

COMMUNITY DEVELOPMENT COMMITTEE

October 17, 1991

Niemos Yogurt and Deli

1:00 p.m.

Members Present: Jack Nulsen, Donna Proctor, Alan Halstead

Staff Present: Duane Cole, Bert Teitzel, John Thomas

I. CALL TO ORDER

The meeting was called to order by Jack Nulsen at 1:00 p.m.

II. NEW BUSINESS

There was no new business.

III. OLD BUSINESS

The following items were discussed:

A. Downtown Parking

Mr. Teitzel explained that he has been working with the downtown merchants concerning parking in the downtown area. A preliminary report has been performed by the Engineering Department showing the number of spaces required in accordance with the square footage of the buildings and the City's Development Code. This was compared with the available spaces in the C-3 area block by block. All available spaces were counted, including the spaces available on the street around each block, to come up with this number. According to this analysis, the downtown area is short by 389 spaces. There was no adjustment made in this figure for the time of day that spaces may be required by different commercial establishments, such as the theaters that do not need the space available at the same time as a retail store. An inventory of vacant property in the area has also been done. This vacant property would allow for 211 parking spaces, if developed.

Mr. Teitzel further explained that a meeting was held on October 10, where all of the downtown owners and occupants were invited to give testimony concerning the parking for downtown. The consensus of the group that attended this meeting, was that we need to first try to eliminate the downtown employees from parking in the parking areas. To do this we would need to find some alternative parking places for the employees. Since the meeting on October 10, a questionnaire has been developed to send to all of the merchants to find out how many employees they have, where they park, if they would be willing to pay for employee parking, etc. This questionnaire will be sent out by the Chamber of Commerce to all of the downtown merchants. Once the responses are received from the questionnaire, the Chamber along with the Downtown Merchants Association will develop some kind of a preliminary plan to submit to the City concerning downtown parking.

B. Allen Fruit Noise

Mr. Teitzel explained that noise readings have been taken around Allen Fruit and that the noise levels are double what is generally allowable under the State Requirements. Duane Cole and Mr. Teitzel met with representatives from Allen Fruit and consequently received a letter back from Allen Fruit stating they will study the situation and try to comply with the noise limits. Allen Fruit has developed a plan but has not started any of the work, to date.

C. Transportation Plan Status

Mr. Teitzel stated that a Request for Qualifications has been sent out to prospective consultants. Upon review of the RFQ's, 3 or 4 of the consultants will be asked to submit proposals to the City for consideration. It is anticipated that a recommendation on a consultant's contract will be before the Council and their January 6, 1992 meeting.

D. Donna Proctor brought up two items of concern

Ms. Proctor has had reports of children climbing up the ladder on the pretreatment tank at Allen Fruit. Mr. Teitzel will contact Allen Fruit to see if there is any way to block off the ladder from the children.

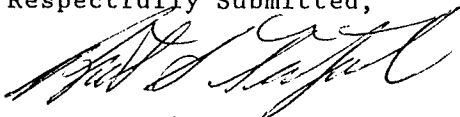
Ms. Proctor has some concerns with the sidewalks, in the vicinity of Lumbermans, being broken up. A discussion resulted in the possibility of Lumbermans moving to a site on Highway 99W and the State's position on access to that site. Mr. Teitzel explained that his office has looked at a circulation plan between parking lots in that area, and it would be possible to close some of the access points and allow for an access point for Lumbermans. This will take the agreement of several businesses in the area. Mr. Teitzel has only spoken to Lewis Communications and reported that they would be receptive to some kind of a joint access. The Committee encouraged staff to continue working on the access to allow Lumbermans to move to a site.

E. New time and location for meeting

The Committee stated that the third Thursday at 1:00 at Niemos would be a good time and location for their standard meeting.

IV. Adjournment

Respectfully Submitted,



Bert S. Teitzel

COMMUNITY DEVELOPMENT COMMITTEE

Wednesday, August 21, 1991 Wastewater Treatment Plant 7:00 p.m.

Members Present: Donna Proctor, Alan Halstead, Marty McIntosh,

Staff Present: Duane Cole, Bert Teitzel, John Thomas

Others Present: Elvern Hall

I. CALL TO ORDER

The meeting was called to order at approximately 7:00 p.m.

II. NEW BUSINESS

A. Obstructions in right-of-ways

This item was discussed and comments were made in regards to restricting merchandising to in front of your own business. The Committee also talked about the development criteria needed prior to passing this ordinance. It was recommended this ordinance be presented to the Public Relations Committee and then onto the Ordinance Committee.

III. OLD BUSINESS

A. Sanitary sewer connections update

Bert Teitzel gave a report on this item.

B. Sludge update

John Thomas gave a report on the relocation of the sludge at the Wastewater Treatment Plant. The slab is now clean.

C. Water Master Plan update

John Thomas gave a report to the Committee on this item.

D. Downtown Parking

Bert Teitzel gave a report to the Committee on this item.

E. Geographic Information System Purchase

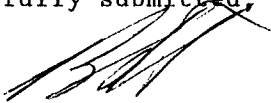
This item was added to the agenda. The Committee recommended the GIS be approved and presented to the City Council for their consideration.

F. Composter update

This was also an added agenda item. Bert Teitzel gave a report to the Committee on this.

IV. Adjournment

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'Bert S. Teitzel', written over the typed name below.

Bert S. Teitzel

MINUTES
COMMUNITY DEVELOPMENT COMMITTEE

Thursday July 18, 1991 Wastewater Treatment Plant 7:00 p.m.

Members Present: Jack Nulsen, Donna Proctor, Alan Halstead

Staff Present: Duane Cole, Bert Teitzel, John Thomas

Others Present: Elvern Hall

I. CALL TO ORDER

The meeting was called to order by Jack Nulsen at 7:00 p.m.

II. NEW BUSINESS

A. Procedure for Nuisance Abatement

This item was not discussed since all of the members of this Committee participated in a discussion at a different committee meeting.

B. Downtown Parking

Mr. Teitzel explained the process he was going through to evaluate the downtown parking needs and available.

III. OLD BUSINESS

A. Sludge Management

John Thomas gave a report to the Committee concerning the sludge management program.

B. Water Master Plan Update

John Thomas also gave a report to the Committee on this item.

C. Removal of Underground Storage Tanks

Mr. Teitzel added to the agenda, the bids received for the removal of our underground storage tanks. The City received a quote from only one contractor, Staton Construction, Inc., in the amount of \$8,296.00 to remove the tanks. Mr. Teitzel recommended that this bid be accepted, after verifying it with comparable bids from the school district. The Committee recommended acceptance of the bid pending verification of the price.

IV. ADJOURNMENT

The meeting was adjourned at about 8:00 p.m.

Respectfully submitted,

Bert S. Teitzel

MINUTES
COMMUNITY DEVELOPMENT COMMITTEE

Thursday June 13, 1991 Wastewater Treatment Plant 7:00 p.m.

Members Present: Jack Nulsen, Donna Proctor, Alan Halstead
Staff Present: Duane Cole, Bert Teitzel, John Thomas, Dennis Egner
Others Present: Elvern Hall

I. CALL TO ORDER

The meeting was called to order by Jack Nulsen at 7:00 p.m.

II. NEW BUSINESS

A. Sewer and Water Rates

A presentation was made on the sewer and water rates by Bert Teitzel and John Thomas. There was no action taken or recommendation to the City Council. The Committee did ask that the following items be presented at the City Council meeting.

1. Comparison of rates with other jurisdictions.
2. Computations as to percentage increase.
3. Recommendation on how the budget would be cut to stay with the present rates.

B. Willamette Basin Rules and Plan and the Water Master Plan Update

Both these items were presented by Mr. Thomas and discussed with the Committee members. These were information items only and no decision necessary.

C. Newall Addition Sanitary Sewer Local Improvement District

Mr. Teitzel presented the sewer system L.I.D. and recommended the Committee approve the formation of the L.I.D. The Committee recommended the L.I.D. be approved and presented to the City Council for their consideration.

D. Sewer Ordinance Review

Mr. Teitzel stated that the sewer ordinance needs to be updated in order to bring the ordinance into compliance with current EPA requirements. The changes were generally reviewed with the Committee. The changes relate mainly to the industrial users and the pretreatment program. We are waiting final approval from DEQ on some of the ordinance language. After that approval is obtained the ordinance will be presented to the Ordinance Committee and then on the City Council for approval.

E. New Planning Fees

Mr. Egner presented a schedule of new planning fees to the Committee for their review. Mr. Egner recommended that about half of the cost to process applications be recovered from application fees. The fee schedule presented was based on that assumption. The new planning fees will be presented to the City Council at the next Council meeting.

III. OLD BUSINESS

A. Sludge Management Plan Update

John Thomas gave a report on the sludge management plan.

IV. ADJOURNMENT

The meeting was adjourned at about 8:00.

Respectfully submitted,

original signed by

Bert S. Teitzel

MINUTES
COMMUNITY DEVELOPMENT COMMITTEE

Thursday May 9, 1991 Wastewater Treatment Plant 7:00 p.m.

Members Present: Jack Nulsen, Donna Proctor

Staff Present: Duane Cole, Bert Teitzel, John Thomas

Others Present: Elvern Hall

Joe Young, who resigned from the City Council, was a member of this committee. The committee now only has 3 members so the 2 members present constituted a quorum.

I. CALL TO ORDER

The meeting was called to order by Jack Nulsen at 7:00 p.m.

Prior to proceeding with the agenda, there was a discussion on the sludge at the Wastewater Treatment Plant and the problems that it was creating. Mr. Teitzel and Mr. Thomas outlined, for the committee, what steps they were taking in moving the sludge off of the site and disposing of it. They also discussed future options in managing the sludge.

II. NEW BUSINESS

A. Streets Systems Development Charge

Mr. Teitzel went through a presentation on systems development charges for streets. The basic concept that is being proposed is developing the list of street improvement projects that is required to support the development that will occur in the urban growth boundary. The City cost of these projects is projected based on the policy established by the committee for City cost versus developer cost on various streets.

The total projected trips, in accordance with the Institute of Traffic Engineers Rate Generation Formulas, is also computed for all of the vacant buildable land within the urban growth boundary. By using these two figures, a cost per trip is developed to fund the City share of the required improvements. The preliminary numbers that Mr. Teitzel presented would amount to \$31.00 per trip generated by the different land uses. For example, a single family residence that generates approximately 8.4 trips per day, would equate to a systems development charge of \$261.00. This seems to be a very reasonable number when compared to Washington County's system development charge for streets, which is \$1,300.00.

There was discussion by the committee concerning this proposed charge and no action was taken at this time. Mr. Teitzel will be developing a final recommendation and report to submit to

developing a final recommendation and report to submit to developers and builders in the area prior to re-presenting it to the committee for action.

B. Engineering Plat Check Fees

Mr. Teitzel stated that since he originally put this on the agenda two months ago, that the planning department is working on some fee increases for planning related issues. This item will be integrated in with that proposal.

C. Grant Street Local Improvement District

Mr. Teitzel explained that the City has received a petition for improving Grant Street by an L.I.D. process. This will require the replacement of the sanitary sewer and the water line in that area. At the present time, because of the limitations and restrictions of Ballot Measure #5, the normal method of financing an L.I.D. through the Bancroft Bonds is no longer available to the City. The Cities of Portland and Springfield are working on alternate financing methods, however, there is nothing in place at the present time. The staff is, therefore, recommending that the hearings be held to form the L.I.D. and the L.I.D. be formed with the understanding that the improvement will be delayed for construction until the summer of 1992. The City will contract for, and install, the water line and sewer line replacements in this construction season. The committee agreed with this approach and recommended it to the City Council.

D. Water Demand Studies

John Thomas discussed with the committee the different water demand studies that were taking place and the City's involvement in the different studies. This was an information item and no action was taken.

E. Dust Control

This was presented to the committee by Mr. Teitzel, and the committee recommended that a contract be awarded to Pelletrox, Inc. by the City Council.

F. Public Works Week

Public Works Week was also discussed with the committee. Mr. Teitzel and Mr. Thomas informed the committee as to what activities we are going to be having during that week. The committee recommended that the City Manager provide donuts to the Public Works Department during that week.

II. OLD BUSINESS

A. Meridian Street Railroad Crossing

This crossing is deteriorating and some action needs to happen. It was agreed that the State will still be asked to go ahead and grind off the asphalt on the north side of the crossing. Also a letter will be sent to Southern Pacific with a copy to the Public Utility Commission concerning the complaints on the crossing.

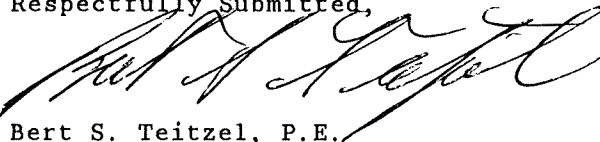
B. Properties in the City not Connected to City Sewer

Donna Proctor asked about the properties in the City that are not connected to the sanitary sewer, specifically the one at the intersection of Meridian and Crestview. It has a failing septic tank and Ms. Proctor wants the City to pursue having that property connected to the sewer.

III. ADJOURNMENT

The meeting was adjourned at about 8:30 p.m.

Respectfully Submitted,



Bert S. Teitzel, P.E.

MINUTES

COMMUNITY DEVELOPMENT COMMITTEE

Thursday, December 13, 1990 Wastewater Treatment Plant 7:00 p.m.

Members Present: Alan Halstead, Jack Nulsen, Donna Proctor

Staff Present: Duane Cole, Bert Teitzel, Larry Anderson

Others Present: Elvern Hall

I. CALL TO ORDER

The meeting was called to order at about 7:00 p.m. by Alan Halstead

II. NEW BUSINESS

A. The Six Year Highway Improvement Plan

The proposed projects presented by Mr. Teitzel were approved with the addition of the Yamhill/Newberg Highway from the Southern Pacific Tracks on North Main Street, to the north and west, to the City limits to reconstruct roadway, construct curbs and sidewalks in fiscal year 1998. It was recommended by the Committee that a resolution be prepared and presented to the Council at the January 7, 1990 meeting.

B. Street Sweeper Bids

The sweeper bids were explained by Mr. Teitzel with the recommendation to authorize purchase of the Johnston 600 Series Sweeper for \$110,446.00. The Committee recommended that the City Council authorize the purchase of the Johnston 600 Series Sweeper. This is also to be on the January 7, 1990 Council meeting.

C. Report on Church Street

The preliminary report was discussed by the Committee with no action taken. This item will be brought back at a later date for consideration.

III. OTHER ITEMS DISCUSSED WITH NO ACTION TAKEN

A. The Fitness Center building on First Street.

B. A proposal to secure volunteers to take care of the street trees on First Street.

C. The roughness of the railroad crossing on N. Meridian Street.

D. The lack of centerline marking on Wynooski Street, where it is under construction.

E. Parking along Wynooski Street, just inside the City limits.

IV. ADJOURNMENT

The meeting was adjourned at about 8:00 p.m.

Respectfully submitted,

Bert S. Teitzel 

MINUTES

COMMUNITY DEVELOPMENT COMMITTEE

Thursday, July 12, 1990 Wastewater Treatment Plant 7:00 p.m.

Members Present: Alan Halstead, Jack Nulsen, Donna Proctor

Staff Present: Duane Cole, Bert Teitzel, Dennis Egner

I. CALL TO ORDER

The meeting was called to order at 7:10 p.m. by Alan Halstead.

II. NEW BUSINESS

A. The Proposal From the County to Establish a County Gas Tax or a County Vehicle Registration Fee

It was a general consensus of the members present that this may be a good idea, however this was not a good time to propose a new tax. It would be hard to show the needs versus the other needs for general tax that are not presently being met. There were also several other points discussed including how the gas tax would be distributed to the City's in the County and whether the new tax should be directed to a specific project or projects. Duane will respond to the County with a letter pointing out the discussion of the committee.

B. The Second Street Waterline

Mr. Teitzel explained the need for the waterline and that this was a project that was developed after the budget was put together because of the numerous leaks in the system. It is recommended by staff that the Second St. Waterline Project proceed and other projects on the proposed capital budget be delayed, such as the Highway 99 and perhaps the Highway 219 project. The committee recommended that we proceed with the Second Street Waterline.

C. Agreements with Water Districts

Mr. Teitzel presented a draft agreement that would be used to establish formal agreements between the various water districts that buy water from the City. There was discussion by the members present about the status of the water districts and any new connections that were being proposed. After discussion of the agreement it was generally agreed by the members that in section 4 there should be a provision to appeal the City Managers decision to the City Council and that the application fee be established at

\$50.00. With those additions the proposed agreement was approved by the committee.

D. Periodic Review/Historic Preservation Update on Planning Commission Draft

Dennis Egner explained, to the committee, the status of the Periodic Review and reviewed the Historic Preservation Ordinance with the committee. Discussion centered around the new proposed amendments that would allow manufactured homes in certain single family dwelling areas and the Historic Preservation Ordinance. This was just an information item so no recommendations or decisions were made.

E. Planning Fee Schedule

Dennis Egner presented the proposed fee schedule increases for the Planning Department. The discussion centered around the justification for the fee increase and the timing of the fee increase. There was no consensus of the committee as to whether the fee increase should proceed or not.

III. OLD BUSINESS

A. Composter Failure

A report was given on the composter. Duane Cole contacted EPA this week and was informed that they still have not reviewed the material sent to them six months ago and that they felt that it could be reviewed within the next two weeks. It was suggested that 10 yards of sludge be submitted to EPA with the report for their consideration.

B. NE Area Transportation Plan Process

Duane Cole explained to the committee that the staff has met on this issue and is developing a process and alternatives to present to the City Council at their September 4th Council meeting. He also explained to the committee that their will be a public information meeting on this issue in mid-August. This information will be given to the paper in the form of a press release on Friday.

C. Connections to the Sanitary Sewer

A list of properties not connected to the sanitary sewer was distributed to the committee along with the applicable sections of the City Ordinance. After a discussion of the list, the staff was directed by the committee to proceed to have the people on the list, that were not connected to the sewer, connected if a sewer was available to them. The staff will be sending out information letters to people to verify the list prior to sending official notice to connect to the sewer.

IV. ADJOURNMENT

The meeting was adjourned at approximately 9:15 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Bert S. Teitzel", written in dark ink.

Bert S. Teitzel