

CITY COUNCIL

February 13, 1980

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January 2, 1980

January 9, 1980

January 23, 1980

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- B. Willamette St. LID Method of Assessment
- C. Frank's Disposal Service, Request for Rate Increase
- D. Comments on Alternatives to Open Burning of Domestic Yard Debris

V. E: Request for Liquor License Renewal, Round Table

F. 1980-81 Budget Review, Employees' Request for Wage &
Benefit Increase

G.

CITY COUNCIL

February 13, 1980

Mayor Marjorie Stewart called the meeting to order at 7:30 p.m. Councilmen Noel Ferry and Jack Harper were present. Councilmen Earl Parrott and Lloyd McFall were absent. City Attorney Derryck Dittman, Gary Buford, Todd Dugdale, Mr. & Mrs. Jerry Neill, LaVerne Will, Chief of Police Stanislawski, City Administrator Tad Milburn, and Recorder Polly Blankenbaker were also present.

I. MINUTES APPROVAL

Mr. Harper moved the minutes of January 2, 9, and 23 be approved as submitted. Mr. Ferry seconded the motion. The motion carried.

II. APPROVAL OF BILLS AND ACCOUNTS

Mayor Stewart questioned how the City would get reimbursed for the engineer's fee on Whitmore Estates. The Recorder explained that when the developer got a building permit for utility and street improvements, he would pay an extra fee for inspection. Mr. Harper moved the bills be paid. Mr. Ferry seconded. The motion carried.

III. ANNOUNCEMENTS AND CORRESPONDENCE

There were none.

IV. REPORTS

- A. Police Department - Chief Stanislawski presented a written report. Mr. Harper questioned the number of alarms at the intermediate school. Mayor Stewart asked if the MIP and Possession of a Controlled Substance were in connection with a tavern. Chief Stanislawski replied no.
- B. Legal Counsel - Mr. Dittman reported the closing is complete on the HUD property.
- C. Public Works - Mr. Neill presented a written report of the Public Works activities for the month. Mr. Neill said he would like to hire another CETA utility worker and put the present CETA employee on the city payroll. Mayor Stewart felt this would have to be considered in with the budget as a whole.

- IV. D. Planning Department - Mr. Dugdale said included in his report is a letter to LCDC requesting a planning extension with a revised work schedule. The plan is expected to be ready for adoption in June. MSD has completed their draft plan review on Parts 1 and 2. The staff is now incorporating the revision for compliance with the regional plan. Mr. Dugdale suggested a joint Public Hearing on the final draft. Mr. Ferry moved to approve the letter to LCDC asking for an extension. Mr. Harper seconded the motion; the motion carried. Mr. Dugdale said the attorney will review the draft ordinances before publishing. The Planning Agreement with the County should be ready for the Council's February 27th meeting.
- E. Library - There was no Library report.
- F. City Administrator - Mr. Milburn reported that the offer to N. L. VanDolah of \$9,545 which was the assessed value plus 15% has been accepted. Mr. Harper moved that the VanDolah lot be purchased. Mr. Ferry seconded; the motion carried.
- G. Park - Mr. Milburn said he had set February 19th at 10 a.m. for a Park Board meeting.

V. AGENDA ITEMS

- A. Arts and Crafts Show, Pat Bither - Mrs. Bither explained that what we would like to do would be to acquire a city license to shut the street off in front of the flower shop for the Saturday of the Robin Hood Festival. Mrs. Bither said booths will be set up on both sides of the street and down the center. Mr. Harper was concerned that the aisle left between booths would not be large enough. Mrs. Bither said the booths would be set up at 8:00 a.m. and taken down by 9 p.m. Mr. Harper felt there should be someone there from the City. Chief of Police Stanislawski commented you can't block off the whole street. Mrs. Bither said they had a petition signed by all the merchants affected. Mayor Stewart felt this might take the place of the carnival they once had. Mrs. Bither said they had a mailing list of 2,000. She said we want the street filled by June 2 and we need to get our feelers out now. She said they wanted to bring in approximately 100 crafts. Council decided to postpone the final decision until February 27 which will be after the next Robin Hood Festival Asso. meeting.

- V. B. Willamette St. LID Method of Assessment - Mr. Buford referred to the map and letter of transmittal dated February 12th. He explained the City Attorney and City Administrator had met and discussed the possible methods of assessment. They all concurred this was the fairest and most equitable method of assessment. He explained the shaded area on the map indicates a Type I assessment; the remainder will bear a Type II assessment. Mr. Ferry moved the Willamette St. method of assessment be approved. Mr. Harper seconded the motion. The motion carried.
- C. Frank's Disposal Service, Request for Rate Increase - Mr. Milburn explained Mr. Frank will be at the February 27th meeting to present his request for rate increase. Mayor Stewart asked Mr. Milburn to check with Tualatin and Tigard to see if they have made any agreement on rate increase. Council also asked for an explanation of the call back charge.
- D. Comments on Alternatives to Open Burning of Domestic Yard Debris - Mr. Milburn explained that DEQ has requested some ideas about how we will handle leaves and so forth if they cut out back yard burning. The options Council came up with were hiring a private hauler and making alcohol for vehicle use. No final decision was made.
- E. Request for Liquor License Renewal, Round Table - Mr. Harper moved the liquor license for the Round Table be approved for renewal. Mr. Ferry seconded the motion. The motion carried.
- F. 1980-81 Budget Review, Employees' Request for Wage and Benefit Increase - Mr. Harper felt the Council should meet in Executive Session to discuss wages. Mayor Stewart said we have got to the point where if we loose Revenue Sharing we would be in real trouble. She said salaries have got to be in the proper place, no matter what we have to do otherwise. We have to get a broader tax rate or let employees go.

Mr. Dugdale said the employees who are signatores to this request asked me to be spokesperson on this request. We wish to open a line of communication and simply to communicate to you our evaluation as regard to wage and benefit package. He explained the employees met at lunch time to discuss the budget and cost of living increase. The 10% cost of living increase would not address the erosion of buying power. The benefit package is really the most cost effective to the employee and City. The employees' request is 10% wages and dependent medical coverage paid by the City, and dental and vision coverage for employees paid by the City.

Mayor Stewart said she wanted all the salaries moved back into the General Fund. She suggested that as the Reserve Building Fund could be used for Public Works buildings, the Water and Sewer Funds should contribute to the Building Fund.

The need to increase water rates was discussed.

Mayor Stewart requested Recorder gather information on how many employees cities of about 2500 have. She felt we should perhaps have more money in printing for the Comprehensive plan.

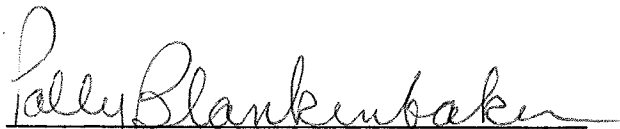
Polly Blankenbaker explained to the Council some of the changes in the budget law due to the tax relief legislation.

Council decided to meet in Executive Session on Tuesday, February 19th at 7 p.m. to discuss wages and benefits.

Mr. Harper moved Ron Garand be appointed to the Budget Committee for a term of four years. Mr. Ferry seconded the motion. The motion carried.

The meeting in Beaverton on Cable TV was discussed.

The meeting was adjourned at 11:00 p.m.


Polly Blankenbaker, Recorder


Marjorie Stewart, Mayor

Council Meeting February 13, 1980

Checks Dated December

5562	Public Employ. Retirement System, PERS	
	(This check was approved January 9 and subsequently voided)	-1,563.55
5629	Public Employ. Retirement System, PERS	1,548.03

Checks Dated January

5631	Timothy Birch, Bail Refund	35.00
5632	Petty Cash, Postage 41.71, Uniform Cleaning 15.20, Library Book 1.95, Equipment Repair 5.97, Library Periodicals 4.50, Shop Supplies 11.01, Water Rights Application 20.00 Film, 13.49, Library Supplies 3.25, City Hall Supplies 10.75	127.83
5633	U. S. National Bank, '64 Sewer Coupons	281.25
5634	Dept. of Motor Vehicles, License Suspension	5.00
5639	First American Title Ins. Co. of Oregon, Escrow Comm. Center Access Lot	8,000.00

JANUARY, 1980 PAYROLL AND WITHHOLDING

5630	Washington County Empl. Credit Union	155.00
5635	Dist. Court Coos County, Cain Garnishment	90.45
5636	Washington County Empl. Credit Union	155.00
5637	VOID	
5645	U. S. National, Federal W/H	1,817.70
5646	Dept. of Revenue St. of Oregon, State W/H	783.00
5649	Social Security Revolving Account, Social Security	1,934.10
5650	Public Employ. Retirement System, PERS	1,548.03
5651	League of Oregon Cities	1,041.65
5652	Oregon Administration, Accident Ins.	30.94
5653	League of Oregon Cities, Salary Plan	38.78
5654	League of Oregon Cities, Life Ins.	33.70
1574	T. Milburn	501.11
1575	P. Blankenbaker	247.81
1576	C. Henderson	262.48
1577	L. Kosatka	414.70
1578	L. Will	324.98
1579	D. Westerlund	236.43
1580	H. T. Dugdale	410.34
1581	J. Neill Sr.	467.10
1582	M. Zuniga	347.94
1583	M. Myers	367.18
1584	C. Hall	238.99
1585	VOID	
1586	D. Stanislawski	462.61
1587	J. Cain	334.54
1588	L. Pedersbeck	387.52
1589	J. North	347.01
1590	T. Milburn	501.12
1591	P. Blankenbaker	247.80
1592	C. Henderson	262.48
1593	L. Kosatka	414.70
1594	L. Will	324.97
1595	D. Westerlund	236.43

1596	H. T. Dugdale	410.34
1597	J. Neill Sr.	467.10
1598	M. Zuniga	392.50
1599	M. Myers Jr.	367.18
1600	C. Hall	263.67
1601	D. Stanislawski	462.61
1602	J. Cain	214.94
1603	L. Pedersbeck	359.41
1604	J. North	320.95

ACCOUNTS DUE FEBRUARY, 1980

5638	U. S. National Bank, '72 Water Bonds & Coupons	25,138.00
5640	U. S. National Bank '72 Water Coupons	2,759.00
5641	First American Title Ins. Co. of Oregon, Escrow Community Center	74,804.82
5642	George Andrews, Option on Com. Center Property	100.00
5643	City of Forest Grove CATV	30.00
5644	U. S. National Bank, '64 Sewer Coupons	112.50
5647	U. S. National Bank, '72 Water Coupons	634.50
5648	OMFOA Conference attended by City Admin. & Recorder	87.00
5655	Sherwood Lumber Yard, Equip Repair 4.00, Street Signs 6.96, Street Maint. 4.50, Water Maint. 9.79, Sewer Maint. 7.50, Park Maint. 12.24, City Hall Maint. 20.83, Shop Supplies 74.52	140.34
5655	Franklin Watts, Library Book	7.09
5657	The Baker & Taylor Co., Library Book	133.90
5658	The Childs World, Library Book	59.12
5659	Outdoor Eduquip, Library AV	32.45
5660	Washington County, Street Signs	45.60
5661	Union Oil, Gas	927.34
5662	Unified Sewerage Agency, Utilities	48.00
5663	Tualatin Photo, Inc., Film	10.29
5664	Southwest Office Supply, Police Supplies 31.77, Office Supplies 26.84	58.61
5665	Sherwood True Value Hardware, Casette Recorder 48.54, Equipment Repair 8.96, Sewer Maint. 3.32, Park Maint. 2.40, City Hall Maint. 79.66	142.88
5666	Les Schwab Tire Center, Equipment Repair	37.40
5667	Six Corners TV Lab, Police Supplies	16.00
5668	Six Corners Chevron, Equipment Repair	4.75
5669	Rainbow Laboratories, Water Tests	45.00
5670	Susan Elliott, OACA Treasurer, membership	20.00
5671	Portland Concrete Pipe Co., Street Maint.	97.40
5672	Public Contract Review Board, Forms	4.00
5673	PGE, City & Shop 71.66, Street Lights 852.07, Water Pumps 644.78	1,568.51
5674	Anthony Pedlay, Municipal Court Judge	200.00
5675	Oregon Asphaltic Paving Co., Street Maint.	15.50
5676	Dept. of Revenue, St. of Oregon, State Share of Citations	191.00
5677	Nelsen Printing, Police Records	45.00
5678	Nudelman Bros., Police Uniforms	154.00
5679	Northwest Natural Gas, City Hall & Shop	231.79
5680	International Conference of Building Officials, Membership \$50., Book 5.00	55.00
5681	H & M Business Products, Copy Paper	41.05

PUBLIC WORKS
January 7, 1980 - February 8, 1980

1/7/80 - 1/11/80

WATER

Routine	10.5 hrs.	
Water Sample	2.	
Locate water line	2	
Check water meter	1	
Check water leak	2	
Service orders	1	
Turn offs	4	Total hrs 22.5

SEWER

Repair sewer line	10	
Check sewer manholes	3	
Check treatment plant	1.5	Total 14.5

STREET

Check for ice spots	3	
Sanding of streets	6	
Clean storm ditches	2	
Check storm ditches	4	
Pump out storm ditch Lincoln	6	
Patch holes	1	Total 22

PARK

Clean City hall & Library	7.5	
Dump trash cans	2	
Clean up around park	1.5	
Fix toilet in Library	1.5	Total 12.5

MAINTENANCE

Dump truck	3.5	
GMC	1	
1970 Dodge	2	
Dump ready for sanding	2	
1975 Ford	1	
1972 Sewer Truck	4	Total 13

MISCELLANEOUS

Tualatin City Park	1	
Pick up sand	1	
Pick up parts for dump	1	
Shop Maintenance	1.5	
City Hall	4	Total 18.5

1/14/80-1/18/80

WATER

Routine	12 hrs
Water Sample	2
Uncover water line 1st & 2nd	6
Read meters	34
Rereads	2
Pump out water meters	2

SEWER

Checked manholes & measured	6
Sewer plug 3rd St.	4
Clean sewer lines	9
Sewer plug Park St.	2

STREET

Check storm drain backup	6
Clean storm drains	6
Repair holes	2

PARKS

Clean City Hall & Library	8
Dump trash cans	1
Check around Park	2
Take care of dogs City Hall	1

MAINTENANCE

1970 Dodge	2
Skill saw	1.5
4 X 4 Jeep	2

MISCELLANEOUS

Move sweeper	1.5
Pickup barricades	2
Paper work	2
Order parts	2
Pickup parts	1

1/21/80 - 1/25/80

WATER

Routine	12	
Service orders	3	
Water samples	1.5	
#3 Pump chart	1	
Water leak	3	
Locate water line	2	Total 21.5

SEWER

Lamp sewer lines	11	
Clean sewer lines	12	Total 23

STREET

Check storm drains	1	
Patching	6	
Install No U Turns	8	
Straighten Signs No. Sherwood	5	Total 20

PARKS

Clean City Hall & Library	7	
Haul newspapers away	2	
Dump trash cans	1	
Clean up around bus stop	1	
Check park	2.5	
Cabinets for police	7	
Plug holes City Hall	1	Total 21.5

EQUIPMENT MAINTENANCE

GMC	1	
Check out sweeper	1	
79 Plymouth	1	
75 Ford	1	
70 Dodge	1	Total 5

MISCELLANEOUS

Pick up supplies for Police Dept.	2	
Paper work time sheets & Bill	1	
Clean shop	2.5	
Pick up cold mix	1.5	
Pick up 4 X 4 post	1	
Junk man	1.5	Total 9.5

1/28/80 - 2/1/80

WATER

Routine	15	
Repair frozen pipe	4	
Frozen meters	5	
Locate water valve	4	
Locate water line	2	
Cover door #3 well	2	
Frozen pipes	4	
Nonpayment	1	
Check pump	2	
Service orders	1	
Repair City Hall frozen pipes	9	

SEWER

Check manholes So. Sherwood	1	
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STREET & STORM DRAINS

Pick up barricade off Washington	1	
Barricade off Washington	1	
Take measurement storm drain	1	
Sanding Roads	8	
Check hill for ice	4	

Clean storm drains	2
Patch St.	1.5

PARKS DEPT.

Clean City Hall & Library	6.5
Turn & wrap pipes City park	3
Repair broken window	2
Cabinet in police office	2
Lights in police office	1
Dump trash can	1.5
Check City Park	1.5

MAINTENANCE

Ford dump truck	4
Start all equipment	3
Chain up 75 Ford	1
Take battery out of sewer cleaner	1
Load Ford with sand	1.5
Battery charger repair	1
Water pump	1
Jeep	2
Backhoe	2
1970 Dodge	1

MISCELLANEOUS

Heater for pump	1
Heat tape for frozen pipes	1
Pick up extension cord	.5
Battery for backhoe	1
Pick up tire for Dodge	.5
Buy part for City Hall	1.5
Check on tapes for #3 pump	1

2/4/80 - 2/8/80
February 4 Holiday

WATER

Routine	12
Water sample	2
Service orders	2
Locate water lines	4
Locate water service	2

SEWER

Locate sewer line & Tee	19
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Street

STREET

Check storm drains	3
Check storm drain manholes	1

PARK

Clean City Hall & Library	6
Dump trash cans	2
Fix backhoe barn door	5
Cut tree up	6
Check City Park	3

MAINTENANCE

Clean police car	2.5
Backhoe	6

MISCELLANEOUS

Order parts for Case	2
Order parts for '79 Plymouth	2
Pickup parts	2
Order parts for '75 Ford	2
Paper work	2

MEMORANDUM

February 12, 1980

TO: City Council
FROM: Todd Dugdale, Planning Director *TD*
RE: January Planning Department Report

I. COMPREHENSIVE PLANNING

- A. Planning Extension Request - The staff has prepared a request to LCDC for additional time to finish our work on the Plan (see attached letter and revised work schedule.)
Action Requested: Authorization to forward the request
- B. Final Draft Revisions: Part 1 and Part 2 - The staff is preparing revisions to the final draft of Parts 1 and 2 of the Plan to address comments by MSD resulting from their draft plan review (see attached letter and summary of comments).
- C. Draft of Part 3 Community Development Regulations--- The Planning Commission is currently reviewing draft portions of the implementing ordinances for the Plan. In January they reviewed new mobile home ordinances and in February are reviewing the administrative provisions portion of Part 3 (see attached preliminary draft portions of Part 3).
- D. Urban Planning Area Agreement with Washington County.- The staff has drafted an agreement for discussion with Washington County and MSD on February 20, 1980. The agreement must be completed before submission of City or County plans for acknowledgement. The agreement spells out City/County planning responsibilities in the Urban Growth area. The staff will forward to the Council the draft resulting from next week's meeting with the County for your review at a later meeting.
- E. February Plan Related Meetings
February 12 Planning Commission
 Review and Revise Chapter 1 Administrative Provisions, Part 3 Community Development Regulations.

II. PLANNING ADMINISTRATION

A. Pending Applications

- February 11 Site Review Board
 Site review for Phase Four of Adkins Office
 Commercial development near Six Corners
- February 13 City Council
 Willamette St. Drainage LID - review method
 of assessment
- February 19 Planning Commission
 PUBLIC HEARING - Request by Donna Baron for a
 zone change from R-3 (high density residential)
 to C-1 (limited commercial) for a parcel
 located at Second and Washington
- February 20 City Council
 - PUBLIC HEARING - Baron Zone Change
 - Review of Draft Urban Planning Area Agreement
 (tentative).

B. Cedar Creek Sewer LID

The City expects to receive a property owner petition for an LID to construct the Cedar Creek Trunk extension from Washington St. to Sunset and secondary lateral lines. The staff met with interested owners last week to review the LID process and sewer improvement plans.



P.O. Box 167
Sherwood, Oregon 97140
625-5522 625-5523

January 25, 1980

Wes Kvarsten
Department of Land Conservation and Development
1175 Court Street NE
Salem, Oregon 97310

Dear Mr. Kvarsten:

The City of Sherwood hereby requests a Planning Extension to provide additional time to bring its Comprehensive Plan and implementing ordinances into compliance with LCDC goals and guidelines.

Specifically, the City requests that the current compliance date of January 1, 1980 be extended to July 1, 1980 to permit completion of the final phase of Comprehensive Plan development.

The need for the additional time requested was created by an extended draft plan review and revision process involving the City's Citizen Involvement Committee, Sherwood Citizens Planning Advisory Committee, the Sherwood Planning Commission, and the Sherwood City Council. Most recently, the City has required additional time to complete the Metropolitan Service District's draft plan review. Changes in drafts of Part I Background Data and Analysis and Part 2 Community Development Plan recommended by Metro to achieve compliance with regional plans will require unanticipated additional time.

In addition to delays associated with revisions to the final drafts of Parts 1 and 2, review and revisions to the draft of Part 3 Community Development Regulations, the City's implementing ordinances, is proceeding slower than expected.

To complete its plan compliance work, the City is committed to the attached revised work program for the period January 1980 through June 1980.

Sincerely,

A handwritten signature in cursive script that reads "Todd Dugdale".

Todd Dugdale
Planning Director

cc: Linda MacPherson, LCDC
Larry Frazier, Washington County
Sue Klobertanz, MSD

REVISED WORK PROGRAM

TASK	J	F	M	A	M	J	J	RESULT
<u>FINAL DRAFT REVISIONS OF PART 1 and PART 2</u>								
City Council Revisions	XXXX	XXXX						
MSD Draft Review Revisions		XXXX	XXXX					
<u>FINAL DRAFT REVISIONS OF PART 3</u>								
Planning Commission								
Chapter 1 Revisions		XXXX						Second Draft Chapter 1
Chapter 2-3 Revisions			XX					Second Draft Chapters 2-3
Public Hearing/Revision/ Adoption of Part 3			XX					Planning Commission Recommendation Part 3
City Council								
Review/Revision Part 3				XXXX				Final Draft of Part 3
<u>PLAN ADOPTION/ACKNOWLEDGEMENT</u>								
City Council Public Hearings Parts 1-3					XXXX			Testimony on Final Drafts of Parts 1-3
Final Revisions Parts 1-3					XX			Revised Final Draft
Council Adoption					X			Adopted Plan
MSD Final Review						XXXX		MSD Recommendation
LCDC Acknowledgement Review							XXXX	Acknowledgement

Metropolitan Service District

527 SW Hall Portland, Oregon 97201 503/221-1646

Memorandum

Date: January 23, 1980
 To: Todd Dugdale, Planning Director, City of Sherwood
 From: Ken Lerner, Metro Plan Review *KL*
 Subject: Draft Review of the Sherwood Comprehensive Plan Draft

We have completed our review of Parts I and II of the Sherwood comprehensive plan and are impressed with the overall quality of work. We would like to thank you for having met with us on December 20, to discuss our review. This memo and the attached pages are a follow-up to that meeting and discussion.

The review is designed to identify issues of regional concern which should be remedied prior to final adoption of the plan and acknowledgment review. These items have been noted by an asterisk (*), and those followed by an "E" are essential for a favorable recommendation from Metro.

Suggestions for how these problems might be addressed by the City indicate only what we feel would be adequate to ensure that regional interests are protected (and so to receive a favorable recommendation from Metro) and do not necessarily represent what LCDC might view as an adequate solution.

In addition, we have identified any instances where the plan does not fully address one of the criteria on the Metro/DLCD review worksheets. Although the list of these items may appear imposing, DLCD does not generally expect that all criteria must be met for acknowledgment. If you have any questions or problems about if or how any of these items should be addressed, we strongly encourage you to take these matters up with the DLCD review team at an early date to determine what more may have to be done before acknowledgment. If we can assist you in these discussions or in making needed changes, please let us know.

If you have any further concerns or questions about our review, please do not hesitate to contact myself or Jill Hinckley at the Metro office.

KL:g;
 6531/D1

cc: Linda Macpherson, DLCD
 Jim Knight, DLCD
 Art Schlack, Washington County

SHERWOOD DRAFT REVIEW

(Numbers Refer to Items on the
Metro/DLCD Plan Review Checklist)

0. General Requirments

*E (0.1.9) As discussed at our meeting the plan will need opening language to recognize Metro's role in future plan amendments.

The Metro sample language relating to re-opening of acknowledged plans can be included in Part Two of the plan on page II-5 under plan amendments as an introduction to this process.

*E (0.2) The population projections, as you know, are not consistent with the "208" population projections. Metro staff is still evaluating the nature and extent of the problem. We would like an opportunity to discuss this issue with both you and with Washington County staff in the near future.

Goal #1: Citizen Involvement

(1.6) There are no apparent citizen involvement problems; however, no Committee for Citizen Involvement (CCI) evaluation of the City's Citizen Involvement Program (CIP) has been submitted. The City should provide for and carry out a periodic CCI evaluation.

Goal #2: Land Use Planning

(2.1.1) To demonstrate that you have addressed all inventory requirements of the various goals, you should include a "disclaimer," listing all the resources and hazards which are not present in the City and for which, therefore, inventory requirements do not apply.

Following is a list of inventory requirements which appear not to apply to the City:

5.1.3	Energy Sources
5.1.5	Significant Natural Areas
8.1.1.8	Hunting
8.1.1.9	Angling
8.1.1.10	Winter Sports
12.1.1.4	Air
12.1.1.5	Water
12.1.1.8	Pipeline

(2.1.2) We understand that you are now beginning work on implementation measures to carry out the plan. It is our understanding that the plan designations will correspond to a zone designation, but we will need the actual ordinance to examine uses permitted, conditions, standards, etc. for uses in each designation. Ordinance provisions should be consistent with and adequate to carry out all major plan policies.

(2.2.1) There is no list of the location of plan documents on file. This can be included in the letter of submittal.

3 *E (2.1.2.1) In general, case law provides that plan policies control the plan map. However, the Sherwood plan states that the plan map controls. In order to remedy this in consistency we suggest that additional language should be added to the standards for approval of plan amendments on page II-6 of the Community Development Plan to provide that any amendments to the map must be consistent with all plan policies in that area. X

*E (2.2.2) The plan should state that it is a complementary plan and recognize that the Washington County plan will apply to land within the Sherwood planning area, but outside of the City limits. In other words, the Sherwood plan only applies within existing City limits. This can be included in the plan either in the growth management section introduction, in the land use section introduction, or in the plan introduction itself.

*E (2.2.2.1a) No Urban Planning Area Agreement (UPAA) or other agreement has been noted or submitted. Metro will provide coordination assistance in working out an UPAA with the County .

Goal #4: Forest Lands

(4.1.4) The plan does not indicate the condition or extent of urban forests except for riparian forests. An inventory of the location and extent of other urban forests ^{would} fulfill this criterion. X

(4.2.2) Policies retain forest land in forest use only as long as they are not needed for urban use. Urban uses related to habitat and resource protection are encouraged in urban areas (i.e., to prevent soil erosion, windbreaks, scenic corridors, etc.). This policy is adequate to meet goal requirements, if it is accompanied by very direct implementation measures.

Goal #5: Open Space, Scenic and Historic Areas

(5.1.6) There is no inventory of scenic views and sites but plan policy does reference scenic corridors (CP II V-2 and V-22). The location and extent of scenic corridors should be clarified in Sherwood as part of the inventory requirements.

(5.2.2, 5.2.3.3, 5.3.1) The plan contains policy to evaluate consequences regarding areas of conflicting uses but does not contain policy adequate to protect resources to the extent possible even where conflicting uses are justified. As we discussed, one way this problem can be dealt with is by including policy and implementation for a site design review procedure designed to protect the resources. The policy language can be included after Policy 4, p. V-13 in the Community Development Plan.

Goal #6: Air, Water and Land Resources Quality

*E (6.1.1.2, 6.1.1.3, 6.2.2.1) The plan accurately recognizes that Sherwood is within a non-attainment area for air quality standards. However, some of the data should be updated to recognize that the ozone standard will be exceeded and that there may not be a problem with particulates. Also, the plan should include policy to cooperate with Metro in air quality planning adequate to address these concerns.

*E (6.1.2.3) Page V-17 of the plan states that there are problems with run-off that affect water quality. This contradicts the following paragraph which says that there are no problems identified. This situation needs to be clarified as it is confusing and contradictory. The plan should, either clearly explain the facts and reasons which lead to a conclusion that there is no water quality problem or, include a policy to provide that water quality problems associated with storm water run-off will be addressed as part of the proposed drainage plan, and if applicable through cooperation with Metro in regional drainage planning.

*E (6.2.2.4) The plan needs to include sample language on cooperation with the Waste Treatment Management Component (WTMC) as per the sample language in Section III-J of Metro's Plan Review Manual.

Goal #7: Natural Hazards

(7.1.4, 7.1.8) As we discussed with staff, the drainage issue and the related hazards, high groundwater, and erosion and deposition, should be dealt with in the proposed drainage plan. Whether or not existing measures are adequate to provide interim protection against the associated hazards are unclear. If poor drainage poses a threat to property only in the Washington Hill area, then the proposed LID for drainage facilities in this area is adequate. If there are other areas subject to basement flooding or other hazards from high groundwater or poor drainage, policies for protection of "construction sites" will be adequate only if intended to mitigate hazards to new construction and not simply reduce problems created by the construction activity itself and if it is the City's intent to implement these policies in its subdivision or other ordinance prior to acknowledgment. From our discussion, it appears likely that the City is currently providing adequate protection, but the information and policy in the plan itself needs to be revised to make it clear how this is being accomplished.

One note regarding Policy 1, V-8, in the first strategy, where "sedimentation ordinances" are referenced, this should be changed to "erosion control ordinances", since that is the purpose of the ordinance.

(7.2.1, 7.3.1) The plan does not clearly define areas subject to hazard from erosion or poor drainage, beyond mentioning the erosion problem in the Washington Hill area.

Ideally, the plan should include maps showing the location of these hazards. At a minimum, the written descriptions should be more specific and the location of detailed maps referenced.

Goal #8: Recreational Needs

(8.2.1) The plan does not identify specific park and open space needs; however, the City will be preparing a park and greenway plan review which can include an analysis of need. Even though the plan has all the information necessary to summarize specific needs it would be helpful to include this in the proposed study.

(8.2.2.1) No policies which address role of private enterprise or private park developments recreational opportunities were included in the plan.

(8.2.2.3) The plan addresses available sites for certain uses, but does not contain a discussion of financial resources for acquiring and developing and maintaining sites. It is our understanding that this will be addressed in the proposed park study. If the study is not completed prior to acknowledgment, the plan should contain a discussion on how parks are to be financed.

(8.2.6) In the plan map, park sites are not identified consistent with the park map on p. V-21. The plan map should accurately show the size as well as the location of proposed park sites.

In addition, there are some inconsistencies between park map and plan map:

1. Reservoir/Tank park site is not identified as proposed park on plan map.
2. The greenway is overlayed on top of other designations.
3. The elementary school/park site (next to existing) is not identified on plan map.
4. The Edy Road park site is not identified on plan map.

Goal #9: Economy of the State

(9.1.2) There is no discussion of resources, only of availability of land.

(9.1.3) There is only limited discussion of the labor market. At a minimum, the plan should include employment of City residents by job type (sector).

(9.1.4, 9.2.1, 9.2.2) There should be more analysis related to economic development since Sherwood is projecting and planning for a relatively large increase in such development. While general transportation problems are discussed under Goal #12, the plan needs to further consider transportation alternatives, as well as, an

analysis of other alternatives, relating to the increased commercial and industrial development being proposed.

Goal #10: Housing

*E (10.2.2) As we noted during our meeting, a vacant buildable lands inventory is needed, by zoning and plan designations, broken down in relation to zones in order to calculate if housing needs are being met. Ideally, this should include the following within City limits, for each plan designation:

total vacant land
- constrained land (floodplain, steep slope)
buildable land
- streets
- public + semi-public uses
= net buildable
X density
= maximum capacity of net buildable by units
X vacancy factor
= occupied units
X persons per unit
= population provided for

*E (10.2.5) As mentioned in our meeting, policy should identify the need to supply multi-family (MF) units as lower cost housing, i.e., the plan does not include anything that related MF housing to low-income housing needs. This can be remedied by including MF housing to the strategies listed under Policy 3 on p. IV-16.

Also the plan designations and the zones which correspond to them need clarification.

If, as the plan states, each plan designation is to be implemented by one corresponding zone, and if, as you indicated, that zone will allow a maximum density of development at roughly the mid-point of the range provided for in the plan, then there may be some question as to whether a zone which allows minimum lot sizes of, say, 7,000 square feet is consistent with a plan map designation which provides for up to eight units an acre (5,000 square foot lots). We suggest that you avoid possible problems of this kind by explaining the intended application of the density ranges provided in the plan. In so doing, you should clarify whether these ranges are intended to specify minimum as well as maximum densities. If this is the case, the following language might be appropriate:

"For each plan designation, a maximum and minimum density has been indicated. The maximum density represents the upper limit which may be allowed -- it is not a commitment that all land in that designation can or should develop to that density. The zoning ordinance and map will define the circumstances under which the maximum density is permissible -- for example, through the application of a PUD zone

allowing density bonuses. Unless these circumstances pertain, the maximum density allowable will be specified by the zone which implements the plan designation, which will generally provide for a density of development at about the mid-point of the range provided for the plan designation. The zoning ordinance will also provide for a minimum allowable density, consistent with the low end of the range provided for the plan designation."

If the City does not wish to establish minimum as well as maximum densities allowed, then the above language should be revised accordingly. In this case, it would make more sense for the range to be revised so that the density at the low end corresponds to the maximum density allowed outright by the corresponding zone. If you prefer not to readjust the ranges this way, then plan policy on the status of the lower end of the range should be clear, e.g., "Densities between the low end of the range of the plan designation and the maximum density allowed by zoning are intended as an expression of the lower end of the likely density of development and are not designed to establish policy prohibiting less dense development."

(10.2.2.1) The plan should project future financial capability of households. This need not be numerical, just an indication of trends.

(10.2.2.2) Also the plan should project future price and rent ranges (estimates of trends) by housing type. This need not be numerical.

*(10.2.23) It will be helpful to have breakdown of total overall multi-family and single family housing, i.e., existing plus projected new summed.

*E (10.3) No implementing measures were reviewed, but they will be reviewed for the final review. Plan policy provides for special review of mobile homes. Review standards should be clear and objective so as not to conflict with the "St. Helen's Policy."

Goal #11: Public Facilities and Services

*E (11.1.1.4) The Sewer Service Plan mentions that two trunk sewer lines should be planned to serve the Upper Cedar Creek and the Upper Rock Creek Basins. The plan includes suggested sizing of trunk lines and findings indicate that such sewer extensions are being considered. However, while policy implementation states that sewer expansion beyond the UGB into Cedar Creek's upper basin is not practical, the plan should reflect the fact that sewer service outside the existing UGB is illegal as well as impractical, since it would conflict with both Land Use Framework Element policy and LCDC Goals.

*E (11.1.2.4) The City will be undertaking a groundwater study to determine if there is adequate capacity to serve the proposed need. This is a critical problem as all water is supplied, by well, from a groundwater supply and there has been trouble with excessive draw-down in one well. The Corps of Engineers, in their "Regional Water Supply Plan" (p. 34), has identified this problem and has recommended that groundwater information is needed in order to determine if Sherwood's needed flows can be accommodated.

Since it appears unlikely that this study will be completed for the acknowledgment request, the City should: (1) demonstrate a firm commitment to the completion and implementation of the proposed water supply plan, through both clear plan policy on a time line for this work and actual initiation of the study as soon as possible; and (2) adopt interim policy measures. Such measures might include a well monitoring program as outlined on p. 20 of the "Water Service Plan Amendment of Sherwood Comprehensive Plan," and growth controls that allow development only if there is adequate water supply for that development. These policies will be reviewed by Metro and have to be worded so that when implemented they will prevent growth which cannot adequately be served.

*E (11.1.3, 11.1.3.1, 11.1.3.2, 11.1.3.3, 11.1.3.4) The City will be providing a drainage plan to address these issues. Existing plan policy, along with a firm commitment by the City to undertake and implement a drainage plan, will be adequate provided the concerns discussed under Goals #6 and #7 are addressed.

Goal #12: Transportation

A memorandum from Metro's Transportation Department is attached. We hope you will give their comments serious consideration. Their relevance to goal compliance is indicated below.

*(12.2.1.1a, 12.2.4.4) There is no recognition of transportation disadvantaged. The plan should include data on the need (i.e., determine the number of elderly, poor, etc.), and policy to coordinate with Metro and Tri-Met.

*(12.2.2) There are inconsistencies regarding traffic volumes for the year 2000. The attached memo from the Metro Transportation Section gives an example: On Hwy. 99W the highest volume for 1995 is predicted to be 12,100, where current counts are 15,100. Traffic volumes need to be re-examined for re-determination of how the flows were estimated, or an explanation of how these figures were determined would be helpful. The City may be arriving at these flows by factoring increased use of mass transit or that residents will work and live in Sherwood and not commute to work or shop, and such an analysis needs to be included in the plan.

*(12.2.2.1) The Metro transportation section, as per the attached memo, notes that there are functional classification inconsistencies which result from the function roles that the plan attributes to the street system. However, these inconsistencies are minor in nature

and can be resolved subsequent to adoption of the Regional Transportation Plan.

(12.2.3.3, 12.2.3.4) There is nothing in the plan on environmental or energy concerns. There should be a general statement regarding how mass transit or other alternatives act as environmental and energy mitigation measures.

Goal #13 Energy Conservation

*(13.1.4) The "CRAG Regional Energy Analysis" was not used in the plan. However, the applicable information for Sherwood was given to staff during our meeting, and this information should be incorporated into the plan.

(13.2.1, 13.2.2) The plan has limited policies on energy conservation. They address the locational factor and there is only a general statement relating to the providing of housing which meets local needs with regard to "energy efficiency." Individual residential energy conservation methods (such as encouraging solar siting, inclusion of Chapter 53 of the UBC, and coordinating with utility and governmental energy conservation educational and home improvement programs) should be considered and appropriate supportive policy and implementation provided for.

Goal #14 Urbanization

(14.2.3.2d) Policies on conversion of future urban areas into immediate urban does not allow for maximum urban development to occur within City and with within immediate urban area before urbanization of future urban areas. Since this is a complementary plan, Metro will review the County's policies on urbanization, which need to provide for development in existing urban areas prior to allowing future urban area to convert.

Sherwood may, therefore, need to change its policies to be consistent with Washington County's. However, this does not have to be done prior to acknowledgment. It might be simplest if you deleted specific policies on conversion of urbanizable land from the plan and replaced them with a general policy to coordinate conversion policy with the County in the UPAA. The UPAA could then include the specific policies once they are revised to be consistent with Metro's and the County's.

JH:KL:gl
6706/101

PEASANTRY PRODUCTIONS
P. O. Box 181
Sherwood, Oregon 97140

PEASANTRY PRODUCTIONS presents Artisans of Oregon Arts and
Craft Street Fair, July 26, 1980, in Newberg, Oregon. This
event takes place on N. School St., between First and E. Hancock.

Consignors will provide their own table or assemble their own
booth in an eight foot space. Spaces are reserved for the day by
sending a non-refundable fee of \$25.00. Upon receipt of this
rental fee, acknowledgement will be sent by return mail and space
number assigned. Cut off date for accepting reservations will be
June 1, 1980. First come, first served basis.

Artists must be set up and ready for business by 8 a.m. Booths
close at 6 p.m. Consignors, please leave spaces as found.
This Street Fair is being held in conjunction with Newberg
Old Fashioned Days. See you there!

***** CUT HERE *****

Non-refundable Space Reservation ---- \$25.00

NAME _____ PHONE _____

ADDRESS _____

DESCRIPTION OF ENTRY _____

HOLD HARMLESS AGREEMENT

The undersigned hereby agrees to indemnify and hold harmless and
defend PEASANTRY PRODUCTIONS, Cynthia A. Childs, Patricia A. Bither,
Patricia L. Brawand from any and all liability or claims of
liability for personal injury (including defamation) or property
damage which occurs to the undersigned or any other person, including
but not limited to, co-workers, employees, guests, business invitees,
or licensees, arising out of the construction, destruction, or removal
of the booths involved or the use of the reserved space by the
undersigned or any other person using said space with the knowledge
of the undersigned.

Signature _____

We the undersigned petition for a request that the Robin Hood Festival Association bring the Festival activities back to the downtown area. The Merchants and fellow citizens of Sherwood feel that this would enhance the festive occasion of Robin Hood Days in Sherwood.

1. Mrs. Dale S. Rose
27345 S.W. 145th Ave. Sherwood
2. Lynn Heenan
280 NW 1st Sherwood -
3. Pat Butler
22120 SE Grahams Fwy, Sherwood, Ore
4. Don R. McCord
7800 NW Columbia Ave #222 Sherwood Ore.
5. ~~Mr. & Mrs. [illegible]~~
6. Penny Eaton - Country Watering
105 Main St. Sherwood.
7. Barbara Buck
28801 Ladd Hill Rd
8. Bob Walker, Sherwood, Rt 3 Box 272 E
9. Floyd Martin Rt 2 Box 113
10. Clyde P. F. SIGNS
Six Corners
11. Carol Parker - Roundtable
185 Washington St.
12. Qui Myer Rt 3 Box 270 Sherwood
13. Kathy Perce's PO Box 324
Sherwood, Ore. 97140
14. Winifred Abernethy
15. Clifford Morgan
16. Donald Maraska
17. Alex Miller
18. Ida Maraska
19. Carl W. Roberts
20. Michael J. Alb
67. Lynne Mardis
21. Virgil Remillard
22. Tom Tuten Rt 3 Box 271 W
23. Vernon J. Styer
24. Bill Maglithor Insurance
25. Janet & Cerasin
26. Margaret Long
27. Ed B. Gotsch Rainbow Mkt
28. Ethel J. Korb - Korb Ins.
29. Walter Korb
30. Gay Stedman C&P B.B.
31. Ken Ford
32. Dennis O. Rotherhage
33. Barry Finley
34. David [illegible]
35. Yvonne Cerasin
36. M.E. Dennis
37. Joanne Lane
38. Lee Morford Zeller's Cafe
39. Tom Long
40. Michael Heeland

41. L.R. Elyod
1375 N. Hemlock Rd. - Sherwood
42. L.C. Garreer
335 N.W. Glen Circle Dr. Sherwood
43. Joe Hanning
Hemlock Rd
44. Peter & Marie - P.O. Box 12 Sherwood
45. Mindy Gibson 1206 Sitka
Newberg
46. Mary Beasley
47. Robert & Ann Harty
48. Robert E. Reine
49. Ello J. Rome
50. Bob E. Beasley
51. Richard D. Jones, Jr.
52. E. H. Eyarwood MT3 Box 70
Sherwood Oregon
53. Jim Hutt Sherwood
54. JR Mc Dowell Sherwood
55. Roberta Hamel, Sherwood
56. James A. Little, Sherwood
57. Arthur McCann, Sherwood
58. Roy McCann Sherwood
59. Carolyn M. Reber Sherwood
60. Geely Lepper
61. J. J. Smith MT
62. William Lee
63. Marice Parris
64. Mary L. Tobias
65. Frank T. Thijma
66. Ron Wardo
67. Bob Eaton
68. Paula Noble
69. Emily Cochran
70. Jack Pastello
71. ~~Don~~ Cad Do
72. Sue Rossa
73. Brad Rossa
74. Jh. Plaggenberg
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Sherwood Realty Inc.

P.O. BOX 685
135 N. PINE STREET
SHERWOOD, OREGON 97140
625-7444



Jan. 22, 1980

Council Members and City Manager
Sherwood City Hall
Sherwood, Oregon 97140

Dear Council Members and Staff:

Mr. H.I. VanDolch rejected your offer to buy the lot described as, TaxLot 5800, Map, 281 32 30, located at the corner of Railroad Ave. and Villa Rd. for a price of \$7,705.00 by a phone conversation on Jan. 27, 1980.

He did make a counter offer to sell you, the City of Sherwood, the above described lot for \$10,000.00 on about any terms that the City desires, which is a real bargain.

I was at the council meeting when this matter was discussed and it was decided to offer Mr. VanDolch 15% more than the assessed land value as determined by Washington County Dept. of Taxation. According to a figure as provided by Pioneer National Title Insurance Co., this lot is assessed at \$8300.00 which is much higher than the offer made by the City in their offer to purchase. Using Mr. McFalls motion as a guideline, the City should have offered to purchase the lot for \$9545.00 instead of \$7705.00, as quoted by Mr. Milburns letter of January 18, 1980.

If the City is interested in pursuing this matter further or accepting Mr. VanDolch's counter offer of \$10,000.00, please get in touch with me as soon as possible.

Sincerely yours,

Al Olson
Sherwood Realty, Inc.

PART 3

COMMUNITY DEVELOPMENT REGULATIONS

CHAPTER 1

ADMINISTRATIVE PROVISIONS

1.00 GENERAL PROVISIONS

1.01 GENERAL TITLE

The chapters in this part shall be collectively known as the "City of Sherwood Community Development Regulations" and may be cited as such.

1.02 DEFINITIONS

All words used in this Part, except where specifically defined herein, shall carry their customary meanings when not inconsistent with the context. Words used in the present tense include the future tense; ~~include the future tense~~; words used in the future tense include the present tense; the plural includes the singular, and the masculine includes the feminine and neuter. The word "building" includes the word "structure"; the word "shall" is mandatory; the word "will" is permissive; the words "occupied" and "uses" shall be considered as though followed by the words "or intended, arranged, or designed to be used or occupied."

ACCESS The way or means by which pedestrians and vehicles enter and leave property.

ACCESSORY BUILDING A subordinate building, the use of which is customarily incidental to that of the principal building and located on the same lot with the principal building.

ACCESSORY USE. A use customarily incidental and accessory to the principal use of a lot or of a building located on the same lot.

ALLEY. A minor public thoroughfare upon which the rear of building lots generally abut, used for service purposes and not for general travel.

APARTMENTS. A room or suite of rooms occupied, or intended, or designed to be occupied by one family for living and sleeping purposes.

AUTOMOBILE SALES AREA. An open area, other than a street, used for the display, sale, or rental of new or used automobiles, and where no repair work is done, except minor incidental repair of automobiles to be displayed, sold, or rented on the premises.

BASEMENT. That portion of a building between floor and ceiling, partly below and partly above grade, the ceiling of which is not less than four feet above finish grade along building lines. In the case of a structure on a sloping lot, only that portion complying with the above shall be considered a basement.

BOARDING; ROOMING; LODGING HOUSE. A building, other than a hotel, where lodging or meals are provided, for compensation, for members of the household other than the family unit occupying the building.

BUILDING. A structure having a roof supported by columns or walls for the housing or enclosure of persons, animals, or chattels.

BUILDING AREA. That portion of the lot that can be occupied by the principal use, thus excluding the front, side, and rear yards.

BUILDING, HEIGHT OF. The vertical distance measured from the adjoining grade level to the highest point of the top story in the case of a flat roof, to the deck line of a mansard roof, and to the mean height level between eaves and the ridge of a gable, hip, or gambrel roof; provided, however, that where buildings are set back from the street right-of-way line, the height of the building may be measured from the average elevation of the finished lot grade along the front of the building.

BUILDING LINE. "Building line" means a line on a plat indicating the limit beyond which buildings or structures may not be erected.

BUFFER A landscaped area, structure or other use established to separate and protect incompatible land uses.

CITY. The City of Sherwood, Oregon

COMMISSION. The City Planning Commission.

COMMON WALL DWELLING. Dwelling units with shared walls such as duplex, tri-plex and multifamily dwellings and condominium units.

CONDOMINIUM. An individually owned dwelling unit in a multi-family housing structure.

COUNCIL. The Sherwood City Council.

DAY CARE CENTER. A residence, home, or dwelling unit in which is maintained a home, for the whole or part of a day, for the care of five or more children who are not related within the second degree to the operator of said home.

DEPENDENT TRAILER. A trailer, lacking sanitary facilities, located in an agricultural or residential area as a more or less temporary housing unit, and housing generally only persons who can be counted as regular members of the family unit occupying the dwelling unit on the property in question.

DEVELOPMENT PLAN. "Development plan" means any plan adopted by the Planning Commission for the guidance of growth and improvement of the City, including adjustments made from time to time to meet changing conditions or unanticipated problems and conditions affecting the public or land owners.

DUPLEX. A building containing two dwelling units.

DWELLING. A building, or portion thereof, used exclusively for residential occupancy, including one-, two-, and multi-family structures. An attached garage shall not be considered as a part of the dwelling for home occupation purposes unless it has been converted to residential use. Detached garages shall not be considered to be a part of the residential dwelling.

DWELLING, ONE-FAMILY. Kitchen, dining, living, sleeping, and bath accommodations necessary for service to a family.

DWELLING, TWO-FAMILY. Kitchen, dining, living, sleeping, and bath accommodations for two families located in one structure, divided into two separate areas, and having completely separate outside entrances.

DWELLING, MULTI-FAMILY. A structure housing more than two dwelling units, with each unit containing the necessary kitchen, dining, living, sleeping, and bath accommodations necessary for one family unit. Each unit shall have a separate entrance.

EASEMENT. "Easement" means a grant of the right to use a strip of land for specific purposes.

EDUCATIONAL INSTITUTIONS. Public schools administered by legally organized school districts; schools administered by church or religious institutions; schools administered by the state; nonprofit schools, colleges, and universities operated under charter or license from the state of Oregon; including buildings and uses incidental to the above.

EVERGREEN. A plant which maintains year-round foliage.

FAMILY. An individual or two or more persons related by blood, marriage, adoption or legal guardianship, living together in a dwelling unit in which meals or lodging may also be provided for not more than four additional persons excluding servants and as distinguished from a group occupying a boarding and rooming house, lodging house, hotel and club.

FENCE. Any open or closed structure used to enclose any lot or parcel of ground, usually constructed of wire, wood, brick, cement block, or stone.

GOVERNMENTAL STRUCTURES. Any structure to be used by a federal, state, or local government agency or special district.

HOME OCCUPATION. An occupation or a profession which is customarily carried on in a dwelling unit; carried on by a member or members of the family residing in the dwelling unit, clearly incidental and secondary to the use of the dwelling unit for residential purposes, and which conforms to the following conditions:

- (1) The occupation or profession shall be carried on wholly within the principal building.
- (2) There shall be no exterior sign exceeding one square foot, no exterior storage of materials, and no exterior indication of the home occupation or variation from the residential character of the principal building.
- (3) Does not produce offensive noise, vibrations, smoke, dust, odors, heat, or glare.
- (4) Does not occupy more than 50 per cent of the main floor of the dwelling unit.
- (5) Does not upset existing patterns in the neighborhood.
- (6) Does not force the practitioner of the home occupation or the profession to provide for additional off-street parking and other facilities which would change the existing character of the neighborhood.

Particularly, a home occupation includes:

- (1) Art studio.
- (2) Dressmaking.
- (3) Professional offices.
- (4) Musical instruction.
- (5) Beauty shops may be considered home occupations provided that not more than one customer hair-dressing chair is permitted; and provided that not more than 50 per cent of the main floor of the dwelling is used for such purposes.

A home occupation shall not be interpreted to include the following: commercial stables, kennels, restaurants, and other similar enterprises.

HOTEL. A building occupied as the temporary abiding place of individuals who are lodged, with or without meals, for compensation, and in which there are more than 10 sleeping rooms usually occupied singly, and in which no provision is made for cooking in any guest room.

HOMEOWNERS ASSOCIATION. A formally organized group of homeowners within a single housing development having shared responsibility for portions of the development such as building landscape parking, maintenance and other activities provided for by covenant or other legal agreement.

HOUSEHOLD. All persons occupying a group of rooms or a single room which constitutes a dwelling unit.

JUNK YARD. Any lot or site used for the storage, keeping, or abandonment of junk, including used lumber, scrap metals, or other scrap material, or for the dismantling, demolition, or abandonment of automobiles or other machinery, or parts thereof.

KENNEL. Any lot or premise on which four or more dogs or cats more than four months of age are kept.

LABORATORY, MEDICAL OR DENTAL. A laboratory which provides bacteriological, biological, medical, x-ray, pathological and similar analytical or diagnostic services to doctors or dentists, and where no fabrication is conducted on the premises; except the custom fabrication of dentures.

LOADING OR UNLOADING SPACE. An off-street space or berth on the same site with a building, or contiguous to a group of buildings, for the temporary parking of a commercial vehicle while loading or unloading merchandise or materials.

LOT. A piece, plot, or parcel of land not less than 5,000 square feet, and having its frontage on a street or officially approved place.

LOT AREA. The area of land enclosed within the boundaries of the lot.

LOT, CORNER. A lot situated at the intersection of two or more streets, other than an alley, at their intersection.

LOT COVERAGE. The proportional amount of land on a lot covered by buildings.

LOT DEPTH. The average horizontal distance between the front and rear lot lines measured in the direction of the side lot lines.

LOT FRONTAGE. The distance parallel to the front lot line, measured between side lot lines at setback line.

LOT, INTERIOR. A lot other than a corner lot.

LOT, THROUGH. A lot having frontage on two parallel or approximately parallel streets.

LOT, LINE. The property lines bounding the lot.

LOT LINE, FRONT - The line separating such lot from any street. In the case of corner lots, there shall be as many front lines as there are street frontages.

LOT LINE, REAR - A lot line which is opposite and most distant from the front lot line and in the case of an irregular, tri-angular, or other shaped lot, a line ten (10) feet in length within the lot parallel to and at a maximum distance from the front lot line. On a corner lot, the shortest lot line abutting adjacent property that is not a street shall be considered a rear lot line.

LOT LINE, SIDE - Any lot line not a front or rear lot line.

LOT WIDTH - The horizontal distance between the side lot lines, ordinarily measured parallel to the front lot line, at the center of the lot, or, in the case of a corner lot, the horizontal distance between the front lot line and a side lot line.

MOBILE HOME PARK - A housing development for mobile residential units located on spaces either rented or leased.

MOBILE HOME - A transportable dwelling unit exceeding 500 square feet of floor area manufactured at a remote site after June 15, 1976 and bearing the Oregon Department of Commerce "Insignia of Compliance" indicating conformance to construction standards promulgated by the Federal Department of Housing and Urban Development.

MOBILE HOME SUBDIVISION - A subdivision specifically designed for the location of mobile residential units on individually owned lots.

MOTEL. One or more buildings, attached or detached, facing on a common court, place, or street and designed and used for transient occupancy, usually by traveling motorists.

MULTI-FAMILY DWELLING - A building containing two or more dwelling units.

NONCONFORMING STRUCTURE OR USE - A lawful existing structure or use at the time this ordinance or any amendment thereto becomes effective which does not conform to the requirements of the Planning District in which it is located.

NURSING HOME. A facility maintained for the specialized care of six or more elderly persons as a business venture.

OFF-STREET PARKING - Parking spaces provided for motor vehicles on individual lots and not located on public street right-of-way.

PARTITION.

"Partition" means either an act of partitioning land or an area or tract of land partitioned as defined in this section.

"Major partition" means a partition which includes the creation of a road or street.

"Minor partition" means a partition that is subject to approval by a city or county under a regulation or ordinance adopted pursuant to ORS 92.046, and that does not include the creation of a road or street.

"Partition land" means to divide an area or tract of land into two or three parcels within a calendar year when such area or tract of land exists as a unit or contiguous units of land under single ownership at the beginning of such year.

"Partition land" does not include divisions of land resulting from lien foreclosures; divisions of land resulting from the creation of cemetery lots, and divisions of land made pursuant to a court order, including but not limited to court orders involving testate or intestate succession; and "partition land" does not include any adjustment of a lot line by the relocation of a common boundary where an additional parcel is not created and where the existing parcel reduced in size by the adjustment is not reduced below the minimum lot size established by provisions of this part.

PEDESTRIAN WAY. Pedestrian way means a right-of-way for pedestrian traffic.

PERSON. A person means a natural person, firm, partnership, association, social or fraternal organization, corporation, trust, estate, receiver, syndicate, branch of government, or any group or combination acting as a unit.

PRIMARY CONDOMINIUM LOT - A large lot, usually held in common ownership by condominium owners, and containing secondary condominium lots.

PRINCIPAL BUILDING OR USE. The main or primary purpose for which a structure, or land, or use thereof is designed, arranged, or intended, or for which it may be occupied or maintained under this ordinance.

PROFESSIONS. Members of professions, to consist of doctors, dentists, accountants, architects, artists, attorneys, authors, registered engineers, city planners, and others who are so recognized by virtue of their unusual experience or education.

PUBLIC HEARING. Hearing held by the City Planning Commission or the City Council.

PUBLIC UTILITY FACILITIES - Structures or uses necessary to provide the public with water, sewer, gas, telephone or other similar services.

RELIGIOUS INSTITUTIONS. Churches and other places of worship, including Sunday School buildings and buildings accessory to the above.

RESIDENTIAL OCCUPANCY. Any building or part of a building in which sleeping accommodations and/or other housekeeping accommodations are provided.

RESIDENTIAL STRUCTURE. Any building or part of a building constructed with/or as sleeping accommodations for a person or group of persons. Other housekeeping accommodations may also be provided.

RESTRICTIVE COVENANT - A legally binding limitation on the manner in which a tract of land or lot can be used, usually a condition placed on the deed.

RETAIL. Sale to the ultimate consumer for consumption and not for resale.

RETAINING WALL. Stone, concrete, or steel structure to retain or restrain earth or rock. Any wall over 42 inches in height shall require a building permit.

SCHOOL; ELEMENTARY, HIGH, AND PAROCHIAL. An institution of learning which offers instruction in the several branches of learning and study required to be taught in the public schools of the state of Oregon. High schools include both junior and senior high schools.

RIGHT-OF-WAY. Right-of-way means the area between boundary lines of a street or other easement.

ROADWAY. Roadway means the portion or portions of street right-of-way developed for vehicular traffic.

SECONDARY CONDOMINIUM LOT - A small individually-owned lot, usually encompassing the perimeter of a dwelling unit and located inside the primary condominium lot.

SETBACK - The minimum horizontal distance between the public street right-of-way or side and rear property lines to the front, side and rear lines of a building or structure located on a lot.

SIDEWALK. Sidewalk means a pedestrian walkway with permanent surfacing.

SIGHT DISTANCE. The distance along which a person can see approaching objects, such as automobiles or pedestrian at a street intersection or from a driveway along a street.

SINGLE FAMILY DWELLING. A single dwelling unit detached or separate from other dwelling units. A dwelling unit not having common walls with another dwelling unit.

SKIRTING. A covering that totally obscures the undercarriage of a mobile residential unit extending from the top of the undercarriage to the ground.

SIGNS. "Sign" means an identification, description, illustration, or device which is affixed to, or represented directly, or indirectly upon a building, structure, or land, and which directs attention to a product, place, activity, person, institution, or business. Each display surface of a sign shall be considered to be a sign.

STORY. That portion of building included between the upper surface of any floor and the upper surface of the floor next above it; or if there be no floor above it, then the space between such floor and the ceiling next above it. Any portion of a story exceeding 14 feet in height shall be considered as an additional story for each 14 feet or fraction thereof.

STORY, HALF. A story under a gable, hip, or gambrel roof, the wall plates of which, on at least two exterior walls, are not more than three feet above the floor of such story.

STREET. A public or private way that is created to provide ingress or egress for persons to one or more lots, parcels, areas or tracts of land, excluding a private way that is created to provide ingress or egress to such land in conjunction with the use of such land for forestry, mining or agricultural purposes.

Arterial means a street which is used primarily for through traffic or which, but its location, will likely be needed for such use in the normal growth of the county.

Collector means a street supplementary to the arterial street system used to some extent for through traffic and to some extent for access to abutting properties.

Local Street. A street which is primarily intended for direct access to abutting properties.

Cul-de-sac (dead-end street) means a short street having one end open to traffic and being terminated by a turnaround.

Half Street means a portion of the width of a street usually along the edge of a subdivision where the remaining portion of the street has been or could later be provided in another subdivision.

Marginal access street (frontage road) means a minor street parallel and adjacent to a major arterial street providing access to abutting properties, but protected from through traffic.

STREET PLUG. Street plug means a narrow strip of land located between a subdivision and other property, not dedicated to public use, but conveyed to the City for the purpose of giving the city control over development of the adjacent property.

STRUCTURE. Anything constructed or erected, the use of which requires location on the ground, or attached to something having a permanent location on the ground, but not including fences up to 42 inches in height, tents, vehicles, or poles and appurtenances thereto used for the provision of public utilities.

STRUCTURAL ALTERATIONS. Any change in the supporting members of a building, such as bearing walls, columns, beams, or girders.

TEMPORARY. Less than 12 months.

TRADE OR BUSINESS SCHOOL. Any school or institution operated for profit that is not included in the definitions of an educational institution or school.

SUBDIVISION. The splitting of a single tract of land into four or more parcels.

SUBDIVISION IMPROVEMENTS. Construction of facilities such as streets, water, sewer, gas and telephone lines and other construction related to drainage, landscaping, and beautification.

TRI-PLEX. A building containing three dwelling units.

USE. The purpose for which land or a structure is designed, arranged, or intended, or for which it is occupied or maintained.

USE BY RIGHT. A use which is listed as a permitted use, permitted principal use and/or use by right in any given planning designation area in this Part. These uses are not required to show need for their location, except as provided herein.

WAREHOUSING. The depositing or securing of goods, wares, and merchandise in a warehouse.

YARD. A yard is an existing or required open space on the same lot with a principal building, open, unoccupied, and unobstructed from the ground to the sky, except as otherwise provided herein.

Front Yard. A yard extending across the full width of the lot between the front lot line and the nearest line or point of the building.

Rear Yard. A yard, unoccupied, except by a building or structure of an accessory type as herein provided for, extending the full width of the lot between the rear lot line and the extreme rear line of a building.

Side Yard. The yard along the side line of a lot and extending from the setback line to the rear yard.

1.03 COMPLIANCE WITH STATE LAW AND THIS PART.

No person may subdivide, partition or use land or construct, reconstruct, alter or occupy a structure or part of a structure except in accordance with ORS Chapter 92 (Plats and subdivisions), ORS Chapter 227 (City planning and zoning) and the provisions of this part.

1.04 INTERPRETATION

- A. The right of final interpretation of the text of this Part as it may apply to any existing or proposed use of land in the City is reserved by the City Council except as herein provided.
- B. Where the conditions imposed by any provisions of this ordinance are less restrictive than comparable conditions imposed by any other provisions of this ordinance or of any other ordinance, resolution, or regulation, the provisions which are more restrictive shall govern.

1.05 INTERPRETATION OF SIMILAR LAND USE

In the case where an interpretation is required as to the applicability of the provisions of this part to a proposed land use which is not specifically listed or otherwise clearly indicated in this Part, a person may submit a written request for an interpretation to the Planning Department. The request shall be submitted with a fee pursuant to Chapter 1. Section 5.00 and at minimum include information on the following characteristics of the proposed use:

- Description of the activity to be conducted on the site.
- Noise and odor characteristics.
- Description of material or product storage requirements.
- Amount and type of traffic to be generated.
- Description of the structures required.

The Planning Department will provide the applicant a response within thirty (30) days of the date of the request. The decision of the Planning Department may be appealed to the City Council within thirty (30) days of said decision.

1.06 SEVERABILITY

The provisions of this ordinance are severable. If any section, sentence, clause, or phrase of this ordinance is adjudged by a court of competent jurisdiction to be invalid, the decision shall not affect the validity of the remaining portions of this ordinance.

1.07 REPEAL

Concurrent with the effective time and date of this ordinance, all preexisting ordinances or portions thereof in conflict or inconsistent herewith be, and the same are, hereby repealed, and shall have no force and effect after the effective time and date of this ordinance.

1.08 EFFECTIVE DATE

This ordinance shall become and be effective on and after the 31st day from its passage by the council and approval by the mayor.

Passed by the Council and approved by the Mayor _____.

2.00 ENFORCEMENT

2.01 PENALTY

- A. Any person, firm, or corporation violating any regulation of this Part or of any supplement or amendment adopted pursuant hereto shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine of not more than \$100.00, or imprisonment for not more than 10 days, or both. Each and every day during which the violation continues shall be considered a separate offense.
- B. In case a building or other structure is, or is proposed to be located, constructed, maintained, repaired, altered, or used in violation of this ordinance, the building or land in violation shall constitute a nuisance; and the city may, as an alternative to other remedies that are legally available for enforcing this ordinance, institute injunction mandamus, abatement, or other appropriate proceedings to prevent, enjoin temporarily or permanently, abate, or remove the unlawful location, construction, maintenance, repair, alteration, or use.

3.00 AMENDMENTS

3.01 INITIATION OF AMENDMENTS

An Amendment to the text of this Part may be initiated by the City Council, Planning Commission, Planning Director, an owner of property within the City or his authorized representative.

3.02 AMENDMENT PROCEDURE

- A. Application. An application for an amendment to the text of this Part shall be on forms provided by the Planning Department and shall be accompanied by an amendment fee pursuant to Chapter 1, Section 5.00
- B. Public Notice. Public notice shall be given pursuant to Chapter 1, Section 7.00 for public hearings before the Planning Commission and City Council.
- C. Planning Commission Review. The Planning Commission shall conduct a public hearing on the proposed amendment and provide a report and recommendation to the City Council.
- D. City Council Review. Upon receipt of a report and recommendation from the Planning Commission, the City Council shall conduct a public hearing.

3.03 REQUIRED FINDINGS

In order to grant an amendment to the text of this Part, the City Council shall find that:

- (1) The proposed amendment is in conformance to map and text portions of the Comprehensive Plan not being considered for amendment.
- (2) The granting of the amendment is in the public interest.
- (3) The public interest is best served by granting the amendment at this time.
- (4) The factors in ORS 215.055 were consciously considered. These factors include the various characteristics of the areas in the City; the suitability of the various areas for particular land uses and improvements; the land uses and improvements in the areas; trends in land improvement; density of development; property values; the needs of economic enterprises in the future development of the area; transportation access; natural resources and the public need for healthful, safe and aesthetic surroundings and conditions.

4.00 PLAN COMPLIANCE REVIEW PROCESS

4.01 CERTIFICATE OF PLAN COMPLIANCE REQUIRED

- A. Actions Covered - Except as excluded by this section, no person shall develop or cause development to occur in the City unless a Certificate of Plan Compliance has been issued by the Planning Director certifying conformance of the proposed action or use with the Comprehensive Plan and its implementing ordinances. The Building Official shall not permit the construction, reconstruction, alteration of a structure or part of a structure for which a Certificate of Plan Compliance has not been issued.
- B. Unlawful Developments - A Certificate of Plan Compliance may not be issued by the Planning Director for the improvement or use of land that has been previously divided or otherwise developed in violation of this Part, regardless of whether the applicant created the violation, unless the violation can be rectified as a part of the action being proposed.
- C. Exempted Land Use Activities - The developments and activities listed below do not require a Certificate of Plan Compliance.
- (1) Landscaping or other treatment or use of the land surface not involving a structure.
 - (2) A change internal to a building or other structure that does not substantially affect the use of the structure or a sign that is accessory to a structure or use and that does not require a building permit.
 - (3) An emergency measure necessary for the safety or protection of property.
 - (4) Erection of a tent or similar portable structure temporarily.
 - (5) Farming or gardening.
 - (6) The propagation or management of timber or the cutting of timber for other purposes such as erosion control or personal use.
 - (7) An alteration that does not substantially affect the use or appearance of land or a structure.
 - (8) Clearing of land.

D. Exempted Development Except in Flood Plains - The following land use activities do not require a Certificate of Plan Compliance except when they lie within the Flood Plain District as defined by the provisions of Chapter Section

- (1) The establishment, construction or termination of a public facility that directly serves development authorized for an area including such facilities as a private or public street, sewer, water line, electrical power or gas distribution line, or telephone or television cable system.
- (2) Installation or construction of an accessory structure that does not require a building permit.
- (3) Excavation or filling of land.
- (4) Storage on the land.

E. Compliance of Exempted Development With Other Provisions - Developments and activities exempted from the requirement of a Certificate of Plan Compliance must comply with all other applicable provisions of this Part.

4.02 COORDINATION OF PLAN COMPLIANCE REVIEW PROCEDURE

The Planning Director shall be responsible for the coordination of the Certificate of Plan Compliance application and decision-making procedure, and shall ~~issue a Certificate of Plan Compliance to an applicant whose application and proposed land use action is in compliance with the provisions of this Part.~~

4.03 PRE-APPLICATION CONFERENCE

The applicant or the applicant's authorized representative shall request the Planning Director to arrange a preapplication conference. The purpose of the conference shall be to acquaint the applicant with the information and procedural requirements of this Part; provide for an exchange of information regarding the applicable policies, goals and standards of the Comprehensive Plan; arrange technical and design assistance to aid the applicant in meeting application information requirements; and identify opportunities and constraints for the proposed land use action.

4.04 CERTIFICATE OF PLAN COMPLIANCE APPLICATION

A. Form of Application - An application for a Certificate of Plan Compliance required by this Part shall be made on form prescribed and provided by the City.

- B. Application Information Requirements - In order to determine the compliance of proposed land use actions with the Comprehensive Plan and provisions of this Part, an application for a Certificate of Plan Compliance required by this Part shall consist of the following information and materials:
- (1) A completed application form specifying the type of land use action proposed.
 - (2) One copy of an Existing Conditions Inventory in the form of a tax map and supplementary materials containing the information listed in Table 4.04 below.
 - (3) Nine (9) copies of the Proposed Development Plan/Plat and supplementary information specified in Table 4.04 below.
- C. Submission of Application For Certificate of Plan Compliance - Application materials shall be submitted to the Planning Director who shall record the date of submission on each copy of the materials submitted. Within one week of the date of submission, the Planning Director shall determine whether the application is complete. If the application is found to be incomplete, the Planning Director shall immediately notify the applicant of the deficiencies. The applicant may resubmit the application when the deficiencies have been addressed. If the application is complete, the Planning Director shall accept it; note the date of acceptance on each copy of the materials submitted and set a date for the required review before the Planning Commission, Design Review Board or City Council.
- D. Scheduling of Required Reviews - The Planning Director shall schedule required reviews before the Planning Commission, City Council or Design Review Board for the date of the first available meeting of the review body following the thirtieth day from the date of acceptance of the application.
- E. Transmittal to Referral Agencies- Upon acceptance of the application, the Planning Director shall transmit appropriate application materials to referral agencies for review and comment. If the referral agency does not comment within (10) days, unless an extension of up to (10) days is requested by the agency and granted by the Planning Director, the referral agency is presumed to have no comment.

4.05 DECISION

- A. Public Hearing - When a public hearing is required for the types of proposed land use actions specified in this Part, notice shall be given pursuant to Chapter 1, Section 7.00 of this Part.
- B. Presentation of Findings - At the public hearing or meeting of the review body, the staff, the applicant and interested persons may present information relevant to the criteria and standards specified under this part for each proposed land use action, giving reasons why the proposed action should or should not be approved or proposing modifications and giving the reasons for the modifications.
- C. Review Body Decision - After a consideration of all findings presented at the hearing or meeting; consistent to the powers and responsibilities specified for each review body and according to the procedures prescribed by this Part for each proposed land use action, the Planning Commission, Design Review Board or City Council shall make a decision on the application. In making their decision, the Planning Commission, Design Review Board or City Council shall make reference to the applicable criteria and standards of the Comprehensive Plan for each type of proposed land use action and shall give reasons why they have determined the proposal does or does not meet them.
- D. Notice of Decision - Within a week following a decision by the Planning Commission, City Council or Design Review Board, the Planning Director shall give written notice of the decision to the applicant. The notice of decision shall include the decision; the date of the decision, findings made supporting the decision, further required reviews (if any) and conditions placed on the decision to be met prior to the issuance of a development permit.
- E. Issuance of a Certificate of Plan Compliance
 - (1) The Planning Director shall issue a Certificate of Plan Compliance upon making the following findings:
 - a. Approvals by the City Council, Planning Commission, or Design Review Board required by this Part, have been made.

- b. Conditions placed upon approvals granted by the City Council, Planning Commission, or Design Review Board have been met or assurances have been obtained that they will be met.
 - c. The proposed land use action otherwise conforms to the requirements of the Comprehensive Plan.
- (2) The Planning Director shall deny the application for a Certificate of Plan Compliance if the findings in subsection (1) cannot be made.
- (3) Appeal and Review - An appeal or review of the decision on the issuance of a Certificate of Plan Compliance may be made pursuant to Chapter 1, Section 6.00 of this Part.

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REQUIRED CERTIFICATE OF PLAN COMPLIANCE
APPLICATION INFORMATION BY TYPE
OF PROPOSED ACTION

Reference Numbers By Type of
Proposed Action Used in the Table Below

REFERENCE NUMBER	TYPE OF PROPOSED ACTION	
1	Annexation	
2	Plan Map Amendment	
3	Variance	
4	Conditional Use	
5	Minor Partition	
6	Subdivision/Planned Unit Development	
7	Design Review	

TYPE OF INFORMATION/ PLAN ELEMENT	TYPE OF APPLICATION (See Index Above)	INFORMATION ITEM
<u>EXISTING CONDITIONS</u> <u>INVENTORY</u> General Information	1-7	A tax map with scale (1"= 100' or 1"= 200') north point, date and legend showing property within 300 feet.
	1-7	A current preliminary title report or lot book search.
	1-7	A vicinity map showing properties within one-half mile of the subject property.
	1-7	Name, address of record owner or owners and the person who prepared existing conditions information.
Citizen and Agency Involvement	1-4	A list of tax lots, owners and their addresses for properties within 300 feet of the subject property.
Growth Management	1-7	Indicate the relationship of subject property to City Limits, Immediate Growth Boundary and Urban Growth Boundary on maps.

TYPE OF INFORMATION/ PLAN ELEMENT	TYPE OF APPLICATION	INFORMATION ITEM
Land Use	1-7	Acreage of Property
	1-7	City and County Comprehensive Plan Designation
	1-7	Comprehensive Plan Maximum Allowable density (DU/gross acre)
	1-7	Existing land use including nature, approximate sizes and location of existing structures for subject property and adjacent properties within 300 feet.
	1-7	Easements - indicate location purpose, dimensions and ownership on tax map.
Environmental Resources Natural Resources and Hazards	4-7	Topography map of subject property overlayed on tax map with 5 foot contour intervals related to an established bench mark.
	2-7	SCS Soil Information - Indicate on tax map the following: 1) Areas with severe soil limitations for building sites, roads and streets, and the nature of the limitation including weak foundation, excessive slope, slide hazards, etc. (SCS general map, Table 2) 2) Areas with adverse soil characteristics including rapid runoff, high erosion hazard and poor natural drainage, (SCS general map and table 1) 3) Agricultural capability class (see Part 1, figure V-3)
	2-7	Flood Plains - Indicate all 100 year flood plain and flood way lines on tax/topo map. (US Corps of Engineers map)
	2-7	Natural Drainage - Indicate location of streams, wetlands, ponds springs and drainage patterns.

TYPE OF INFORMATION/ PLAN ELEMENT	TYPE OF APPLICATION	INFORMATION ITEM
Environmental Quality	2-7	Significant vegetation- indicate general location size and species of trees on tax/topo map.
	2-7	Distinctive natural areas - indicate views, historic sites, rock outcroppings, etc. (See Part 1,V-
	2-7	Sun and wind exposures - indicate general orientation on tax map.
	3-7	Air, Water, Land Pollution; Noise Sources - indicate the location of existing uses producing significant levels of air, water, land or noise pollution.
Recreational Resources	3-7	Existing Facilities - indicate the location, size and distance to nearest park and open spaces on tax map.
Transportation	1-7	Street Locations and Dimensions - indicate location centerline location, pavement and right of way widths for all streets, alleys and rights of way within 300 feet of subject property on tax map.
	1-7	Traffic Volumes - indicate existing volumes for all streets on and within 300 feet of subject property.
	2-7	Access points - indicate access points to subject property and adjacent property within 300 feet on tax map.
	3-7	Street Condition - indicate general condition of streets within 300 feet of subject property on tax map.
	3-7	Street Capital Improvements - indicate any committed street improvement projects within 300 feet and projected completion date (if known)
	3-7	Public transit - indicate routes and stops within 300 feet of subject property.
	3-7	Bikeways/Pathways -indicate location and destination of existing routes within 300 feet on tax map.

TYPE OF INFORMATION/ PLAN ELEMENT	TYPE OF APPLICATION	INFORMATION ITEM
Community Facilities and Services		
Water	1-7	Existing Facilities - indicate locations and sizes of and distances to all water mains in area of subject property on tax map.
	1-7	Existing Service - indicate service levels, capacity, pressure and fire flow characteristics of water mains available to the subject property.
	1-7	Planned Improvements - indicate the sizes and location of any planned capital improvements
Sewer	1-7	Existing Facilities - indicate location, size, and distances to the nearest connection on tax/topo map.
	1-7	Existing Service - describe whether or not gravity flow, capacity and condition of lines available to property.
	1-7	Planned Improvements - indicate sizes and location of any planned capital improvements.
Drainage	3-7	Existing Facilities - indicate location, size and distances to all drainage facilities or natural drainageway on tax/topo map.
	3-7	Existing Service - describe capacity and condition of on-site and downstream drainage courses and facilities.
	3-7	Runoff Analyses - indicate SCS soil permeability ratings.
	3-7	Planned Improvements - indicate sizes and locations of any planned capital improvements.
Private Utilities	3-7	Existing facilities and Services - Describe response from utility companies concerning the availability of services to proposed site.
Power		
Gas		
Telephone		
Schools	3-7	Existing facilities and Services - indicate location, type, enrollment, capacity and distance to nearest schools.

TYPE OF INFORMATION/ PLAN ELEMENT	TYPE OF APPLICATION	INFORMATION ITEM
<u>PROPOSED</u> <u>DEVELOPMENT PLAN</u> General Information Citizen and Agency Involvement	3-7	Planned Improvements - describe any planned capital improvements.
	1-7	A plat or plan map outlining the subject property which depicts the proposed land use or change on development including properties within 300 feet with scale (appropriate to project size), north point, date, name, address and phone number of owners and person preparing the plan/plat.
	1-7	Name of development - Indicate name of proposed development on plan/plat.
	1-7	A vicinity map outlining the subject property showing property within one-half mile.
	1-7	Results of any preliminary contact with affected or involved citizens or agencies including the Sherwood Citizens Planning Advisory Committee (SCPAC), Tualatin Fire District, Public and Private Utility Agencies, etc. (Note: The City will give affected citizens and agencies the opportunity for review and comment pursuant to Part 2 Section II B, C of the Sherwood Comprehensive Plan following completion of application requirements)
Growth Management	1-7	Indicate the relationship of the subject property to the City Limits, Immediate Growth Boundary and Urban Growth Boundary on the maps
Land Use	1-7	Existing lots - indicate existing lot lines and dimensions on plan/plat map.
	5, 6	Proposed lots - indicate proposed lots with lot lines, dimensions, average and minimum lot sizes, block and lot numbers on plan/plat map.

TYPE OF INFORMATION/ PLAN ELEMENT	TYPE OF APPLICATION	INFORMATION ITEM
	2-7	Setbacks - indicate all setbacks as required by the City.
	1-7	Buildable Acres - indicate net buildable acres (gross acres minus land devoted to public facilities and land unbuildable due to natural features.)
	3-7	Proposed Land Use - Indicate the location of all proposed land use. Show relationship to existing land use to be retained. Provide tables showing total acres, dwelling units, floor area percentage distribution of total site acreage by use (commercial, industrial, residential, public facilities, parking; park open space and landscaped areas.) Percentage dwelling unit distribution by dwelling type (single family/multi-family; owner/renter; structure design)
	2-7	Location of structures - indicate general location and dimensions of proposed structures on the plan/plat.
	2-7	Proposed Easements - indicate locations, purposes, widths of proposed easements on plan/plat.
Environmental Resource		
Natural Resources and Hazards	5, 6, 7	Topography - Provide 2 foot contours by registered surveyor on plan/plat.
	5, 6, 7	Location and species of all trees four (4) inches or more on plan/plat. Describe how proposal will preserve to maximum extent.
	6, 7	Landscaping Plan - indicate existing trees to be retained/removed; location and design of landscaping/screening including varieties and sizes of plants/trees and other features; and how these are to be maintained.
	4-7	Streams, Ponds, Wetlands - indicate location and how proposal will protect resources from environmental degradation.

TYPE OF INFORMATION/ PLAN ELEMENT	TYPE OF APPLICATION	INFORMATION ITEM
Environmental Quality	5, 6, 7	Natural Hazards - If landslide, erosion, flood, weak foundation soil hazards exist as determined in existing conditions inventory, a soils analysis by a registered Soils Engineer or Geologist and a description of how proposal protects against each hazard is required.
	3-7	Significant natural areas - Indicate how areas are protected by development proposal.
	5, 6, 7	Energy Conservation - indicate relationship of site design to sun and wind exposure.
	4-7	Provide certification by a registered engineer that pursuant to Part 3, Section , the proposed use can meet or exceed City environmental performance standards.
Recreational Resources	4-7	Describe how proposal meets park and open space needs as defined by the Standards and General Plan Map in Part 2 Section V (E).
Transportation	5, 6, 7	Indicate existing and proposed park and open space areas for active or passive recreational use on plant/plan.
	5, 6, 7	Proposed facilities - provide a general circulation plan indicating the location, widths and direction of existing and proposed streets, bicycle and pedestrian ways and transit routes and facilities. Show how the proposed circulation plan conforms to the Transportation Network Plan Map and bicycle and pedestrian way plan.
	5, 6, 7	Indicate estimated curve and curb radii and typical street cross sections.
	5, 6, 7	Emergency access - Indicate adequate emergency access.
	5, 6, 7	Lot Access - Show the location and size of accesses; sight distances based on topography, fixed objects on collectors or arterials.

TYPE OF INFORMATION/ PLAN ELEMENT	TYPE OF APPLICATION	INFORMATION ITEM
	3-7	Future right of ways - Indicate distances from property lines to street center line and pavement consistent with future City right of way requirements.
	5, 6, 7	Traffic Volumes - Indicate existing and future traffic volumes to be generated by the development (see ITE Standards).
	5, 6, 7	Street Profiles - Provide profiles and indicate cuts and fills for roads with grades of 15% or more on plat/plan.
	5, 6, 7	Parking - indicate the location number and size of off street parking spaces and loading and maneuvering areas, consistent with City policy.
Community Facilities and Services		
Water	5, 6, 7	Proposed Facilities - Indicate the location and size of the proposed water distribution system and fire hydrants consistent with the water service plan.
Sewer	5, 6, 7	Proposed Facilities - Indicate the location and size of the proposed sewage collection system consistent with the Sewer Service Plan.
Drainage	5, 6, 7	Proposed Facilities - Indicate the proposed runoff control and conveyance system consistent with the drainage management Plan.
Private Utilities		
Power	5, 6, 7	Lighting Plan - indicate location, height, and sizes of structures and their connection points to power lines
Telephone	5, 6, 7	Proposed Facilities - indicate provision for service
Gas		
Economic Development	4-7	Industrial and Commercial Uses - indicate number of new jobs to be created; the ratio of employees to site acreage, and anticipated capital investment.

TYPE OF INFORMATION/ PLAN ELEMENT	TYPE OF APPLICATION	INFORMATION ITEM
Structural Design and Construction Considerations	4-7	Commercial Uses - provide any available evidence of local market strength for the service or product to be marketed.
	4-7	Residential Uses - provide any evidence of local market strength for type of housing proposed (i.e. vacancy rates, affect on multiple family/single family, and owner/renter ratios.)
	7	Proposed Structures - provide architectural sketches and elevations of all proposed structures as they will appear upon completion of construction.
	7	Construction Materials - provide a description of external structural design including the use of materials, textures and colors. Describe how design will be internally compatible uses/natural features on the site and externally compatible with adjoining uses/natural features.
	7	Energy Conservation - Show the relationship of building orientation and sun and wind exposures. Describe how structures address energy conservation.
	7	Hazard Protection/Resources Preservation - Show how proposed structures relate to natural features and natural hazards.
	7	Signs - indicate the locations sizes and design of proposed signs.
	7	Solid Waste Storage - indicate the location and design of storage facilities.
	7	Privacy - Describe how the proposal protects privacy.
	7	Construction Measures - describe how erosion, siltation and noise will be controlled during construction.
	7	Fencing and Screening - indicate the location, size and design of screening including fencing, berms, and walls.

5.00 FEE

5.01 FEE SCHEDULE

Except when the action is initiated by the Planning Director, the Planning Commission or City Council, for which action there shall be no fee, the following fees shall be paid to the City upon the filing of an application for the indicated action:

<u>ACTION</u>	<u>FEE</u>
A. Amendment to Planning District Standards	\$200.00
B. Conditional Use	100.00
C. Variance	100.00
D. Minor Land Partition	100.00
E. Subdivision	300.00
F. Planned Unit Development	300.00
G. Design Review	

- (1) Based on project value as determined for building permit purposes using the following table:

<u>PROJECT VALUE</u>	<u>FEE</u>
Less than \$49,999	\$ 50.00
\$50,000 to \$99,999	100.00
\$100,000 to \$999,999	150.00
Over \$1,000,000	200.00

(2) Sign (Requiring Design Review)	40.00
H. Appeal	50.00
I. Mobile Home Installation Permit	As Required by State Administrative Rule
J. Interpretation of Similar Use	30.00

5.02 WAIVER OR REDUCTION OF FEES

The Planning Commission or City Council may reduce or waive the fees prescribed by this Section upon a showing of just cause by the applicant.

6.00 APPEAL AND REVIEW

6.01 CITY COUNCIL REVIEW

The decision of the Planning Director, the Design Review Board, or Planning Commission shall be final unless a petition for review from an aggrieved party is filed in the office of the City Recorder not more than 15 days from the date of such decision. The Council on its own motion, may order review of any such decision not more than 15 days from the date of such decision.

6.02 CONTENTS OF PETITION FOR REVIEW

Every petition for review shall include:

- A. A description of the original action, the date of the action, and the adopted findings of the Planning Director, Design Review Board, or Planning Commission supporting the action.
- B. A statement of how the petitioner is aggrieved by the decision.
- C. A statement of the specific grounds relied upon in requesting a review of the decision.
- D. A fee pursuant to Chapter 3, Section 5.00.

6.03 REVIEW CONFINED TO RECORD OF ORIGINAL ACTION UNLESS OTHERWISE REQUESTED.

The review of the decision shall be confined to the record of the proceedings before the Planning Director, Design Review Board or Planning Commission unless otherwise authorized by the Council prior to a hearing on the petition. If an aggrieved party wishes a de novo hearing before the Council, a petition requesting such a de novo hearing must be filed with the petition for review.

6.04 RECORD OF THE PROCEEDING DEFINED

For the purposes of review under this part unless a de novo hearing is granted by the Council, the record of proceedings shall be limited to the following.

- A. All materials submitted by or relied upon by the City staff.
- B. The findings and action of the Planning Director, the Design Review Board or Planning Commission.
- C. Argument by the aggrieved parties or their representatives at the time of the review before the Council.

6.05 REVIEW PARTICIPANTS

Only those persons or their representatives who appeared in person or submitted written testimony to the Planning Director or before the Design Review Board or Planning Commission, or the aggrieved parties or their representative shall be allowed to appear before the Council during the review.

6.06 ACTION BY THE COUNCIL

The Council may act to affirm, reverse or amend the decision being reviewed. The Council may remand the matter back to the Planning Director, Design Review Board, or Planning Commission for the purpose of taking further testimony or for additional information or findings to be returned to the Council. The action by the Council shall be final.

7.00 PUBLIC NOTICE REQUIREMENTS

7.01 WHEN REQUIRED

When the City Council, Planning Commission, or Design Review Board is required to hold a public hearing, the notice of the hearing shall be given pursuant to this section.

7.02 FORM OF NOTICE

- A. Newspaper - Notice of a public hearing shall be published in a newspaper of general circulation within the City in each of the two calendar weeks preceeding the date of the hearing.
- B. Posted Notice - In the case of a hearing regarding an amendment to the text of this Part, a written notice of the proposed amendment shall be posted in at least three (3) conspicuous locations within the City not less than ten (10) days prior to the hearing.
- C. Notice To Property Owners - In the case of actions relating to a specific property or group of properties, notices shall be mailed to owners of all property within 300 feet of the exterior boundary of the property subject to the action as well as to the owners of the subject property within ten (10) days of the hearing. For this purpose, names and addresses of the owners as shown on the records of the County Assessor may be used.

7.03 CONTENT OF NOTICE

The notice required by this section shall include the date, time, and place of the public hearing; a description of the properties which are the subject of the hearing and a general statement of the action to be considered.

8.00 Manufactured Housing Subdivision Supplementary Regulations

8.01 General Provisions

- A. Intent - It is the intent of this article to provide manufactured housing owners with an alternative to renting space in a manufactured housing park, and provide an opportunity for smaller groupings of manufactured houses in areas where available land does not permit park developments of an adequate size to be financially feasible. It is the further intent of this article to establish areas within the City for permanent installations of manufactured housing in subdivisions, which are primarily for resident owners, and to establish certain design features enabling manufactured housing to blend with conventional housing.
- B. Compliance Required - No land within the City of Sherwood shall be developed for use as a Manufactured Housing Subdivision and no plan for such a subdivision shall be filed or recorded until submitted to and approved by the Planning Commission.
- C. Minimum Standards - The requirements and standards set forth in this article are the minimum ones to which a Manufactured Housing Subdivision must conform before approval of the Planning Commission.
- D. Conformity to the Comprehensive Plan - The Manufactured Housing Subdivision development shall conform to and be in harmony with the City of Sherwood Comprehensive Plan of that portion of the City within which the development is located.

8.02 Design Standards - Except as otherwise provided, the following standards and requirements shall govern the development of a Manufactured Housing Subdivision in an area in which it is permitted:

- A. Minimum Site Area
A Manufactured Housing Subdivision shall not be less than five (5) acres of contiguous land, unless the Planning Commission finds that a particular parcel of less than five (5) acres is suitable for a Manufactured Housing Subdivision by virtue of its unique character, topography, landscape features, or by virtue of its qualifying as a special problem area.
- B. Minimum Lot Size and Dimensions
Minimum lot sizes, widths, lengths, and maximum lot coverage shall conform to the standards of the planning designation area in which the manufactured home subdivision is to be located.
- C. Minimum Floor Area
Minimum floor areas shall conform to the standards of the planning designation area in which the manufactured home subdivision is to be located.

D. Permitted Uses Within Subdivisions

No building, structure or land within the boundaries of a Manufactured Housing Subdivision shall be used for any purpose except for the uses permitted as follows:

- (1) Manufactured houses, modular homes or other premanufactured homes for residential purposes only, together with the normal accessory uses such as cabana, ramada, patio slab, carport or garage and storage buildings. Accessory buildings shall not be permitted in the front yard area. However, at the time of application for a manufactured housing subdivision, the sum of proposed and existing manufactured housing units in the City shall not exceed 10% of the sum of all housing units in the City plus the number of housing units proposed in the application. Housing other than manufactured housing is not permitted within the boundaries of the subdivision.
- (2) Other primary and accessory uses permitted in the planning designation area in which the subdivision is to be located.
- (3) Conditional uses permitted in the planning designation areas in which the subdivision is to be located subject to the provisions of article 6.00.

E. Setbacks

Structural setbacks shall conform to those required in the planning designation area in which the subdivision is to be located.

F. Accessory Uses, Signs, Fences, Etc. - Refer to Article

G. Access and Parking - Refer to Article

H. Community Design Standards - See Article

I. Structural Compliance

- (1) A unit shall be allowed as a permanent family dwelling if there is on such unit the Insigne of Compliance issued by the Department of Housing and Urban Development (HUD), which shows the unit complies with the minimum safety and building standards required for such unit by the State of Oregon. All installation of plumbing, gas piping, electrical equipment and wiring must be in conformance with applicable statutes and regulations presently in effect.
- (2) Roofs shall be pitched with a minimum slope of 16%; have an overhang of at least 10 inches; be equipped with gutters and downspouts; and be constructed of aggregate, composition or shakes.

J. Manufactured Housing Installation Compliance

- (1) Each manufactured house shall be installed on its foundation in compliance with the current standards set forth by the Department of Commerce, State of Oregon, in its Statewide Setup Procedures.

- (2) All towing devices and transport gear attached to the manufactured house shall be removed.
- (3) All manufactured houses shall have compatible skirting of moisture resistant, non-combustible material which must be installed within sixty (60) days of occupancy and must be in compliance with the requirements set forth by the Department of Commerce, State of Oregon, State wide Setup Procedures.
- (4) All awnings, carports, ramadas and cabanas shall be constructed of materials, size, color and pattern so as to be compatible with the manufactured house and shall comply with the applicable codes.

8.03 Permits for Installation and Occupancy

- A. Prior to the placement of a manufactured house on a lot or parcel of land, the owner shall obtain from the City of Sherwood an application for the installation and occupancy permit. No mobile home shall be occupied until the placement of the manufactured house has been approved and inspected by the City.
- B. The City Building Inspector shall inspect the unit and placement thereof to determine if the unit complies with all the requirements of this article.
- C. Upon final approval of the application that the requirements of the City of Sherwood have been met, the unit can be occupied as a permanent family dwelling.
- D. A fee for the installation permit required under the provisions of this part shall be collected at the time the permit is issued.
- E. Any installation and occupancy permit shall be void if any alterations are made after the permit is issued which do not comply with this ordinance governing such premanufactured housing.
- F. If a manufactured house is ever replaced by a new unit, a new installation and occupancy permit shall be required for the placement of such new unit.

6.04 Manufactured Housing Park Conditional Use Standards

In addition to the standards of the plan designation area in which the conditional use is located and the other standards of this article, a manufactured home park approval as a conditional use shall meet the following standards:

A. Permitted Locations

Unless otherwise provided herein, upon compliance with applicable regulations and processes, manufactured housing parks shall be permitted only in the medium high density residential (MDRH) planning designation area.

B. Prohibited Occupancy of Recreational Vehicles

- (1) No owner or person in charge of a manufactured house park within the City of Sherwood shall occupy or allow the occupancy of a recreational vehicle upon the premises as permanent living quarters.
- (2) Nothing contained herein shall prevent the parking of an unoccupied recreational vehicle not in daily use on the owners property in duly designated storage areas.

C. General Provisions

(1) Compliance Required

No land within the City of Sherwood shall be developed for the use as a manufactured housing park and no plan for such park shall be filed or recorded until submitted to the Planning Commission.

(2) Minimum Standards

The requirements and standards set forth in this ordinance are the minimum standards to which a manufactured housing park must conform before approval of the Planning Commission.

(3) Conformity to the Comprehensive Plan

The manufactured housing park development shall conform to and be in harmony with the Sherwood Comprehensive Plan of that portion of the City within which the development is located.

D. Design Standards

The following standards and requirements shall govern the application of a manufactured house park development in an area which it is permitted:

- (1) A manufactured housing park shall not be less than 5 acres in area, nor contain less than 20 rental spaces.
- (2) Lots or spaces within the park shall contain a minimum of 3,000 square feet, with a width of no less than 30 feet.
- (3) Only one (1) manufactured house dwelling shall be permitted on a lot or space.

- (4) Each manufactured house shall have a minimum of 800 square feet.
- (5) No building, structure or land within the boundaries of a manufactured housing park shall be used for any purpose except for the uses permitted as follows:
 - (a) Manufactured Houses for residential uses only, together with the normal accessory uses such as cabana, patio slab, ramada, carport or garage, and storage and washroom building. However, at the time of application for a manufactured housing park, the sum of proposed and existing manufactured housing units in the City shall not exceed 10% of the sum of all housing units in the City plus the number of housing units proposed in the application.
 - (b) Private and public utilities and services by permission of the Planning Commission.
 - (c) Community recreation facilities, including swimming pool, for the residents of the park and guests only.
 - (d) One residence for the use of a manager or a caretaker responsible for maintaining or operation the property.
- (6) All manufactured houses shall be located at least twenty (20) feet from the property boundary line abutting upon a public street or highway, 100 feet from the center line of a state highway and at least ten (10) feet from other boundary lines, except that when a sound deadening fireproof barrier, as an earthen berm or brick wall is provided, the Planning Commission may allow ten (10) foot setback to be reduced to five (5) feet, but not the twenty (20) foot setback or the 100 foot setback.
- (7) Manufactured houses shall not be located closer than fifteen (15) feet from any other manufactured house or permanent building within the manufactured housing park, nor closer than ten (10) feet to any park or roadway. Manufactured house accessory buildings, when not attached to the manufactured house, shall not be closer than three (3) feet from any manufactured house or structure.
- (8) Ramadas, cabanas, awnings, carports and other attached structures shall be considered part of the manufactured house for setback purposes.
- (9) All manufactured houses shall be provided with a foundation stand, which shall be improved to provide adequate support for the placement of the manufactured house. The stand shall be all-weather surfaced with asphalt, concrete or crushed rock, and must be at least as large as the manufactured house placed upon it. The stand shall be constructed so that it will not heave, shift or settle unevenly under the weight of the manufactured house due to frost action, inadequate drainage, vibration, wind or other forces acting on the structure.

- (10) All Manufactured houses shall be required to provide minimum exterior finishing and construction of accessories as follows:
- (a) All manufactured houses shall have compatible skirting of moisture resistant, non-combustible material or fire retardant wood, which must be maintained.
 - (b) Pedestals, or blocking supports, shall be installed to insure adequate support and be in compliance with the State of Oregon, Department of Commerce setup procedures.
 - (c) All awnings, carports, cabanas, etc., constructed shall be of material, size, color and pattern so as to be compatible with the manufactured house and shall comply with the applicable codes.
- (11) A manufactured housing park shall not be established on a site that does not provide at least a thirty-six (36) foot wide access to a main street.
- (12) All manufactured housing parks over ten (10) acres in size shall be located so as to have access on a street designated as a collector street.
- (13) Two (2) off street parking spaces shall be provided at each manufactured house space. Also, additional parking space shall be provided in parking areas distributed around the park (not part of the common area) not to be less than one (1) parking space per ten (10) units, nor more than one (1) space per unit. All off street parking spaces are to be all-weather surfaces.
- (14) Adequate street lighting shall be provided within the park.
- (15) All utilities shall be installed underground, unless otherwise approved by the Planning Commission.
- (16) Individual roof top or outdoor television or radio antennas shall not be permitted in a manufactured housing park. If a master television cable is installed, the owner of the park shall see that a coordinated plan is prepared and executed to provide service to all lots and a guarantee is obtained from the cable company to insure its proper functioning.
- (17) Buffering or screening, if required by the Planning Commission, shall be sight obscuring fence, wall, evergreen or other suitable planting, at least six (6) feet high.
- (18) Fences or windbreaks exceeding forty-two (42) inches high shall be no closer than three (3) feet to any structure or manufactured house. Maximum height of all fences, except swimming pool fences and perimeter barriers, shall be six (6) feet.

- (19) Swimming pools shall be set back at least 50 feet from the nearest residential area and will have a fence surrounding it 6 feet high which does not obscure vision into the pool area. The swimming pool shall be operated and maintained pursuant to the standards and requirements of the Oregon State Board of Health regulations.
- (20) There shall be landscaping within the front and side areas of setback, and in all open areas of the manufactured housing park not otherwise used for park purposes. The method of landscaping shall be submitted for approval by the Planning Commission. The maintenance of the open spaces shall be necessary to continue renewals of the park license.
- (21) In the manufactured housing park, all refuse shall be stored in insect proof, animal proof, water tight containers which should be provided in sufficient numbers and capacity to accomodate all refuse in the park. Refuse containers shall be enclosed by sight obscuring fence or screening and situated on a concrete pad. Refuse shall be collected and disposed of on a regualr basis.
- (22) If storage yards for recreational vehicles, boats or trailers is provided, it should be provided at the rate of up to 100 square feet per manufactured house space depending on the clientele served. An eight (8) foot high sight-obscuring fence with a lockable gate should be erected around the perimeter of the storage yard.
- (23) Adequate and properly equipped laundry room facilities shall be made available to the residents of the manufactured housing park. Laundry lines shall not be permitted on the manufactured house space.
- (24) Signs identigying the manufactured housing park shall conform with the requirements of the zoning ordinance for the particular zone in which the manufactured housing park is located.
- (25) Pedestrian walkways shall be separated from vehicular traffic ways and maintained to provide sage and convenient movement to all parts of the park and connect to ways leading to destinations outside the park. Sidewalks should be at least three (3) feet wide and be composed of concrete at least three (3) inches thick.
- (26) Although it will not be necessary for vehicular ways to be improved and maintained to "city standards", all vehicular ways shall be based, graded and paved with asphalt or concrete.

Minimum park street improvement width for unobstructed streets shall be:

	<u>Minor Streets</u>	<u>Collector Streets</u>	<u>Arterial Streets</u>
One Way	<u>14 feet</u>	<u>16 feet</u>	<u>20 feet</u>
Two Way	<u>24 feet</u>	<u>30 feet</u>	<u>34 feet</u>

G. Park Administration

- (1) It shall be the responsibility of the park owner (s) and manager to see that the provisions of this ordinance are observed and maintained within their park, and for failure to do so the owner and manager shall be subject to the penalties provided for violation of this ordinance.
- (2) Manufactured housing park spaces shall be rented or leased only.
- (3) A minimum of fifteen (15) spaces must be available for occupancy before first occupancy is permitted.

H. Supplementary Application Requirements

All applications submitted for approval of conditional use for a manufactured housing park development shall consist of 8 copies of a development plan which include the following information:

- (1) Name of person who prepared the plan.
- (2) Name(s) of person owning and/or controlling the land proposed for the park.
- (3) Name of the manufactured housing park and address.
- (4) Scale and north point of the plan.
- (5) Boundaries and dimensions of the manufactured housing park.
- (6) Vicinity map showing relationship of manufactured housing park to adjacent properties and surrounding zoning.
- (7) Location and dimensions of each manufactured house site, with each site designated by number, letter or name.
- (8) Location and dimensions of each existing or proposed building.
- (9) Location and width of manufactured housing park streets and and pedestrian ways.
- (10) Location of recreational areas and buildings and common area.
- (11) Enlarged plot plan of a typical manufactured house space showing location of stand, storage space, parking, and sidewalk, utility connections and landscaping.

- (12) The plan shall show the topography of the park site with contour intervals of not more than 10 feet.
- (13) Location and sizes of existing and proposed sewer, water and drainage improvements to serve the site.

I. Manufactured Housing Park License

- (1) No license for occupying of any manufactured housing park, or building or facility shall be issued by the City of Sherwood until such time as the development has been completed according to the finished plan approved by the Planning Commission. Deviations from the approved plan must be submitted to the Planning Commission for approval as revisions of the park plan.
- (2) No use or occupancy of any manufactured housing park, or building or facilities covered hereunder will be allowed until the license is issued.
- (3) Licenses hereunder shall be valid for a period of one (1) year, and renewable thereafter, unless a shorter or longer time is noted by the Planning Commission and the City Administrator on the signed approved copies of the development plan.

J. Miscellaneous Provisions

- (1) Alterations and Additions
The management shall be held responsible for all alterations and additions to a manufactured housing park, and shall make certain that all permits and inspections are obtained from the proper authorities.
- (2) Electrical Connections
All electrical connections shall comply with the State of Oregon electrical code and be duly inspected.
- (3) Fire Extinguishers
Portable fire extinguishers rated for classes A, B, and C shall be kept in service buildings and at other locations conveniently and readily accessible for use by all occupants and be maintained in good operating condition.
- (4) Fire Hazards
The owner of the park shall be responsible to maintain the park free of any brush, leaves and weeds which might communicate fires between manufactured houses and other buildings in the park. The owner shall also be responsible to insure that no combustible materials are stored in, around or under any manufactured house occupying a manufactured housing space.
- (5) Fire Hydrants
Approved fire hydrants shall be installed so that all manufactured homes, recreational vehicles and other structures are within 300 feet down the center line of a street of an approved fire hydrant.

- (6) Insigne of Compliance
All manufactured houses installed in manufactured housing parks after the effective date of this ordinance shall have affixed to the manufactured house a State of Oregon Insigne of Compliance or a HUD Insigne of Compliance.
- (7) Inspections
The City Building Inspector shall check each park a minimum of once a year and submit to the park owner and manager a written report stating whether or not the park is in compliance. If not in compliance, the owner must make repairs as are required before a license or license renewal for the park will be issued. An extension of time to make repairs may be made by the Planning Commission, if it can be shown that risk to public health, safety or welfare will not be created by this extension, for a period not to exceed one (1) year, by the granting of a temporary emergency license.
- (8) Mail Boxes
The owner or operator of a manufactured housing park shall provide individual mail boxes or distribution facilities for incoming mail, and shall provide at least one (1) collection box for outgoing mail which shall be dispatched in coordination with the post office.
- (9) Management Responsibilities
Either the owner, an operator or resident manager or similar supervisor or representative of the owner shall be available and responsible for the direct management of the manufactured housing park while it is in use.
- (10) Refuse Burning
Burning of refuse will not be permitted except in an approved device at a designated site as directed by the Tualatin Rural Fire District.
- (11) Refuse and Debris Control
All manufactured housing parks shall be maintained free of accumulations of refuse or debris which may provide rodent harborage or breeding places for flies, mosquitoes or other pests. All units shall have an adequate garbage container, as determined by the Washington County Health Officer.
- (12) Storage of Materials
Storage of decomposing combustible or other unhealthy or unsafe materials inside or beneath any manufactured house is not permitted, but may be allowed in an outside accessory building if such installation is approved.
- (13) Telephone
At least one (1) public telephone for the use of the park residents shall be provided and available for use at all times.

(14) Water and Sewer Connections

All manufactured houses, service buildings, etc., shall be connected to an approved water and sewer systems, in a manner that provides these services to the same degree as other residents of the City of Sherwood.

Alternatives to Open Burning of Domestic Yard Debris

PREPARED FOR:

PORTLAND AIR QUALITY MAINTENANCE
AREA ADVISORY COMMITTEE

SOLID WASTE DIVISION
DEPARTMENT OF ENVIRONMENTAL QUALITY
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1. Introduction

The Solid Waste Division's involvement in developing alternatives to open burning of domestic yard debris is a result of the efforts undertaken by the Portland Air Quality Maintenance Area Advisory Committee (PAQMAAC). Their efforts are directed at documenting the problems associated with open burning and justifying and presenting alternatives via the DEQ. Transitions from open burning to alternative disposal methods will develop only if firm compliance schedules on burning are developed and enforced by DEQ. Since a ban on burning would result in a potential solid waste disposal problem, the Solid Waste Division was asked to determine the probable impact of a burning ban on existing solid waste collection and disposal systems and to identify and evaluate various alternatives.

In identifying possible alternatives, factors such as economics, public and industry attitudes, environmental effects, yard debris as a resource, material characteristics and existing circumstances were considered. Only those potential alternatives considered to be feasible within the scope of these factors were identified and evaluated in this report.

A number of communities (Seattle, Berkeley, Sacramento City and County and Gladstone for example) have implemented yard debris collection and disposal programs. For the most part (excluding Berkeley) they initially took a segmented approach to the problem (i.e., established a collection system but did not develop a means to use the material other than in a landfill). Now, many of the cities, such as Seattle, are looking to material utilization as a means of decreasing the amount of solid waste to be disposed and thereby increasing landfill life.

A unique situation exists in the PAQMA in that a specific time period has been proposed to allow local governments to develop a holistic approach to dealing with domestic yard debris collection and utilization or disposal. Ultimately, an alternative should be selected which provides for the best practicable management of this material. Yard debris accumulation is a seasonal activity with highs occurring during the spring and fall months. Any approach to developing an alternative to open burning should include provisions for volume fluctuations.

The alternatives and recommendations presented here are in response to the needs of the Portland metropolitan area, but they may be applied elsewhere. The suggestions made are the culmination of ideas from other operational projects and thus could have application in a wide variety of situations similar to the Portland area. These alternatives should by no means limit the development of other comprehensive approaches to achieve the stated goal.

The Solid Waste Division was asked to estimate the volume of domestic yard debris generated in the Portland metropolitan area. In pursuit of this information, it became evident that there was no available volume data for this area. Accordingly, several other communities were surveyed to get a rough estimate of what their volume increases were following a ban on open burning. From their responses it was concluded that urban areas would probably see a solid waste volume increase of somewhere around 30 - 40%.

However, additional activities to dispose of yard debris prior to a ban on burning, which are community specific, may reduce the volume increases felt after such a ban. To assist in determining a record of the present volume of material being generated, the Metropolitan Service District (MSD) has also agreed to estimate the volume of yard debris presently entering the landfills and that which is being burned. (Refer to MSD's domestic yard debris report.)

Fire permits were suggested as a means of measuring yard debris volume. Fire departments use the open burning permit system primarily to educate the public as to when, how, and what can be burned. No records of the volume of material burned are normally kept. Only one of the counties could even report the specific number of permits issued. Based on this skimpy data it was roughly estimated that 200,000 domestic burns occur each year in the urban areas of the City of Portland, Washington, Multnomah and Clackamas Counties.

II. Recommended Practice for a Comprehensive Domestic Yard Debris Collection and Disposal Program as an Alternative to Open Burning

In evaluating public comments relative to alternative development, it is obvious that no one alternative will satisfy everyone. Some physical and financial burdens will be placed on the individual to prepare, transport and properly dispose of domestic yard debris no matter what the alternative. However, we must realize the need for environmental balance and every individual must accept some responsibility in protecting that balance.

Cost, available resources, public and private attitudes, and environmental effects were considered in developing a recommended alternative to open burning of domestic yard debris. A recent survey to evaluate public attitudes toward government and business show a strong public commitment to free enterprise and free market systems. Thus, an emphasis is placed on the private development of alternatives to open burning. Local governments may best serve their constituents by acting as a coordinator of alternative development by encouraging private businesses and/or community involvement into the process of collection and disposal of domestic yard debris.

At present, there isn't a comprehensive program in the Portland metropolitan area for collection and disposal of domestic yard debris. There are, however, a few segmented efforts to provide assistance in leaf and bush disposal (i.e., Portland's fall leaf collection and Hillsboro's chipper service). In the event of a ban on open burning, such segmented efforts would be a starting point for individual communities to expand upon while maintaining their own autonomy or for initiating a new comprehensive metropolitan program coordinated by MSD.

A. Collection

Recommended Practice: Yard debris would be kept separate from other domestic refuse. For yard debris other than limbs, branches and prunings, existing commercial refuse collectors could collect the material from individual residences and transport it to the composting or disposal site of choice. Sites should be located near the metro area to facilitate convenient dumping and low cost operation. The shorter a distance to the dumping site, the greater the potential for reduced operational cost and service fees.

A user fee, as supported by the collectors survey, would be the most equitable means of payment for services rendered. User fees would exclude those individuals who don't use such a service and would allow one the choice of self-hauling. One could expect to pay a collection fee of \$1 - \$2 per bag, box, bundle or can not to exceed 60 pounds. Any collection service should be offered weekly to prevent excessive accumulation of yard debris.

Limbs, branches and prunings should be separated from both yard debris and municipal garbage for chipping. A separate chipping service should be set up to provide two functions: (1) pre-processing for composting or pelletizing operations and (2) volume reduction for landfilling. Such a service could be offered on an individual request basis or as a neighborhood project. There are a number of chipper services throughout the Portland metropolitan area in addition to some chippers that the cities are operating. Fees for chipping service run from \$25 - 40 per hour.

B. Compost

Recommended Practice: Compost all acceptable domestic yard debris and sewage sludge. Several composting projects are operating throughout the United States and have proven to be a viable alternative to open burning of yard debris. If markets are adequately developed, it is possible that a compost project or a number of projects could accept and process most all the vegetative yard debris and a large amount of the digested sewage sludge produced in the Portland area.

Before starting any compost project, serious consideration must be given to securing markets. Lack of firm markets is the primary reason that many composting projects have failed. Compost is a product with several potential market applications, but it must compete with other well established products. It may be used for agricultural, horticultural and for a variety of other applications as a soil amendment. The nutritive value of compost will vary according to the type of wastes composted and the method used, but it is generally low compared to synthetic chemical fertilizer. Initial studies indicate vermiculture (worm growing) increases the nutritive value of composted woodwaste and sewage sludge. It should also be noted that composting has an additional economic incentive for development through the state's tax credit program for the private sector and grant/loan program for local governments.

In utilizing sewage sludge, precautions need to be taken to prevent utilization of sludge with high concentrations of cadmium (concentrations in excess of 25 mg/kg dry weight) and other heavy metals. An analysis should be done on the digested sludge prior to delivery at the compost site(s). This preliminary analysis will allow the compost operator to reject the sludge prior to delivery if it is high in heavy metals or other hazardous materials. Digested sludge is normally pathogen-free, but the heat generated during composting provides additional assurance that the final product will be biologically safe.

A compost project site should ideally be located on-site at the main landfill serving specific geographical areas or at sewage treatment plants. By locating near the landfills and treatment plants, one could capitalize on existing hauling patterns and projected transfer site operations. Location of a composting project on a landfill or sewage treatment site should not negate the possibility of private operation of the compost project. Several smaller composting projects may achieve better local acceptance than one large site.

Operation of a compost project may be conducted by the local government (such as the Berkeley project) or by private enterprise. There are currently three separate attempts within or near the metropolitan area to establish an ongoing compost project. The projects have some differences, but all have the same goal of organic waste utilization. The three projects are described in Appendix F, G, and H.

III. Financial Aid for Project Development

Two financial incentives are available from the state for the development of alternative solutions to the collection and utilization of domestic yard debris. The incentives differ in who can qualify. One provides an incentive for the private development of solid waste recovery systems, and the other provides financial support to local government for planning and implementation of solid waste programs.

Special funding to local governments for developing solid waste alternatives is authorized under Oregon Administrative Rules (OAR 340-82-005-055) entitled "State Financial Assistance to Public Agencies for Pollution Control Facilities for the Disposal of Solid Waste". Funding is administered by the DEQ's Solid Waste Division. Local government's planning and implementation of projects for the development of alternatives to open burning of domestic yard debris would be eligible for grants and low-interest loans. Since an open burning ban would affect all local governments in the MSD area, it may appear most reasonable for any alternative selected to be coordinated by MSD. (See Appendix A.)

Financial incentives to private entrepreneurs are available through legislation originally adopted in 1967. The program known as "Pollution Control Facility Tax Relief", encourages the construction and installation of facilities to utilize solid waste to produce energy or other useful products. Tax credits are available for 100% of the cost of a facility which produces an item of real economic value from solid waste. In 1977, amendments expanded the definition of a solid waste facility to include additions to existing facilities which will increase the production or recovery of useful materials or energy over the amount currently being produced. This program is also administered by the Solid Waste Division (refer to Appendix B).

IV. Collection Alternatives

Alternative: Collection Under Government Contract

Private collectors would be under contract with a local government to provide a collection service for a specified geographical area. Such a service would be made available to all residents in the designated area.

A collection service for domestic yard debris is operated in a similar fashion to that for household waste. Collection would occur on a weekly or bi-weekly basis, picking up yard debris as it is set on the curbside. Such collection would prevent excessive accumulation of debris and establish a pattern for ease of citizen participation. Material preparation standards (e.g., bundle size) would be established by the collector.

An appropriate means of determining a contract fee for a residential area would be to base the fee on the total number of single family dwellings and calculate a separate fee for multi-family dwellings. An accurate account of such dwellings may be surveyed via the water department (i.e., count the number of water meters). Such a method of cost determination does not, however, take into account those that wouldn't use the service or other volume fluctuations.

A second method of fee determination would be for the collector to record all residences served and submit a monthly tabulation for reimbursement. Two variations of this system are discussed below. Actual costs are very similar to that of domestic garbage collection.

- Example:
1. The City of Gladstone, Oregon is currently in contractual agreement with Gladstone Disposal Co. to have domestic yard debris collected once a week. Currently the City pays Gladstone Disposal Company approximately \$17,000 per year for this service. With a population of 9,350 in 1978, it costs the taxpayer \$1.82/capita/year for domestic yard debris collection. (See Appendix C for contract agreement.)
 2. The City of Seattle contracts with private collectors for pickup of domestic yard debris. The collector records the residences served, then the City bills the residence and reimburses the collector. Their reason for such a system is that it divides the potential market among the collectors and insures a service for the resident.

Advantages:

- * A consistent weekly service is available to every resident.
- * Undue hardships would not be imposed on individuals with fixed incomes if the service is tax supported.

Disadvantages:

- * Volume fluctuations would make it difficult to fix costs and establish equitable fees.
- * A tax supported service would create a system where all tax payers would pay for the service whether they use it or not.

Alternative: Individual Collection Agreements with Private Collectors

The individual would be responsible for subscribing to existing garbage collection services for the pickup of domestic yard debris. Such a service would be conducted in a similar manner to household garbage collection. Material preparation standards would be established by the collector.

By using the services of existing garbage collectors, capital outlay would be minimal and should be attractive to the public. Actual costs for a domestic yard debris collection service would be very similar to existing garbage collection costs. Survey results from collectors in the Multnomah, Clackamas and Washington County areas indicate estimated service charges of \$1 - \$2 per bag, 32 gal. can, bundle or box of domestic yard debris. Actual cost may vary depending on the collection process. (See garbage collector's survey, Appendix L).

Advantages:

- * Equitable system; the individual pays only for the disposal of what he produces.
- * Utilizes an existing service with some modifications.
- * User may subscribe to a one-time service.
- * Popular solution due to its private, as opposed to public, involvement of collection services.

Disadvantages:

- * Increased burden on those with fixed incomes.
- * If waste was not collected separately from domestic garbage, it would be hard to separate later. Most debris would end up in the landfills.

- * Does not adequately address the collection of large limbs, branches or prunings.
- * Precludes chipping on-site if chipper service not offered.

Alternative: Collection by Government Agency

This method of collection would involve the creation of a solid waste collection operation within a public works department. If a department didn't have adequate equipment, one could expect a considerable amount of capital outlay to initiate a yard debris collection program.

Several communities provide this service, an example is given below. None of the communities surveyed that provided yard debris collection provided a free service. A user fee was charged to all who used the service. Complete assessment evaluations were required from time to time to insure that the existing rate schedules were sufficient to cover costs of the program.

Essentially, the program would consist of one packer truck with a two-man crew assigned to specific routes. A number of routes and crews would have to be established to provide a weekly service throughout the individual communities, certain material preparation rules would have to be established for consistent fee scheduling and ease of pickup.

Example: The County of Sacramento, California, implemented a rubbish collection program in 1971 following a ban on domestic burning of such material. One advantage the County had was that they were in the business of garbage collection prior to the rubbish collection program.

For projected costs, fee schedules, pilot project studies and program balance sheets, see Appendix D. (Please note Regulations for Refuse Collection Service for Single Family and Duplex Dwellings). The County of Sacramento currently landfills its collected waste as a means of disposal.

Advantages:

- * Additional services (i.e., chippers) could be incorporated into the collection system to achieve a comprehensive program.
- * Program would be easier to bear for those on fixed income.
- * Services available to everyone on a routine basis, weekly or biweekly.

Disadvantages:

- * Competition with local businesses.
- * Large capital outlay required to initiate program for accounting and physical operations.
- * Public attitudes do not favor new government programs.
- * Segmented service; coordinating services would be difficult due to the number of local governments involved in the Portland metropolitan area.

Alternative: Public Transport

Public transportation of yard debris material to a transfer or disposal site would require the individual to rely on his own resources for removal of his yard debris. The individual would collect and transport his material to a central collection point (transfer site) for the neighborhood or geographical area. A dumping fee may or may not be charged depending on the extent of government subsidy.

Example: Currently there are a number of Oregon counties utilizing transfer sites. Each site serves a specific geographical area and usually accepts a wide variety of materials. When the collection boxes are filled, the material is then transferred via truck to the sanitary landfill or, in some cases, to a recovery project site. Attendants are necessary to insure proper dumping and material separation (if required).

MSD has proposed and researched the development of a transfer site program for the metropolitan area. For further information relative to cost projections, etc., contact MSD.

Advantages:

- * Would give individuals a flexible disposal option due to daily availability of the transfer site.
- * Allows lower collection costs to the individual.
- * Allows easy incorporation of chipping activities at the transfer site for pre-processing and volume reduction of limbs, branches and prunings.

Disadvantages:

- * Places a hardship on those without a means of transportation.
- * Acquisition of appropriate transfer sites may be difficult.

Alternative: Neighborhood Projects

Neighborhood projects would consist of a neighborhood cooperative effort for yard debris collection. Most neighborhood projects are primarily concerned with limbs, branches and prunings disposal. Other types of waste items such as grass clippings and leaves are normally incorporated into the household garbage or collected by the city's public works department.

Typically, neighborhood projects establish one or more collection points for brush accumulation. A brush chipper is usually located at these collection points for volume reduction. A few individuals will take the chips for garden or other horticultural uses, which reduces the total volume to be disposed.

Local governments and neighborhood organizations can play a major role in coordinating project activities. Cooperative efforts can provide pickup for those without the means to transport their debris to the collection point. The pride of community involvement runs high in such a project in that people are solving their own waste problem while helping others to do the same. Brush clean-up projects are coordinated on a seasonal basis to coincide with peak brush periods.

Example: 1. The City of Salem (Appendix E)

The City of Salem sponsors an annual campaign to provide the citizens with an opportunity to clean up their homes, yards, basements and garages, and dispose of the refuse free of charge. Out of the hotel/motel tax monies, \$5000 is budgeted each year for campaign coordination and public notice efforts.

Fourteen of the 15 neighborhood associations, excluding the central business district, participated in the campaign. Twelve collection sites were located throughout the city, some providing chipper service while others were strictly collection points. Various collection companies and service organizations volunteered their efforts to assist in collection and disposal (see Appendix E).

2. Woodlawn-Vernon Neighborhood Clean-Up Project coordinated a collection program which allowed residences to bring their brush to a park site. An informational flier was distributed throughout the neighborhood to inform people that they could bring their tree limbs, branches and prunings to a park where a chipper would be operating.

Approximately 15% of the brush received was chipped and transported to a nursery. The remaining brush was hauled to the landfill due to the short operating time of the chipper. Since this project was the neighborhood's first, certain inadequacies were realized, (such as the operating time of the chipper) and would probably be corrected if there were to be another project. Cost of operating the chipper ran approximately \$25/hr.

Advantages:

- * Low cost, utilizes personal resources.
- * Available to all neighborhood residences with the means for transport.
- * Convenience of chip return to the residents for utilization.

Disadvantages:

- * Volume fluctuations may cause problems.
- * Chipped material not returned to the resident must be disposed of at additional cost.
- * Most projects to date only address tree limbs, branches and prunings. They do not adequately serve to collect grass clippings and leaves on a routine basis.
- * Some individuals may not have the means to transport their material.

Alternative: Chipper Service

As a supplement to grass and leaf collections, a private or tax supported chipper service could be offered to collect limbs, branches and prunings. Such a service will reduce the volume of waste, pre-process bulky wood waste for disposal or utilization and increase the homeowner's alternative choices for debris disposal.

There are a number of tree service businesses in the Portland metropolitan area in addition to some public agencies that are currently operating a chipper service for various programs. Trailer-mounted brush chippers are usually towed behind a pickup truck. A container could be mounted on the truck to transport the chipped waste if the homeowner should not wish to retain it. Chips not claimed by the homeowner are currently either disposed of at the landfill or used by nurseries.

A county, city or private chipping program would have to be planned, publicly announced, and advertised in the local news media. Service calls would have to be scheduled through the operators to promote efficient use of equipment and personnel. Possibly a one or two week period in the spring and fall could be designated and coordinated with routine yard debris collection.

Example: The City of Hillsboro began providing a chipper service a few years ago. Since this program began, the city reports a significant decline in open burning. The city charges a flat hourly rate with a \$3.50 minimum service charge. Most calls require 5 to 10 minutes of actual work. Most residents desire to keep the chipped waste for compost, mulch or for landscaping. The charge has been calculated to cover fuel, operating costs, and city labor to keep the program self-sufficient.

Advantages:

- * Volume reduction and pre-processing for alternative disposal methods.
- * Supplementary to additional collection efforts of domestic yard debris.
- * A number of local communities are currently offering a chipper service to their residents.

Disadvantages:

- * Additional disposal cost may place undue hardships on individuals with fixed incomes.

V. Disposal Alternatives

Alternative: Energy Recovery From Yard Debris

Domestic yard debris, in its totality, is a poor fuel source due to its high moisture content and low Btu value. As one separates out specific materials with a lower moisture content, the Btu value would increase. However, the increase in Btu gained by material segregation probably would not be enough to consider any segregated material as a single energy source without mechanical processing. In addition, it is questionable whether a sustained volume exists to develop long-term markets for such material only.

Consideration may be given to inclusion of chipped limbs, branches and prunings with existing hog fuel. A mixture would dilute the debris, thus lowering the collective moisture content and allowing for a better burn. The debris would contribute little to the Btu value of a combined wood waste fuel, but would provide for a means of disposal with adequate source controls.

Yard debris could potentially be processed in a resource recovery plant for production of a refuse derived fuel (RDF). Many of the same problems would exist as with mixing with hog fuel. Moisture content is high and the bulk characteristics of yard debris make it difficult to include a large amount in a resource recovery plant. Some form of pre-processing would be a minimal requirement to avoid problems with the conveyor feed belts. To date, there isn't a resource recovery plant in operation to serve the Portland metropolitan area, but one is proposed. Further information regarding the proposed resource recovery project can be obtained from the Metropolitan Service District.

Aside from industrial applications, another method of energy recovery from limbs, branches and prunings would be the utilization of such debris in domestic wood burning stoves during the winter months. A public education program would be necessary to develop utilization habits and inform the public as to the best time and way to burn the material. For example, the hotter a fire and the dryer a fuel, the better the combustion and the higher the Btu yield.

Advantages:

- * Limited energy recovery from a waste material.
- * Reduction in the volume of material going to landfills.
- * Yard debris can be incorporated into the mainstream of domestic waste for collection and resource recovery if strict material preparation standards are met.
- * Tax credit incentives available to industry for energy recovery, excludes the use in a wood stove or fireplace.
- * Grants and loans available to the local governments for alternative development.

Disadvantages:

- * Inefficient fuel due to moisture content.
- * Dependent on dilution with domestic garbage or wood waste for better combustion.
- * Pre-processing, i.e., chipping required.
- * Processing equipment is costly to purchase and maintain.

Alternative: Fuel Recovery of Domestic Yard Debris via Pelletizing Process (Woodex[®])

The product, a pellet 1/4" in diameter and about 3/4" long, is created from fibrous organic material such as wood waste, straw, yard debris, or any combination of the three. The process for converting organic material into a fuel pellet is under U.S. Patent. Fiber is pulverized to about the consistency of face powder, moisture reduced to approximately 20% and the dried particulates forced at high pressure through a standard pelletizing mill.

In utilizing domestic yard debris, a mixing ratio of 70% debris and 30% wood waste gives the best Btu value for industrial applications. The heat value of the Woodex[®] pellets (8,500 Btu + 500 Btu) is similar to that of low grade coal and provides an alternative fuel for industrial and domestic applications. For the Portland metropolitan area, a pelletizing mill would have to be constructed, bio-mass sources developed (domestic yard debris and wood waste) and markets established.

Example: Bi-Solar Research and Development Corp. (See Appendix K) Woodex[®].

Advantages:

- * Energy recovery from solid waste.
- * Tax credit incentive to the private sector.
- * Can utilize all domestic yard debris produced in the metropolitan area, if plant is adequately sized.
- * Potential for variable market applications.
- * Low pollution characteristics

Disadvantages:

- * May need supplemental fibrous material (wood waste).
- * Substantial capital outlay required.

Alternative: Landfill

Landfilling is not necessarily the best method of solid waste disposal but is generally the most economical and available. Such a method of disposal would negate any type of resource recovery and would decrease the projected landfill life due to increased volumes. Most communities that are landfilling their domestic yard debris either have sufficient area not to be concerned about landfill life or are currently seeking alternative disposal methods to keep domestic yard debris out of the landfills.

If landfilling were chosen as an alternative to open burning, and if strict material preparation standards were followed, domestic yard debris collection could easily be included with domestic garbage collection. Some garbage collectors currently offer this service to their customers.

At present, there are four landfills serving the metropolitan area that accept domestic yard debris from the public. The four landfills are Rossman's in Oregon City, the Hillsboro landfill and La Velle's and St. Johns in Portland. All but the St. Johns landfill are scheduled to close prior to 1982. St. Johns will operate to 1985. MSD is currently in the process of siting a new landfill, but not with the expectation of accepting the total volume of yard debris that would result from a ban on backyard burning.

For more information concerning waste volume projections and the landfill situation in the Portland metropolitan area, contact MSD.

Advantages:

- * Simplistic solution to the disposal of domestic yard debris, minimal capital outlay utilizing existing and proposed landfill sites.

Disadvantages:

- * The potential for energy recovery or product development is wasted.
- * Additional equipment may be necessary to properly landfill some yard debris which is bulky or otherwise difficult to compact and cover.
- * Extremely difficult to secure new landfill sites.

Alternative: Composting

A composting project consists of a controlled biological decomposition process utilizing domestic yard debris (carbon source) and possibly sewage sludge (nitrogen source) to produce a product for agricultural or horticultural uses. A compost product is generally thought of as a good soil amendment for conditioning, but its nutritional value to plants is debatable.

Many homeowners practice composting on a small scale for disposal and utilization of their organic wastes. In the event of a ban on backyard burning, communities may wish to encourage individual composting as an alternative to debris pickup and off-site disposal--obvious savings would be incurred. Information on the operation of a single family compost pile, in addition to other recycling information, is available through DEQ's Recycling Information Office at 229-5555.

By producing and marketing compost from solid waste individuals could qualify for the State's tax credit program. Any compost project serving the public would require a permit from DEQ. A composting project is considered a "disposal site" under Oregon law and must be operated in accordance with DEQ standards.

Currently, we are aware of two individuals in or near the Portland metropolitan area who are considering or operating compost pilot projects. Each project would like to compost sewage sludge with either wood waste or domestic yard debris. Certain requirements such as adequate digestion of the sludge and wood chip size are necessary to ensure safe and efficient composting. NOTE: Composting would probably generate enough heat to eliminate pathogens in sewage sludge.

Cloudburst Inc. of Portland has prepared a fairly comprehensive report entitled, "An Examination of Composting Alternatives to Landfilling Organic Wastes." (See Appendix F.) The report presents a fairly intensive study of operational procedures and financial costs of composting projects. Any individual or local government wishing to pursue a compost project should be able to get a fairly good start by referring to this paper, or contacting Cloudburst Inc. and/or the Solid Waste Division of DEQ.

- Example 1: "The Bait Box", operated by Bob Paeth Jr.
(See Appendix G).
- Example 2: "Windfell Farms", operated by Steve Talbott
(See Appendix H).
- Example 3: "City of Berkeley Composting Project",
operated by the City of Berkeley (See
Appendix I).
- Example 4: "DEQ Recycling Switchboard Individual
Composting Guidelines" (See Appendix J).

Advantages:

- * Solid waste is utilized to produce a soil amendment for agricultural or horticultural purposes.
- * Reduces volume of organic material entering the landfill, thus extending landfill life.
- * Two waste items that are normally difficult to dispose of, yard debris and sewage sludge, would have an outlet for continual disposal.
- * Minimal environmental impact with proper operation.
- * Financial incentives for development (tax credits and grant/loans).

Disadvantages:

- * If sewage sludge is utilized, it may be difficult to convince potential markets of its safety.
- * Some capital outlay would be necessary for equipment acquisition.
- * Personnel would be required for full time operation.

VI. Appendix

- A - State Financial Assistance to Public Agencies for Pollution Control Facilities for the Disposal of Solid Waste
- B - Pollution Control Facilities Tax Relief
- C - City of Gladstone Contract Agreement with Local Collector
- D - County of Sacramento Domestic Yard Debris Collection
- E - Salem's Neighborhood Cleanup Day
- F - Cloudburst Inc. Report on Composting Alternatives
- G - The Bait Box - A Worm Composting Pilot Project
- H - Windfell Farms - A Composting Project
- I - City's Composting Project (Berkeley)
- J - DEQ Recycling Office "Composting: Recycling Life"
- K - Bio-Solar Research - Development Corp., "Woodex" Pelletized
- L - Garbage Collectors Survey (Multnomah, Washington and Clackamas Counties)

February 7, 1980

TO: Members of the Sherwood City Council

FROM: City of Sherwood Employees

RE: Consensus Employee Wage and Benefits Request

The undersigned City employees met at 12 o'clock on Wednesday February 6, 1980 to review the proposed 1980-81 Budget and to discuss consensus wage and benefit options.

Members present reached consensus on the following wage and benefit request. It was decided to have a representative of the City employees present at your meeting of Wednesday February 13, 1980 to present a formal request.

THE UNDERSIGNED EMPLOYEES OF THE CITY OF SHERWOOD HEREBY REQUEST THE SHERWOOD CITY COUNCIL TO GRANT THE FOLLOWING WAGE AND BENEFIT INCREASES FOR FISCAL YEAR 1980-81 AND TO REFLECT THE SAME IN THE 1980-81 CITY BUDGET CURRENTLY UNDER REVIEW.

1. A 10% cost of living wage increase as included in the proposed budget.

Rational: We consider this request to be moderate in light of the 14.3% Portland Area cost of living increase. In reaching consensus on this figure the employees acknowledged the need to keep the request under the rate at which inflation was reducing the buying power of their current wages. It was recognized that inflation also affects City revenue sources.

2. The addition of the following employee benefits:

- A. City paid medical insurance coverage for employee dependents.

Rational: Dependent medical coverage is paid by all of the Cities contacted in a sample survey; Tualatin, Wilsonville and Tigard.

- B. City paid employee dental insurance coverage with a employee paid dependent coverage program.

Rational: Employee dental coverage is paid by Wilsonville and Tigard. Tigard also pays dependent dental insurance.

C. City paid vision insurance coverage for employees with an employee paid dependent coverage program.
Rational: Employee vision benefits are paid by the Cities of Wilsonville and Tigard. Tigard also pays for dependent vision coverage.

Generally, the employees found that the addition of these benefits would be the most cost effective for the City in terms of actual value of employee compensation offered.

RESPECTFULLY SUBMITTED BY:

C. Henderson

Madaleno Zuniga

Jared D. Neil

Michael A. Myers

Carly L. Hall

Joel Dugdale

Leonard Kosatko

Polly Blankenbaker

Lauren S. Will

Larry J. Pedersen



P.O. Box 167
Sherwood, Oregon 97140
625-5522 625-5523

February 15, 1980

To: Sherwood City Council

The Sherwood City Council will meet in executive session on February 19, 1980 at 7:00 p.m. to discuss wages and benefits for employees. Council will meet either upstairs or in the office area because a Planning Commission meeting is also scheduled for that night.

Wednesday, Marge requested I check with other Cities to see how many employees they have. Leonard called several cities; attached are his findings. The first column is the City's name, 2nd is population, and then the phone number. The next four columns indicate services. If the city has a police dept. there is a check mark. The number of employees is in column 7, the number of CETA employees is in column 8. Of the 32 cities contacted only 4 do not provide full city paid dependent medical insurance. Only 10 do not provide employee dental coverage.

Polly
Polly Blankenbaker
Recorder-Treasurer

City	Population	Phone No.	Police	Fire	Sewer Plant	Other	City Emp.	Rate	Wage Inc. for 1980	Blue Cross	Dental	Vision	PERS
1	Phone 2000	2575	2	2	2	2		33	Emp. Dep.	Emp. Dep.	Emp. Dep.	Emp. Dep.	
2	Bandon	347-3606	2	2	2	2		2	Megabonding	100% 100%	100% 100%	No	
3								30	Request Oregon Cities Coverage	100% 100%	100% 100%	No	
4	Brookings	469-2163	✓	✓	✓	Water			Megabonding	100% 100%	100% 100%	No	
5									100%	100%	100%	100%	
6	Eagle Point	826-4212	✓	✓	✓	✓	16		10%	100%	100%	100%	
7	Florence	997-3436	✓	✓	✓	✓	49		Workington	100% 100%	100% 100%	No	
8									100%	100%	100%	100%	
9	Junction City	998-2153	✓	✓	✓	Water	24		3%+PERS	100% 100%	100% 100%	100%	
10									100% 100%	100% 100%	100% 100%	100%	
11	Lakeview	947-2029	✓	✓	✓	✓	35		100% 100%	100% 100%	100% 100%	100%	
12									100% 100%	100% 100%	100% 100%	100%	
13	McLellan	829-6855	✓	✓	✓	New Plant New Water	22		1st 2nd 3rd 4th 5th 6th 7th 8th 9th 10th 11th 12th 13th 14th 15th 16th 17th 18th 19th 20th 21st 22nd 23rd 24th 25th 26th 27th 28th 29th 30th 31st 32nd 33rd 34th 35th 36th 37th 38th 39th 40th 41st 42nd 43rd 44th 45th 46th 47th 48th 49th 50th 51st 52nd 53rd 54th 55th 56th 57th 58th 59th 60th 61st 62nd 63rd 64th 65th 66th 67th 68th 69th 70th 71st 72nd 73rd 74th 75th 76th 77th 78th 79th 80th 81st 82nd 83rd 84th 85th 86th 87th 88th 89th 90th 91st 92nd 93rd 94th 95th 96th 97th 98th 99th 100th	100% 100%	100% 100%	100%	100%
14									100% 100%	100% 100%	100% 100%	100%	100%
15	Wt. Angel	845-6139	✓	✓	✓	✓	13		100% 100%	100% 100%	100% 100%	100%	100%
16									100% 100%	100% 100%	100% 100%	100%	100%
17	Wt. Creek	865-3171	✓	✓	✓	Water	27		100% 100%	100% 100%	100% 100%	100%	100%
18									100% 100%	100% 100%	100% 100%	100%	100%
19	Myrtle Point	572-2626	✓	✓	✓	Water	22		100% 100%	100% 100%	100% 100%	100%	100%
20									100% 100%	100% 100%	100% 100%	100%	100%
21									100% 100%	100% 100%	100% 100%	100%	100%
22	Sandy	668-5533	✓	✓	✓	Water	27		100% 100%	100% 100%	100% 100%	100%	100%
23									100% 100%	100% 100%	100% 100%	100%	100%
24	Warren Ave	861-2233	✓	✓	✓	Water	15+30		100% 100%	100% 100%	100% 100%	100%	100%
25									100% 100%	100% 100%	100% 100%	100%	100%
26	Wilsomville	682-1011	✓	✓	✓	Water	20		100% 100%	100% 100%	100% 100%	100%	100%

6	Engle Point	2,625	826-4212	✓	Volunteer + Fire Dist	✓	Own	16	1	10%	100%	100%	100%	100%	100%	100%
7																
8	Florence	3,950	997-3436	✓	✓	✓		49	0	Working on budget	100%	100%	100%	80% 70% City 100% Pmt 100%	NO	
9																
10	Junction City	2800	998-2153	✓	Volunteer	✓	Water	24	0	3%+PERS	100%	100%	100%	100%	100	100% work opp. pick up 100%
11																
12	Lakeriew	2850	947-2029	✓	✓	✓	✓	35	0	10% 4%+Retiree	100%	100%	100%	NO	NO	NO
13																
14	Molalla	2910	829-6855	✓	8 per Under District	New Plant	New Water	22	1	Employ over 42 months 15% Plan 5%+5% + 5% + 7% + 7% + 7%	100%	100%	100%	1st 2nd 80.90 NO NO	NO	NO
15																
16	Mt. Angel	2675	845-6139	✓	Volunteer + Dist	✓	✓	13	0	7% 11% other employ	100%	100%	NO	NO	NO	NO
17																
18	Myrtle Creek	3200	863-3171	✓	Vol.	✓	Water	27	0	10% proposed	100%	NO	NO	NO	NO	NO
19																
20	Myrtle Point	2775	572-2626	✓	✓	✓	Water	22	2	15% proposed	100	100%	100%	100%	NO	NO
21																
22	Sandy	2810	668-5533	✓	Dist	✓	✓	27	5	Pickup PERS + 5%	100%	100%	100%	NO ⁷⁹ yes 80	NO	NO
23																
24	Warrenton	2690	861-2233	✓	✓	✓	Water	15+3 ^{cont} time	0	Not determined	100%	100%	100%	NO	100%	100%
25																
26	Wilsonville	2675	682-1011	Contract	District	✓	✓	20	2	Negotiating 10% Pickup PERS	100%	100%	100%	100	100%	100%
27																
28	Annerville	1540	749-2030	✓	Rural	New	Water	6	0	6%+Fringe Benefits	100%	100%	NO	NO	NO	NO
29																
30	Platskanie	1620	728-2622	✓	District	✓	No-Working	15	1	Working on budget?	100%	100%	100%	100%	100%	100%
31																
32	Creswell	1770	895-2531	Contract	District	✓	Wells	5+1	0	12%	100%	100%	NO	NO	NO	NO
33																
34	Eastside	1650	267-6811	✓	District	✓	✓	9	4	14%	100%	NO	NO	NO	NO	NO
35																
36	Enterprise	1920 1650	426-4196	✓	Vol.	✓	NO	4	1	14% Neg.	100%	100%	NO	NO	NO	NO
37																
38	Estacada	1750	630-3223	Contract	✓	✓	✓	13	0	2 Negotiated	100%	100%	100%	100%	NO	NO
39																
40	Fairview	1820	665-7929	✓	✓	NO	✓	9	0	10% Neg.	100%	NO	NO	NO	NO	NO
41																
42	Hubbard	1630	981-9633	✓	Vol	✓	✓	12	0	PERS	100%	100%	NO	NO	100%	100%

minutes for file



P.O. Box 167
Sherwood, Oregon 97140
625-5522 625-5523

February 21, 1980

To: City Council

The Sherwood City Council will hold a special meeting on Monday, February 25, 1980. The Council meeting will start at 8:00 p.m. (or whenever Court adjourns) and will be preceded by an Executive Session at 7:00 p.m. upstairs. The purpose of the meeting is to discuss the Budget for 80-81.

Polly
Polly Blankenbaker
Recorder-Treasurer

Sherwood City Council members Jack Harper, Noel Perry, Earl Parrott & Marge^{Stewart} met for an executive session Monday Feb 25 at 7:00 pm to discuss methods of salary increase or benefits. Health benefits were reviewed. Employees with families would benefit substantially if the city paid for the various plans. Single persons would not. A flat \$50.00 per month plus family health services plus the 5% step would amount to more than granted last year. It seems there ~~are~~ still some room for improvement in the range for several employees.

Meeting adjourned
Mayorie Stewart
Mayor

CITY COUNCIL AGENDA

February 27, 1980

- 1) PUBLIC HEARING - A REQUEST BY DONNA BARON TO AMEND THE SHERWOOD ZONING MAP BY CHANGING THE ZONE CLASSIFICATION ON A 5,000 SQ. FT. PARCEL AT THE CORNER OF NW WASHINGTON AND NW SECOND ST. (TAX LOT 2S1 32BC : 2300) FROM R-3 (MULTIPLE FAMILY RESIDENTIAL) TO C-1 (LIMITED COMMERCIAL)
- 2) FRANKS' DISPOSAL SERVICE REQUEST FOR RATE INCREASE
- 3) ARTS & CRAFTS SHOW, PAT BITHER
- 4) LIBRARY BOARD BUDGET PROPOSAL
- 5) SHERWOOD FRIENDS OF THE LIBRARY JR. AUXILIARY ROAD RUN
- 6) DONNA SELLE, WCCLS - COMPUTER PROPOSAL

CITY COUNCIL

February 27, 1980

Mayor Marjorie Stewart opened the meeting at 7:30 p.m. Councilmen Earl Parrott, Jack Harper, and Noel Ferry were present. Councilman Lloyd McFall was absent. Terry Tollen, Elmer Baron, Gary Weber, Herb Frank, Pat Bither, Mary Lou Belknap-Jones, Cathy Keys, Gary Baldwin, Chief of Police Delbert Stanislawski, Planning Director Todd Dugdale, Public Works Foreman Jerry Neil, Officer Larry Pedersbeck, Librarian LaVerne Will, City Administrator Tad Milburn, and Recorder-Treasurer Polly Blankenbaker were also present.

1. PUBLIC HEARING - A REQUEST BY DONNA BARON TO AMEND THE SHERWOOD ZONING MAP BY CHANGING THE ZONE CLASSIFICATION ON A 5,000 SQ. FT. PARCEL AT THE CORNER OF NW WASHINGTON AND NW SECOND ST. (TAX LOT 2S1 32BC : 2300) FROM R-3 (MULTIPLE FAMILY RESIDENTIAL) TO C-1 (LIMITED COMMERCIAL)

Mayor Stewart opened the Public Hearing and asked Mr. Dugdale to present the staff report.

Mr. Dugdale presented the staff report on the zone change request. He explained the HUD improvements will address minor deficiencies in utilities in the area. Mr. Dugdale explained that approval of this zone change would imply a change in the final draft of the plan map to show Community Commercial. Of the current C-1 zoned acres, 11 are vacant and buildable. These are located in the Office-Commercial development at 6 Corners. The need for this type of Office-Commercial is related to the cost of space in a new development. Off street parking requirements were discussed.

Mayor Stewart asked anyone in favor of the request to speak.

Mr. Terry Tollen, purchaser of the property, offered to answer any questions the council might have and stated he concurred with the staff report. Mr. Tollen explained he planned to open an architect office in the house. Mr. Tollen requested an exception to the off street parking requirements. He said his business didn't generate a lot of traffic, and that type of traffic was generally not detrimental to the area. There is one parking space on the property now and additional parking space could be put in the back yard.

Mr. Elmer Baron felt an office on the property rather than a rental would be an asset to the City.

Mayor Stewart asked for anyone in opposition to the request to speak. No one spoke. Mayor Stewart closed the hearing.

Mr. Harper expressed concern about loss of a rental to the community and asked if there would be living quarters on the property. Mr. Tollen said no one would live in the house. The first floor would be public and the 2nd floor would be used for a library and drafting room.

Mrs. Stewart felt TL 3300 should also be zoned commercial. Mr. Dugdale will pursue changing the zone classification on the final draft of the plan map.

Mr. Ferry moved the zone change be granted for 185 NW Washington St. and that the staff findings and recommendations be adopted. Mr. Parrott seconded the motion. The motion carried.

2. FRANK'S DISPOSAL SERVICE REQUEST FOR RATE INCREASE.

Mr. Gary Weber, Accountant for Frank's, said the existing residential service rates have been in effect since 1976. The CPI has increased by 41%. Many of the expense items for operation are up over 50%. He said we find it very necessary to seek increases in residential and commercial rates.

Mayor Stewart questioned the "call back" charge. Mayor Stewart asked about recycling. Mr. Frank said the first thing you're going to have to do is educate the public.

Mr. Harper asked what practices Mr. Frank was employing to streamline his operation. One of the things is to use smaller trucks for neighborhood pickup and then dump into the larger one. That saves fuel because the smaller trucks operate more efficiently.

Mayor Stewart asked if the free pickup could be on a Monday. Mr. Frank said it was changed to Friday to cut down operation costs.

Council agreed they needed more time to consider this request. It will be on the March 26 agenda.

3. ARTS & CRAFTS SHOW, PAT BITHER

Mrs. Pat Bither, representing Peasentry Productions, requested the closure of First St. between Washington and Main St. She plans 100 booths. Some of the booths planned are for weavers, quilters, potters, sculptured candles, etc.

Mr. Harper asked where these people planned to park. Mrs. Bither stated she hoped to have available the Phase II Sherwood Plaza vacant field.

Mr. Harper moved that First St. between Main and Washington and Washington between Railroad and 2nd be blocked off for booth placement Friday evening, July 18, until noon Sunday, July 20. Mr. Ferry seconded. The motion carried.

4. LIBRARY BOARD BUDGET PROPOSAL

The Library Board presented a Budget proposal to the Council. The proposal included a \$2,500 request for computer conversion. Council recognized Mary Lou Belknap-Jones. Ms. Belknap-Jones is asst. coordinator for Washington County Cooperative Library Service.

Ms. Belknap-Jones explained the computer system proposed for WCCLS. She said each city will be contacted for a firm commitment. The vendor has national distribution and has proven successful systems. The cost is \$240,000 for purchase and installation. Each Library will supply its own terminal. She pointed out the computer conversion will be cheaper now. It provides immediate access to all the holdings in the County. She said card catalogue maintenance will no longer be necessary. Overdue notices will be machine produced. Delinquent borrowers can be easily spotted. Ms. Belknap-Jones explained the yearly ongoing cost will be \$2,500 for maintenance and programming. The first year cost will be \$2,500 to prepare Sherwood's books to be read by the computer and to purchase our terminal. Ms. Belknap-Jones pointed out that Sherwood has budgeted \$7,700 in revenues to be received from WCCLS when in fact Sherwood will receive \$10,507. She suggested the difference be used for computer conversion.

Mr. Gary Baldwin said he had used a similar system in college and found it to be very helpful.

It was decided this would be discussed further during the budget meetings.

5. SHERWOOD FRIENDS OF THE LIBRARY JR. AUXILIARY ROAD RUN -

Mrs. LaVerne Will, Librarian, informed the Council about the road run planned by the Jr. Auxiliary for Saturday, May 3 at 10:00 a.m. Mrs. Will is working out the particulars with the Chief of Police.

Mr. Gary Baldwin asked the Council to grant a business license to Davis Amusement Co. for a carnival to be held in the shopping center parking lot on March 6 - 9th. Mr. Baldwin has secured the services of Dexon Security Agency. Mr. Noel Ferry moved Davis Amusement Co. be granted a business license. Mr. Parrott seconded. The motion carried.

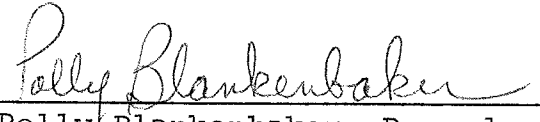
Chief of Police Stanislawski said he had heard the American Legion was considering moving their beer garden from the Legion Hall. Council was firm that the beer garden should not be moved.

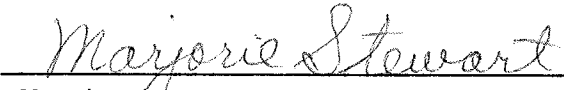
Todd Dugdale, as spokesman for the employees, responded to the Council's wage and benefit offer of \$50 plus paid dependent medical and paid employee dental and vision insurance coverage. Mr. Dugdale said the employees were pleased with the benefit package as proposed but were dissatisfied with a straight dollar figure for all employees. The employees had instructed him to request the benefit package as proposed but with an 8% across the board cost of living increase.

There was considerable discussion on the merits of straight dollar vs. percentage increase.

Mr. Ferry moved that the City will pay for employee and dependent premiums for medical, dental and vision coverage; and a 6% cost of living increase all to be effective July 1, 1980. Mr. Harper seconded the motion. The motion carried.

The meeting was adjourned.


Polly Blankenbaker, Recorder


Marjorie Stewart, Mayor