 (Statewide Planning Goal 10: Housing) and is a technical study that compares projected demand for land for housing to the existing supply of such land. The purpose of the HNA is to provide needed analysis and policy guidance to the city in meeting its needs and desires to provide housing opportunity for all residents, as outlined in Chapter 9 of the Comprehensive Plan, while complying with State housing goals and requirements.

**ITEM 1.c.** ORDINANCE AMENDING THE HOUSING ELEMENT AND POLICIES OF THE COMPREHENSIVE PLAN.
Staff Report (continued):

The tasks include examining future population projections and demographic trends to assess Grants Pass housing development potential, projecting household growth and determining short- and long-term demand for residential land. This demand is compared to an inventory of suitable residential land (supply) to assess the sufficiency of immediate and long-term (20-year) supply of residential land in the city.

Section III of the report also includes a Buildable Land Inventory, developed in compliance with OAR 660-008-0005(2), that determines the amount of developable land available for future residential housing development in the Urban Growth Boundary.

Exhibit 1 of the report contains a marked-up version of the proposed Comprehensive Plan Amendment, including the Housing Needs Analysis and Buildable Land Inventory.

COST IMPLICATION:

None. The Comprehensive Plan and Housing Needs Analysis are policy documents. Administration of the plan is covered through current staffing.

ALTERNATIVES:

1. Approve the proposed Ordinance adopting the amendments to the Grants Pass Comprehensive Community Development Plan as submitted and recommended by the UAPC;

2. Approve the proposed Ordinance adopting the amendments to the Grants Pass Comprehensive Community Development Plan, with Council amendments;

3. Continue the public hearing to a date certain to obtain additional information; or

4. Deny the proposed Ordinance adopting the amendments to the Grants Pass Comprehensive Community Development Plan.

RECOMMENDED ACTION:

The Urban Area Planning Commission recommends the Council approve the Ordinance amending the Housing Element and Policies of the Grants Pass Comprehensive Community Development Plan.

POTENTIAL MOTION:

I move to adopt the Ordinance amending the Housing Element and Policies of the Grants Pass Comprehensive Community Development Plan and have it read by title only, first reading.

I move to adopt the Ordinance amending the Housing Element and Policies of the Grants Pass Comprehensive Community Development Plan and have it read by title only, second reading.
ORDINANCE NO.

AN ORDINANCE OF THE COUNCIL OF THE CITY OF GRANTS PASS AMENDING THE HOUSING ELEMENT AND POLICIES OF THE GRANTS PASS COMPREHENSIVE COMMUNITY DEVELOPMENT PLAN.

WHEREAS:

1. The Comprehensive Community Development Plan of the City of Grants Pass and Urbanizing Area was first adopted December 15, 1982. The Development Code of the City of Grants Pass was adopted August 17, 1983; and

2. The ordinance amends the Comprehensive Community Development Plan as stated in Exhibit 1; and

3. The proposed amendment is consistent with the goals and policies of the Comprehensive Plan; and

4. The applicable criteria from the Comprehensive Plan and Development Code are satisfied; and

5. On March 23, 2022, the Urban Area Planning Commission adopted Findings of Fact recommending approval to the City Council of these proposed amendments to the Comprehensive Community Development Plan.

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

Section 1: The amendments to the Comprehensive Community Development Plan, as set forth in Exhibits ‘A’ and ‘B’, which are attached to and incorporated in this ordinance as follows, are hereby adopted:

A. Replacement of text in Section 9, Housing, of the Comprehensive Plan, and amending and adopting new plan policies for Housing; and

B. Adding the Housing Needs Analysis and Buildable Land Inventory (May 2021) as an ancillary document to the Housing Element of the Comprehensive Plan.

ADOPTED by the Council of the City of Grants Pass, Oregon, in regular session this 20th day of April 2022.

AYES:

NAYS:

ABSTAIN:

ABSENT:

SUBMITTED to and ________________ by the Mayor of the City of Grants Pass, Oregon, this ____ day of April 2022.

Sara Bristol, Mayor

ATTEST:

Karen Frerk, City Recorder

Approved as to Form, Augustus Ogu, City Attorney

Date submitted to Mayor: __________
Ordinance vacating the common property line between tax lots 301 & 302 of map number 36-05-28-C0.  

Item:  

Date: April 20, 2022  

SUBJECT AND SUMMARY:  

This request is to vacate the common property line between two tax lots on Panoramic Loop.  

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.  

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 deadline: July 7, 2022.  

BACKGROUND:  

The application is to vacate the common property line between two tax lots to allow the property owner to consolidate their properties into one tax lot and remedy an existing nonconforming setback of the single-family dwelling located on tax lot 302. The nonconforming setback pertains to the west side property line of tax lot 302. The tax lots are located at 1524 and 1528 Panoramic Loop in the R-1-10 zoning district. The proposed property line vacation would eliminate the existing property line (see Exhibit ‘1’ of the accompanying ordinance), allowing the property owner to consolidate their two properties into one tax lot. 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 March 30, 2022.  

COST IMPLICATION:  

None.  

ALTERNATIVES:  

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

ITEM: 1.d. ORDINANCE VACATING THE COMMON PROPERTY LINE BETWEEN TAX LOTS 301 & 302 OF MAP NUMBER 36-05-28-C0.
Staff Report (continued):

RECOMMENDED ACTION:

It is recommended the Council approve the property line vacation.

POTENTIAL MOTION:

I move to adopt the ordinance vacating the common property line between tax lots 301 & 302 of map number 36-05-28-C0, and have it read by title only, first reading.

I move to adopt the ordinance vacating the common property line between tax lots 301 & 302 of map number 36-05-28-C0, and have it read by title only, second reading.
ORDINANCE NO.


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 line 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 1524 and 1528 Panoramic Loop, City of Grants Pass, Oregon, also known as Assessor's Map 36-05-28-C0 Tax Lots 301 & 302 are hereby vacated 30 days from today's date pursuant to the Grants Pass Development Code. See Exhibit 'A'.

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

ADOPTED by the Council of the City of Grants Pass, Oregon, in regular session this 20th day of April 2022.

AYES:

NAYS: ABSTAIN: ABSENT:

SUBMITTED to and by the Mayor of the City of Grants Pass, Oregon, this ___ day of April 2022.

Sara Bristol, Mayor

ATTEST:

Date submitted to Mayor: __________

Karen Frerk, City Recorder

Approved as to Form, Augustus Ogu, City Attorney

56
After recording return to:
The Charles C. and Nannette C. Chase Trust uad 01/28/15
1524 Panoramic Loop
Grants Pass, OR 97527

Until a change is requested all tax statements shall be sent to the following address:
The Charles C. and Nannette C. Chase Trust uad 01/28/15
1524 Panoramic Loop
Grants Pass, OR 97527

File No.: 7151-2834574 (KAF)
Date: March 21, 2017

STATUTORY WARRANTY DEED

Robert H. Hyatt and Sharon L. Hyatt, Grantor, conveys and warrants to Charles C. Chase and Nannette C. Chase, Trustees of The Charles C. and Nannette C. Chase Trust uad 01/28/15, Grantee, the following described real property free of liens and encumbrances, except as specifically set forth herein:

LEGAL DESCRIPTION: Real property in the County of Josephine, State of Oregon, described as follows:

Lot 1, of PANORAMIC VIEW ESTATES, Josephine County, Oregon, according to the official plat thereof, recorded in Volume 9, Page 290 of Plat records.

NOTE: An easement appurtenant to the herein described property for ingress and egress, including the terms and provisions thereof, as set forth in instrument recorded March 16, 2005 as Document No. 2005-005970, Official Records of Josephine County, Oregon.

Subject to:
1. Covenants, conditions, restrictions and/or easements, if any, affecting title, which may appear in the public record, including those shown on any recorded plat or survey.

The true consideration for this conveyance is $45,000.00. (Here comply with requirements of ORS 93.030)
BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.

Dated this 4th day of April, 2017.

Robert H. Hyatt

Sharon L. Hyatt

STATE OF Oregon

County of Curry

This instrument was acknowledged before me on this 10 day of April, 2017 by Robert H. Hyatt and Sharon L. Hyatt.

Notary Public for Oregon
My commission expires: 9-11-20
After recording return to:
Charles Chase and Nannette Chase
1528 Panoramic Loop
Grants Pass, OR 97527

Until a change is requested all tax statements shall be sent to the following address:
Charles Chase and Nannette Chase
1528 Panoramic Loop
Grants Pass, OR 97527

File No.: 7151-2630750 (vb)
Date: April 06, 2016

STATUTORY WARRANTY DEED

Dean R. Beaty and Margaret K. Beaty, Grantor, conveys and warrants to Charles Chase and Nannette Chase, husband and wife, as tenants by the entirety, Grantee, the following described real property free of liens and encumbrances, except as specifically set forth herein:

LEGAL DESCRIPTION: Real property in the County of Josephine, State of Oregon, described as follows:

LOT 2, PANORAMIC VIEW ESTATES, JOSEPHINE COUNTY, OREGON, ACCORDING TO THE OFFICIAL PLAT THEREOF, RECORDED IN VOLUME 9, PAGE 290 OF PLAT RECORDS.

Subject to:
1. Covenants, conditions, restrictions and/or easements, if any, affecting title, which may appear in the public record, including those shown on any recorded plat or survey.

The true consideration for this conveyance is $384,000.00. (Here comply with requirements of ORS 93.030)
BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.

Dated this 2 day of MAY, 2016.

Dean R. Beatty

Margaret K. Beatty

STATE OF Oregon

County of Josephine

This instrument was acknowledged before me on this 2 day of May, 2016 by Dean R. Beatty and Margaret K. Beatty.

Vanessa Blacksmith

Notary Public for Oregon

My commission expires: (O) 2018

EXHIBIT A
Resolution amending Resolution No. 21-7041 awarding Three Peaks Holdings LLC a Business Retention and Relocation Assistance matching grant up to $50,000 for property located at 228 SE K Street.

Item: located at 228 SE K Street.

Date: April 20, 2022

SUBJECT AND SUMMARY:

This resolution would authorize the payment of a Business Retention and Relocation Assistance matching grant up to $50,000 to Three Peaks Holdings LLC for property located at 228 SE K Street.

RELATIONSHIP TO COUNCIL GOALS:

The program supports Council's goal to ENCOURAGE ECONOMIC OPPORTUNITIES.

CALL TO ACTION SCHEDULE:

Call to action schedule: Council discretion.

BACKGROUND:

The City Council adopted a program to support the retention and expansion of small businesses within the City limits and Urban Growth Boundary. The Business Retention & Relocation Assistance Grant (BRRAG) Program is intended to assist existing companies wanting to expand or that are facing unforeseen infrastructure utility upgrades and/or installation. The BRRAG is intended to encourage owner-occupied businesses to remain in Grants Pass and flourish.

The current grant is being requested by Tyler Cope, Three Peaks Holding LLC, to assist in developing a new two-story mixed-use facility. A dry-cleaning business will be located on the ground floor and the second story will have four 1-bedroom rental apartments.

Tyler Cope is the son of Phil and Kim Cope who have owned and operated Rogue Cleaners & Laundromat since 1963. As part of succession planning, Tyler Cope’s business, Three Peaks Holding LLC, plans to purchase the 228 SE K Street site and build a new facility that includes Rogue Cleaners & Laundromat on the ground floor.

Conditions for the grant require that the total amount of monies granted to any one project shall not exceed 50% of the total cost of the qualifying items in the project. Matched funds will be on a reimbursement basis from actual business expenditures or encumbrances used specifically for the improvements associated with the approved grant.

City Council approved the initial request for this grant in 2021 via Resolution 21-7041 (Exhibit A). A copy of the original application is attached (Exhibit B). The applicant has requested a four-month extension due to various project delays (Exhibit C).

ITEM: 2.a. RESOLUTION AMENDING RESOLUTION 21-7041 AWARDING THREE PEAKS HOLDINGS LLC A BUSINESS RETENTION AND RELOCATION ASSISTANCE MATCHING GRANT UP TO $50,000 FOR PROPERTY LOCATED AT 228 SE K STREET.
Staff Report (continued):

COST IMPLICATIONS:

Funds are available under Capital Project LB6394, Business Retention & Relocation Assistance. Final paid invoices provided by the applicant will determine the matching grant amount, however, only a match up to $50,000 will be applied. The property is in the Urban Renewal District.

ALTERNATIVES:

1. Approve the proposed grant award extension;
2. Modify the proposed grant award extension; or
3. Deny the proposed grant award.

RECOMMENDED ACTION:

At Council’s discretion.

POTENTIAL MOTION:

I move to approve the resolution amending Resolution 21-7041 awarding Three Peaks Holdings LLC a Business Retention and Relocation Assistance matching grant up to $50,000 for property located at 228 SE K Street, to assist with fire suppression and infrastructure charges. This approval includes a time extension of four months from the date of adoption of this resolution.
RESOLUTION NO. 21-7041

A RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS AWARDING THREE PEAKS HOLDINGS LLC A BUSINESS RETENTION AND RELOCATION ASSISTANCE MATCHING GRANT UP TO $50,000 FOR FIRE SUPPRESSION AND INFRASTRUCTURE CHARGES.

WHEREAS:

1. The City has an interest in the vitality and general economic development of the city; and

2. A Business Retention, Relocation and Assistance Program is important for sustainability; and

3. The City wishes to assist owner-occupied businesses that have unforeseen infrastructure expenses including System Development Charges and Fire Suppression Installation Charges; and

4. The City Council also desires to provide aid to companies desiring to expand; and

5. The improvements proposed by the applicant will facilitate an environment of business prosperity, investment and economic development; and

6. The City Council proposes to include a one-year time allowance for the property owner to complete the development.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Grants Pass that it hereby approves the Business Retention and Relocation Assistance Matching Grant up to $50,000 for fire suppression and infrastructure charges for Three Peaks Holdings LLC at 228 SE K Street. This grant award will expire one year from date of adoption.

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 5th day of May 2021.

SUBMITTED to and approved by the Mayor of the City of Grants Pass, Oregon, this 31st day of May 2021.

Sara Bristol, Mayor

ATTEST:

Karen Frerk, City Recorder

Approved as to Form, Mark Bartholomew, City Attorney

Date submitted to Mayor: 5/10/21
City of Grants Pass  
Business Retention and Relocation  
Assistance Grant Program

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<table>
<thead>
<tr>
<th>Mailing Address</th>
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<table>
<thead>
<tr>
<th>Business Name</th>
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<tbody>
<tr>
<td>Three Peaks Holdings, LLC</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tyler J Cope</td>
</tr>
</tbody>
</table>

Please provide the following information:

Specific project outline for use of funds:

See Attached

Total project cost (provide outline):

$900K - $1.1M

Estimated completion date:

April 2022

Amount of grant request:

Full Amount

The statements made herein are true and represent a total disclosure of all the information as of this date. Applicant understands that the City will retain this application and any other credit information it receives whether the grant request is approved. Applicant authorizes any person or consumer-reporting agency to complete and furnish to the City any information it may have or obtain in response to the City's credit or reference inquiries. Applicant further authorizes the City to provide information concerning Applicant's credit relationship to credit reporting agencies or other creditors.

<table>
<thead>
<tr>
<th>Applicant signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2/22/2021</td>
</tr>
</tbody>
</table>
Rogue Cleaners Inc. Project

Summary

The intent of this summary is to provide a brief overview of the project. Three Peaks Holdings, LLC is seeking to develop a downtown mixed-use location specifically for Rogue Cleaners, Inc. on the bottom floor and three rental apartments on the second floor to provide much needed affordable housing within the downtown area.

Since 1963, Rogue Cleaners & Laundromat has been serving Grants Pass and the surrounding Josephine County area. For the entirety of the business, the physical business address has been 245 SE G Street in downtown Grants Pass.

Tyler Cope - Bio

Tyler has a Master in Business Administration from California University of Management and Sciences and has worked in golf operations (business side) for the past 17 years. He also has over 8 years of landlord experience with rental properties in Jackson County, Douglas County and Southern California. Rogue Cleaners is currently owned by Phil and Kim Cope (parents) and will be transitioning to Tyler in the upcoming year.
Description of Current Business

Business Name
Rogue Cleaners & Laundromat Inc.

Current Business Location
245 SE G Street
Grants Pass, OR 97526

Current Facility
The current location is a leased 3300 square foot building that was built in 1961. There is approximately 3000 square feet on the bottom floor that contains all laundromat and dry-cleaning equipment. Upstairs is approximately 300 square feet of storage space but also contains a portion of the conveyer system.
Proposed New Location

Proposed New Business Location

220 SE K Street
Grants Pass, OR 97526

Current Land Use

This location is currently zoned General Commercial and is a paved parking lot with four exit points to K Street and the alley behind it.

Proposed Mixed Use Building

The proposed new building will be two stories and positioned toward the back of the property with the front facing K St. The first floor will be approximately 4000 – 4500 square feet.
The proposed design and look will be very similar to the image below
The second floor will include 3 rental apartment units:

1 – 2bd/2ba (1100 - 1200 sq ft)
2 – 1bd/1b (800 – 900 sq ft)

This floor will be approximately 2700 – 3000 square feet.
Business Operation

The proposed tenant (Rogue Cleaners, Inc) includes a 3,000 – 3,500-square-foot self-serve laundromat and an approximately 1000 square-foot full-service dry-cleaning space.

The laundromat features an open floor plan containing the following:
- Clusters of washing machines organized around bulkheads and tables for folding (24 washing machines with various capacities)
- Nine (9) - 30-pound stack dryers along the eastern wall (18 dryers) plus 3 50-pound dryers
- Additional tables for folding
- One ADA-accessible bathroom

The dry-cleaning area will not be accessible to the public. The two areas will be divided by solid walls, an employee door, and service counter.

The dry-cleaning area features the following facilities:
- Service counter
- Two laundry card machines
- Boiler
- 100 Gallon Water Heaters (2)
- HXL 8018-C Dry Cleaning Machine
- Steam Utility Presses (2)
- Steam Shirt Machine
- Cuff and Collar Unit
- Steam Air Finisher
- Puff Iron
- Steam Powered Spotting Board
- Finish Ironing Board
- Conveyer
- Air Compressor

Estimated Projected Revenue

Typical commercial lease space in Grants Pass for newer construction is currently running $1.10 to $1.25 per square foot. Monthly lease would be in the $4400 to $5600 per month range.

Based on current rent of 1bd and 2bd units in Grants Pass

1bed/1bath - $675 - $750
2bed/2bath - $950 - $1100

Projected monthly income would range from $6700 - $8100
Estimated Project Cost

We're still in the discovery phase with no official plans drawn up but based on the estimated square footage and estimated cost to build per square foot per the General Contractor, we're estimating a range between:

6,700 Sq Ft x $130 = $871,000

7,500 Sq Ft x $130 = $975,000

Land (228 SE K St) - $175,000

*The land may end up being purchased outright and not be part of the financed cost

Conclusion

This property meets a number requirements for us as business owners to relocate which includes but is not limited to; larger operational floor space, location within the city, proximity to a high percentage of our customer base, while providing additional affordable housing units.
Three Peaks Holdings, LLC  
26378 Mountain Grove Cir.  
Lake Forest, CA 92630

April 5th, 2022

Bradley Clark, AICP  
Director, Community Development Dept.  
City of Grants Pass  
101 NW A Street  
Grants Pass, OR 97526

Dear Mr. Clark,

The purpose of this letter is to request an extension of Three Peaks Holdings, LLC. BRRAG grant approval that was originally adopted on May 5th 2021. This grant will be used to supplement infrastructure costs associated with a new construction, mixed use commercial building in Downtown Grants Pass. The building consists of 4000 Sq Ft. first floor commercial space and four, one bedroom/one bathroom residential apartments on the second floor.

The process of applying for a building permit is reaching its final stages but has been slowed due to a few reasons. These reasons include bandwidth issues with civil and structural engineers, financing approval, and direct and indirect Covid-19 related delays.

The current status of the project is as follows:

- A Pre-Application Conference was completed on January 14th, 2021
- Construction financing approved in December 2021
- Civil Engineering plans submitted to the City of Grants Pass in March 2022
- Building Permit Application expected in April or May 2022

With the project being in the final stages prior to applying for a building permit, we are requesting an extension of 4 months to secure the permit for this project.

Thank you for your consideration and the opportunity to serve the City of Grants Pass.

Sincerely,

Tyler J. Cope  
Managing Member
RESOLUTION NO.

A RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS AMENDING RESOLUTION NO. 21-7041 AWARDING THREE PEAKS HOLDINGS LLC A BUSINESS RETENTION AND RELOCATION ASSISTANCE MATCHING GRANT UP TO $50,000 FOR PROPERTY LOCATED AT 228 SE K STREET.

WHEREAS:

1. The City has an interest in the vitality and general economic development of businesses within the Urban Growth Boundary under City jurisdiction; and
2. Business retention and expansion is important for sustainability; and
3. The City wishes to assist owner-occupied businesses with unforeseen infrastructure expenses including System Development Charges (SDCs) and fire suppression installation charges; and
4. The City Council desires to provide aid to companies desiring to expand; and
5. The matching grant incentive up to $50,000 is designed to encourage businesses to grow and prosper; and
6. The improvements proposed by the applicant will facilitate an environment of business prosperity, investment, and economic development; and
7. Funds have been set aside in Capital Project No. LB6394 Business Retention & Relocation Assistance, for this incentive.
8. The applicant has requested an extension due to project implementation delays.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Grants Pass that it hereby approves the aforementioned Business Retention and Relocation Assistance matching grant request up to $50,000 for fire suppression and infrastructure charges to Three Peaks Holdings LLC for property located at 228 SE K Street. This grant award will expire four months from date of adoption.

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 20th day of April 2022.

SUBMITTED to and ________________ by the Mayor of the City of Grants Pass, Oregon, this _____ day of April 2022.

Sara Bristol, Mayor

ATTEST:

_____________________________ Date submitted to Mayor: _____________
Karen Frerk, City Recorder

Approved as to Form, Augustus Ogu, City Attorney

_____________________________
Resolution authorizing the City Manager to enter into a contract with Grants Pass/Josephine County Chamber of Commerce for visitor services.  

Date: April 20, 2022

SUBJECT AND SUMMARY:

This resolution would renew the contract with the Chamber of Commerce for visitor services with two monetary changes requested by the Chamber.

RELATIONSHIP TO COUNCIL GOALS:

This supports Council’s goals of LEADERSHIP and ENCOURAGE ECONOMIC OPPORTUNITIES by providing visitor services and information to people seeking to learn more about events, resources, businesses and activities within the City.

CALL TO ACTION SCHEDULE:

Call to action schedule: Prior to the June 30, 2022, expiration of the current contract.

BACKGROUND:

The Chamber of Commerce has been successfully fulfilling visitor’s vacation information needs for over 25 years under contract with the City. Approval of the enclosed contract (Exhibit ‘A’) will continue that partnership.

The Chamber’s board reviewed the Visitor Services Agreement for 2022 and have two requests they would like to submit for consideration.

The first request is to increase the annual sum from $74,062 to $85,000. They are making this request due to inflation and increased expenses. The Chamber has continued to experience wage and service expense increases especially in 2021 and 2022.

They are also requesting to remove the wording that limits the CPI-U increase to a max of 3%. Their request is to follow the actual CPI-U. Due to the maximum percentage of 3%, the payments received have not kept up with the actual CPI-U. For example, the CIP-U for 2022 should have increased to at least 6.3% not the 3% received. In order to provide the same services as previously offered, they are requesting these two changes to be considered.

ITEM: 2.b. RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH GRANTS PASS/JOSEPHINE COUNTY CHAMBER OF COMMERCE FOR VISITOR SERVICES.
The Chamber has provided a line item of expenses:

<table>
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<tr>
<th>Visitor Center Operation</th>
<th>2020</th>
<th>2021</th>
<th>Requested:</th>
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<tbody>
<tr>
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<td>$85,000</td>
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<tr>
<td><strong>Income</strong></td>
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<tr>
<td>City Contract</td>
<td>$72,288.95</td>
<td>$73,304.20</td>
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<tr>
<td><strong>Expenses</strong></td>
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<td>$3,760.16</td>
<td>$3,800.00</td>
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<tr>
<td>Advertising/Marketing</td>
<td>$4,045.23</td>
<td>$3,166.72</td>
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<td>Insurance</td>
<td>$1,800.00</td>
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<td>Janitorial/Landscape</td>
<td>$6,175.90</td>
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<td>Office Expenses</td>
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<td>Payroll</td>
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<tr>
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<td>Repairs/Maintenance</td>
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<td>Security</td>
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<td>$3,147.00</td>
<td>$3,200.00</td>
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<tr>
<td>Staff/Volunteer Development</td>
<td>$300.00</td>
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<td>$1,000.00</td>
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<td>Telephone</td>
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<td>Travel/Mileage</td>
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<td>$150.00</td>
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<td>Utilities</td>
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<td>Volunteer Appreciation</td>
<td>$1,100.00</td>
<td>$800.00</td>
<td>$1,500.00</td>
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<td>Promotion</td>
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<tr>
<td>Accounting</td>
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<td>$71,001.92</td>
<td>$73,027.91</td>
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In comparison, the City of Central Point has a similar contract with their Chamber of Commerce. Their contract for Visitor Information Center operations is $1,866.67 per month ($22,400 annually) for 25 hours per week. This equals $17.23 per hour compared to Grants Pass Chamber’s proposal of $37.68 per hour.

**COST IMPLICATION:**

Revenue Source: Lodging Room Tax. $85,000 in FY23-24, with COLA increases between 1% and 6.3% beginning in January 2023 and in each January of the following three years.

**ALTERNATIVES:**

1. Council can adopt the resolution as proposed;
2. Council can propose changes and adopt the resolution; or
3. Council can defer action to a later date.
Staff Report (continued)

RECOMMENDED ACTION:
At Council's discretion.

POTENTIAL MOTION:
I move to adopt the resolution entering into a contract with the Chamber of Commerce for visitor services.
RESOLUTION NO.

A RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS
AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH THE
GRANTS PASS/JOSEPHINE COUNTY CHAMBER OF COMMERCE FOR VISITOR
SERVICES.

WHEREAS:

1. The City of Grants Pass has had a mutually-beneficial relationship with the
   Grants Pass/Josephine County Chamber of Commerce for many years; and

2. In accordance with ORS 279b.075, the determination of a sole source must be
   based on written findings that support the conclusion that the goods or services
   are available from only one source. Those findings are:
   a. The City of Grants Pass and the Grants Pass/Josephine County Chamber
      of Commerce have had a mutually-beneficial contract and positive working
      relationship for over 25 years; and
   b. The Visitor Center is located in the building owned by the Chamber of
      Commerce, on City property, ideally located near the I-5 exchange; and
   c. The City and the Chamber have mutual interest in promoting the City of
      Grants Pass.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Grants
Pass that the City Manager is authorized to enter into a contract with the Grants
Pass/Josephine County Chamber of Commerce, which 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 20th day of April 2022.

SUBMITTED to and _____________ by the Mayor of the City of Grants Pass,
Oregon, this ___ day of April 2022.

Sara Bristol, Mayor

ATTEST:

________________________________________
Karen Frerk, City Recorder

Date submitted to Mayor: _____________

Approved as to Form, Augustus Ogu, City Attorney

78
VISITOR SERVICES AGREEMENT
(Chamber of Commerce)

PARTIES: This agreement is made and entered into by and between the City of Grants Pass (CITY) and Grants Pass/ Josephine County Chamber of Commerce (CONTRACTOR).

RECITALS:

The CITY derives significant benefits from providing prospective and actual visitors to Grants Pass with community information, and directional assistance; and

The CITY derives significant benefits through efforts to stimulate business activity in the entire community; and

CONTRACTOR is the community coordinator and spokesperson of general business activities; and

The CITY and CONTRACTOR can mutually benefit by working together in promoting the City of Grants Pass and Josephine County; and,

The CITY desires to contract with CONTRACTOR to provide the services and efforts described below.

Now, therefore, for valuable consideration described herein, CONTRACTOR agrees to provide the following services to the CITY.

1. VISITOR SERVICES

Provide a positive, hospitable image of Grants Pass to visitors and prospective visitors.

Utilizing 1,045 square feet of space for visitor center public space, including the main door greeting area and restrooms, provide a welcoming space and service for the public.

Provide staffing to give visitor information and directional assistance at the Vine Street Visitor Center based on the following schedule:

- October 1 through April 30, 9 a.m. to 5 p.m., Monday through Friday (40 hours per week).
- May 1 through September 30, 9 a.m. to 5 p.m., Monday through Saturday (48 hour per week).

Ensure the visitor center is open for business, ½ day minimum, on 2 of the 3 key holidays: Memorial Day, July 4 and Labor Day.

Ensure that all staff and volunteers successfully complete customer service training and
that positive customer service is adhered to by visitor center volunteers and staff. CONTRACTOR to provide proof of training upon request.

Provide and answer, per training protocol, visitor information telephone calls at the Chamber building.

Provide a CITY-approved visitor packet by mail to requests received via email, phone and mail within 48 hours of original contact. Packets will weigh less than 11 ounces and the postage costs are responsibility of the CONTRACTOR.

Develop and maintain a positive working relationship with the CITY's Tourism Program to coordinate annual events, promotions, conventions, press tours and other tourism related functions.

Attend monthly Tourism Advisory Committee meetings and meet monthly with City administration.

Manage inventory of current Grants Pass area visitor materials and make those materials available to visitors.

Maintain and provide records of visitor contacts and services provided in a format approved by the CITY, including submission of a quarterly visitor's services report.

2. **ANNUAL WORK PLAN**

CONTRACTOR shall develop and provide to the CITY an annual work plan by March 30 of each year including key performance standards to meet the contract service elements.

3. **COMPENSATION FOR SERVICES**

For services rendered hereunder, the CITY will pay to the CONTRACTOR as follows:

For the fiscal year beginning July 1, 2022, and ending June 30, 2026, CONTRACTOR will be paid the sum of $85,000. As of January 1, 2023, and each January 1 thereafter during the term of this agreement, the annual rate shall be increased by a percentage equal to the 12-month average increase in US Department of Labor - All City CPI-U, between 1 % and 6.3%. The cost-of-living increase shall be determined by averaging the 12-month cost-of- living figures beginning with the immediately previous October and averaging it with the prior 11 months. The cost-of-living figures noted herein shall be the U.S. Bureau of Labor and Statistics, Cost-of-Living Index, CPI-U, All Cities publication for each month, November through October. If the CPI-U reflects a decrease for that same period, the contract amount will remain at the last established rate.

In the event of any increase in the minimum wage exceeding the standard rate established by the 2016 Oregon Legislature, Senate Bill 1532, the compensation may be opened for negotiation between the CITY and the CONTRACTOR.
4. **USE OF CITY FUNDS**

The funds from the CITY under this agreement may be utilized for expenses associated with:

a. The salary and benefits of the Contract staff;
b. Office supplies and operational expenses;
c. Professional development and training of Program Staff and volunteers organized under this agreement.

Funds from the CITY may not be used for promoting or advertising specific businesses.

5. **TERMS OF CONTRACT AND CONTRACT PERIOD**

This is a five-year agreement, beginning July 1, 2022, and ending on June 30, 2026, unless terminated earlier as provided herein. Either party may terminate this agreement upon written notice of termination to the CITY/CONTRACTOR, as applicable, 90 days in advance of the effective date thereof. Continuation of this contract for each additional fiscal year (July 1 through June 30) 2022, through 2026, is subject to the allocation of required funds through the City of Grants Pass Tourism program budget. Should funds not be sufficient in the City budget for this purpose, the parties agree that this contract shall be renegotiated and failing successful renegotiation, this contract may be terminated by the City on 90 days written notice.

6. **BOARD AND EXECUTIVE DIRECTOR**

a. CONTRACTOR shall maintain an active Board of Directors and a Coordinator to carry out the elements of this agreement.

b. CONTRACTOR shall remain in good standing, licensed to do business within the State of Oregon and in the City of Grants Pass at all times during the effectiveness of the Agreement.

7. **FINANCIAL REVIEW**

CONTRACTOR shall keep and maintain accurate and complete financial records related to this contract according to accepted accounting practices, detailing receipts and expenditures. CONTRACTOR shall provide accounting data and access to auditors as requested by the CITY for examination of records for any funds collected by the CONTRACTOR as an agent of the City.

The financial records and an Annual Compilation by a certified public accountant shall be made available to the CITY's Finance Director upon request for examination and copying.

8. **INDEMNIFICATION**
CONTRACTOR shall indemnify and hold harmless the CITY for and against any and all liabilities, claims and actions, including attorney fees and reimbursement of attorney fees and all expenses incidental to such liabilities, claims and actions, to the extent such liabilities, claims and actions are caused or contributed to in part by Chamber's (or its employees' or agents') negligence, or by its failure to comply with any law statute, order, regulation, requirement, ordinance or demand of any governmental entity or agency.

9. **LIABILITY INSURANCE**

CONTRACTOR will maintain a policy of liability insurance in the form and from an Oregon licensed insurance company, approved by the CITY. Said insurance shall insure CONTRACTOR for the benefit of the CITY in not less than the amount of $1,000,000 single limit liability for each occurrence, and aggregate coverage of not less than $1,000,000. The insurance shall cover any occurrences resulting from any conduct, act or failure to act, by CONTRACTOR or by any employee, representative, or agent of CONTRACTOR, and which occurrence or occurrences result in damages of any kind, including, but not limited to, personal injury or death to any person or persons, damage to any property (personal or real), or damage to any contractual or other commercial right or interest.

10. **WORKERS COMPENSATION COVERAGE**

CONTRACTOR, its subcontractors, and all employees working under this agreement are subject employers under the Oregon Workers Compensation Law and shall comply with ORS 656.017, which requires them to provide workers compensation coverage for all their subject workers. CONTRACTOR shall provide proof of coverage at the time of the execution of this agreement and are to provide continuing proof of coverage during the period of this agreement.

11. **COMPLIANCE WITH LAWS**

At all times during the effectiveness of this Agreement, CONTRACTOR shall remain in compliance with all applicable federal, state and local laws and regulations of any kind of nature.

12. **REVIEW AND TERMINATION**

TERMINATION FOR CAUSE: The CITY shall review the CONTRACTOR's performance under this Agreement annually. Time and the strict and literal performance on the part of the CONTRACTOR of the terms and conditions of this Agreement are of the essence. Upon the failure or refusal of CONTRACTOR to perform any such term or condition, after written notice to the CONTRACTOR of the deficiency, the CITY at its election, without prejudice to any other right or remedy, may terminate this agreement immediately by providing written notice for cause.
TERMINATION WITHOUT CAUSE: Either party may terminate this Agreement without cause. The terminating party shall provide written notice to the other not less than 90 days in advance of the effective date of termination.

PRORATE PAYMENT: Any amounts paid or owing shall be prorated as of the date of termination.

13. DURATION

Subject to the review and termination provisions noted herein, the Agreement shall begin on July 1, 2022, and shall run through June 30, 2026. This agreement will be considered to be automatically renewed for one additional year if no action is taken by either party within 30 days of expiration date. It may be subject to review prior to June 30, 2022, at the discretion of the City Council.

IN WITNESS WHEREOF, the parties have hereto, on the dates indicated, set their hands by and through their duly authorized agents.

GRANTS PASS/JOSEPHINE COUNTY CHAMBER OF COMMERCE

By: _______________________________ Date: ________________
Josie Molloy, President / CEO

CITY OF GRANTS PASS

By: _______________________________ Date: ________________
Aaron Cubic, City Manager

Attest: _______________________________ Date: ________________
Karen Frerk, City Recorder

Approved as to form ___________________ Date: ________________
Augustus Ogu, City Attorney
Resolution authorizing the City Manager to allow commercial activity for the People of the Earth Foundation’s Native American Arts Festival & Mother's Day Pow Wow 2022.

Date: April 20, 2022

SUBJECT AND SUMMARY:

This resolution is to approve commercial activity in Riverside Park by allowing for-profit vendors at the People of the Earth Foundation’s Native American Arts Festival & Mother’s Day Pow Wow 2022.

RELATIONSHIP TO COUNCIL GOALS:

This supports Council’s goal of ENCOREAGE ECONOMIC OPPORTUNITIES by enhancing opportunities to promote character and community spirit.

CALL TO ACTION SCHEDULE:

Call to action schedule: Council’s discretion.

BACKGROUND:

On March 16, 2022, a written request was submitted requesting the City to provide financial support for People of the Earth Foundation’s Native American Arts Festival & Mother’s Day Pow Wow 2022. The Native American Arts Festival & Mother’s Day Pow Wow is an arts festival held in Riverside Park that brings artists, dancers, and musicians together to build community spirit. This family-friendly, free event is scheduled for Friday, May 6, 2022, to Sunday, May 8, from 9am – 8pm and will feature a hand drum contest, dance competition, traditional dance, and a Mother’s Day Ceremony.

The People of the Earth Foundation is requesting business vendors in the park and has submitted a Commercial Activity in the Park Permit Application. This request requires Council approval per Municipal Code 6.46.110 Commercial Activity in Parks:

It is unlawful for any person, firm, or corporation to solicit, advertise, or peddle for commercial purposes within the boundaries of such City parks, either by word of mouth, printed matter, or other forms of commercial soliciting, advertising, or peddling; unless otherwise provided for by written agreement with the Council of the City.

The People of the Earth Foundation has also requested the total funding of their event in an amount $18,469. Please note, their total requested amount has been updated to an amount of $17,891.50 to reflect the correct amount of Parks & Recreation fees for 2022.

Staff Report (continued):

However, Resolution No. 4807 titled Establishing Policy for Funding of Non-Profit and Other Governmental Agencies does not allow operating financial support to non-profits and limits City support to the cost of required infrastructure or System Development Charge for non-profits who are constructing facilities in Grants Pass.

COST IMPLICATION:

None

ALTERNATIVES:

1. Council could allow commercial activity in Reinhart Volunteer Park for this event;
2. Council could choose to not allow this activity.

RECOMMENDED ACTION:

City policy does not allow for accommodation of People of the Earth Foundation’s request for financial support. Recommendation for Council is approval of commercial use in the park is at Council’s discretion.

POTENTIAL MOTION:

I move to approve the resolution allowing commercial activity in Riverside Park for the People of the Earth Foundation’s Native American Arts Festival & Mother’s Day Pow Wow 2022.
Suzanne Winder  
95 Redland Drive  
Grants Pass, Oregon 97527  
541-236-3292  
458 229 0605  
Jack Falls-Rock  
36968 Park Ave. Unit H  
Burney, Ca. 96013  
541-973-1155  
peopleoftheearthfoundation@gmail.com  

City of Grants Pass  

Grants Pass City Council.  

The attached letter is a list of expenses and budget for the funding proposal to continue the annual Mother's Day Pow-Wow in Riverside Park here in Grants Pass. This event is in its 26th year as a tradition to bring mothers and loved ones to this beautiful city and enjoy live dance, music, arts, and hand made jewelry from Indigenous Cultures both local and World-wide. Our organization, People Of The Earth Foundation is a Non-Profit and in years past our funding from this event came from fundraising at the previous year's Mother's Day Pow-Wow and other events were through raffles of art and jewelry as well as concessions we were able to generate the amount needed to continue each year. With most large gatherings being canceled due to the pandemic the support from our city and community would be greatly appreciated in our efforts to bring back this immersive and educational experience once again to the great city of Grants Pass.  

Thank You,  

Jack Falls-Rock  

Jack Falls-Rock - President  
People Of The Earth Foundation
Expense Request
People Of The Earth Foundation

26th Annual Native American Arts Festival
May 7, 8, 2022
Riverside Park
Grants Pass, Oregon
541-236-2335 - Suzy 458 229 0605
541-973.1155 - Jack

The following is a breakdown of fees and deposits

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Large Group Reservation Application Fee</td>
<td>$75.00</td>
</tr>
<tr>
<td>Trevillian Pavilion - $75.50/day</td>
<td>$155.00</td>
</tr>
<tr>
<td>Festival Area (under the trees) $102.50/day</td>
<td>$205.00</td>
</tr>
<tr>
<td>Vendor Fees-25 @ $5 per vendor</td>
<td>$125.00</td>
</tr>
<tr>
<td>Riverside Park Banner Reservation</td>
<td>$50.00</td>
</tr>
<tr>
<td>Damage Deposit</td>
<td>$400.00</td>
</tr>
<tr>
<td>Vehicle Damage Deposit</td>
<td>$100.00</td>
</tr>
<tr>
<td>Trash Removal Deposit</td>
<td>$200.00</td>
</tr>
</tbody>
</table>

Total Fees And Deposits 2019  $1,310.00

2022 Expense

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Flowers (given out free to all mothers on Sunday)</td>
<td>$290.00</td>
</tr>
<tr>
<td>Food And Drinks For All The Performers, Volunteers, And Staff During The Event</td>
<td>$1,200.00</td>
</tr>
<tr>
<td>Headman Dancer</td>
<td>$500.00</td>
</tr>
<tr>
<td>Head-Woman Dancer</td>
<td>$500.00</td>
</tr>
<tr>
<td>Aztec Dance Group</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>MC</td>
<td>$500.00</td>
</tr>
<tr>
<td>Alter Ambiance</td>
<td>$295.00</td>
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<tr>
<td>Invocation (opening prayer guest)</td>
<td>$500.00</td>
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Total                                                                                           $5,285.00
<table>
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<tr>
<th>Item</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Printer Ink</td>
<td>$189.00</td>
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<tr>
<td>Trash</td>
<td>$150.00</td>
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<tr>
<td>Porta Potties (4 portable toilets and 1 hand wash)</td>
<td>$465.00</td>
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<tr>
<td>Volunteers</td>
<td>$480.00</td>
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<tr>
<td>Administrative (lunch, travel, posting flyers)</td>
<td>$640.00</td>
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<tr>
<td>Security (6 personnel's)</td>
<td>$1,200.00</td>
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<tr>
<td>Insurance</td>
<td>$500.00</td>
</tr>
<tr>
<td>Advertisement (radio stations, newspaper, poster's, lettering, and flyers)</td>
<td>$2,600.00</td>
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<tr>
<td>Guest Lodging</td>
<td>$650.00</td>
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<tr>
<td>Drum Contest</td>
<td>$600.00</td>
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<tr>
<td>Dance Competition</td>
<td>$4,400.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$11,874.00</strong></td>
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</tbody>
</table>

**Grand Total Of Expense**  

**$18,469.00**
People Of the Earth Foundation
Presents
26th Annual

Native American Arts Festival
AND
Mother's Day

Pow-Wow

May 7, 8, 2022

Hand Drum Contest
Registration
Saturday, 1 pm - 3 pm

Raffle
10 am - 7 pm Each Day

Mother's Day Ceremony
Sunday, May 8th at 3 pm
Honoring all women by giving each one a Flower
Representing the "Gift Of Life"

Riverside Park
304 SE East Park Street
Grants Pass, Oregon

Raven Dance

Grand-Entry
Saturday - 1 pm
Sunday - 12 pm

Opening Prayer
Tela Lake
Yurok-Hupa-Kwak

M.C.
Carla Gonzales

50/50

Invited Drums
Elk Thunder
Earth Circle Drum

Arts Craft Booths

Dance Competition
Registration
Saturday, 10 am - 12:30 pm
Mens Traditional
Womens Traditional
Mens Grass Dance
Womens Fancy
Mens Fancy
Teen Categories

Coyote Kitchen
Fry Bread
Indian Tacos
Hot Dogs
Soda

DANZA TEOKALLI
Traditional
Mexica Aztec Dancers
Saturday & Sunday
5 pm

$5,000 PRIZE MONEY

Project Director; Rocky - 541.613.1395
Info; Tara - 707.630.1142

Free Family Event
Everyone Welcome

www.facebook.com/nativeartsfestival

Hand Drum Contest
Registration
Saturday, 1 pm - 3 pm

Storytelling
Earl Huitt
Saturday 12 Noon

Jack Falls-Rock
Hand Drum Singer

Amazing May Event
# Invoice

**Print Date:** 4/14/2022 1:43 PM  
**Create Date:** 3/4/2022 11:20 AM

**Payer:** Suzanne Winder (People of the Earth Foundation)  
95 Redland Dr  
Grants Pass, OR 97527

**Invoice Date:** 3/4/2022  
**City of Grants Pass - Parks & Recreation**  
101 NW A St  
Grants Pass, OR 97526

**Invoice Number:** 00000110  
**Invoice Status:** OPEN  

**Due Date:** 4/18/2022  
**Balance Due:** $732.50

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<th>Description</th>
<th>Registrant</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Amount Due</th>
<th>Amount Paid</th>
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</thead>
<tbody>
<tr>
<td>a. Certificate of Liability</td>
<td>Suzanne Winder (People of the Earth Foundation)</td>
<td>1</td>
<td>0.00</td>
<td>0.00</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Initial Date: 5/6/2022 8:00 AM-9:00 AM</td>
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<tr>
<td>a. Loudspeaker Permit</td>
<td>Suzanne Winder (People of the Earth Foundation)</td>
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<td></td>
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<td>Initial Date: 5/6/2022 8:00 AM-9:00 AM</td>
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<td>a. Large Group Application Fee</td>
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<td>75.00</td>
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<tr>
<td>a. Riverside Banner Fee</td>
<td>Suzanne Winder (People of the Earth Foundation)</td>
<td>1</td>
<td>50.00</td>
<td>50.00</td>
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<td>Initial Date: 5/6/2022 8:00 AM-9:00 AM</td>
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<tr>
<td>a. Vendor Fee(s)</td>
<td>Suzanne Winder (People of the Earth Foundation)</td>
<td>1</td>
<td>125.00</td>
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<td>Initial Date: 5/6/2022 8:00 AM-9:00 AM</td>
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<tr>
<td>Trevillian Pavilion (Riverside)</td>
<td>Suzanne Winder (People of the Earth Foundation)</td>
<td>1</td>
<td>232.50</td>
<td>482.50</td>
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<td></td>
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<td>Initial Date: 5/6/2022 9:00 AM-8:00 PM</td>
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</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Sub Total</td>
<td>732.50</td>
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<tr>
<td>Sales Tax</td>
<td>0.00</td>
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</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>732.50</td>
</tr>
<tr>
<td>Less Amount Paid</td>
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91
Invoice

Print Date: 4/14/2022 1:43 PM
Create Date: 3/4/2022 11:20 AM

Invoice Date: 3/4/2022

City of Grants Pass - Parks & Recreation
101 NWA St
Grants Pass, OR 97526

Invoice Number: 0000110
Invoice Status: OPEN

Due Date: 4/18/2022
Balance Due: $732.50

Payer: Suzanne Winder (People of the Earth Foundation)
95 Redland Dr
Grants Pass, OR 97527

Program & Facility Notes

Facility: a. Large Group Application Fee

Large Groups are defined as events where 100 or more people are expected to attend.

An Application Fee of $75, which is in addition to the Facility Fee and Damage Deposit, is required at the time of application submission to reserve the date. Additional fees and deposits may also be charged based upon the location and nature of the event, potential damage, and services requested. The balance of fees and deposit are due upon approval of application.

Refundable deposits will be mailed via check 2-4 weeks after event.

Facility: Trevillian Pavilion (Riverside)

Alcohol is not permitted in this shelter.

Please note, your shelter reservation is not guaranteed until approved by the City. If any additional fees and permissions apply, you will receive a follow up email and invoice. All required forms, approvals, and payments must be received prior to the requested use date. After the event date, a damage assessment will be conducted, and deposits will be returned within 2-4 weeks.
Commercial Activity in Parks Permit Application
Winder, Suzanne (People of the Earth Foundation)
a. Commercial Activity in Parks Permit App - 5/6/2022 8:00 AM

Conditions of Permit

Commercial Activity in Parks (Ord. 3869 §9, 1972; Ord. 4337 §3, 1980; Ord. 16-5681 2016) is subject to the regulations found in Chapter 6.46 of the City of Grants Pass Municipal Code. The conditions of the code are outlined in Section 6.46.110 as provided below. A. It is unlawful for any person, firm, or corporation to solicit, advertise, or peddle for commercial purposes within the boundaries of such City parks, either by word of mouth, printed matter, or other forms of commercial soliciting, advertising, or peddling; unless otherwise provided for by written agreement with the Council of the City. (Ord. 3869 §9, 1972; Ord. 4337 §3, 1980) B. Private instruction for individuals or groups is allowed within City parks provided an application has been approved by the Community Development Department. Approval of the permit will be based upon the successful completion of a background check and proof of liability insurance. 1. Liability and Insurance: A signed statement that the permittee shall hold harmless the City, its officers, and employees, and shall indemnify the City, its officers, and employees for any claims for damages to property or injury to persons which may occur in connection with an activity carried on under the terms of the permit. Permittee shall furnish and maintain such public liability and property damage insurance as will protect permittee and City from all claims for damage to property or bodily injury, including death, which may arise from operations under the permit in connection therewith. Such insurance shall provide coverage of not less than the amount of municipal tort liability under the Oregon Tort Claims Act. The permittee shall name the City of Grants Pass as an additional insured by attaching an endorsement to the certificate of insurance. Such insurance shall be without prejudice to coverage otherwise existing therein, and shall name as additional insured the City, its officers and employees, and shall further provide that the policy shall not terminate or be canceled prior to expiration of the permit without 30 days written notice to the City. 2. The Community Development Department is responsible for managing and coordinating park facilities to provide opportunities for all citizens to participate in recreation. Therefore, private instructors are required to reserve park facilities for their instruction times and pay the appropriate rental fee.

Summary of Commercial Activity

Business Name
People of the Earth Foundation

Event Title
Native American Arts Festival & Mother's Day Pow Wow

Event Details:
Annual Mother's Day Pow-Wow that includes dance, music and arts.

Will there be an admission charge?
No

Location of Event
Riverside Park, Trevillion Pavilion

Event Category (Check all that apply)
Art Show Cultural Dance Festival/Celebration

Participants Total
500

Is this an annual event?
Yes
Commercial Activity in Parks Permit Application
Winder, Suzanne (People of the Earth Foundation)

If yes, how many years have you been holding this event?
26 years

If yes, list previous locations
We have always used Riverside Park.

If yes, list Contact Name(s) and Phone Number(s) of previous locations
Grants Pass Parks and Rec

If no, do you anticipate this to be an annual event?
Yes

Date/Time of Commercial Activity

<table>
<thead>
<tr>
<th>Start Date</th>
<th>05/06/2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Start Time</td>
<td>9:00 AM</td>
</tr>
<tr>
<td>End Date</td>
<td>05/08/2022</td>
</tr>
<tr>
<td>Event End Time</td>
<td>8:00 PM</td>
</tr>
</tbody>
</table>

If there are multiple dates, list here
This event is from 5/6 to 5/8 - Mother's Day Weekend.

Are you proposing to close road(s)?
No

If yes, date

Time

Are you proposing to close a lot(s)?
No

If yes, date

Time

Request one-time permission to place "No Parking" signs on City-owned light?
No
Commercial Activity in Parks Permit Application

Winder, Suzanne (People of the Earth Foundation)

a. Commercial Activity in Parks Permit App - 5/6/2022 8:00 AM

Contact Information

Host Organization
People of the Earth Foundation

Chief Officer of Host Organization
Jack Falls-Rock

Applicant Name
Suzanne Winder

Mailing Address
95 Redland Dr Grants pass OR, 97527

Phone
(458) 229-0605

Email
coyotekitchen@yahoo.com

Organization Status/Proceeds/Reporting

Is the Host Organization a commercial entity?
No

Have you obtained a City of Grants pass Business and Occupation Tax Certificate?
No

Is the Host Organization a bona fide tax exempt, nonprofit entity?
Yes

Will there be vendors at the event?
Yes

If yes, what fees will you charge the vendors?
$5

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 your event, using Form 100-d. 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 vendor list up to 48 hours prior to the start of your event. A fee of $5 per day, per vendor will be assessed. Nonprofit vendors are exempt from this fee.

Site Plan/Route Map

You will be required to provide an event site plan/route map. A PDF of the Park Map will be emailed separately to you for you to fill out. This map should include the information requested below. If an item does not apply to your event, please indicate so.
Does your event involve streets?
No

TRASH The City can provide extra trash cans upon request, but you are required to provide your own 33-gallon trash bags and must remove any trash in excess of the provided cans. Any trash outside of the provided cans must be removed from the property at the end of your event.

Will you need extra trash cans?
Yes

TOILETS Per OSHA regulation 1910.141(c)(1)(i), a specific number of toilets (water closets) are required per number of people in attendance. SEE CHART BELOW. You will be required to provide additional portable toilets if the number of people attending exceed the number of toilets that are onsite near the park shelter. Please check the appropriate number of people who will be attending your event. Parks will then determine how many additional portable toilets are needed.

Check one
Over 150 = Additional toilet for each additional 40 people

Entertainment and Related Activities

As an event organizer, you must be certain that all event-related activities comply with local laws applicable to noise abatement. Please be aware that loud and unreasonable noise, including music, is a violation of law. 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.

Are there any musical features related to your event?
Yes

If yes, provide a listing of all bands/performers, type of music, sound check and performance schedule.
Headman/Head-Woman Dancers, Aztec Dance Group, MC

Will sound amplification be used?
Yes

If yes, describe the type of sound equipment that will be used
Portable speakers and microphones.

If yes, start time
9:00 AM

If yes, end time
8:00 PM

Will you be bringing in stage platforms or items that require stakes in the ground?
No

If yes, please describe

Will inflatables, hot air balloons, bounce houses, climbing walls, or similar devices be used at your event?
No
Commercial Activity in Parks Permit Application

Winder, Suzanne (People of the Earth Foundation)

a. Commercial Activity in Parks Permit App - 5/6/2022 8:00 AM

If yes, please describe

Is lighting necessary?
No

Are you providing your own lighting?
No

Will you require electricity or water?
Yes

If yes, please describe your needs and sources for electrical power and water
We need electricity for portable speakers and music.

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

If yes, please describe

Will your event include the use of any signs, banners or decorations?
Yes

If yes, please describe
We will hang our banner in the park.

ALCOHOL

If you plan to have sales and/or consumption of 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 and must be approved by the City Council.

Does your event include the sale and or consumption of alcoholic beverages?
No

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.

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

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

Do you intend to cook food in the event area?
Yes
Commercial Activity in Parks Permit Application
Winder, Suzanne (People of the Earth Foundation)

a. Commercial Activity in Parks Permit App - 5/6/2022 8:00 AM

If yes, please specify method:
Propane

IMPORTANT NOTE:

Hold Harmless

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
A Certificate of Insurance in the amount of $1,000,000 per occurrence and $2,000,000 aggregate, naming the City as an additional insured, is required and must be received prior to your event.

If your event will include alcohol, liquor liability coverage must be included on your Certificate of Insurance.

Affidavit of Applicant
The applicant and, if applicable, the professional event organizer, must complete, sign and date this application before submitting it.

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 Commercial 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 with all other requirements of the city, county, state, federal government and any other applicable entity which may pertain to the use of the Commercial Event venue and the conducts of the Commercial Event. I agree to abide by these rules, and further certify that I, on behalf of the Host Organization, am also authorized to commit the 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.

Name of Applicant/Host:
Suzanne Winder

Applicant Title
People of the Earth Foundation

Applicant Signature

Date
04/14/2022

When is a Fire Prevention Permit Required?

A permit is required when any of the following are proposed to operate (Oregon Fire Code 105.6 Required Operational Permits): -Assembly -Carnival -Fair -Exhibition -Tent or Canopy How do I apply for a permit? Call the Fire Prevention Bureau at 541-450-6200 to find out if your event requires a permit. Permit applications can be obtained at the Parkway Public Safety Center located at 800 E. Park St, Grants Pass.
RESOLUTION NO.

A RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS
AUTHORIZING THE CITY MANAGER TO ALLOW COMMERCIAL ACTIVITY FOR
THE PEOPLE OF THE EARTH FOUNDATION’S NATIVE AMERICAN ARTS
FESTIVAL & MOTHER’S DAY POW WOW 2022.

WHEREAS:

1. The Grants Pass City Council believes that Native American Arts Festival &
Mother’s Day Pow Wow is an important community event which provides a public
benefit by boosting the local tourism and retail economies.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Grants
Pass approves the commercial activity in Riverside Park for the People of the Earth
Foundation for the Native American Arts Festival & Mother’s Day Pow Wow event.

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 20th day of April 2022.

SUBMITTED to and by the Mayor of the City of Grants Pass,
Oregon, this ___ day of April 2022.

__________________________________
Sara Bristol, Mayor

ATTEST:

__________________________________
Karen Frerk, City Recorder

Approved as to form, Augustus Ogu, City Attorney

Date submitted to the Mayor: _______________
Resolution approving commercial activity in Reinhart Volunteer Park for the Shakespeare in the Park Event 2022.

Item: 2.d. RESOLUTION APPROVING COMMERCIAL ACTIVITY IN REINHART VOLUNTEER PARK FOR THE SHAKESPEARE IN THE PARK EVENT 2022.

Date: April 20, 2022

SUBJECT AND SUMMARY:

This request is to allow commercial activity by charging admission for a theatrical performance show at the Harry and David Shelter in Reinhart Volunteer Park.

RELATIONSHIP TO COUNCIL GOALS:

This supports Council’s goal of ENCOURAGE ECONOMIC OPPORTUNITIES by encouraging community events within our parks.

CALL TO ACTION SCHEDULE:

Call to action schedule: Council’s discretion.

BACKGROUND:

The Shakespeare in the Park event has performances scheduled on the following dates: June 3, 4, 10, 11, 16, 17, 2022. Per Municipal Code 6.46.110 Commercial Activity in Parks:

It is unlawful for any person, firm, or corporation to solicit, advertise, or peddle for commercial purposes within the boundaries of such City parks, either by word of mouth, printed matter, or other forms of commercial soliciting, advertising, or peddling; unless otherwise provided for by written agreement with the Council of the City.

Rogue Valley Shakespeare Company, a for-profit business, is requesting permission to charge admission for performances within Reinhart Volunteer Park and has submitted a Commercial Activity in the Park Permit Application, which requires Council approval.

COST IMPLICATION:

None.

ALTERNATIVES:

1. Council could allow commercial activity in Reinhart Volunteer Park for this event;
2. Council could choose to not allow this activity.

RECOMMENDED ACTION:

Approval of this request is at Council’s discretion.
Staff Report (continued):

POTENTIAL MOTION:

I move to approve the resolution allowing commercial activity in Reinhart Volunteer Park for the Shakespeare in the Park Event.
Commercial Activity in Parks Permit Application
Sabel, Steven
a. Commercial Activity in Parks Permit App - 4/1/2022 8:00 AM

Conditions of Permit

Commercial Activity in Parks (Ord. 3869 §9, 1972; Ord. 4337 §3, 1980; Ord. 16-5681 2016) is subject to the regulations found in Chapter 6.46 of the City of Grants Pass Municipal Code. The conditions of the code are outlined in Section 6.46.110 as provided below. A. It is unlawful for any person, firm, or corporation to solicit, advertise, or peddle for commercial purposes within the boundaries of such City parks, either by word of mouth, printed matter, or other forms of commercial soliciting, advertising, or peddling; unless otherwise provided for by written agreement with the Council of the City. (Ord. 3869 §9, 1972; Ord. 4337 §3, 1980) B. Private instruction for individuals or groups is allowed within City parks provided an application has been approved by the Community Development Department. Approval of the permit will be based upon the successful completion of a background check and proof of liability insurance. 1. Liability and Insurance: A signed statement that the permittee shall hold harmless the City, its officers, and employees, and shall indemnify the City, its officers, and employees for any claims for damages to property or injury to persons which may occur in connection with an activity carried on under the terms of the permit. Permittee shall furnish and maintain such public liability and property damage insurance as will protect permittee and City from all claims for damage to property or bodily injury, including death, which may arise from operations under the permit in connection therewith. Such insurance shall provide coverage of not less than the amount of municipal tort liability under the Oregon Tort Claims Act. The permittee shall name the City of Grants Pass as an additional insured by attaching an endorsement to the certificate of insurance. Such insurance shall be without prejudice to coverage otherwise existing therein, and shall name as additional insured the City, its officers and employees, and shall further provide that the policy shall not terminate or be canceled prior to expiration of the permit without 30 days written notice to the City. 2. The Community Development Department is responsible for managing and coordinating park facilities to provide opportunities for all citizens to participate in recreation. Therefore, private instructors are required to reserve park facilities for their instruction times and pay the appropriate rental fee.

Summary of Commercial Activity

Business Name
STS Productions/Rogue Valley Shakespeare Company

Event Title
Shakespeare in the Park - "A Midsummer Night's Dream"

Event Details:
Live performances of Shakespeare's most popular and magical comedy.

Will there be an admission charge?
Yes

Location of Event
Reinhart Volunteer Park Harry & David Shelter

Event Category (Check all that apply)
Cultural Educational Concert/Performance

Participants Total
98

Is this an annual event?
Yes
Commercial Activity in Parks Permit Application
Sabel, Steven

If yes, how many years have you been holding this event?
This is the inaugural year.

If yes, list previous locations

If yes, list Contact Name(s) and Phone Number(s) of previous locations

If no, do you anticipate this to be an annual event?
Yes

Date/Time of Commercial Activity

Start Date
06/03/2022

Event Start Time
7:30 PM

End Date
06/17/2022

Event End Time
10:00 PM

If there are multiple dates, list here
June 3, 4, 10, 11, 16, 17

Are you proposing to close road(s)?
No

If yes, date

Time

Are you proposing to close a lot(s)?
No

If yes, date

Time

Request one-time permission to place "No Parking" signs on City-owned light?
No
Commercial Activity in Parks Permit Application
Sabel, Steven

a. Commercial Activity in Parks Permit App - 4/1/2022 8:00 AM

Contact Information

Host Organization
Rogue Vally Shakespeare Company

Chief Officer of Host Organization
Steven Sabel

Applicant Name
STS Productions/Rogue Valley Shakespeare Company

Mailing Address
120 Sloan Mountain Lane GRANTS PASS OR, 97527

Phone
(951) 532-6803

Email
stsproductions@msn.com

Organization Status/Proceeds/Reporting

Is the Host Organization a commercial entity?
Yes

Have you obtained a City of Grants pass Business and Occupation Tax Certificate?
Yes

Is the Host Organization a bona fide tax exempt, nonprofit entity?
No

Will there be vendors at the event?
No

If yes, what fees will you charge the vendors?

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 your event, using Form 100-d. 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 vendor list up to 48 hours prior to the start of your event. A fee of $5 per day, per vendor will be assessed. Nonprofit vendors are exempt from this fee.

Site Plan/Route Map

You will be required to provide an event site plan/route map. A PDF of the Park Map will be emailed separately to you for you to fill out. This map should include the information requested below. If an item does not apply to your event, please indicate so.
Commercial Activity in Parks Permit Application
Sabel, Steven

a. Commercial Activity in Parks Permit App - 4/1/2022 8:00 AM

Does your event involve streets?
No

TRASH The City can provide extra trash cans upon request, but you are required to provide your own 33-gallon trash bags and must remove any trash in excess of the provided cans. Any trash outside of the provided cans must be removed from the property at the end of your event.

Will you need extra trash cans?
No

TOILETS Per OSHA regulation 1910.141(c)(1)(i), a specific number of toilets (water closets) are required per number of people in attendance. SEE CHART BELOW. You will be required to provide additional portable toilets if the number of people attending exceed the number of toilets that are onsite near the park shelter. Please check the appropriate number of people who will be attending your event. Parks will then determine how many additional portable toilets are needed.

Check one
81 to 110 people = Minimum of 5 water closets

Entertainment and Related Activities

As an event organizer, you must be certain that all event-related activities comply with local laws applicable to noise abatement. Please be aware that loud and unreasonable noise, including music, is a violation of law. 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.

Are there any musical features related to your event?
Yes

If yes, provide a listing of all bands/performers, type of music, sound check and performance schedule.
Pre-recorded house music and background music/sound cues.

Will sound amplification by used?
Yes

If yes, describe the type of sound equipment that will be used
One portable, self-amplified speaker.

If yes, start time
6:30 PM

If yes, end time
9:30 PM

Will you be bringing in stage platforms or items that require stakes in the ground?
No

If yes, please describe

Will inflatables, hot air balloons, bounce houses, climbing walls, or similar devices be used at your event?
No
Commercial Activity in Parks Permit Application

Sabel, Steven

a. Commercial Activity in Parks Permit App - 4/1/2022 8:00 AM

If yes, please describe

Is lighting necessary?
Yes

Are you providing your own lighting?
Yes

Will you require electricity or water?
Yes

If yes, please describe your needs and sources for electrical power and water
There is ample power available at the shelter.

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

If yes, please describe

Will your event include the use of any signs, banners or decorations?
Yes

If yes, please describe
Minor set pieces and directional signs for the audience.

ALCOHOL

If you plan to have sales and/or consumption of 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 and must be approved by the City Council.

Does your event include the sale and or consumption of alcoholic beverages?
No

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.

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

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

Do you intend to cook food in the event area?
No
Commercial Activity in Parks Permit Application

Sabel, Steven

a. Commercial Activity in Parks Permit App - 4/1/2022 8:00 AM

If yes, please specify method:

IMPORTANT NOTE:

Hold Harmless

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
A Certificate of Insurance in the amount of $1,000,000 per occurrence and $2,000,000 aggregate, naming the City as an additional insured, is required and must be received prior to your event.

If your event will include alcohol, liquor liability coverage must be included on your Certificate of Insurance.

Affidavit of Applicant
The applicant and, if applicable, the professional event organizer, must complete, sign and date this application before submitting it.

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 Commercial 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 with all other requirements of the city, county, state, federal government and any other applicable entity which may pertain to the use of the Commercial Event venue and the conducts of the Commercial Event. I agree to abide by these rules, and further certify that I, on behalf of the Host Organization, am also authorized to commit the 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.

Name of Applicant/Host:
Steven Sabel

Applicant Title
Producing Artistic Director

Applicant Signature

Date
04/12/2022

When is a Fire Prevention Permit Required?

A permit is required when any of the following are proposed to operate (Oregon Fire Code 105.6 Required Operational Permits): Assembly -Carnival -Fair -Exhibition -Tent or Canopy How do I apply for a permit? Call the Fire Prevention Bureau at 541-450-6200 to find out if your event requires a permit. Permit applications can be obtained at the Parkway Public Safety Center located at 800 E. Park St, Grants pass.
RESOLUTION NO.


WHEREAS:

1. The Grants Pass City Council believes that Shakespeare in the Park is an important community event, which provides a public benefit by boosting the local tourism and retail economies.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Grants Pass approves the commercial activity in Reinhart Volunteer Park for the Shakespeare in the Park Event 2022.

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 20th day of April 2022.

SUBMITTED to and __________ by the Mayor of the City of Grants Pass, Oregon, this ____ day of April 2022.

Sara Bristol, Mayor

ATTEST:

Karen Frerk, City Recorder

Date submitted to the Mayor: __________

Approved as to form, Augustus Ogu, City Attorney
Resolution authorizing the City Manager to purchase a replacement Battalion Chief Command vehicle.

Item: Command vehicle. Date: April 20, 2022

SUBJECT AND SUMMARY:

Consider a resolution authorizing the City Manager to purchase a replacement Battalion Chief Command vehicle for the Fire Rescue Division.

RELATIONSHIP TO COUNCIL GOALS:

This supports the Council’s goals to ENHANCE COMMUNITY SAFETY and LEADERSHIP by ensuring that fire infrastructure is purchased, operated, maintained and disposed in a cost-effective and fiscally-sound manner.

CALL TO ACTION SCHEDULE:

Call to action schedule: April 16, 2022.

BACKGROUND:

In February of 2022, Grants Pass Fire Rescue (GPFR) staff, along with Fleet Division staff, worked to obtain pricing on a replacement Battalion Chief (BC) vehicle. This vehicle would replace the existing 2007 vehicle, which has more than 94,000 miles on the engine and chassis.

This vehicle is used by the BC to respond to various events including wildland and structure fires. The vehicle serves as a mobile command post for GPFR. Allowing BCs to coordinate activities between multiple agencies and GPFR shifts to effectively manage emergent issues.

The replacement vehicle will offer several enhancements over the previous model to increase its versatility and usefulness to the division. The replacement vehicle will increase from half-ton to three-quarter ton to allow a stiffer ride when fully loaded with gear. The engine will be changed from gasoline to diesel, increasing the life-cycle expectancy of the vehicle. The replacement vehicle is a 4-wheel drive, similar to the existing BC rig, maintaining GPFRs ability to respond to emergencies in areas like Dollar Mountain.

Similar to previous GPFR procurements, the chassis is procured through a state procurement contract with additional items procured through standard City processes. Radios for the vehicle were procured through a sole source method to be compatible with state agencies during conflagration support or any multi-agency response.

ITEM: 4.a. RESOLUTION AUTHORIZING THE CITY MANAGER TO PURCHASE A REPLACEMENT BATTALION CHIEF COMMAND VEHICLE.
Staff Report (continued):

To complete the upfitting of the unit, several other upgrades and installations will need to be made. The unit will need the lights and console to be upfitted to allow it to operate as an emergency vehicle. Additionally, radios, standard exterior graphics, and cab steps will need to be installed. The remaining upfitting is estimated to cost an additional $22,184.24.

Expected service life for this vehicle 15 to 20 years.

COST IMPLICATION:

Revenue Source: There is sufficient funding in the Equipment Replacement Fund to purchase and upfit the replacement vehicle. Total cost for replacing 07U2-1 is $89,500.

ALTERNATIVES:

1. Council can approve the resolution authorizing the City Manager to purchase the replacement Battalion Chief Command vehicle for GPFR; or
2. Council could decide not to approve the purchase of the replacement Battalion Chief Command vehicle for GPFR.

RECOMMENDED ACTION:

It is recommended that Council approve the resolution authorizing the City Manager to purchase the replacement Battalion Chief Command vehicle for GPFR.

POTENTIAL MOTION:

I move to adopt the resolution authorizing the City Manager to purchase the Battalion Chief Command vehicle for Grants Pass Fire Rescue.
RESOLUTION NO.

A RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS
AUTHORIZING THE CITY MANAGER TO PURCHASE A REPLACEMENT
BATTALION CHIEF COMMAND VEHICLE FOR GRANTS PASS FIRE RESCUE.

WHEREAS:

1. Grants Pass Fire Rescue needs to replace one of its current Battalion Chief
   Command vehicles; and

2. The previous Battalion Chief vehicle has served the City since 2007; and

3. This vehicle is crucial to the ability of Fire Rescue to respond to both local and
   regional conflagrations; and

4. The Fire Rescue Division has sufficient funds for the purchase and upfitting for
   the replacement Battalion Chief Command vehicle within the Equipment
   Replacement Fund.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Grants
Pass that the City Manager is authorized to purchase and upfit a new Battalion Chief
Command vehicle for the Fire Rescue Division, at a purchase and upfitting price of
$89,500.

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 20th day of April 2022.

SUBMITTED to and __________ by the Mayor of the City of Grants Pass,
Oregon, this ___ day of April 2022.

______________________________
Sara Bristol, Mayor

ATTEST:

______________________________
Karen Frerk, City Recorder

Date submitted to Mayor: __________

Approved as to form Augustus Ogu, City Attorney

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New Vehicle or Equipment Request Section

☐ Addition to Fleet or ☒ Replacement of current vehicle?
If replacement, what is vehicle or equipment # _07U2-1_

Notes:

Specifications

Department: Fire / Recuse
Division: Admin- BC vehicle
Requested Make: Ford
Model: F250 XLT-SD
Color (default is white): RED
Drive Type: 4x4 Diesel powered
Estimated Cost: 89,500.00

Options: (be specific):
See attached quotes for all items
- Note-Ford has not released the 23 YM and pricing is an estimate. This will allow the City to put into queue for an order with Ford to guarantee a vehicle when they start building the line.

Transfer Section Complete this section if you are transferring equipment or want it sold at auction.

From Dept/Division:

To Dept/Division:

If funds coming from another asset, what is equipment #?
If equipment to be sold, will funds transfer to pay down another asset? If yes, what is equipment #?
Or where should funds go (provide acct #)

Notes:

Finance Please provide appropriate account numbers

Source:
Automatically Set Up
Depreciation 900.900
Interest

ORG: (If from another fund)

Expense strings to be set up in Munis - Check all that apply:

String Section 1 (Munis Phase)
☐ 100-Equipment Purchase
☐ 900-Miscellaneous

String Section 2 (Munis Task)
☐ 10010-Machinery
☐ 10020-Vehicle
☐ Specify Type Click to enter text

Signatures – Must be signed by City Manager if over $25,000

Action Fire Chief 3/15/22 Date
Fleet Superintendent 3/15/22 Date
BC-Admin/Opps 3/15/22 Date
Public Works Director 3/14/22 Date
Lead mechanic 3/15/22 Date
City Manager 3/24/22 Date

Please attach relevant quotes, bids, photos, or other supporting documentation.
T/Public Works/Fleet/Ed4s/Acquisition Form 2021
Common Options
Use this list to select desired items. Other items not listed can be discussed with Fleet to meet your needs.

DPS-Police - Patrol Vehicles, SUVs for patrol or admin/detectives, Trucks, Motorcycles
☐ Mobile Radio Systems, Installation, and Programing
☐ Axon Camera System
☐ Motorola Radio
☐ MDT Computer via IT Dept
☐ WireWorks for Patrol (Computer Mounting Equipment, Patrol Package, Radar, Weapons Mount, Prisoner Equipment, Communication Equipment)
☐ Window Tint
☐ LED Emergency lights
☐ Emergency lights controller.
☐ Cargo Box
☐ Jotto Desk
☐ Storage Boxes
☐ Weathertech Mats

DPS-Fire Vehicles (non-apparatus) SUVs or trucks
Apparatus requires more extensive list
☒ Mobile Radio Systems, installation, and Programing
☒ Sirennet
☒ Storage Boxes
☐ Mud Flaps
☒ Weathertech Mats
☒ upfitting-parts and labor
☐ Window Tint
☒ LED Emergency lights
☒ Emergency lights controller.
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TOTAL BASE AND OPTIONS

2022 TO 2023 AVERAGE INCREASE
PRICE OF TRUCK
UNKNOWN GOVERNMENT CONCESSION PLUS DEALER COST
ESTIMATED COST AFTER CONCESSIONS AND DEALER COST
DMV E-PLATES
.005% VEHICLE PRIVIEGE TAX
est .0037% CORPORATE ACTIVITY TAX
TOTAL ESTIMATED BUDGET COST

$1500.00
$59,027.60
-$8000.00
$53,027.60
$130.50
$265 14
$196.20
$53,619.44

BUTLER FORD
1977 HIGHWAY 99 N
ASHLAND, OREGON
97520

KEITH DEVENPORT
BUTLER FORD FLEET MANAGER
keithdevenport@butlerman.com
541-462-2521

116
2022 Super Duty
F-250 XLT

Representative exterior image shown. Actual exterior may vary. See your dealer for details.

Payment

- Base MSRP$51 $48,425
- Total of Options$54 $15,520
- Destination Charges$57 $1,695
- Total MSRP$516 $65,640
- Available Incentives$53-$0

Estimated Net Price$55 $65,640

$1,115 Monthly Payment$56 Purchase based on $6,554 down payment, 60 month term and 5% APR, $0 trade-in-value

Dealer Information

Mock's Ford Sales, Inc.
913 S E Sixth St
Grants Pass, OR 97526

Showing the nearest Authorized Dealer for the entered zip code

Model


Paint

- Oxford White $0
- No Secondary Color $0

Powertrain

- 6.7L Power Stroke® V8 Turbo Diesel Engine
- 4X4
- TorqShift® 10-speed Automatic Transmission
- 3.31 Non-Limited Slip Axle Ratio

Packages

- Power Equipment Group $0
- Heavy Service Front Suspension Package $125
- 10,000/9,900 GVWR Package $0

Exterior

- 18" Sparkle Silver Painted Cast Aluminum Wheels with Bright Hub Cover and Center Ornament (SRW) $0
- Electronic Shift-On-The-Fly (ESOF) $0
- Engine Block Heater $100
- BoxLink™ $0
- BLIS® (Blind Spot Information System) with Cross-traffic Alert and Trailer Tow $0
- Alternator – Dual Heavy-Duty Alternators 397 Amp Capacity $115
- Center High-Mounted Stop Lamp (CHMSL) $0
- Splash Guards/Mud Flaps – Front $130
- Splash Guards/Mud Flaps – Rear $0
- Pre-Collision Assist with Automatic Emergency Braking (AEB) and Forward Collision Warning $0
- Exterior Backup Alarm $150
- Exterior Backup Alarm $129
- 12,000 lb. Ford Performance Parts winch by Warn $3,000
- Reverse Sensing System $295
- LT275/65R18E BSW A/S Tires $0
- Manual Telescoping Trailer Tow Mirrors with Power Heated Glass and Integrated Clearance Lamps and Turn Signals $0

**Interior S4**
- Medium Earth Gray $0
- Cloth 40/Console/40 Front Seats $945
- Cruise Control $0
- Integrated Trailer Brake Controller $0
- 110-Volt/400-Watt AC Outlet $0
- Upfitter Switches $165
- AM/FM Stereo with MP3 Player $0
- SiriusXM® $0
- SYNC® 3 $0

**Standard Features**

**Exterior Features**
- Bumpers, front and rear - chrome steel with front grained top cover and black lower air dam
- Door Handles - black
- Grille - Two-Bar Bright Chrome Bar Style
- Headlamps - Quad Dual-Beam Halogen
- Auto High-Beam Headlamps
- Mirrors - Manual Telescoping/Folding Trailer Tow with Power Heated Glass, Heated convex spotter mirror, integrated clearance lamps/turn signals
- Tailgate - Tailgate, Power Lock
- Tie-down hooks - pickup box
- BoxLink™
- Tow hooks - (2) front, black
- Glass - rear, privacy
- Window - Rear, Fixed

**Interior Features**
- Air Conditioning - Manual Temperature Control
- Cruise control
- Dash-top tray
- Floor Covering - color coordinated carpet
- Floor Mats - color coordinated carpet (includes rear mats on SuperCab and Crew Cab)
- Grab handles - driver and front passenger and roof ride handles; front passenger (also over rear doors with Crew Cab)
- Headliner - color coordinated cloth
- Instrument Cluster - 4.2" LCD Productivity Screen
- Power Equipment - accessory delay
- Power Equipment - Power door locks and windows
- Two (2) Powerpoint in instrument panel
- 1 USB and 1 USB-C Port in Lower Center Console
- 100-volt/400-watt dash-mounted outlet
- 100-volt/400-watt outlet in rear side of flow-through Console
- Rear View Camera - Tailgate Mounted
- BLIS® (Blind Spot Information System) with Cross-Traffic Alert and Trailer Coverage
- Pre-Collision Assist with Automatic Emergency Braking (AEB) and Forward Collision Warning
- Steering Wheel - Audio Controls
• Steering Wheel - Black Molded Polyurethane
• Storage - secondary glove box
• Storage - Front Arm Rest Storage (40/20/40 Seating)
• Visors with driver-and passenger-side covered mirrors
• Tilt/telescoping steering wheel
• Windshield wipers - intermittent
• Upfitter Interface Module (fleet only)
• FordPass™ Connect with 4G LTE Wi-Fi Hotspot
• Ford Telematics™ (fleet only)
• Ford Data Services™ (fleet only)
• Operator-Commanded Regeneration with Active Inhibit (diesel engine only)
• Automatic High-Beam Headlamps
• Audio - Premium AM/FM Stereo. (5 speakers regular cab, 7 speakers Super Cab and Crew Cab)
• SiriusXM®
• SYNC® 3 with 8" Center Stack
• Seats - Front, Cloth 40/20/40 Split Bench
• Seats - Medium Earth Gray Cloth
• Seats - Front, Manual Lumbar Support, Driver Side
• Seats - Rear, Cloth, 60/40 Fold-Up Bench Seat (SuperCab)
• Seats - Rear, 60/40 Flip-Up/Fold-Down Bench Seat (Crew Cab)

Packages

• Power Equipment Group

Power and Handling

• Tire Pressure Monitoring System (TPMS) - SRW/F-350 DRW Only
• Alternator - 157-amp 6.2L
• Alternator - 240-amp 7.3L
• Alternator - 175-amp 6.7L
• Axle - Twin i-beam front axle with coil spring suspension – 4x2 (F-250, F-350)
• Axle - Mono-beam front axle with coil spring suspension – 4x4 (F-250, F-350)
• Brakes – Four-wheel disc Anti-lock Brake System (ABS)
• AdvanceTrac™ with RSC® (Roll Stability Control™) and Trailer Sway Control
• Trailer Sway Control
• 29 Gallon Fuel Tank (Diesel Engine) – 142" (Regular Cab) & 148" (SuperCab 6.75ft box) Wheelbase
• 34 Gallon Fuel Tank (Diesel Engine) – 160" (SuperCab 8ft box) & 164" (Crew Cab 6.75ft box) Wheelbase
• 34 Gallon Fuel Tank (Gas Engine) NA 176" (Crew Cab 8ft box) Wheelbase
• 48 Gallon Fuel Tank (Gas Engine) – 176" (Crew Cab 8ft box) Wheelbase

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# Uplifting Parts and Labor Estimate

**Wire Works LLC**  
Salem OR 97301

Grants Pass Fire

A processing fee of 3.75% will be applied to all invoices paid with a credit card.

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<td>091-55-20-120</td>
<td>Kaumau Super Auto Eject 20 amp with cover</td>
<td>1</td>
<td>250.63</td>
<td>250.63T</td>
</tr>
<tr>
<td>SEC-1230UL</td>
<td>Samlex SEC-1215UL 12 Volt 30 Amp Battery Charger</td>
<td>1</td>
<td>125.00</td>
<td>125.00T</td>
</tr>
<tr>
<td>Shop Supplies</td>
<td>Shop supplies to complete shore power install. Includes zip ties, connectors, loom, etc.</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SA315P</td>
<td>Siren:</td>
<td>1</td>
<td>171.25</td>
<td>171.25T</td>
</tr>
<tr>
<td>SAK1</td>
<td>Whelen Siren Speaker, 123 db, 2 7/8 mounting depth.</td>
<td>1</td>
<td>0.00</td>
<td>0.00T</td>
</tr>
<tr>
<td>M6R</td>
<td>Side bumper lights:</td>
<td>2</td>
<td>169.425</td>
<td>338.85T</td>
</tr>
<tr>
<td></td>
<td>Whelen M6 Linear Super-LED Lighthead.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Red LED's with Red Lens.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IONY3R</td>
<td>Grill lights:</td>
<td>2</td>
<td>200.475</td>
<td>400.95T</td>
</tr>
<tr>
<td></td>
<td>Whelen Universal Mount ION with Combination 180° Warning, Take Down and</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Puddle Light Combination</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Thank you for the opportunity!

---

**Subtotal**

**Sales Tax (0.0%)**

**Total**

---

Phone #  503-990-8750  Fax #  503-990-8034  www.wireworks.co

Page 1
## Wire Works LLC
Salem OR 97301

## Grants Pass Fire

A processing fee of 3.75% will be applied to all invoices paid with a credit card.

<table>
<thead>
<tr>
<th>Job</th>
<th>P.O. No.</th>
<th>Rep</th>
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### Estimate

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Qty</th>
<th>Rate</th>
<th>Total</th>
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<tbody>
<tr>
<td>ARGES2</td>
<td>Spotlight: Whelen ProFocus™, Select from Spot/Flood Combination Light or Flood Light from the Control Head</td>
<td>1</td>
<td>536.25</td>
<td>536.25T</td>
</tr>
<tr>
<td>ARGCH1</td>
<td>ARGES CONTROL HEAD for 5 degree spotlight</td>
<td>1</td>
<td>206.25</td>
<td>206.25T</td>
</tr>
<tr>
<td>ARGFM</td>
<td>Argos roof mount option: Whelen Argos Flat Mount, Universal</td>
<td>1</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>ARG47BD</td>
<td>Argos fender mount option: Whelen ARGES spotlight mounting bracket for 2019 Ford Superduty</td>
<td>1</td>
<td>30.00</td>
<td>30.00T</td>
</tr>
<tr>
<td>KBLB-KB023</td>
<td>Top of vehicle: Whelen Liberty II DUO Core Bundle include: Liberty II full duo 55&quot; lightbar, C399 Core controller with choice of control head, OBDII data cable</td>
<td>1</td>
<td>67.50</td>
<td>67.50T</td>
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<tr>
<td>M6R</td>
<td>Side canopy lights: Whelen M6 Linear Super-LED Lighthouse. Red LED's with Red Lens. 2 per side</td>
<td>4</td>
<td>169.425</td>
<td>677.70T</td>
</tr>
<tr>
<td>TLIR</td>
<td>Rear facing lights/canopy: Whelen ION T-Series light. Red color.</td>
<td>2</td>
<td>86.25</td>
<td>172.50T</td>
</tr>
<tr>
<td>TLIA</td>
<td>Whelen ION T-SERIES LINEAR LT AMBER</td>
<td>1</td>
<td>86.25</td>
<td>86.25T</td>
</tr>
<tr>
<td>TLIB</td>
<td>Whelen ION T-Series light. Blue color.</td>
<td>1</td>
<td>86.25</td>
<td>86.25T</td>
</tr>
<tr>
<td>VTX609R</td>
<td>Rear facing lights/tailights: Whelen Vertex Super LED lighthouse. Red.</td>
<td>2</td>
<td>76.25</td>
<td>152.50T</td>
</tr>
</tbody>
</table>

Thank you for the opportunity!

### Subtotal

**Sales Tax (0.0%)**

**Total**

---

Phone # 503-990-8750   Fax # 503-990-8034   www.wireworks.co

Page 2
Wire Works LLC
Salem OR 97301

Grants Pass Fire

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**Estimate**

Date | Estimate #
--- | ---
2/16/2022 | 13999

A processing fee of 3.75% will be applied to all invoices paid with a credit card.

---

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<th>Rate</th>
<th>Total</th>
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<tbody>
<tr>
<td>VTX6098</td>
<td>Whelen Vertex Super LED light, Blue.</td>
<td>2</td>
<td>76.25</td>
<td>152.50</td>
</tr>
<tr>
<td>TLIR</td>
<td>Whelen ION T-Series light, Red color.</td>
<td>2</td>
<td>86.25</td>
<td>172.50</td>
</tr>
<tr>
<td>TLJB</td>
<td>Whelen ION T-Series Light, Blue color.</td>
<td>2</td>
<td>86.25</td>
<td>172.50</td>
</tr>
<tr>
<td>20641</td>
<td>Rear scene lighting/rear bumper/flush mount</td>
<td>1</td>
<td>181.95</td>
<td>181.95</td>
</tr>
<tr>
<td>DP8</td>
<td>Rigid back-up light kit, Flush mount</td>
<td>1</td>
<td>892.35</td>
<td>892.35</td>
</tr>
<tr>
<td>C-VSW-3000-F15</td>
<td>Whelen Dominator lightbar, 8 modules with choice of colors R/A/A/A/A/A/A/B</td>
<td>1</td>
<td>780.86</td>
<td>780.86</td>
</tr>
<tr>
<td>C-USB-2</td>
<td>Officer area: Havis 12.5&quot; Wide Flat 30&quot; Vehicle Specific Console for 2017-2021 Ford F-250, 350, 450 XL, and XLT Super Duty pickup, F-450 and 550 cab chassis, 2015-2020 F-150 SSV, 2018-2020 F-150 Respond, 2015-2020 Ford F-150 XL and XLT pickup</td>
<td>1</td>
<td>44.58</td>
<td>44.58</td>
</tr>
<tr>
<td>C-USB-2</td>
<td>Havis Dual USB Charge Module</td>
<td>2</td>
<td>55.535</td>
<td>111.07</td>
</tr>
<tr>
<td>75712</td>
<td>Streamlight Stinger LED flash light with 12V charging base and cord.</td>
<td>2</td>
<td>114.95</td>
<td>229.90</td>
</tr>
<tr>
<td>C-HDM-204</td>
<td>MDT mount: Havis Pole only, Telescoping device mounting base, Heavy duty mount, Side mount, 8.5&quot; High, With short handle</td>
<td>1</td>
<td>134.72</td>
<td>134.72</td>
</tr>
<tr>
<td>C-MD-119</td>
<td>Havis 11&quot; Slide Out Locking Swing Arm with Low Profile Motion Device Adapter</td>
<td>1</td>
<td>245.05</td>
<td>245.05</td>
</tr>
</tbody>
</table>

Thank you for the opportunity!

---

<table>
<thead>
<tr>
<th>Subtotal</th>
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</table>

<table>
<thead>
<tr>
<th>Sales Tax (0.0%)</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Total</th>
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</table>
### Estimate

**Wire Works LLC**  
Salem OR 97301

---

**Grants Pass Fire**

---

A processing fee of 3.75% will be applied to all invoices paid with a credit card.

---

<table>
<thead>
<tr>
<th>Job</th>
<th>P.O. No.</th>
<th>Rep</th>
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<table>
<thead>
<tr>
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<th>Description</th>
<th>Qty</th>
<th>Rate</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>60CREGCS</td>
<td>Dome light: Whelen 6&quot; Low Profile LED Interior Light.</td>
<td>1</td>
<td>151.20</td>
<td>151.20T</td>
</tr>
<tr>
<td></td>
<td>Bed of truck:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Misc</td>
<td>Canopy to meet customer specs ARF #DCU</td>
<td>1</td>
<td>3,569.50</td>
<td>3,569.50T</td>
</tr>
<tr>
<td>Misc</td>
<td>Install provided bed slide (Extendo Bed)</td>
<td>1</td>
<td>0.00</td>
<td>0.00T</td>
</tr>
<tr>
<td>Misc</td>
<td>Command box to be mounted to bed slide??</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3SC0C0C0CR</td>
<td>Canopy dome lights: (1 in each side, 2 on rear lift door, and 2 in canopy area)</td>
<td>6</td>
<td>47.50</td>
<td>285.00T</td>
</tr>
<tr>
<td>WWLB-046</td>
<td>Whelen 3&quot; white LED dome light.</td>
<td>6</td>
<td>29.95</td>
<td>179.70T</td>
</tr>
<tr>
<td></td>
<td>Wireworks aluminum bracket for Whelen 3&quot; &quot;puddle lights&quot;. Wireworks aluminum</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>bracket for Whelen 3&quot; &quot;puddle lights&quot;. Flat Aluminum with no bends</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Labor</td>
<td>Labor required to complete the build of a vehicle</td>
<td>70</td>
<td>95.00</td>
<td>6,650.00T</td>
</tr>
<tr>
<td>Shop Supplies</td>
<td>Shop supplies to complete job. Includes zip ties, connectors, loom, etc.</td>
<td>1</td>
<td>500.00</td>
<td>500.00T</td>
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<tr>
<td>Freight out</td>
<td>Freight costs to have product shipped.</td>
<td>1</td>
<td>450.00</td>
<td>450.00T</td>
</tr>
</tbody>
</table>

Thank you for the opportunity!

**Subtotal**  
$22,184.24

**Sales Tax (0.0%)**  
$0.00

**Total**  
$22,184.24

---

Phone # 503-990-8750  
Fax # 503-990-8034  
www.wireworks.co
## Estimate

<table>
<thead>
<tr>
<th>DATE</th>
<th>ESTIMATE NO.</th>
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</thead>
<tbody>
<tr>
<td>3/14/2022</td>
<td>1676</td>
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</table>

**NAME / ADDRESS**

Grants Pass Fire & Rescue  
101 NW A Street  
Grants Pass, OR 97526  
Attn: Lawless

### Project

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>QTY</th>
<th>COST</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Truck Lettered &amp; Striped with Reflective Vinyl</td>
<td></td>
<td>975.00</td>
<td>975.00</td>
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**TOTAL**  
$975.00
# Sales Quotation

**Quotation #:** 119861

**Date:** 3/10/2022  
**Quote Valid For:** 30 Days  
**To:** CITY OF GRANTS PASS  
**800 EAST PARK STREET**  
GRANTS PASS OR 97527  
Tel: 541-488-8302  
Fax:  
Contact: MELISSA BJ JOE HEBERT

<table>
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<tr>
<th>Qty</th>
<th>Description</th>
<th>Unit Price</th>
<th>Total</th>
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<tbody>
<tr>
<td>1.00</td>
<td>KN-G-M150</td>
<td>VHF MOBILE P25 50W DASH M</td>
<td>$3,768.10</td>
</tr>
<tr>
<td>1.00</td>
<td>KAA0660</td>
<td>REMOTE CONTROL HD</td>
<td>$1,398.65</td>
</tr>
<tr>
<td>2.00</td>
<td>BKRO261</td>
<td>EXT SPKR W/MNT BRKT</td>
<td>$54.07</td>
</tr>
<tr>
<td>2.00</td>
<td>KAA0276S</td>
<td>MIC PROGRAMMING CABLE USB</td>
<td>$287.67</td>
</tr>
<tr>
<td>1.00</td>
<td>KAA0710</td>
<td>CABLE REMOTE MNT 17&quot;</td>
<td>$83.69</td>
</tr>
<tr>
<td>1.00</td>
<td>KAA0935</td>
<td>136-174 MHZ VHF WIDE BAND</td>
<td>$181.70</td>
</tr>
<tr>
<td>1.00</td>
<td>WMV1365S</td>
<td>3/4 HOLE NMO BRASS MNT W</td>
<td>$89.56</td>
</tr>
<tr>
<td>1.00</td>
<td>RNF1005-3C</td>
<td>N MALE CRIMP RG58/RG141</td>
<td>$21.15</td>
</tr>
</tbody>
</table>

**NASPO**  
1.00 *SALES DISCOUNT | SALES DISC. NASPO | ($1,223.24) | ($1,223.24) |

**FACTORY 110 WATT UPGRADE**  
1.00 KZA0154 | FACTORY OPT HI-PWR KNG-M1 | $378.52 | $378.52 |

**PROGRAM/TUNE INSTALLATION**  
1.00 *PROG/TUNE | PROGRAMMING & TUNING/UNIT | $50.00 | $50.00 |

**Equipment:** KNGM150 DASH RADIO REMOTE  
**Installation:** KNGM150 DASH / REMOTE REAR  
**Quote Notes:** PER JOE H Req 3004190 WITH REMOTE HEAD FOR 2023 FORD F350 CREW CAB KNGM150 REMOTE,MICR,ANTENNAS,EXT.SPEAKERS,PROGRAM AND TUNING

**Terms:**  
**Subtotal:** $5,400.29  
**Shipping & Handling:** $262.84  
**Estimated Sales Tax:** $0.00  
**Quotation Total:** $5,663.23

---

**Quote Terms and Conditions**

1. Quotes are exclusive of all installation and programming charges (unless expressly stated) and all applicable taxes.
2. Purchaser will be responsible for shipping costs (unless specifically included), which will be added to the invoice.
3. Title will pass upon shipment. Risk of loss will pass upon delivery to Purchaser's facility.
4. Ordered equipment may be returned with an authorized RMA for a full refund less a 25% restocking fee.
5. Equipment returned must be unused and undamaged in its original packaging within thirty (30) days after shipment.
6. Unless otherwise stated, prices quoted are valid for thirty (30) days from the date of this quote.
7. Unless otherwise stated, payment will become due upon invoice date. Please allow 4 to 8 weeks for delivery.
8. Manufacturer's standard equipment warranty (furnished upon request) applies to all ordered equipment.
9. Silke Communications Solutions disclaims all other warranties with respect to ordered products, expressed or implied, including the implied warranties of merchantability and fitness for a particular purpose.
10. Silke Communications Solutions total liability arising from the ordered products will be limited to the purchase price of the products with respect to which losses or damages are claimed. In no event will Silke Communications Solutions be liable for incidental or consequential damages.

---

**Accepted By:** Print: ___________________________  
**Signed:** ___________________________  
**Customer P/O:** ___________________________  
**Date:** ___________________________  
**Title:** ___________________________
PROPOSAL

Contact Information
Contact Name: Lloyd Lawless
Mobile: (541) 218-7575
Phone: (541) 450-6202
Email: llawless@grantspassoregon.gov

Quote Name: Prop 19134
Carrier Design: EB-1575 with Custom Carrier
Vehicle Details: 2023 Ford F250, 6’4" Bed Topper with side boxes

Shipping and Billing Information
Bill To Name: Grants Pass Fire Rescue
Bill To: 650 SE H Street
Grants Pass, OR 97526
Account Terms: Net 30
Est. Lead time (in weeks): 13

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<tr>
<th>Order</th>
<th>Product Code</th>
<th>Product Description</th>
<th>Custom Charge</th>
<th>Sales Price</th>
<th>Total Price</th>
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<tr>
<td>1.00</td>
<td>EB-1575</td>
<td>75&quot; Extendobed steel frame assy, w/ full extension lock &amp; plywood platform (48&quot;W x 75&quot;L), w/ short side rails. Mounting hardware included. 1500 lbs. capacity</td>
<td>$2,116.00</td>
<td>$2,116.00</td>
<td></td>
</tr>
<tr>
<td>1.00</td>
<td>Custom Carrier Design**</td>
<td>Custom Carrier Design</td>
<td>$3,108.00</td>
<td>$3,108.00</td>
<td></td>
</tr>
<tr>
<td>1.00</td>
<td>Custom Crating</td>
<td>Custom Crating</td>
<td>$220.00</td>
<td>$220.00</td>
<td></td>
</tr>
</tbody>
</table>

This shipping quote is only good for 30 days and the shipping total on your invoice may be more than what is shown here.

Footer
ORDER & ACCEPTANCE:
By signing this quote, I am accepting the prices herein, as well as verifying that all dimensions and designs in the accompanying CAD drawing are accurate and correct. I understand and agree to all terms contained herein. I am authorized to submit this order and hereby authorize the production of the above.

I understand there are no refunds or returns unless authorized in advance by Extendobed. I accept any and all expenses related to an authorized return of a unit unless it was damaged during shipping and not accepted at the point of delivery. I agree that I am responsible for the costs of any damage during return shipping.

I understand this agreement is subject to, and will submit to the jurisdiction of the courts of Ada County and the state of Idaho.
PROPOSAL

128 S. Eagleson Rd, Suite 102, Boise, ID 83705
Ph: (800) 752-0706
Duns: 181936493, Cage Code: 1EZWB,
Fed ID: 45-5379813

Date: 3/8/2022
Expiration Date: 5/9/2022

Quotes are valid for 60 days only.
Please call for updated pricing.
All sales are final. No returns or refunds.

1.00 Ship
Please provide correct shipping address at the time of order. If shipping address is
changed after the shipment has left our facility, the buyer will be responsible for any
additional shipping costs. Shipments to residential or restricted access delivery sites will
incur additional charges. *** If damage is suspected at time of delivery, the receiver
**MUST** note "DAMAGED" on receipt. ***

Shipping $375.00 $375.00
Good for 30 Days

Totals
Created By: Kegan Amundson
Last Modified By: Kegan Amundson

Grand Total $5,819.00

Terms

TERMS:
- **Prepay** requires payment before unit can be released into
  production.
- **50/50** requires 50% down, 50% due before shipping
- **Net 15** requires payment 15 days after invoice is created

NOTE: 1½% per month charge on unpaid balances will be added to
past due accounts

Discounts: are applied when order is paid within 15 days of invoice
date, or when prepaid (discounts are applied to certain
resellers/dealers, contact an ExtendoBed representative to see if you
qualify for discounts).

SHIPPING: Please request for lift-gate delivery truck if you do not
have a forklift or loading dock on delivery site. Shippers will charge
an extra fee for a lift-gate delivery truck to come on site and unload
for you, which will be added to your invoice. Please ensure that the
shipping address is correct. Any shipping redirects will result in
additional charges that may not appear on this quote.
Restricted/limited access deliveries will result in additional fees not
shown on quote. Customer is responsible for any and all additional
shipping costs unless otherwise stated by ExtendoBed

LEAD TIMES: are estimations only. Please confirm at the time order.

ORDER & ACCEPTANCE:
By signing this quote, I am accepting the prices herein, as well as
verifying that all dimensions and designs in the accompanying CAD
drawing are accurate and correct. I understand and agree to all terms
contained herein. I am authorized to submit this order and hereby
authorize the production of the above.

I understand there are no refunds or returns unless authorized in
advance by ExtendoBed. I accept any and all expenses related to an
authorized return of a unit unless it was damaged during shipping
and not accepted at the point of delivery. I agree that I am responsible for
the costs of any damage curing return shipping.

I understand this agreement is subject to, and will submit to the
jurisdiction of the courts of Ada County and the state of of Idaho.

Name:
Title:
Signature:
Date:

128
Resolution redefining and renaming the Caveman Plaza Taskforce to Central Business District Vitalize Taskforce.

Date: April 20, 2022

SUBJECT AND SUMMARY:

This resolution amends the purpose and scope of the original Caveman Plaza Taskforce created in December 2021 from a site-specific focus on Caveman Plaza to a Central Business District scope and rename the taskforce to the Central Business District Vitalization Taskforce.

RELATIONSHIP TO COUNCIL GOALS:

This supports Council's goal of **ENCOURAGE ECONOMIC OPPORTUNITIES**

Objective 1: Facilitate an environment to encourage business prosperity and economic opportunities

CALL TO ACTION SCHEDULE:

Call to action schedule: Council's discretion.

BACKGROUND:

During Strategic Planning for the 2021 calendar year, Council adopted a three-star goal to explore Urban Renewal Agency (URA) opportunities for the Town Center Plaza. That property is owned by BB Holdings OR 2 LLC, represented by Travis Boersma. Redevelopment and URA incentive opportunities for the property were discussed during City Council workshops between July 2021 and January 2022. A Caveman Plaza Taskforce was formed in December 2021 (Resolution No. 21-7128) and members were appointed by City Council on February 15, 2022. SERA Architects was selected as a third-party design and facilitation firm to assist the taskforce in developing potential design and land use recommendations for the plaza property.

In early March 2022, Mr. Boersma informed the City that BB Holdings OR 2 LLC wanted to retain ownership of the plaza with a focus on investing in existing site infrastructure. He clarified that, while the owners remain committed to supporting the Grants Pass community and want the downtown core to thrive, they would not be interested in proceeding with the Caveman Plaza Taskforce purpose as originally envisioned.

On March 28, 2022, City Council reconvened on the topic to discuss the potential repurposing of the Caveman Plaza Taskforce in light of Mr. Boersma's decision. Staff presented four potential topics for a redefined taskforce:

- Review and recommend priorities from the Terrain Landscape Architecture Downtown Plan (2020, Jim Love);
- Evaluate public survey results and potential next steps for the SW G Street reconfiguration concept;

ITEM: 4.b. RESOLUTION REDEFINING AND RENAMING THE CAVE MAN PLAZA TASKFORCE TO CENTRAL BUSINESS DISTRICT VITALIZATION TASKFORCE.
Staff Report (continued)

- Review work completed to-date by Thornton Engineering for the downtown lighting project (e.g., 5th Street, alleys, H Street); and
- Assess feasibility and timing of Urban Renewal Agency funding and partnerships for downtown revitalization projects.

City Council debated the pros and cons of retaining a taskforce to focus on a variety of initiatives for the Central Business District. Also discussed was whether SERA Design should continue to be involved since there is no longer a site-specific project on which to focus and prepare design concepts. Arguments in favor of a redefined taskforce focused on a need to prepare a more comprehensive downtown plan and benefits of having a citizen group focused on the interrelationship of all downtown projects and how they can best complement one another. Arguments opposed to use of a taskforce addressed the fact that all of the active projects downtown are ready or close to being executed and a taskforce will only delay implementation.

Councilor Lovelace motioned to have the taskforce reconvene with a scope to focus on broad, downtown issues and to help prioritize ongoing projects. SERA Design would not be brought in at this time but their potential role as a facilitator would be left up to the taskforce. The motion referenced the use of all prior documents and studies prepared for downtown (e.g., the Terrain Architects Plan, G Street reconfiguration and survey, parklets survey, Downtown Parking Taskforce recommendations, Thornton Engineering lighting plans). The vote was 4 in favor, 3 opposed, and 1 abstention.

Since the March 28 workshop, staff has polled the taskforce members (with the exception of Larry Evans, who withdrew his name) and the kick-off meeting date has been set for April 26, 2022, at 5:30pm in the Ridge Conference Room. All remaining eight members have confirmed their interest and availability. Council determined that, at this time, no other appointments would be made. Staff stated at the workshop that they will need to delay and/or shift priorities of other ongoing projects in order to provide staff support to this taskforce. Assuming the Economic Development Specialist hiring proceeds on schedule, that individual should be on-boarded by April 26 and will, at least temporarily, be assigned to provide staff support to the taskforce. This should help to mitigate the need for immediate project delays.

**COST IMPLICATION:**

No cost to establish the taskforce. Council previously authorized a $33,000 expenditure to hire SERA Design for the original taskforce:
- $25,000 for core task force facilitation/functions
- $8,000 for additional services (charrette and site visualizations)

Revenue Source:
- Community Development Professional Services - $43,900
  fund balance for FY21/22
- Urban Renewal Agency funds
Staff Report (continued):

ALTERNATIVES:

1. Approve the resolution renaming the taskforce and providing a new scope;
2. Approve the resolution with amendments; or
3. Do not approve the resolution.

RECOMMENDED ACTION:

This is at Council's discretion.

POTENTIAL MOTION:

I move to approve the resolution redefining and renaming the Caveman Plaza Taskforce as reflected in Exhibit 'A'.
RESOLUTION NO.

A RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS REDEFINING AND RENAMING THE CAVEMAN PLAZA TASKFORCE TO CENTRAL BUSINESS DISTRICT VITALIZATION TASKFORCE.

WHEREAS:

1. The 2021 Strategic Plan action to explore redevelopment potential of Caveman Plaza using Urban Renewal Agency funds has proven to be infeasible at this time due to a change of owner priorities; and

2. The Caveman Plaza Taskforce, appointed by City Council in February 2022, is found to still have a useful purpose and applicability as a citizen committee to advise City Council on other downtown development topics; and

3. The City Council places a high level of importance and value in community engagement and input; and

4. The formation of a community taskforce will help to review and prioritize the active development/redevelopment activities in the Central Business District; and

5. The taskforce will be renamed the Central Business District Vitalize Taskforce.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Grants Pass to create a new, limited-term committee known as the Caveman Plaza Taskforce, as described in Exhibit ‘A’, which is attached hereto and incorporated herein.

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

ADOPTED by the Council of the City of Grants Pass, Oregon, in regular session this 20th day of April 2022.

SUBMITTED to and __________________ by the Mayor of the City of Grants Pass, Oregon, this _______ day of April 2022.

__________________________
Sara Bristol, Mayor

ATTEST:

__________________________ Date submitted to Mayor: _________
Karen Frerk, City Recorder

Approved as to Form, Augustus Ogu, City Attorney: __________________
CITY OF GRANTS PASS
CENTRAL BUSINESS DISTRICT VITALIZATION TASKFORCE

1. **Purpose:** To establish a diverse group of citizens and business interests that will assess active Central Business District plans, public amenity improvements, community surveys and other reports; prepare a formal recommendation to the Grants Pass City Council with a prioritized list of development/redevelopment activities, next steps and timelines.

2. **Type:** Limited term advisory taskforce

3. **Number of Members:** 8

4. **Term of Appointment:** Full duration of Taskforce; approximately 6-8 months

5. **Special Qualifications:** Downtown business, banking/lending, real estate development, tourism, historic preservation, diverse citizen perspectives

6. **Appointment:** City Council. (Resolution No. ___)

7. **Staff Support:** Community Development Department

8. **Council Liaison:** Councilor Joel King

**Members Appointed by the City Council**

<table>
<thead>
<tr>
<th>Name</th>
<th>Address and Email</th>
<th>Phone No.</th>
<th>Term Appointed</th>
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</tr>
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<td>02/16/22</td>
<td>Upon completion</td>
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<td>Nick Gates</td>
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<td>Ward Warren</td>
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<td>Andreas Blech</td>
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<td>02/16/22</td>
<td>Upon completion</td>
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</table>
Resolution authorizing the City Manager to enter into a contract with Pathway Enterprises, Inc., for parks janitorial services. Date: April 20, 2022

SUBJECT AND SUMMARY:

This resolution would approve a contract with Pathway Enterprises, Inc., to provide parks janitorial services for various City parks.

RELATIONSHIP TO COUNCIL GOALS:

This supports the Council’s goals to ENHANCE COMMUNITY SAFETY and maintain, operate, and expand our INFRASTRUCTURE through properly maintaining park infrastructure.

CALL TO ACTION SCHEDULE:

Call to action schedule: April 20, 2022.

BACKGROUND:

The City of Grants Pass desires to contract with Pathway Enterprises, Inc., for janitorial services at Riverside, Redwood, Morrison Centennial, Fruitdale, Eckstein, and Baker parks.

ORS 279A.025(4) and ORS 279.835.855 outline the process under which Pathway Enterprises, Inc., has requested the janitorial services agreement be negotiated. This is referred to as the Products of Individuals with Disabilities Law.

The scope of work and associated costs for the janitorial and landscaping services agreement has been negotiated with Pathway Enterprises, Inc., and is attached as Exhibit ‘A’. The term of this agreement shall be effective for three years beginning May 1, 2022, and ending June 30, 2025, with an option to extend the agreement for an additional two years.

COST IMPLICATIONS:

The agreement for various City parks sites for janitorial services is for a total of $5,389.97 per month, or $64,679.65 annually. The cost of all work will be invoiced and paid from the operations budget of the Parks Fund.

ITEM: 4.c. RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH PATHWAY ENTERPRISES, INC., FOR PARKS JANITORIAL SERVICES.
Staff Report (continued):

ALTERNATIVES:

1. Approve the resolution authorizing the City Manager to enter into a parks janitorial services contract with Pathway Enterprises, Inc.; or
2. Not approve the resolution authorizing the City Manager to enter into a parks janitorial services contract with Pathway Enterprises, Inc.

RECOMMENDED ACTION:

It is recommended that Council approve the resolution authorizing the City Manager to enter into a contract with Pathway Enterprises, Inc., for parks janitorial services.

POTENTIAL MOTION:

I move to adopt the resolution authorizing the City Manager to enter into a contract with Pathway Enterprises, Inc., for parks janitorial services.
RESOLUTION NO.

A RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS
AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH
PATHWAY ENTERPRISES, INC., FOR PARKS JANITORIAL SERVICES.

WHEREAS:

1. The City of Grants Pass has need of a janitorial services contract for various City
   parks; and

2. Pathway Enterprises, Inc., has requested the janitorial services contract be
   negotiated under the Products of Individuals with Disabilities Law (ORS
   279A.025(4) and ORS 279.835.855); and

3. The City and Pathway Enterprises, Inc., have tentatively agreed to a scope of
   work and compensation; and

4. The term of this agreement shall be effective for three years beginning May 1,
   2022, and ending June 30, 2025, with an option to extend the agreement for an
   additional two years.

5. The City of Grants Pass has budgeted sufficient funds for the parks janitorial
   services within the Parks Fund.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Grants
Pass that the City Manager is authorized to enter into a contract with Pathway
Enterprises, Inc., for $5,389.97 per month, or $64,679.65 annually, for parks janitorial
services. The contract is attached 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 20th day of April 2022.

SUBMITTED to and ________________________ by the Mayor of the City of
Grants Pass, Oregon, this ______ day of April 2022.

Sara Bristol, Mayor

ATTEST:

Karen Frerk, City Recorder

Date submitted to Mayor:

Approved as to form Augustus Ogu, City Attorney
PROFESSIONAL SERVICES AGREEMENT

PARTIES: The CITY OF GRANTS PASS, hereinafter referred to as City, and PATHWAY ENTERPRISES, INC., hereinafter referred to as Contractor.

RE: Janitorial Services for City Parks

Based on the terms and conditions contained herein, the Parties agree as follows:

1. LABOR AND MATERIALS: Contractor shall provide all labor, materials of whatever kind and character for completion of this Agreement. Because this is a professional services contract, City is relying on the expertise and reputation of the Contractor. Therefore, no part of this Agreement may be contracted out to other persons or firms without the express written consent of the City.

2. SCOPE OF WORK: Completion of the Agreement by Contractor shall conform to the services listed in the attached "Scope of Services", which terms have been agreed upon between the City and Contractor.

3. PROJECT COST: The City shall pay Contractor amounts as listed on the attached Summary of Annual Costs as provided by Pathway Enterprises, Inc. These amounts may be increased annually on January 1st of each year up to 3% based on the average monthly CPI-U index for the period of November to October in the previous year. Contractor may also request labor hour cost and corresponding charges to be adjusted for mandated changes in minimum wages.

4. ADDITIONAL WORK: All additional work shall be approved by the City of Grants Pass prior to commencement of said work.

5. TERM OF CONTRACT: The Contract Term will be for three (3) years beginning May 1, 2022 and terminating on June 30, 2025. At the option of the City, the contract may, on 30 days written notice to the Contractor, be extended for two (2) additional one (1) year increments.

6. ORAL MODIFICATIONS AND WAIVERS: The City's rights and benefits under this Agreement and any parts thereof may not be orally modified or waived.

7. WRITTEN MODIFICATIONS AND WAIVERS: The rights and benefits of the City, under this Agreement, may be modified or waived so long as said modification or waiver is in writing and signed by the City Manager or a Department Director. Either party may cancel the contract in its entirety after 90 days with the issuance of a written notification.

8. PAYMENTS: Contractor may submit progress billings once every 30 days. The City shall make payment to the Contractor within 30 days of acceptance by the City.

9. WORKMANSHIP: Contractor's performance under this Agreement shall be done in a professional manner that meets or exceeds industry and professional standards of performance.
10. **WORKERS COMPENSATION COVERAGE:** Contractor and all employers working under this Agreement are subject employers under the Oregon Worker's Compensation Law and shall comply with ORS 656.01, which requires them to provide workers' compensation coverage for all their subject workers. Contractor shall provide proof of coverage at the time of the execution of this Agreement and continuing proof of coverage during the period of this Agreement.

11. **LIABILITY INSURANCE:** Contractor shall maintain a policy of liability insurance in the form, and from an insurance company, approved by the City, which company is admitted or otherwise licensed to do business in the State of Oregon. Said insurance shall insure Contractor for the benefit of the City of Grants Pass in not less than the amount of $1,000,000 single limit liability for each occurrence, and aggregate coverage of not less than $2,000,000. The insurance shall cover any occurrences, resulting from any conduct, act, or failure to act, by Contractor, or by an employee, representative, or agent of Contractor, and which occurrence or occurrences result in damages of any kind, including, but not limited to, personal injury or death to any person or persons, damage to any property (personal or real), or damage to any contractual or other commercial right or interest. Contractor shall require its insurance carrier to provide to the City a certificate of insurance evidencing said coverage. Said policy shall provide that such coverage cannot be modified, terminated or canceled by the carrier without 30 days written notice sent by certified mail by the insurance carrier to the City. It is agreed that no person shall perform any acts on behalf of Contractor without having said insurance in full force and effect.

12. **COMPLIANCE WITH ALL LAWS:** Contractor shall:

A. Make payment promptly, as due, to all persons supplying to such Contractor labor or material for the prosecution of the work provided for in this contract.

B. Pay all contributions or amounts due the Industrial Accident Fund from Contractor or a subcontractor incurred in the performance of the contract.

C. Not permit any lien or claim to be filed or prosecuted against the state, county, school district, municipality, municipal corporation or subdivision thereof, on account of any labor or material.

D. Pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.

E. Promptly, as due, make payment to any person, copartnership, association or corporation, furnishing medical, surgical and hospital care or other needed care and attention, incident to sickness or injury, to the employees of Contractor, of all sums which Contractor agrees to pay for such services and all moneys and sums which Contractor collected or deducted from the wages of employees pursuant to any law, contract or agreement for the purpose of providing or paying for such service.

F. Comply with all laws and administrative rules of the United States, the State of Oregon (including specifically ORS Chapter 279), and the City.
G. Not fail, neglect or refuse to make prompt payment of any claim for labor or services furnished to Contractor or a subcontractor by any person in connection with this contract as such claim becomes due. If failure, neglect, or refusal occur, the proper officer or officers representing the City may pay such claim to the person furnishing the labor or services and charge the amount of the payment against funds due or to become due Contractor by reason of this Agreement. The payment of a claim in the manner authorized in this section shall not relieve the Contractor or Contractor's surety from obligation with respect to any unpaid claims.

H. Not employ any person for more than eight hours in any one day, or 40 hours in any one week, except in case of necessity, emergency, or where the public policy absolutely requires it, and in such cases the laborer shall be paid at least time and a half pay for all overtime in excess of eight hours a day and for work performed on Saturday and on any legal holiday specified in ORS 279C.540.

13. ATTORNEY FEES: If suit or action is brought by either Party to enforce any right created by this Agreement, the prevailing Party shall be entitled to recover in any trial court, and appellate courts, reasonable attorney fees, including costs and disbursements therein.

14. SEVERABILITY: In the event any court of competent jurisdiction shall hold any provision of this Agreement invalid or unenforceable, such holding shall not invalidate or render unenforceable any other provision hereof.

15. NO REMEDY EXCLUSIVE: The remedies specified in this Agreement are cumulative to one another and to other remedies in law and equity, and no remedy is exclusive. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right or power may be exercised from time to time and as often as may be deemed expedient. To exercise any remedy specified in this Agreement it shall not be necessary to give any notice, other than such notice as set forth herein.

16. HOLD HARMLESS: Contractor shall indemnify, defend and hold harmless the City, its officers, agents and employees, from and against all claims, losses, damages, and liabilities that may arise from the performance or the failure to perform services under this agreement.

17. ENTIRE AGREEMENT: This document represents the entire Agreement between the Parties. Prior conversations or writings between the Parties which are not specifically incorporated by reference into this Agreement may not be used by the Parties or by a Court of law to interpret the terms and conditions stated herein. Except as specifically set forth herein, prior courses of dealing and performance between the Parties, and trade usage and practices which may or may not be acceptable in the industry, also may not be used by the Parties or by a Court of law to interpret the terms and conditions stated herein. (Madison Indus. Inc. v. Eastman Kodak Co., 243 N.J. Super. 578,581 A.2nd 85 (1990).
IN WITNESS WHEREOF, the Parties have hereto, on the dates indicated, set their hands by and through their duly authorized agents.

CONTRACTOR:

By:  
Print Name  

Title  

Signature  

Date  

CITY OF GRANTS PASS:

By:  
Chad Westbrook  
Parks Supervisor  

Date  

Bradley Clark  
Community Development Director  

Date  

Aaron Cubic  
City Manager  

Date  

Karen Frerk  
City Recorder  

Date  

Approved  
As To Form:  
Augustus Ogu  
City Attorney  

Date
SCOP️ OF SERVICES

Winter Schedule (4 times weekly) – November 1 – April 30

Service Four Times Weekly (Monday, Wednesday, Friday, Saturday):

1. Clean/Sanitize Restrooms
2. Fill Toilet Paper Dispensers
3. Sanitize Fixtures
4. Sweep
5. Wet Mop Floors
6. Sanitize Floors
7. Clean Mirrors
8. Sanitize Drinking Fountain
9. Spot Clean Interior Walls
10. Trash/Clean 20’ at Entrances

Weekly Service:

1. Dust Window Sills

Monthly Service:

1. Clean Store Room
2. Clean All Vents and Louvers
3. Remove Cobwebs Inside & Out

Quarterly Service:

1. Sanitize Interior Walls
2. Clean All Light Fixtures
Summer Schedule (7 times weekly) – May 1 – October 31

Service Seven Times Weekly (Monday-Sunday):

1. Clean/Sanitize Restrooms
2. Fill Toilet Paper Dispensers
3. Sanitize Fixtures
4. Sweep
5. Wet Mop Floors
6. Sanitize Floors
7. Clean Mirrors
8. Sanitize Drinking Fountain
9. Spot Clean Interior Walls
10. Trash/Clean 20' at Entrances

Weekly Service:

1. Dust Window Sills

Monthly Service:

1. Clean Store Room
2. Clean All Vents and Louvers
3. Remove Cobwebs Inside & Out

Quarterly Service:

1. Sanitize Interior Walls
2. Clean All Light Fixtures
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<th>Wed</th>
<th>Thurs</th>
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**SUPPLIES NEEDED:**

- [ ] Soap
- [ ] Toilet Paper
- [ ] Light Bulbs

**Comments:**

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<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
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<th>Saturday</th>
<th>Sunday</th>
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Professional Services Agreement
Pathway Enterprises, Inc.

Contracting Services
Parks Janitorial Services

Page 7 of 7
Oregon Forward Proposal for Janitorial Services
March 16, 2022

City of Grants Pass
Community Development Department

The accompanying workbook outlines the pricing for restroom cleaning at the 6 park locations identified in the provided RFP. This workbook was developed to incorporate current hourly rates, fringe rates, overhead, supply, and equipment expenses. Pricing was developed utilizing expected wage rates for Pathway Park Janitorial workers.

I determined the following price structure for this proposal:

<table>
<thead>
<tr>
<th>Costing Category</th>
<th>Monthly / Per Occurrence Price</th>
<th>Annual Price</th>
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<tr>
<td>Required Janitorial</td>
<td>$5,389.97</td>
<td>$64,679.65</td>
</tr>
</tbody>
</table>

Pathway currently provides high quality restroom cleaning services to the cities of Ashland, Medford, Jacksonville, and Central Point. Our staff are experienced with cleaning park restrooms while working with and around unhoused populations. We are confident we can greatly improve the cleanliness of the facilities and navigate the personalities present at these locations.

Please feel free to contact me with any questions or concerns regarding this proposal. I respond fastest to email and text messaging. My contact information is as follows:

Richard Simpson
rpspeigmail.com
Cell 541.601.4550
The summary sheet is linked to the other sheets in this workbook. Any area shaded in light green is either a formula or linked to another work sheet. The only manual input to this sheet will be to input the QRF name. The costs are to be divided into five categories: Raw Materials, Labor, Overhead, Delivery and Reserve Costs. Raw materials consist of supplies, small equipment & tools, and large or special equipment. Each category is detailed on the following sheets. Labor costs is direct labor used to produce or service the contract. Overhead costs is a line item charge which is computed on the overhead sheet. Transportation or delivery and reserve computations are also completed on the following sheets. All these costs will vary depending upon your organization and the specifications for the project. Each sheet will have an example calculation and further instructions for completion.

<table>
<thead>
<tr>
<th>QRF Name</th>
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</table>

**Executive Director Signature:**

<table>
<thead>
<tr>
<th>Raw Materials</th>
<th>Per Time Use - Supplies (from supplies worksheet)</th>
<th>$ 7,490.76</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Equipment, Tools &amp; Subcontracting (from small equipment worksheet)</td>
<td>$ -</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Subtotal 1</strong> $ 7,490.76</td>
</tr>
<tr>
<td>Labor</td>
<td>Direct Labor (from labor daily worksheet)</td>
<td>$ 40,372.18</td>
</tr>
<tr>
<td>Overhead</td>
<td>See Overhead Worksheet</td>
<td>$ 12,935.93</td>
</tr>
<tr>
<td>Delivery</td>
<td>Transportation (from Trans &amp; Reserve worksheet)</td>
<td>$ -</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total Before Margin</strong> $ 60,798.87</td>
</tr>
<tr>
<td>Reserve</td>
<td>Margin Held in Reserve (from Trans &amp; Reserve worksheet)</td>
<td>$ 3,880.78</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total Bid Yearly</strong> $ 64,679.65</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Monthly</strong> $ 5,389.97</td>
</tr>
</tbody>
</table>

**Work Area**
STATE OF OREGON  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
Oregon Forward Program  
Request for Price Approval

Public Agency: ____________________________  
Oregon Forward Company: Pathway Enterprises, Inc.  
Product or Service: Park Restroom Cleaning  
Contract number (& amendment# if applicable): ____________________________  
Proposed Prices (list all proposed prices and include the Statement of Services or Specifications, and costing workbooks to justify proposed prices with request):

<table>
<thead>
<tr>
<th>Product/Service</th>
<th>Proposed Price</th>
<th>Units (per hour, month, each, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Park Restroom Cleaning</td>
<td>5,389.97</td>
<td>Month</td>
</tr>
</tbody>
</table>

Public Agency and Oregon Forward Company agree the proposed price and supporting documentation meets the requirements of OAR 125-055-0030.

Authorized Public Agency Signature

Authorized Oregon Forward Contractor Signature  
rpspei@gmail.com, phone # 541-973-2728  
Email Address

DAS has reviewed the submitted documentation supporting the price(s) offered by the Oregon Forward Contractor and approves the price for procurement of the above stated product or service in accordance with OAR 125-055-0030.

Authorized Oregon Forward Program Signature

Revised  
2/26/2021
Resolution amending the Housing Advisory Committee membership.

Date: April 20, 2022

SUBJECT AND SUMMARY:

The City Council created the Housing Advisory Committee (HAC) and HAC bylaws in June 2017. The proposed amendment will add a new for-profit housing developer to the committee membership.

RELATIONSHIP TO COUNCIL GOALS:

This supports Council's goals of LEADERSHIP by expanding sector representation on the Housing Advisory Committee to reflect a broader range of housing interests.

CALL TO ACTION SCHEDULE:

Call to action schedule: Council's discretion.

BACKGROUND:

The HAC was created in 2017 as a result of the increasing local urgency to take actions to improve the supply and affordability of housing in Grants Pass by making recommendations to the City Council related to housing policy. The committee meets monthly to discuss and evaluate ways to improve housing availability and cost and to make recommendations to the City Council.

After reviewing recommendations from the HAC and discussing recent housing initiatives such as the Construction Excise Tax, System Development Charge grants, surplus property sales, and the Housing Needs Analysis, the City Council desires to broaden the representation of HAC membership to include the for-profit residential building and/or development community. The goal is to add this for-profit sector voice to HAC discussions to help diversify the committee and widen the community representation reflected in HAC motions and actions. The overall mission and purpose as outlined in the HAC bylaws will not change; this resolution is only related to the composition of HAC membership.

COST IMPLICATION:

None.

ITEM: 4.d. RESOLUTION AMENDING THE HOUSING ADVISORY COMMITTEE MEMBERSHIP.
Staff Report (continued):

ALTERNATIVES:

1. Council can adopt the amended committee membership;
2. Delay the action for additional discussion; or
3. Deny the amendment.

RECOMMENDED ACTION:

This is at Council’s discretion.

POTENTIAL MOTION:

I move to adopt the amendments to the Housing Advisory Committee membership as shown in Exhibit ‘1’.
HOUSING ADVISORY COMMITTEE

1. Committee Name: Housing Advisory Committee

2. Purpose and Duties: The Housing Advisory Committee explores opportunities to facilitate provision of housing for all income levels, and it makes recommendations to the City Council. The Housing Advisory Committee promotes public awareness of housing resources and promotes public participation in identifying and addressing housing issues and needs. The City Council may authorize the Housing Advisory Committee to conduct those public hearings specified in the City's CDBG citizen participation plan, which are not reserved to the City Council for decision-making.

3. Type: Advisory Committee

4. Number of Members: 123 voting members (6 ex-officio, 67 appointed by City Council)

5. Appointments and Special Qualifications / Criteria for Membership:

   A. Ex-Officio Members. Ex-officio members shall be the Director or Chief Executive Officer (CEO) of the specified organization, or the Director's/CEO's designated representative from the organization.
   1. 1 Representative from Josephine Housing and Community Development Council (JHCDC), (a “housing choice voucher”- only public housing agency)
   2. 1 Representative from United Community Action Network (UCAN)
   3. 1 Representative from each Coordinated Care Organization (CCO), as follows:
      a. 1 Representative from AllCare
   4. 1 Representative from the Housing Authority of Jackson County (HAJC), (a full-service public housing agency)
   5. 1 representative from Habitat for Humanity
   6. 1 representative from Josephine County

   B. Positions Appointed by City Council. The following members shall be appointed by City Council:
   1. 1 representative from an organization that develops and/or operates housing, transitional housing, short-term housing, or shelter for special needs (e.g. Options, OnTrack, Kairos, Women’s Crisis Support Team, Hearts With A Mission, Gospel Rescue Mission, etc.)
   2. 1 representative from a financial institution/lender
   3. 1 representative who is the owner of rental property
   4. 1 representative who is a residential developer
   5. 1 representative who is a renter in the LMI (low to moderate income category)
   6. 1 citizen-at-large
   7. 1 representative who is an active for-profit residential builder or developer

6. Terms: Ex-officio members will serve on the committee while holding the position specified in Section 6 and may designate an alternate to serve in their absence. Ex-officio members may choose a different designated representative from the specified organization to serve on the committee at any time and shall notify the City Manager. City Council-appointed members will serve staggered 3-year terms.

7. Staff Support: Amber Neeck, Housing & Neighborhood Specialist
8. Council Liaison: Councilor Brian DeLaGrange
RESOLUTION NO.

A RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS AMENDING HOUSING ADVISORY COMMITTEE MEMBERSHIP.

WHEREAS:

1. The City of Grants Pass formed a Housing Advisory Committee (HAC) in 2017 to make recommendations regarding local housing policy; and

2. The HAC has been evolving to provide well-researched and comprehensive housing recommendations; and

3. The HAC promotes cooperation in achieving progress on affordable housing efforts and activities; and

4. The City Council desires to expand industry and sector interests on the HAC by adding a new for-profit housing builder or developer.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Grants Pass that the Housing Advisory Committee membership is amended as outlined in the attached 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 20th day of April 2022.

SUBMITTED to and __________ by the Mayor of the City of Grants Pass, Oregon, this ____ day of April 2022.

ATTEST:

__________________________________________
Sara Bristol, Mayor

__________________________________________
Karen Frerk, City Recorder

Date submitted to Mayor: __________

Approved as to Form, Augustus Ogu, City Attorney
HOUSING ADVISORY COMMITTEE

1. Committee Name: Housing Advisory Committee

2. Purpose and Duties: The Housing Advisory Committee explores opportunities to facilitate provision of housing for all income levels, and it makes recommendations to the City Council. The Housing Advisory Committee promotes public awareness of housing resources and promotes public participation in identifying and addressing housing issues and needs. The City Council may authorize the Housing Advisory Committee to conduct those public hearings specified in the City’s CDBG citizen participation plan, which are not reserved to the City Council for decision-making.

3. Type: Advisory Committee

4. Number of Members: 13 voting members (6 ex-officio, 7 appointed by City Council)

5. Appointments and Special Qualifications / Criteria for Membership:

   A. Ex-Officio Members. Ex-officio members shall be the Director or Chief Executive Officer (CEO) of the specified organization, or the Director’s/CEO’s designated representative from the organization.
      1. 1 Representative from Josephine Housing and Community Development Council (JHCDC), (a "housing choice voucher"- only public housing agency)
      2. 1 Representative from United Community Action Network (UCAN)
      3. 1 Representative from each Coordinated Care Organization (CCO), as follows:
         a. 1 Representative from AllCare
      4. 1 Representative from the Housing Authority of Jackson County (HAJC), (a full-service public housing agency)
      5. 1 representative from Habitat for Humanity
      6. 1 representative from Josephine County

   B. Positions Appointed by City Council. The following members shall be appointed by City Council:
      1. 1 representative from an organization that develops and/or operates housing, transitional housing, short-term housing, or shelter for special needs (e.g. Options, OnTrack, Kairos, Women’s Crisis Support Team, Hearts With A Mission, Gospel Rescue Mission, etc.)
      2. 1 representative from a financial institution/lender
      3. 1 representative who is the owner of rental property
      4. 1 representative who is a residential developer
      5. 1 representative who is a renter in the LMI (low to moderate income category)
      6. 1 citizen-at-large
      7. 1 representative who is an active for-profit residential builder or developer

6. Terms: Ex-officio members will serve on the committee while holding the position specified in Section 6 and may designate an alternate to serve in their absence. Ex-officio members may choose a different designated representative from the specified organization to serve on the committee at any time and shall notify the City Manager. City Council-appointed members will serve staggered 3-year terms.

7. Staff Support: Amber Neeck, Housing & Neighborhood Specialist
8. Council Liaison: Councilor Brian DeLaGrange
Resolution revising the City's Banner Policy.  Date: April 20, 2022

SUBJECT AND SUMMARY:

This resolution would revise the City's Banner Policy by eliminating the City’s processing of banners on 6th and 7th streets as these are Oregon Department of Transportation (ODOT) controlled streets. The City would maintain processing banners at Riverside Park.

RELATIONSHIP TO COUNCIL GOALS:

This supports Council’s goal of LEADERSHIP by ensuring efficiency and effectiveness in City operations.

CALL TO ACTION SCHEDULE:

Call to action schedule: April 20, 2022.

BACKGROUND:

July 1, 1993, Council adopted Resolution 3376: A resolution establishing a policy for banners over 6th and 7th streets and at Riverside Park and establishing a reservation fee.

In June 2006, the City contracted with Recreation Northwest to be the City’s recreation program provider. Along with their recreation responsibilities they also managed the banner reservations for 6th and 7th streets as well as Riverside Park. The contractor followed the policy established in 1993.

In 2018, ODOT adopted the ODOT Sign Policy and Guidelines. The purpose of these guidelines is to allow for the temporary placement of banners within the state highway right of way to inform the traveling public of local events. These guidelines were never incorporated into the City’s Banner Policy.

In August 2021, Recreation Northwest terminated their contract with the City and Administration took over processing banner reservations. It was at that time the City’s policy was updated to reflect ODOT’s guidelines.

In recent conversations with ODOT’s Region 3, District 8 Manager it was determined that by having ODOT process the banner permits it would provide more efficiency to both the banner applicants and City staff.

ITEM: 4.e. RESOLUTION REVISING THE CITY'S BANNER POLICY.
Staff Report (continued):

COST IMPLICATION:

None.

ALTERNATIVES:

1. Revise the City’s Banner Policy;
2. Continue the current process having staff work with ODOT to approve banners over 6th and 7th streets.

RECOMMENDED ACTION:

Staff recommends adopting the resolution.

POTENTIAL MOTION:

I move to adopt the resolution revising the City’s Banner Policy.
City of Grants Pass
Riverside Park Banner Policy

GUIDELINES FOR 6TH AND 7TH STREET BANNERS

1. The City allows one-week banner displays for community-wide events; however, 6th and 7th streets are governed by the Oregon Department of Transportation (ODOT), thus the City must follow their requirements for banner placement. ODOT requires the following criteria be met:
   a. The event is sponsored or endorsed by a city, county or state agency.
   b. The event is two weeks or shorter in duration and open to the general public.
   c. The banner contains no more than the name, logo, date, time and general location of the event.

2. Banners must be approved by ODOT for placement. ODOT requires 30 days for the approval process.

3. Banners are limited to advertising specific scheduled activities held in Josephine County in the following 30 days.

4. The event location must be within a five-mile radius of the banners.

5. Banners shall not include advertising, commercial messages, brands or product names or other information about the event such as cost, directions or contact information, nor advertise alcohol, tobacco products, or political candidates.

REQUIREMENTS FOR 6TH AND 7TH STREET BANNERS

1. Groups or persons who reserve banner space on 6th and 7th streets shall be solely responsible for hiring a qualified business to place their banner.

2. Companies that make or hang banners cannot make reservations for you.

3. In order to be a qualified business for hanging banners over 6th or 7th streets, the business must have a valid business license with the City and must have on file with the City a certificate of liability insurance in an amount of not less than $500,000 for property damage and personal injury. The business must also comply with all local and state rules regarding traffic safety.

4. 6th and 7th Street banners must be placed prior to 6 a.m. Monday and must be removed prior to 10 p.m. the following Sunday. However, if the same qualified business is taking down one banner and putting up a second banner, it can delay taking down the first banner until 6 a.m. Monday.

5. The City is not responsible for damages or loss occurring to banners during installation, removal, or while on display.
6. The City retains the right to refuse a reservation based upon the person’s or organization’s failure to comply with this Banner Policy within the past two years.

**Reservations for 6th and 7th Street Banners**

1. Confirm a banner space reservation before going to the expense of having a banner made. Check on availability and make reservations with the City of Grants Pass by contacting:

   **City of Grants Pass Administration Department**
   **101 NW A Street**
   **541.450.6000**

2. Non-profit annual events or activities and events or activities sponsored by the City of Grants Pass or Josephine County shall have priority over other reservations and may reserve space 12 months in advance.

3. Other non-profits may reserve banner space up to six months in advance of an activity. Profit groups or activities may reserve banner space up to three months in advance of an activity. Banners may be hung for one or two weeks for a non-profit group and one week for a for-profit group.

4. Advance reservations may be made for either 6th or 7th streets. Because of the popularity of banner display space, if space is available, a second location may be reserved no more than three months in advance.

5. All groups or persons making a reservation must complete the following before reservations will be confirmed:
   - Pay a reservation fee of $25 for each banner placement.
   - Submit a completed City Banner Reservation Form.

6. Refunds will be given for reservations cancelled more than 30 days in advance of hang date.

7. The City must be notified in writing of a request to swap reservations with another party.

**Guidelines for Riverside Park Banners**

Riverside Park banners shall only advertise permitted activities occurring in Riverside Park, which are open to the public.

**Requirements for Riverside Park Banners**

1. The placement and removal of banners in Riverside Park is done solely by the City, for which a fee is charged (see fees on page 3).

2. Banners for Riverside Park must be delivered to the park maintenance yard prior to 2 p.m. the Friday before the banner goes up.

3. The City will hang and remove banners in Riverside Park on Monday mornings unless Monday is a holiday, in which case the banners will be hung and removed Tuesday morning.
4. Banners should be picked up the day they are taken down, between 1:00 p.m. and 3:30 p.m.

5. The City is not responsible for damages or loss occurring to banners during installation, removal, while on display, or failure to be picked up on time.

6. The City retains the right to refuse a reservation based upon the person’s or organization’s failure to comply with this Banner Policy within the past 2 years.

**RESERVATIONS FOR RIVERSIDE-PARK BANNERS**

1. Confirm a banner space reservation before going to the expense of having a banner made. Check on availability and make reservations with the City of Grants Pass by contacting:

   **City of Grants Pass Administration Department • 101 NW A Street • 541.450.6000**

2. Companies that make or hang banners cannot make reservations for you.

3. All groups or persons making a reservation must complete the following before reservations will be confirmed:
   - Pay a reservation fee of $25 for each banner placement.
   - Pay a placement and removal fee of $25 for each banner.
   - Submit a completed City Banner Reservation Form.

4. Refunds will be given for reservations cancelled more than 30 days in advance of hang date.

5. The City must be notified in writing of a request to swap reservations with another party.

**BANNER SIZE AND CONFIGURATION**

1. Banners must meet the size and configuration specifications, including attachment points, as shown on page 4.

2. Banners which do not conform to the specifications or to the application form shall be immediately removed by the applicant at the request of the City. Any banner which is not so removed may be removed by the City and discarded.

**General information for all banners:**

**Material:** Minimum of 12 oz. bantex or 18 oz canvas.

**Lettering:** Minimum 6-inch size is **recommended** for readability. You should use vinyl lettering if you plan to change wording and reuse the banner in the future!

**Banner Height:** Maximum **36 inches (recommended)**; minimum 24 inches.

**Banner Length:** All banners shall be 30 feet in length.

**Grommets:** Locate spur grommets at the top and bottom corners and approximately 30 inches apart along the top of the banner. Reinforce corners so they don’t tear out.
Size and Configuration Specifications:

Height
Minimum 24”
Maximum 36”

Grommets

Reinforce All Corners

\( ^\text{ Don’t forget wind relief vents } \)

Length 30 Feet
# Riverside Park Banner Reservation Form

This reservation will NOT be accepted unless ALL information is provided at the time of reservation.

## Sponsoring Organization Information

<table>
<thead>
<tr>
<th>Organization Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Event is sponsored or endorsed by a city, county, or state agency?</td>
<td>Yes</td>
</tr>
<tr>
<td>Name of agency:</td>
<td></td>
</tr>
<tr>
<td>Length of event (dates):</td>
<td></td>
</tr>
<tr>
<td>Contact Person:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
</tbody>
</table>

## Banner Information

<table>
<thead>
<tr>
<th>6th Street</th>
<th>7th Street</th>
<th>Riverside Park</th>
</tr>
</thead>
</table>

Week requested (Monday): __________________________ through (Monday) __________________________

Specify EXACT wording on banner: __________________________

---

**Note:** Banners are limited to advertising **specific scheduled activities** held within Riverside Park. Advertising of alcohol, tobacco, or political candidates is prohibited. Banners may not include any advertising, commercial messages, brands or product names, or other information about the event such as costs, directions, and phone numbers.

**Qualified Business Hanging the Banner**

(6th & 7th Streets Only)

Business that will hang the banner: __________________________

---

I have read and agree to abide by the conditions and terms of the City Banner Policy.

Contact Person’s Signature: __________________________ Date: __________________________

For City Use Only

City Approval: __________________________ Date: __________________________

- Banner policy provided to applicant
- Business hanging banner has proof of insurance on file with the City (6th & 7th Street banners)
- ODOT-approved banner placement
RESOLUTION NO.

A RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS REVISING THE CITY’S BANNER POLICY.

WHEREAS:

1. In 1993, the City Council adopted Resolution No. 3376, which established a policy for the City to control hanging banners over 6th and 7th streets; and

2. The Oregon Department of Transportation has jurisdiction to hang banners over 6th and 7th streets; and

3. Efficiency would be provided to both the banner applicant and City staff to have ODOT process banner applications; and

4. City staff would maintain processing banners at Riverside Park.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Grants Pass that the City will only manage banners that are hung at Riverside Park as outlined in the Riverside Park Banner Policy, which is attached 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 20th day of April 2022.

SUBMITTED to and ______________ by the Mayor of the City of Grants Pass, Oregon, this ____ day of April 2022.

________________________________________
Sara Bristol, Mayor

ATTEST:

________________________________________
Karen Frerk, City Recorder

Date submitted to Mayor: __________

Approved as to Form, Augustus Ogu, City Attorney
City of Grants Pass
Riverside Park Banner Policy

GUIDELINES FOR BANNERS

1. Riverside Park banners shall only advertise permitted activities occurring in Riverside Park, which are open to the public.

REQUIREMENTS FOR BANNERS

1. The placement and removal of banners in Riverside Park is done solely by the City, for which a fee is charged.

2. Banners for Riverside Park must be delivered to the park maintenance yard prior to 2 p.m. the Friday before the banner goes up.

3. The City will hang and remove banners in Riverside Park on Monday mornings unless Monday is a holiday, in which case the banners will be hung and removed Tuesday morning.

4. Banners should be picked up the day they are taken down, between 1:00 p.m. and 3:30 p.m.

5. The City is not responsible for damages or loss occurring to banners during installation and removal while on display, or due to failure to be picked up on time.

6. The City retains the right to refuse a reservation based upon the person's or organization's failure to comply with this Banner Policy within the past two years.

RESERVATIONS FOR BANNERS

1. Confirm a banner space reservation before going to the expense of having a banner made. Check on availability and make reservations with the City of Grants Pass by contacting:

   Administration Department • 101 NW A Street • 541.450.6000

2. Companies that make or hang banners cannot make reservations for you.

3. All groups or persons making a reservation must complete the following before reservations will be confirmed:

   - Pay a reservation fee of $25 for each banner placement.
   - Pay a placement and removal fee of $25 for each banner.
   - Submit a completed Riverside Park Banner Reservation Form.

4. Refunds will be given for reservations cancelled more than 30 days in advance of hang date.

5. The City must be notified in writing of a request to swap reservations with another party.
BANNER SIZE AND CONFIGURATION

1. Banners must meet the size and configuration specifications, including attachment points.

2. Banners which do not conform to the specifications or to the application form shall be immediately removed by the applicant at the request of the City. Any banner which is not so removed may be removed by the City and discarded.

General information for banners:

Material: Minimum of 12 oz. Bantex or 18 oz. canvas.

Lettering: Minimum 6-inch size is recommended for readability. You should use vinyl lettering if you plan to change wording and reuse the banner in the future.

Banner Height: Maximum 36 inches (recommended); minimum 24 inches.

Banner Length: All banners shall be 30 feet in length.

Grommets: Locate spur grommets at the top and bottom corners and approximately 30 inches apart along the top of the banner. Reinforce corners so they don’t tear out.

---

[Diagram of banner dimensions]

- Height
  - Minimum 24"
  - Maximum 36"

- Length 30 Feet

- Grommets

- Reinforce All Corners

- Don’t forget wind relief vents
Riverside Park Banner Reservation Form

<table>
<thead>
<tr>
<th>Organization Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization Name:</td>
</tr>
<tr>
<td>Length of event (dates)</td>
</tr>
<tr>
<td>Contact Person:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Banner Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week requested (Monday)</td>
</tr>
<tr>
<td>through (Monday)</td>
</tr>
<tr>
<td>Specify EXACT wording on banner:</td>
</tr>
</tbody>
</table>

**Note:** Banners are limited to advertising **specific scheduled activities** held at Riverside Park. Advertisement of alcohol, tobacco, or political candidates is prohibited. Banners may not include any advertising, commercial messages, brands or product names, or other information about the event such as costs, directions, and phone numbers.

I have read and agree to abide by the conditions and terms of the City’s Riverside Park Banner Policy.

<table>
<thead>
<tr>
<th>Contact Person’s Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

**For City Use Only**

<table>
<thead>
<tr>
<th>City Approval</th>
<th>Date</th>
</tr>
</thead>
</table>

☐ Banner policy provided to applicant
Resolution authorizing the City Manager to submit a grant application for law enforcement wellness services.

Item: 4.f. RESOLUTION AUTHORIZING THE CITY MANAGER TO SUBMIT A GRANT APPLICATION FOR LAW ENFORCEMENT WELLNESS SERVICES.

Date: April 20, 2022

SUBJECT AND SUMMARY:
This resolution authorizes the City Manager to submit a grant application to U.S. Department of Justice, Community Oriented Policing Services (COPS) office to pilot improvements to the police department’s health and wellness program and increase participation and retention.

RELATIONSHIP TO COUNCIL GOALS:
This supports the Council’s goal to ENHANCE COMMUNITY SAFETY by contributing to the success of prevention-focused community policing to help reduce crime and build public trust.

CALL TO ACTION SCHEDULE:
Call to action schedule: April 20, 2022.

BACKGROUND:
The COPS office is the component of the U.S. Department of Justice responsible for advancing the practice of community policing by the nation’s law enforcement agencies through information and grant resources. The COPS office Law Enforcement Mental Health and Wellness Act (LEMHWA) program grant funds are used to improve the delivery of and access to mental health and wellness services for law enforcement officers through the implementation of peer support, training, family resources, suicide prevention, and other promising practices for wellness programs.

Good mental and psychological health is just as essential as good physical health for law enforcement officers to be effective in keeping our communities safe from crime and violence. The LEMHWA program supports efforts to protect the mental health and well-being of law enforcement officers. The stress of officers’ work and stigma associated with seeking assistance for emotional and mental health issues has led to negative consequences such as divorce, alcoholism, injury, and even an increase in suicides for officers across the country.
Staff Report (continued):

The City of Grants Pass is eligible to apply for funding from the U.S. Department of Justice COPS programs. The maximum award for this program is $175,000 for two years to develop or enhance training, programming, or support services focused on officer emotional and mental health, suicide prevention, and peer and officer family support services or development.

There is no requirement for cost sharing or a local on match for this award.

In 2019, the department developed and tested a law enforcement specific health and wellness program with a small test group of employees. Ten law enforcement officers participated in fitness training and nutritional coaching.

In 2021, the department was awarded an AllCare Foundation grant of $25,000 to implement portions of the pilot program. Specifically, we brought on board a personal trainer and implemented a wellness app through Coridco Wellness that offers counseling, fitness, and nutrition information.

The LEMHWA grant award will enable the addition of an in-person mental health component to the program, and the opportunity to try new tools and strategies. For example, enhancing our current peer support program, and broadening it to include Josephine County Law Enforcement and Probation and Parole Officers. Additionally, the funds will help us build a fitness training program with our partner agencies.

COST IMPLICATION:

This two-year pilot project will cost $175,000 or less. The grant is for $175,000 for two years.

ALTERNATIVES:

1. Authorize the submittal of the grant application; or
2. Deny the submittal of the grant application.

RECOMMENDED ACTION:

It is recommended that Council authorize the City Manager to apply for the COPS office LEMHWA grant funds.

POTENTIAL MOTION:

I move to approve the resolution authorizing the City Manager to submit a grant application for law enforcement wellness services.
RESOLUTION NO.

RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS AUTHORIZING THE CITY MANAGER TO SUBMIT A GRANT APPLICATION FOR LAW ENFORCEMENT WELLNESS SERVICES.

WHEREAS:

1. The City of Grants Pass desires to submit an application to request up to $175,000 in grant funding from the U.S. Department of Justice, Community Oriented Policing Services (COPS) office to pilot improvements to the police department's health and wellness program and increase participation in healthy behaviors; and

2. Enhancement of the health and wellness program has the potential to reduce the amount of sick leave taken, workplace injuries, and Workers' Compensation claims; and

3. This program will contribute to the success of the City's prevention-focused community policing to help reduce crime and build public trust by ensuring our law enforcement officers are healthy in body and mind; and

4. The program will be expanded to include Josephine County law enforcement officers and probation and parole officers; and

5. Having prevention focused community policing to help reduce crime and build public trust is one of the top priorities of Council's 2022 Strategic Plan under the goal of Enhance Community Safety.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Grants Pass that the City Manager is authorized to submit a grant application for law enforcement wellness services.

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 20th day of April 2022.

SUBMITTED to and ________________ by the Mayor of the City of Grants Pass, Oregon, this ____ day of April 2022.

__________________________
Sara Bristol, Mayor

ATTEST:

__________________________
Karen Frerk, City Recorder

Approved as to Form, Augustus Ogu, City Attorney

Date submitted to Mayor: ___
Resolution establishing a temporary Parklet Program. Date: April 20, 2022

SUBJECT AND SUMMARY:

This resolution would establish a temporary Parklet Program.

RELATIONSHIP TO COUNCIL GOALS:

This supports Council's goals of INFRASTRUCTURE by ensuring public infrastructure needs are met and ENCOURAGE ECONOMIC OPPORTUNITIES by facilitating an environment to encourage business prosperity and economic opportunities.

CALL TO ACTION SCHEDULE:

Call to action schedule: Council's discretion.

BACKGROUND:

In response to the COVID-19 pandemic, City Council directed staff to work with interested businesses to install temporary parklets. The City contracted with Copeland Sand and Gravel and Riverside Ready Mix to place concrete barriers at several restaurant locations along City-owned streets. The City purchased plastic barricades and constructed temporary ADA ramps for restaurants on ODOT's 6th Street, allowing the restaurant to utilize the full sidewalk for dining. The parklets were removed in early November 2020 coinciding with the winter season.

At the request of downtown restaurants, and in response to the continued pandemic, City Council directed staff to reinstall the parklets in early March 2021. The temporary parklets were removed in November 2021.

At the April 6, 2022, meeting, Council directed staff to establish a temporary Parklet Program that would create requirements and permit fees associated with the program. The temporary Parklet Program will only be allowed on City-owned streets. ODOT does not allow commerce to be conducted in their right of way on drivable surfaces, but pedestrians were allowed to be detoured into the parking spaces during the pandemic. With the end of the pandemic and the declaration of emergency, ODOT is returning to pre-pandemic standards that do not allow provisional uses of right of way.

ITEM: 4.g. RESOLUTION ESTABLISHING A TEMPORARY PARKLET PROGRAM.
Staff report (continued):

Below are the temporary Parklet Program guidelines:

1. Private parklets must be located adjacent to the applicant's business; no more than one parklet per business will be permitted.
2. Applicants shall submit documentation of approval from abutting business owners of their establishment.
3. Parklets shall not be shared with businesses other than the permittee.
4. Advertising, logos, or other branding is prohibited.
5. The majority of the parklet shall be utilized for seating space.
6. Smoking is prohibited in parklets.
7. The proposal must include detailed plans for securing furniture when the business is closed.
8. Driveways: Parklets located next to driveways must be set back two feet from the outside edge of the driveway. If the driveway has been abandoned or no longer provides access to off-street parking space, the driveway may be incorporated into the parklet design.
9. Corners: Parklets must be located at least one parking space away from an intersection or street corner. A curb extension or some other physical barrier that would protect the parklet in a corner location may allow a corner parklet to be considered on a case-by-case basis.
10. Impending City projects: A parklet proposal may be rejected if it conflicts with future programmed streetscape improvements. Parklets installed on streets scheduled for improvements may need to be removed prior to construction of the improvements.
11. Permittee is required to provide evidence of liability insurance – the same requirement as City Sidewalk Café permit naming the City of Grants Pass as additional insured. The insurance shall provide coverage not less than $1,000,000 per occurrence.
12. Not impede curb or parklet surface drainage.
13. The parklet will be owned and maintained by the applicant.
14. If applicable, applicant is responsible for obtaining separate Oregon Liquor Control Commission (OLCC) permits.
15. Parklet will not be permitted in front of a fire hydrant, manhole cover or utility access, or within 10-feet on either side of a fire hydrant.
16. Once installation is complete, applicant is required to notify the City within 48 hours of the completion of parklet construction to schedule a post-construction on-site inspection.
17. Post construction: The City will continue to monitor the parklet for compliance with the revocable permit and design guidelines. Failure to comply may result in revocation of the permit. The City may also request participation in assessments and studies of the program.
18. Maintenance and litter removal is the responsibility of the applicant/owner. Failure to maintain the parklet may result in the revocation of the permit and/or issuance of a noncompliance administrative fee of $100 per day.
19. Extended lack of use may result in the revocation of the permit.
20. Authorization granted pursuant to this resolution is temporary and may occur only from April 21 through October 31.

Parklet permittees shall obtain a permit from the Grants Pass Community Development Department.
Staff Report (continued):

Below are the temporary Parklet Program fees:
   1. Permit: $100
   2. Parking space rental: $40 per month per parking space

COST IMPLICATION:

Permit fee is established to cover the administration cost of processing permits.

Cost of barricade rental placement and removal is the responsibility of permit holder.

ALTERNATIVES:

   1. Council can adopt the resolution as proposed;
   2. Council can amend the resolution; or
   3. Council can decide not to adopt the resolution.

RECOMMENDED ACTION:

It is recommended Council adopt the resolution.

POTENTIAL MOTION:

I move to adopt the resolution establishing a temporary Parklet Program.
RESOLUTION NO.

A RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS
ESTABLISHING A TEMPORARY PARKLET PROGRAM.

WHEREAS:

1. The City Council desires to provide an opportunity for businesses to expand their
   operations outdoors in the public right of way to generate greater pedestrian
   activity and help increase business patronage; and

2. To be successful, parklets must be safe for the public to use, be easily
   maintained by the permittee, be for a limited and certain term, and be capable of
   easy and fast installation and removal.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Grants
Pass that a temporary Parklet Program is established with the following guidelines:

1. Private parklets must be located adjacent to the applicant's business; no more
   than one parklet per business will be permitted.
2. Applicants shall submit documentation of approval from abutting business
   owners of their establishment.
3. Parklets shall not be shared with businesses other than the permittee.
4. Advertising, logos, or other branding is prohibited.
5. The majority of the parklet shall be utilized for seating space.
6. Smoking is prohibited in parklets.
7. The proposal must include detailed plans for securing furniture when the
   business is closed.
8. Driveways: Parklets located next to driveways must be set back two feet from the
   outside edge of the driveway. If the driveway has been abandoned or no longer
   provides access to off-street parking space, the driveway may be incorporated
   into the parklet design.
9. Corners: Parklets must be located at least one parking space away from an
   intersection or street corner. A curb extension or some other physical barrier that
   would protect the parklet in a corner location may allow a corner parklet to be
   considered on a case-by-case basis.
10. Impending City projects: A parklet proposal may be rejected if it conflicts with
    future programmed streetscape improvements. Parklets installed on streets
    scheduled for improvements may need to be removed prior to construction of the
    improvements.
11. Permittee is required to provide evidence of liability insurance – the same
    requirement as City Sidewalk Café permit naming the City of Grants Pass as
    additional insured. The insurance shall provide coverage not less than
    $1,000,000 per occurrence.
12. Not impede curb or parklet surface drainage.
13. The parklet will be owned and maintained by the applicant.
14. If applicable, applicant is responsible for obtaining separate Oregon Liquor
    Control Commission (OLCC) permits.
15. Parklet will not be permitted in front of a fire hydrant, manhole cover or utility access, or within 10-feet on either side of a fire hydrant.

16. Once installation is complete, applicant is required to notify the City within 48 hours of the completion of parklet construction to schedule a post-construction on-site inspection.

17. Post construction: The City will continue to monitor the parklet for compliance with the revocable permit and design guidelines. Failure to comply may result in revocation of the permit. The City may also request participation in assessments and studies of the program.

18. Maintenance and litter removal is the responsibility of the applicant/owner. Failure to maintain the parklet may result in the revocation of the permit and/or issuance of a noncompliance administrative fee of $100 per day.

19. Extended lack of use may result in the revocation of the permit.

20. Authorization granted pursuant to this resolution is temporary and may occur only from April 21 through October 31.

Parklet permittees shall obtain a permit from the Grants Pass Community Development Department.

Below are the temporary Parklet Program fees:
1. Permit: $100
2. Parking space rental: $40 per month per parking space

**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 20th day of April 2022.

SUBMITTED to and ____________ by the Mayor of the City of Grants Pass, Oregon, this ____ day of April 2022.

______________________________
Sara Bristol, Mayor

ATTEST:

______________________________
Karen Frerk, City Recorder

Approved as to Form, Augustus Ogu, City Attorney
CITY OF GRANTS PASS
COMMUNITY DEVELOPMENT DEPARTMENT

DEVELOPMENT CODE TEXT AMENDMENT:
AMENDMENT TO ARTICLE 12
MINIMUM RESIDENTIAL DENSITY
FINDINGS OF FACT – CITY COUNCIL

<table>
<thead>
<tr>
<th>Procedure Type:</th>
<th>Type IV: Planning Commission Recommendation and City Council Decision</th>
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<tbody>
<tr>
<td>Project Number:</td>
<td>405-00128-22</td>
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<tr>
<td>Project Type:</td>
<td>Development Code Text Amendment</td>
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<tr>
<td>Applicant:</td>
<td>Community Development Dept. (on behalf of City Council)</td>
</tr>
<tr>
<td>Staff Assigned:</td>
<td>Jason Maki (CD)</td>
</tr>
<tr>
<td>Application Received:</td>
<td>01/04/22</td>
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<td>Application Complete:</td>
<td>01/04/22</td>
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<td>Date of Planning Commission Staff Report:</td>
<td>02/16/22</td>
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<td>Date of City Council Staff Report:</td>
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<td>Date of City Council Hearing:</td>
<td>04/06/22</td>
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<tr>
<td>Date of City Council Findings of Fact:</td>
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I. PROPOSAL:

The proposal is an ordinance amending Article 12 (Zoning Districts) of the Grants Pass Development Code. If approved, the amendment would require development in the R-3 (R-3-1), R-3-2, R-4 (R-4-1), and R-4-2 zoning districts meet minimum density standards, including a requirement to build to at least 60% of the maximum density on a per site basis. (See Exhibit D for the mark-up version of all proposed text amendments considered).

II. AUTHORITY:

Section 4.102 of the City of Grants Pass Development Code provides that the Director, Planning Commission, or City Council may initiate a text amendment application. These amendments have been initiated by the Director of Community Development at the request of the City Council.

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

III. CRITERIA:

In order to recommend approval of the project as proposed, the project must be consistent with the following Criteria: Section 4.103 of the Development Code are met. The Criteria are identified and analyzed in Section VIII of the Planning Commission Findings of Fact.

IV. APPEAL PROCEDURE:

Section 10.060 of the Development Code provides for an appeal of the City Council decision to the Oregon Land Use Board of Appeals (LUBA) within twenty-one (21) days of the final written decision as provided in ORS 197.830.

V. PROCEDURE:

A. An application for a Development Code text amendment was submitted on January 4, 2022 and deemed complete on January 4, 2022. The application was processed in accordance with Section 2.060 of the Development Code.

B. Notice of the proposed amendment was sent to the Oregon Department of Land Conservation and Development (DLCD) on January 7, 2022, in accordance with ORS 197.610 and OAR Chapter 660-Division 18.

C. A public hearing was held by the UAFC on February 23, 2022, to consider the proposal and make a recommendation to City Council. The UAFC made a recommendation of approval to the City Council for the proposed amendment.

D. A public hearing was held by the City Council on April 6, 2022, to consider the proposal. The City Council motioned to approve the ordinance on April 6, 2021.

VI. SUMMARY OF EVIDENCE:

A. The basic facts and criteria regarding this application are contained in the March 28, 2022 City Council staff report and its exhibits, which are attached as Exhibit "A" and incorporated herein.

B. The minutes of the public hearing held by the City Council on April 6, 2022 summarize the oral testimony presented and are attached as Exhibit "B" and are hereby adopted and incorporated herein.

C. The PowerPoint presentation given by staff at the April 6, 2022 City Council hearing is attached as Exhibit "C" and incorporated herein.
D. The revised draft code amendment reflecting the City Council decision to strike "For development on a building site that is 10,000 square feet or larger" from Section 12.146(1).

E. The final text which incorporates the text of this proposal and the 4/6/22 amendment is attached to the ordinance.

VII. FINDINGS IN CONFORMANCE WITH APPLICABLE CRITERIA:

The text of the Development Code may be amended provided all of the criteria of Section 4.103 of the Development Code are satisfied.

SECTION 4.103:

CRITERION 1: The proposed amendment is consistent with the purpose of the subject sections and articles.

City Council Response: Satisfied. The proposed amendment is consistent with both the purpose and intent of the article affected by this proposal. The purpose of Article 12 is to establish land use review procedures, stratify land use review procedures according to the degree of discretionary judgment required and the extent of public participation appropriate, and to relate the type of the procedure to the degree of impact of the proposed development. The proposed amendment in this application does not change this purpose statement.

The proposed amendment reflects the purpose of the zoning districts affected, which are as follows:

R-3 Districts. The purpose of the R-3 (R-3-1) and R-3-2 Districts is to encourage, accommodate, maintain, and protect a suitable environment for residential living at moderate-high densities. Maximum densities in these districts are typically representative of 2-story housing such as attached or multi-family.

R-4 (R-4-1), R-4-2, and R-5 Districts. The purpose of the R-4 (R-4-1), R-4-2, and R-5 Districts is to encourage, accommodate, maintain and protect a suitable environment for residential living at higher densities, and for professional uses that typically support residential areas; such as professional offices; hospitals, clinics and other suitable uses, but only in a manner designed to support and protect residential livability. Maximum densities in these districts are typically representative of 3-story housing such as attached or multi-family.

More specifically the following purpose statement of Section 12.145 is in line with the proposed amendment: “In order to ensure an adequate supply of sites zoned for different housing types at appropriate locations, some residential zones have minimum density requirements”.

Findings of Fact: Type IV-B City Council
File: 402-00128-22
Development Code Text Amendment
CRITERION 2: The proposed amendment is consistent with other provisions of this code, including the purpose statement found in Section 22.010 of the Grants Pass Development Code. Section 22.010 applies to the future structures built under this ordinance proposal but does not directly affect the review of the minimum residential density standards.

City Council Response: Satisfied. The Commission finds that the purposes of the Development Code remain intact.

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

City Council Response: Satisfied. The proposed amendment is found to be consistent with Element 9, Housing, of the Comprehensive Plan. Specifically, the policy goal for housing encourages the provision of adequate numbers of housing units within the Urban Growth Boundary at price ranges and rent levels commensurate with the financial capabilities of area households, and to allow for flexibility of housing type, density, location and design. The proposed amendment assures the Development Code and Comprehensive Plan are in agreement and consistent.

CRITERION 4: 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. Though future growth in the R-3 (R-3-1), R-3-2, R-4 (R-4-1), and R-4-2 zones is expected to be higher under the proposed amendment when compared to historical residential density levels in Grants Pass and this will have impacts on some intersections and the functions of the transportation system, however it is still found to be consistent with the adopted TSP.

The Grants Pass Transportation System Plan Technical Memorandum, page 3, states the TSP assumed a growth rate of 2.94% annual growth in units, reaching 34,230 units in 2040. This figure assumes maximum densities would be constructed, which is far below historical and projected development levels and below the 60% rate required in the proposed ordinance.

VIII. DECISION AND SUMMARY:

The City Council APPROVED the proposed amendment. The vote was 5-2, with Councilors Collins, DeLaGrange, Ogier, Pell, King, and Riker in favor. "Nays": Faszer and Lovelace. Abstain: None. Absent: None.
VII. FINDINGS APPROVED AND DECISION ADOPTED BY THE GRANTS PASS CITY COUNCIL this 20th day of April 2022.

Sara Bristol, Mayor

NOTE: The amendment is legislative and is not subject to the 120-day requirement.
Determining Minimum Residential Density

In order to ensure an adequate supply of sites zoned for different multi-unit housing types at appropriate locations and to help accomplish housing goals of the Comprehensive Plan, some two residential zones have minimum density requirements. Zones designated on the zoning map with an "M" suffix following the name of the zoning district. This allows "legacy" zones to continue to be subject to the original standards, while most newly zoned properties will meet the newer requirements. In accordance with the standards below and the exceptions in Section 12.146, new residential development in the R-3, R-3-2, R-4 and R-4-2 zoning districts is required to achieve at least 60 percent of the maximum density for the zone, per Schedule 12-4a.

This designation is typically applied only in higher density residential zones. Minimum lot sizes in lower density zones will typically achieve zoned densities with detached housing types. However, in higher density zones, densities will only be achieved with attached and multi-dwelling housing types. Rather than implementing these provisions by prohibiting certain lower density housing types in higher density residential zones, this approach allows flexibility. Minimum densities on a site can be met in more than one way: by a single housing type on a lot, each built at the same average density, or by a mix of different housing types where some are at higher density and some are at lower density, resulting in the same average density. A site that is nonconforming in minimum density may not move further out of conformance with the minimum density standard. However, units may be added to the site which bring the site closer to conformance without coming all the way into conformance as part of a phased project that demonstrates the minimum density will be achieved.

(1) In a zone with a minimum density requirement designated with an "M" suffix following the name of the zoning district, development shall meet the minimum density provisions of this section, as provided in Schedule 12-4b. All land divisions in the R-3 and R-4 zones are required to demonstrate compliance with the minimum density requirements of the base zone at the time of land division application, unless modified through a Planned Unit Development.

<table>
<thead>
<tr>
<th>Minimum Residential Density By Zone Schedule 12-4b</th>
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<tbody>
<tr>
<td>Comprehensive Plan Designation</td>
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<tr>
<td>--------------------------------</td>
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<tr>
<td>Low Density (LR)</td>
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<tr>
<td>Moderate Density (MR)</td>
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EXHIBIT "D"
| Moderate-High Density (HR) | R-3 (R-3-1) | 10.46 du/acre  
|                          | R-3-2       | N/A  
|                          | R-3M (R-3-1M) | 12.00 du/acre  
|                          | R-3-2M      | N/A  
| High Density (HRR)      | R-4 (R-4-1) | 12.44 du/Acre  
|                          | R-4-2       | 20.88 du/Acre  
|                          | R-5         | N/A  
|                          | R-4M (R-4-1M)| N/A  
|                          | R-4-2M      | 20.88 du/Acre  
|                          | R-5M        | N/A  

(2) Deductions for Natural Features. In calculating minimum density requirements, site area within stream banks, floodways, and riparian setbacks, wetlands and wetland buffers, flood hazard areas, and slopes over 25% may be deducted from the site acreage before measuring minimum density.

(3) Deductions for Public Dedications. Land dedicated as public right-of-way or public open space as part of a development may be deducted from the site acreage before measuring minimum density.

(4) Deductions for Mixed-Use. In a zone with minimum density requirements, when residential development is part of a mixed-use development together with uses such as office and commercial use, the minimum density requirement may be reduced as follows:

(a) Vertical mixed use: Lower-floor non-residential use areas may be calculated as if they had the same number of dwelling units as the residential use on the floor above.

(b) Horizontal mixed use on same site: An equivalent deduction to Subsection (1) may be made for horizontal mixed-use on the same site, as would apply if the same mix of uses were configured as vertical mixed use. For example, two 2-story buildings of the same size, where one is a 2-story residential building and the other is a 2-story office building would qualify for the same deduction as two 2-story buildings with residential above commercial.

(c) Through a Planned Unit Development, similar deductions may be made as for horizontal mixed-use if the resulting development is on separate sites and the resulting development is consistent with the purpose of the deductions.

12.146 Exemptions and Exceptions to Minimum Residential Density Requirements
Exemption: Development on a building site less than 10,000 square feet that is in existence prior to the date this ordinance is adopted is exempt from minimum density requirements.

Exceptions: The Director is authorized to grant an exception to the minimum residential density requirements in Section 12.145 by means of a Type I procedure, as governed by Section 2.030 as follows:

(1) For development on a building site that is 10,000 square feet or larger, if the applicant can demonstrate by means of a detailed site plan that the site is so constrained that the proportional share of the required minimum density cannot be provided and still meet all of the development standards in the underlying zone, an exception may be granted.

(2) To be granted an exception to Subsection 1 above, the applicant must demonstrate that the maximum number of residential units are being provided while complying with all applicable development standards in the underlying zone. There is nothing in this section which precludes an applicant from applying for a Variance to these standards, as governed by Article 6.

(3) If a property is occupied by a single dwelling as of the date this ordinance is adopted, the dwelling can be enlarged, reconstructed, or replaced in the event of a natural hazard, without having to meet the minimum density requirements.
The Council of the City of Grants Pass met in regular session on the above date with Mayor Bristol presiding. The following Councilors were present: Collins, DeLaGrange, Faszer (via Teams), King, Lovelace, Ogier, Pell and Riker. Also present and representing the City were City Manager Cubic, Police Chief Hensman, Deputy Fire Chief DeLonge, Community Development Director Clark, Public Works Director Canady, City Attorney Ogu, Accountant Shults (via Teams) and City Recorder Frerk.

Mayor Bristol called the meeting to order.

1. PUBLIC HEARING

Quasi-judicial

   Councilor Riker moved to have the ordinance read by title only, first reading, as amended, eliminating the phrase “For development on a building site that is 10,000 square feet or larger” from Section 12.146(1). Councilor Collins seconded the motion. The vote resulted as follows: “Ayes”: Collins, DeLaGrange, King, Ogier, Pell and Riker. “Nays”: Faszer and Lovelace. Abstain: None. Absent: None. The motion passed.

   The vote was not unanimous, so the second reading will be held at the April 20, 2022, meeting.

2. COUNCIL ACTION

   a. Resolution authorizing the City Manager to enter into a contract for the Water Restoration Plant Replacement Heat Exchanger; Project No. SE6405; and Water Restoration Plant Digester Rehab; Project No. SE6416.

   RESOLUTION NO. 22-7164

   Councilor Faszer moved and Councilor DeLaGrange seconded to adopt Resolution 22-7164 and the vote resulted as follows: “Ayes”: Collins, DeLaGrange, Faszer, King, Lovelace, Ogier, Pell and Riker. “Nays”: None. Abstain: None. Absent: None. The resolution was adopted.

   b. Grants Pass parklets.

   Councilor DeLaGrange moved and Councilor Lovelace seconded to develop a one-year temporary parklet program using concrete barricades, with the cost paid by the requesting business, including a fee for rental of the parking spaces, and approval from abutting businesses, and the vote resulted as follows: “Ayes”: Collins,

c. Disposition of temporary porta potties in Riverside Park.

Councilor DeLaGrange moved and Councilor Lovelace seconded to keep the porta potties in Riverside Park for another 60 days, and relocate the porta potty currently located near Riverpark Terrace to the west side of Sixth Street, and the vote resulted as follows: “Ayes”: Collins, DeLaGrange, King, Lovelace, Ogier, Pell and Riker. “Nays”: Faszer. Abstain: None. Absent: None. The motion passed.

Councilor Riker moved and Councilor Lovelace seconded to extend the meeting past 9 p.m. and the vote resulted as follows: “Ayes”: Collins, DeLaGrange, Faszer, King, Lovelace, Ogier, Pell and Riker. “Nays”: None. Abstain: None. Absent: None. The motion passed.

3. APPOINTMENTS

a. Motion appointing one member to the Sustainability/Energy Action Taskforce.

Councilor DeLaGrange moved and Councilor Lovelace seconded to appoint Catherine Vawter to the Sustainability/Energy Action Taskforce and the vote resulted as follows: “Ayes”: Collins, DeLaGrange, Faszer, King, Lovelace, Ogier, Pell and Riker. “Nays”: None. Abstain: None. Absent: None. The motion passed.

4. PUBLIC COMMENT

a. Opportunity to review public comment.

b. Review emails.

5. CONSENT AGENDA

a. Resolution authorizing the City Manager to enter into a contract for the Saturday Artisan and Crafters Market lease.

RESOLUTION NO. 22-7165

Councilor King moved and Councilor Ogier seconded to adopt Resolution 22-7165 and the vote resulted as follows: “Ayes”: Collins, DeLaGrange, Faszer, King, Lovelace, Ogier, Pell and Riker. “Nays”: None. Abstain: None. Absent: None. The resolution was adopted.

b. Resolution authorizing the City Manager to purchase a replacement Hi-Vac Combination Jet/Vac Truck for the Stormwater Division.

RESOLUTION NO. 22-7166

Councilor King moved and Councilor Ogier seconded to adopt Resolution 22-7166
and the vote resulted as follows: “Ayes”: Collins, DeLaGrange, Faszer, King, Lovelace, Ogier, Pell and Riker. “Nays”: None. Abstain: None. Absent: None. The resolution was adopted.

c. Resolution authorizing the City Manager to execute agreements for Water Treatment Plant chemicals – Sodium Hypochlorite.

RESOLUTION NO. 22-7167

Councilor King moved and Councilor Ogier seconded to adopt Resolution 22-7167 and the vote resulted as follows: “Ayes”: Collins, DeLaGrange, Faszer, King, Lovelace, Ogier, Pell and Riker. “Nays”: None. Abstain: None. Absent: None. The resolution was adopted.

d. Resolution authorizing the City Manager to execute agreements for Water Treatment Plant chemicals – Aluminum Sulfate.

RESOLUTION NO. 22-7168

Councilor King moved and Councilor Ogier seconded to adopt Resolution 22-7168 and the vote resulted as follows: “Ayes”: Collins, DeLaGrange, Faszer, King, Lovelace, Ogier, Pell and Riker. “Nays”: None. Abstain: None. Absent: None. The resolution was adopted.

e. Resolution authorizing the City Manager to execute a sole-source agreement for Water Treatment Plant chemicals – Kemira XL19.

RESOLUTION NO. 22-7169

Councilor King moved and Councilor Ogier seconded to adopt Resolution 22-7169 and the vote resulted as follows: “Ayes”: Collins, DeLaGrange, Faszer, King, Lovelace, Ogier, Pell and Riker. “Nays”: None. Abstain: None. Absent: None. The resolution was adopted.


RESOLUTION NO. 22-7170

Councilor King moved and Councilor Ogier seconded to adopt Resolution 22-7170 and the vote resulted as follows: “Ayes”: Collins, DeLaGrange, Faszer, King, Lovelace, Ogier, Pell and Riker. “Nays”: None. Abstain: None. Absent: None. The resolution was adopted.

g. Motion granting consent to the Committee on Public Art to propose a new public alley beautification project.

Councilor King moved and Councilor Ogier seconded to grant consent to the Committee on Public Art to propose a new public alley beautification project and the

h. Motion approving the advertisement for a Call for Artists for the Beaver Parking Lot.

Councilor King moved and Councilor Ogier seconded to approve the advertisement for a Call for Artists for the Beaver Parking Lot and the vote resulted as follows: “Ayes”: Collins, DeLaGrange, Faszer, King, Lovelace, Ogier, Pell and Riker. “Nays”: None. Abstain: None. Absent: None. The motion passed.

i. Motion acknowledging the receipt of the monthly and quarterly financial reports for quarter ended December 2021.

Councilor King moved and Councilor Ogier seconded to acknowledge the receipt of the monthly and quarterly financial reports for quarter ended December 2021 and the vote resulted as follows: “Ayes”: Collins, DeLaGrange, Faszer, King, Lovelace, Ogier, Pell and Riker. “Nays”: None. Abstain: None. Absent: None. The motion passed.

j. Motion approving the minutes of the City Council meeting of March 16, 2022.

Councilor King moved and Councilor Ogier seconded to approve the minutes of the City Council meeting of March 16, 2022, and the vote resulted as follows: “Ayes”: Collins, DeLaGrange, Faszer, King, Lovelace, Ogier, Pell and Riker. “Nays”: None. Abstain: None. Absent: None. The motion passed.

k. Motion acknowledging the minutes of the Historical Buildings and Sites Commission meeting of February 10, 2022.

Councilor King moved and Councilor Ogier seconded to acknowledge the minutes of the Historical Buildings and Sites Commission of February 10, 2022, and the vote resulted as follows: “Ayes”: Collins, DeLaGrange, Faszer, King, Lovelace, Ogier, Pell and Riker. “Nays”: None. Abstain: None. Absent: None. The motion passed.

l. Motion acknowledging the minutes of the Housing Advisory Committee meeting of February 18, 2022.

Councilor King moved and Councilor Ogier seconded to acknowledge the minutes of the Housing Advisory Committee meeting of February 18, 2022, and the vote resulted as follows: “Ayes”: Collins, DeLaGrange, Faszer, King, Lovelace, Ogier, Pell and Riker. “Nays”: None. Abstain: None. Absent: None. The motion passed.

m. Motion acknowledging the minutes of the Urban Tree Advisory Committee meeting of December 13, 2021.

Councilor King moved and Councilor Ogier seconded to acknowledge the minutes of the Urban Tree Advisory Committee meeting of December 13, 2021, and the vote resulted as follows: “Ayes”: Collins, DeLaGrange, Faszer, King, Lovelace, Ogier, Pell and Riker. “Nays”: None. Abstain: None. Absent: None. The motion passed.
n. Motion acknowledging the minutes of the Parks Advisory Committee meeting of November 9, 2021.

Councilor King moved and Councilor Ogier seconded to acknowledge the minutes of the Parks Advisory Committee meeting of November 9, 2021, and the vote resulted as follows: “Ayes”: Collins, DeLaGrange, Faszer, King, Lovelace, Ogier, Pell and Riker. “Nays”: None. Abstain: None. Absent: None. The motion passed.

o. Motion acknowledging the minutes of the Parks Advisory Committee meeting of February 10, 2022.

Councilor King moved and Councilor Ogier seconded to acknowledge the minutes of the Parks Advisory Committee meeting of February 10, 2022, and the vote resulted as follows: “Ayes”: Collins, DeLaGrange, Faszer, King, Lovelace, Ogier, Pell and Riker. “Nays”: None. Abstain: None. Absent: None. The motion passed.

p. Motion acknowledging the minutes of the Urban Area Planning Commission meeting December 8, 2021.

Councilor King moved and Councilor Ogier seconded to acknowledge the minutes of the Urban Area Planning Commission meeting of December 8, 2021, and the vote resulted as follows: “Ayes”: Collins, DeLaGrange, Faszer, King, Lovelace, Ogier, Pell and Riker. “Nays”: None. Abstain: None. Absent: None. The motion passed.

q. Motion acknowledging the minutes of the Urban Area Planning Commission meeting of February 9, 2022.

Councilor King moved and Councilor Ogier seconded to acknowledge the minutes of the Urban Area Planning Commission meeting of February 9, 2022, and the vote resulted as follows: “Ayes”: Collins, DeLaGrange, Faszer, King, Lovelace, Ogier, Pell and Riker. “Nays”: None. Abstain: None. Absent: None. The motion passed.

r. Motion acknowledging the minutes of the Urban Area Planning Commission meeting of February 23, 2022.

Councilor King moved and Councilor Ogier seconded to acknowledge the minutes of the Urban Area Planning Commission meeting of February 23, 2022, and the vote resulted as follows: “Ayes”: Collins, DeLaGrange, Faszer, King, Lovelace, Ogier, Pell and Riker. “Nays”: None. Abstain: None. Absent: None. The motion passed.

s. Resolution authorizing the City Manager to enter into an Option Agreement with Chrisman Development, Inc., for 1.89 acres on SW Ramsey Avenue.

RESOLUTION NO. 22-7171

Councilor King moved and Councilor Ogier seconded to adopt Resolution 22-7171 and the vote resulted as follows: “Ayes”: Collins, DeLaGrange, Faszer, King, Lovelace, Ogier, Pell and Riker. “Nays”: None. Abstain: None. Absent: None. The resolution
was adopted.

6. MATTERS FROM MAYOR, COUNCIL AND STAFF

   a. Mayor & Council Comments.

       Councilor Lovelace moved and Councilor Pell seconded to give a sponsorship in
       the amount of $500 to the two-day consensus workshop regarding solving
       homelessness in Grants Pass and the vote resulted as follows: “Ayes”: Collins, Faszer,
       King, Lovelace, Pell and Riker. “Nays”: DeLaGrange and Ogier. Abstain: None.
       Absent: None. The motion passed.

   b. Staff Comments.

7. EXECUTIVE SESSION: None.

8. ADJOURN:

       There being no further business to come before the Council, Mayor Bristol
       adjourned the meeting at 9:17 pm.

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

       City Recorder
The Council of the City of Grants Pass met in special session on the above date with Mayor Bristol presiding. The following Councilors were present: Collins, DeLaGrange, Faszer (via Teams), King, Lovelace, Ogier, Pell and Riker. Also present and representing the City were City Manager Cubic, Accountant Shults, Police Chief Hensman, Fire Deputy Chief DeLonge, Community Development Director Clark, Public Works Director Canady, City Attorney Ogu and City Recorder Frerk.

1. COUNCIL WORKSHOP

   a. Art Along the Rogue and Holiday Tree location, event, and funding
   b. Buildable lands and annexation
   c. Agenda review

2. ADJOURN WORKSHOP AND CONVENE THE SPECIAL COUNCIL MEETING

   Councilor Lovelace moved and Councilor DeLaGrange seconded to adjourn the workshop and convene the special Council meeting and the vote resulted as follows: “Ayes”: Collins, DeLaGrange, Faszer, King, Lovelace, Ogier, Pell and Riker. “Nays”: None. Abstain: None. Absent: None. The motion passed.

3. COUNCIL ACTION

   a. Resolution approving the purchase of 2117 Allen Creek Road.

   RESOLUTION NO. 22-7172

   Councilor Lovelace moved and Councilor Collins seconded to adopt Resolution 22-7172, using funds from TR6116 – Allen Creek Road Improvements, and the vote resulted as follows: “Ayes”: Collins, Faszer, King, Lovelace and Riker. “Nays”: DeLaGrange, Ogier and Pell. Abstain: None. Absent: None. The resolution was adopted.

4. ADJOURN SPECIAL COUNCIL MEETING

   Councilor Lovelace moved and Councilor Collins seconded to adjourn the special Council meeting and the vote resulted as follows: “Ayes”: Collins, DeLaGrange, Faszer, King, Lovelace, Ogier, Pell and Riker. “Nays”: None. Abstain: None. Absent: Faszer. The motion passed.

   There being no further business to come before the Council, Mayor Bristol adjourned the meeting at 1:48 p.m. The ordinances, resolutions and motions contained herein and the accompanying votes have been verified by:

   City Recorder
SUSTAINABILITY AND ENERGY TASKFORCE
Meeting Minutes – March 1, 2022, at 3:30 PM
Council Chambers

Member Attendance:
Robert Allen – Absent
David Bartlett – Present In-person
Josh Berger – Absent
Tom Bradbeer – Present In-person
Karen Chase – Present Virtual
Ethan Nelson – Present In-person
Jan O’Hara – Present In-person
Matthew Rosen – Present In-person
Dorothy Swain – Present In-Person
Arlo Todd - Absent

City Staff/Council Liaisons:
Jason Canady (City Liaison) – Present In-person
Vanessa Ogier (Councilor Liaison) – Present In-person
Kyrhna Sevco (City Public Works) – Present In-person
Susan Clark (City Finance) – Present In-person

1. Roll Call

2. Introductions: By all present in-person and virtually

3. Public Comment: None

4. Approval of Minutes:

MOTION TO APPROVE MINUTES
Member Bradbeer moved to approve the February 10, 2022, meeting minutes
with the correction of Susan Jacobs to Susan Clark. The vote resulted as
follows: “AYES”: Members Bartlett, Bradbeer, Chase, Nelson, O’Hara, Rosen,
and Swain. “NAYS”: None. Abstain: None. Absent: Members Allen, Berger, and
Todd.
The motion passed.

5. Action Items:
   a) Election of Chair/Vice-Chair

MOTION TO ELECT CHAIR
Member Rosen moved, and Member Swain seconded the motion to elect Jan
O’Hara as Chair. The vote resulted as follows: “AYES”: Members Bartlett,
Bradbeer, Chase, Nelson, O’Hara, Rosen, and Swain. “NAYS”: None. Abstain:
None. Absent: Members Allen, Berger, and Todd.
The motion passed.

MOTION TO ELECT VICE CHAIRS
Member Swain moved, and Member Rosen seconded the motion to elect Ethan
Nelson and Tom Bradbeer as Co-Vice Chairs. The vote resulted as follows:
The motion passed.

6. Matters from Committee Members and Staff:

S.E.A.T. Committee
Meeting Minutes March 1, 2022
a) RARE Application Review – Susan Clark presented a discussion regarding the draft of the RARE application. Susan received input from taskforce members and discussed letters of support required for the RARE applicant. Additional questions were asked and answered.

b) RCC Member Application – Jason Canady presented an application to the Taskforce members for review. The deadline for applications is March 18.

c) Facilities Tour schedule – Jason offered a brief presentation with a potential schedule of touring the City’s facilities. Other potential sites were discussed.
   - April 5, tour Water Restoration Plant
   - May 3, tour Water Filtration Plant including a typical pump station
   - June 7, a tour of the City Yard
   - July 5, a tour of the Police Station
   - August 7, a tour of the Parkway/Redwood Fire Station

d) Members opened a discussion regarding the frequency of meetings. Jason will research.

7. Future Agenda Building for Next Meeting:
   a) Aaron Cubic to discuss taskforce email policy

8. Adjourned at 4:48 PM

9. Next Meeting: April 5, 2022
   Minutes prepared by Wendy Higgins, City Public Works Department.
COMMITTEE ON PUBLIC ART
Meeting Minutes – March 8, 2022 at 5:30 pm
Ridge Conference Room

Committee Members:
Larry Evans (Chair)
Cal Kenney (Vice Chair)
Sulaiha McDougall - Absent
Michael Holzinger – By Teams
Robyn Lofing-Dean
Deanna Morse – By Teams
Pattie Crumpton – Late
Diane Dahlgren – Late
Kate Bortells – Late

City/Staff/Council Liaisons:
Gabby Sinagra (Assistant Planner)
Vanessa Ogier (City Council)

Guests: None

1. Roll Call: Chair Evans called the meeting to order at 5:30 p.m. and took roll call.

2. Introductions: None

3. Public Comment: None

4. Approval of Minutes: February 8, 2022

MOTION/VOTE
Member Morse moved, and Chair Evans seconded the motion to approve the minutes from February 8, 2022. The vote resulted as follows: “AYES”: Chair Evans, Vice Chair Kenney, Members Holzinger, Lofing-Dean, Crumpton, and Bortells. “NAYS”: None. Absent: Members McDougall and Dahlgren.
The motion passed.

5. Action Items:
   a. COPA Budget Discussion and Updates
      • Staff Liaison Sinagra gave a presentation concerning budget updates for COPA as well as updates concerning funding for existing projects. The presentation also included budget updates for the new fiscal year in relation to projects COPA would like to pursue moving forward.
      • There was discussion pertaining to Art of the Month led by Vice Chair Kenney. Vice Chair Kenney is working with Debbie Thomas of the Daily Courier and the project is estimated to cost $1,500 for the year. Staff Liaison Sinagra asked if Art of the Month had received prior approval through City Council as well as funding. Vice Chair Kenney answered that his understanding was that Art of the Month has received prior approval and that financing came from both COPA Restricted funds as well as grants. Staff Liaison Sinagra agreed to confirm if this is indeed the case.
      • Staff Liaison Sinagra clarified the current balance of the COPA Restricted funds which is currently $3,000.
      • There was discussion concerning funding for the Utility Boxes. The current balance is $4,500 for the project. Staff Liaison Sinagra clarified the funding mechanisms for this project, specifically that it is funded by two grants (Josephine County Cultural Coalition and the Fourway Foundation) as well as funding promised by City Council.
• Member Holzinger inquired if a report for the Josephine County Cultural Coalition had been sent. Staff Liaison Sinagra agreed to find out if this item has been completed.

• There was discussion pertaining to Parking Lot Art. Staff Liaison Sinagra clarified that funding for this project is under the Capital Lands and Building Projects. Currently there is $14,500 allocated for this project and the estimated cost for the Duck Lot is projected to be $15,000. Staff Liaison Sinagra commented that she had received clarification from the Finance Department that there is $500 in the COPA Trust account to cover the remaining balance for this project.

• Staff Liaison Sinagra recommended to the committee to wait until the new Fiscal Year and for City Council to approve the budget before beginning the Call for Artists for the Beaver Lot in order to clarify the funding COPA will have for this project.

• Chair Evans clarified that the $2,000 grant COPA received from Pacific Power for Art Along the Rogue was intended to make the event more kid friendly and interactive.

• Staff Liaison Sinagra gave the committee an update pertaining to the Art Maintenance funding. Historically it has been a Capital Lands and Building Project but is now transitioning to an Operational Cost coming from the Economic Development Budget. There is currently $10,000 allocated for this project. Chair Evans inquired as to why the funding changed and Staff Liaison Sinagra agreed to look into the matter.

• There was discussion surrounding the Gold Miner statue, the nature of repairs needed, and how to move forward with the repair. Further discussion occurred regarding what Art Maintenance projects need to be tackled and updating the inventory list to guide these objectives.

• Member Morse stated she thought there was $7,000 in the COPA Restricted funds. Staff Liaison Sinagra confirmed she also had understood there was more funding available in the account and would work to get clarification on this matter.

b. Art Box Project Updates
• Staff Liaison Sinagra clarified with Chair Evans the format needed for the final designs to submit to Logan Design for installation of the remaining boxes.
• Vice-Chair Kenney commented that the community’s response to the utility box art project has been overwhelmingly positive.

c. Public Art of the Month
• Vice Chair Kenney asked Staff Liaison Sinagra to clarify the roadblocks surrounding Art of the Month as well as the process needed for approval; whether or not it needs to go before City Council. Staff Liaison Sinagra agreed to bring the matter to Director Clark and seek clarification on how to move forward with the project.
• Further discussion occurred in the committee pertaining to perceived funding for the COPA Restricted account. Member Holzinger stated he was under the impression there was supposed to be at least $4,000 in the account.

d. Beaver Parking Lot
• Member Morse asked about starting the Call for Artists prior to June. Staff Liaison Sinagra stated that to her understanding June is when the budget for the new Fiscal Year is approved and when funding for the Parking Lot Art would be finalized. City Council Liaison Ogier recommended COPA make a motion to Council for the Beaver Parking Lot to receive approval.
e. Alley Beautification Project & Discussion for Next Alleyway
   • Chair Evans stated COPA desires the same clarification on process and funding for this project that they are seeking for the Parking Lot Art.

   **MOTION/VOTE**

   Chair Evans moved, and Member Morse seconded the motion to propose another Alley for the Alley Beautification Project to City Council. The vote resulted as follows: “AYES”: Chair Evans, Vice Chair Kenney, Members Lofing-Dean, Holzinger, Crompton, Dahlgren, and Bortels. “NAYS”: None. “ABSTAIN”: None. Absent: Member McDougall.

   The vote passed.

f. Art Along the Rogue Theme
   • Chair Evans suggested the Committee wait on this matter as the Art Along the Rogue Taskforce has not yet been formed but opened up discussion on ideas the committee might have.
   • Vice Chair Kenney shared some of his ideas for themes.

g. Art Map: 10 Potential Art Highlights
   • Member Dahlgren gave an update to the committee. The goal for the Art Map subcommittee is to include as much information in the map as possible and then refine it once the information is consolidated. Member Dahlgren mentioned the subcommittee would like to add the Utility Art Boxes to the map.

h. Dedicated Discussion on What Went Well with Past Projects
   • Member Morse suggested COPA no longer needed this item on the agenda.

6. Subcommittee Updates
   • Discussion revolved around the need for an updated and accurate inventory of artists who have done work in Grants Pass.
   • Member Dahlgren brought up some of the difficulties and inconsistencies in getting the Art Map linked with GIS. There was also discussion considering what the boundaries of the walking map should be.
   • Member Holzinger gave an update on his efforts in regard to getting Art Maintenance done. He has so far been unsuccessful in finding someone to do some of the projects but is continuing to reach out. He has one contact he will reach out to and update the committee at the next meeting.

Matters from Committee Members and Staff:
   • Council Liaison Ogier asked the committee what their thoughts were in regard to a suggestion from a Council member to sever ties with our Sister City. The Committee unanimously gave their support to maintain the relationship with the Sister City.

7. Future Agenda Building for Next Meeting
   a. Further Discussion Concerning Budget and Process with City Manager Aaron Cubic
   b. Art Map and discussion of 10 potential art highlights to be included

8. Adjournment
   a. Meeting adjourned at 7:03 pm.

**Next meeting date:** April 12, 2022, at 5:30 pm in the Ridge Conference Room.

*Minutes prepared by Gabby Sinagra, City Staff Liaison.*