

CITY OF SILVERTON
CITY COUNCIL REGULAR MEETING – 7:00 p.m., Monday, August 6, 2018

Silverton Community Center – Council Chambers – 421 South Water St.

***Americans with Disabilities Act** – The City of Silverton intends to comply with the A.D.A. The meeting location is accessible to individuals needing special accommodations such as a sign language interpreter, headphones, or other special accommodations for the hearing impaired. To participate, please contact the City at 503-874-2204 at least 48 hours prior to the meeting.*

A copy of the full packet is available for review Monday through Friday 8:00 am to 5:00 pm in the City Manager's Office at the Silverton City Hall, located at 306 South Water Street. All documents will be available on our website at www.silverton.or.us.

AGENDA

- I. OPENING CEREMONIES – Call to Order, Pledge of Allegiance and Roll Call**
- II. APPROVAL OF MINUTES** – Minutes from the Special City Council meeting held June 18, 2018
- III. OATHS OF OFFICE/PUBLIC RECOGNITION**
 - 3.1 Statewide Recognition – John Baldwin, If I Were Mayor Contest**
- IV. PUBLIC COMMENTS** – This is a business meeting of the City Council. The City values and welcomes public input. Please address the Council as a whole and not individual Council Members. Do not address Staff or members of the audience. Council action on items brought up in Public Comment is limited by the Open Meeting Law. The Council may direct Staff to study the matter and reschedule for further consideration at a later date. Items on the agenda will not be heard or discussed during Public Comment, but will be accepted at that place on the Agenda. Individuals are limited to three (3) minutes.
- V. SCHEDULED PRESENTATIONS**
 - 5.1 Senior Center Annual Report – Dodie Brockamp**
 - 5.2 Silverton Chamber of Commerce Monthly Update and Annual Report – Stacy Palmer**
- VI. PUBLIC HEARINGS**
 - 6.1 Ordinance No. 18-22 – Public Hearing to amend Silverton Municipal Code and Zoning Map relating to transitional shelter communities by creating a definition, determining where and how such a use could locate, and drafting regulations and standards for approval**
 - 6.2 Ordinance No. 18-23 – Public Hearing to consider an annexation application to annex 555 Eureka Avenue**
- VII. CONSENT AGENDA**
 - 7.1 OLCC Liquor License for new retail off-premises sales for Silverton Stop N Go, LLC**
 - 7.2 Contract award for Civic Center property asbestos abatement and UST decommissioning/removal**
 - 7.3 Contract award for 2018 biosolids hauling and land application**

7.4 Ratification of Collective Bargaining Agreement between the City of Silverton and Silverton Public Works Association/Laborers' Local 483

7.5 Ratify the League of Oregon Cities legislative priorities for 2019

VIII. DISCUSSION/ACTION – None Submitted

IX. CITY MANAGER UPDATE

X. COUNCIL COMMUNICATIONS

XI. ADJOURNMENT

1 CITY OF SILVERTON
2 **CITY COUNCIL MINUTES**

3 **Silverton Community Center – Council Chambers – 421 South Water St.**

4
5 **June 18, 2018, 6:15 PM (or immediately after the Urban Renewal Agency Special Meeting)**

6
7 **I. OPENING CEREMONIES – Call To Order, Pledge Of Allegiance & Roll Call**

8
9 Mayor Palmer called the Meeting to order at 6:15 p.m.

Present	Absent	
X		Mayor Kyle Palmer
X		Council President Jason Freilinger
X		Jim Sears
	X	Matt Plummer
X		Dana Smith
X		Laurie Carter
X		Rhett Martin

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27 Staff Present:

28 City Manager, Christy Wurster; Public Works Director, Christian Saxe; Community Development Director,
29 Jason Gottgetreu; Administrative Services Director, Dianne Hunt; Finance Director, Kathleen Zaragoza

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31 **II. APPROVAL OF MINUTES - None**

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33 **III. OATHS OF OFFICE/PUBLIC RECOGNITION None Scheduled**

34
35 **IV. PUBLIC COMMENT – None**

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37 **V. SCHEDULED PRESENTATIONS – None**

38
39 **VI. PUBLIC HEARING**

40
41 **6.1 A public hearing giving citizens an opportunity to comment on the use of State**
42 **Revenue Sharing Funds.**

43
44 Public hearing was opened at 6:17 pm

45
46 Finance Director Kathleen Zaragoza presented the staff report. She reported that the Budget
47 Committee had their first public hearing on May 15 and approved on May 17 to accept State Shared
48 Revenues for general fund purposes. This is the second required public hearing.

49
50 **Public testimony – None**

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52 Councilor Smith made the motion to close the public hearing, seconded by Councilor Freilinger. The
53 motion carried unanimously

1 The Public Hearing was closed at: 6:19 pm.

2
3 A motion was made by Councilor Freilinger to approve Resolution No. 18-16, A Resolution to
4 determine the eligibility to receive State Shared Revenue; The motion was seconded by Councilor
5 Smith to pass Resolution No. 18-16. The motion carried unanimously.

6
7 A motion was made by Councilor Freilinger and seconded by Councilor Carter to adopt Resolution 18-
8 17, A resolution declaring the election to receive State Shared Revenue and use it for general fund
9 purposes. The motion carried unanimously.

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12 **6.2 A Public Hearing on the approved budget for Fiscal Year 2018-2019**

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14 The Public Hearing was opened at: 6:22 pm.

15
16 Finance Director Kathleen Zaragoza presented the staff report. She reported that this is the second
17 opportunity for citizens to have input on the City of Silverton's budget. The City of Silverton Budget
18 Committee approved the proposed budget at their May 17, 2018 meeting. They approved the budget
19 for a lower dollar amount, so there are two items within the resolution where we are asking the council
20 to make changes. One is to increase the Transient Occupancy Tax fund by \$7,500 and to decrease
21 the Street Maintenance Fee fund by \$200,000 due to a beginning fund balance change. The Budget
22 Committee also approved two levy taxes in the amount 3.678 per thousand assessed value and for
23 \$275,000 for the pool operation levy.

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25
26 **Public testimony - None**

27
28 Councilor Carter made the motion to close the public hearing. It was seconded by Councilor Smith
29 and carried unanimously. Public Hearing was closed at: 6:24 pm

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31 A motion was made by Councilor Carter to approve Resolution No. 18-18, A Resolution to adopt the
32 budget for fiscal year 2018-2019, levy taxes and set appropriations in the total amount of \$44,733,970,
33 levy taxes of 3.678 per one thousand assessed value and levy \$275,000 for the pool operation levy
34 and make appropriations as listed in the resolution which includes an increase in the Transient
35 Occupancy Tax fund and Tourism Promotion Grants for \$7,500 and a second change to decrease the
36 street maintenance fee funds for \$200,000. Both of these changes are within the Council's authority
37 per Oregon Budget Law.

38
39 The motion was seconded by Councilor Smith to approve Resolution 18-18, the adoption of the budget
40 for fiscal year 2018/2019 in the total amount of \$44,733,970; levy taxes at a rate of 3.6678 per
41 thousand and set a value for the rate; levy \$275,000 for pool operations; and make appropriations as
42 listed in the resolution, which includes an increase in the transient tax fund tourism promotion grant of
43 \$7,500, decrease the Street Maintenance Fee and Fund Capital Improvements for \$200,000. The
44 motion passed unanimously.

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48 **VII. CONSENT AGENDA**

49 **7.1 Resolution No. 18-19 A resolution extending the City of Silverton's workers'**
50 **compensation coverage to certain volunteer positions.**

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53 **7.2 OLCC Liquor License Application (new outlet/owner) limited on-premises sales for**
54 **Sandee Thai Restaurant, DBA Sandee Thai Restaurant OR Corporation.**

1 **7.3 Authorize City Manager to enter into a contract for FY 2018-2019 Crack Seal and Skin**
2 **Patch Project.**

3
4 A motion was made by Councilor Freilinger to approve / accept the Consent Agenda.

5
6 The motion was seconded by Councilor Sears to approve the Consent Agenda consisting of
7 Items 7.1, 7.2, and 7.3. The motion carried unanimously.
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10 **VIII. DISCUSSION/ACTION ITEMS**

11
12 **8.1 Select the Consumer Price Index (CPI) to use for the City of Silverton**

13
14 Director Zaragoza presented new information regarding the West area vs the Seattle Area. She reported
15 that the West area includes: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Nevada, New Mexico,
16 Oregon, Utah, Washington, and Wyoming. The Seattle area includes Seattle, Tacoma, Bellevue, and
17 King County. To determine the CPI, each area is weighted and then averaged. In reviewing some of the
18 most recent data, there are areas where the West may seem a little higher, but Seattle will see higher
19 changes in other areas.

20
21 After discussion Councilor Carter made the motion to adopt the West Region Consumer Price Index as
22 the City's CPI designation for fee and cost increases as of July 1, 2018. The motion was seconded by
23 Council Smith and carried unanimously.
24

25 **8.2 Presentation and Discussion on Transportation System Plan (TSP) ranking and**
26 **prioritization.**

27
28 Public Works Director Christian Saxe updated the Council on the Transportation System Plan (TSP). He
29 outlined the areas that have been completed and the previously established goals that are being used.
30 He reviewed the criteria used to prioritize projects by traffic professionals. Currently the TSP is in a draft
31 stage awaiting further direction from the City Council as to what involvement they would like to have.
32

33 Community Development Director Jason Gottgetreu presented a prioritized list of projects and described
34 how the consultants ranked the projects.
35

36 Councilor Sears expressed concern about the goals, or evaluation criteria. In the document these two
37 terms seem to be used interchangeably. Because of the time that has passed since these goals were
38 identified, he was not sure that the goals were still relevant. Additionally he felt that the weighting
39 process is skewed and that safety should be the highest component, also there is not enough variance in
40 the ranking to make it useful. He feels that this needs additional work and that more detail needs to go
41 into the scoring. He noted that the goals have changed a little and that the original goals were more
42 inclusive. Councilor would like to see something in the plan addressing the environment and how the
43 projects and goals would have environmental impact. He also feels that the projects should be spread
44 out to be equitable to all parts of town. There should be a cost/benefit analysis in the plan, economic
45 impact should be added to the criteria and that the Council needs to take a better financial overview to
46 make sure those projects are completed.
47

48 Councilor Smith stated that she would need more information about costs of all projects together, as well
49 as each project individually in order to evaluate what projects should be completed first. Councilor Smith
50 asked when the traffic count was done, Director Saxe responded the end of 2016. Councilor wondered if
51 some of the more recent projects were accounted for in the traffic counts. Director Gottgetreu responded
52 that the counts were done after the school realignment. The City was divided into 36 transportation area
53 zones and actual counts were done to determine the baseline. For the projections, each zone was
54 looked at and the anticipated growth identified and factored in. Councilor Smith agreed with Councilor
55 Sears that safety and future demand is not ranked high enough.
56

1 Councilor Freilinger felt that the goals are overlapping and redundant and do not express clear objectives
2 that will help with rational prioritization. He also agreed with Councilor Sears that the ranking numbers do
3 not vary enough for it to even matter because the scores are so close. He noted that none of the
4 projects are going to happen unless Goal 7 is possible. Then, looking at the other goals it seems that
5 Safety is the most non-negotiable and the fact that it is not being ranked number one is unacceptable.
6
7 Councilor Carter agreed that missing environmental impact is important and that the priorities are not
8 correctly reflecting current needs and the needs identified by members of the public in past meetings.
9
10 Councilor Martin also agreed with previous comments.
11
12 Councilor Freilinger suggested that Councilor Sears have a greater role in the process. Director Saxe
13 reported that the Transportation Advisory Committee (TAC) was formed after this document was
14 completed by the consultant. To date the TAC has not reviewed the plan but has requested that they
15 have a review period once City Council has decided what direction to go.
16
17 Councilor Smith asked if it would help if the Council identified fewer goals.
18
19 Councilor Sears responded that there were two separate issues, the plan needs to be re-written for
20 clarification and additional goals need to be added, such as the environment issue. He raised the issue
21 concerning who needs to do the work of rewriting the goals and indicated that he would not mind
22 assisting but does not want to lose the input from a public forum. Since there is some confusion
23 regarding the PAC and the Traffic Advisory Committee, perhaps the two groups should be combined to
24 tackle this project. Someone who is very familiar with the proposed projects should be the one to go
25 through the projects and most likely it will need to be someone on staff.
26
27 Councilor Sears noted that since all of the councilors have strong feelings about certain components,
28 perhaps the City Council, the Transportation Advisory Committee and the Project Advisory Committee
29 (PAC) should meet jointly to work through the two components with staff or someone else facilitating.
30 Councilor Freilinger agreed.
31
32 Councilor Martin felt that having Councilor Sears on the committees should be sufficient.
33
34 Mayor Palmer noted that the issue will come back to City Council for final review.
35
36 Councilor Sears felt that having all of the councilors present may expedite the process rather than issues
37 being referred back and forth from committee to council.
38
39 City Manager Kristy Wurster asked if staff could give a background as to how the prioritization was
40 developed. Director Gottgetreu explained that there was an exercise at one of the first PAC meetings
41 where a consultant went over the previous goals of the 2008 Transportation System Plan and then the
42 individual committee members rated each on a 0 to 5 scale. An average was then created from
43 the members ratings.
44
45 City Manager Wurster suggested that staff come up with some proposed language for the goals then
46 have a work session to review that with the council. Once consensus is reached on the goals, reconvene
47 the TAC/PAC and council to discuss the new goals and the formal rating system. Councilor Sears
48 suggested that council submit their suggestions to staff for the proposed language.
49
50 Public Works Director Saxe advised that one challenge is the amount of projects being looked at. He felt
51 that rewriting the goals will help give direction on how to apply those goals to specific projects and how to
52 streamline the projects. Having clear goals will also help to eliminate projects that don't make sense.
53
54 Director Gottgetreu suggested that one staff member, one councilor, and the consultant each do the
55 prioritization then make a comparison to determine where additional conversation is needed.
56

1 City Manager Wurster concluded that the goal language needs to be worked on first and then other
2 details can be worked out at a later date. Councilors will submit their goal recommendations to staff, and
3 then a work session will be held with council to finalize the goals. The next step will be to bring the goals
4 to the PAC and TAC. Finally, individuals will be identified to work with the consultant on the prioritization
5 of projects.
6

7 City Manager Wurster thanked Councilor Sears for his leadership.
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11 **IX. APPOINTMENTS TO COMMITTEES AND ADVISORY GROUPS - None**

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13 **X. COUNCIL DISCUSSION**

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16 **10.1 Council Communications**

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18 City Manager Wurster announced to the public that Christian Saxe, Public Works Director, has
19 tendered his resignation and his last day will be July 6th. We are sorry to be losing such a
20 valuable member of our staff and appreciate all of the work he has done for the City over the last
21 few years. We will be looking to fill his position on an interim basis until a permanent public
22 works director can be recruited. She invited the council to join staff at the office on Christians last
23 day for refreshments.
24

25 Councilor Freilinger wanted to share that we have a lot of big projects coming up and it keeps
26 feeling like we are getting stuck because there is so much going on. He wondered if other cities
27 have a project manager position wondered if a consultant that isn't tied down with daily city
28 business may be needed to assist with getting things done.
29

30 Councilor Smith discussed comments she has received about traffic and she wanted to say that
31 we need to do something to slow traffic on major straightaways including Pine St, Steelhammer,
32 and South Water. Another issue is the illegal turns in the downtown core because of the one
33 way grid. She does not believe that going back to two-way streets would solve the issue, but
34 suggested that a flagger controlling traffic, such as was done on C Street prior to the signals
35 being installed, could be an interim solution until we get traffic lights in the down town.
36

37 Councilor Smith also heard recently an increase in comments about the lack of open swim hours
38 during summer months at the City Pool. This was an issue last summer as well. If our pool
39 doesn't have enough open swim hours for kids during the summer, then I don't think that they are
40 serving our community very well.
41

42 Councilor Freilinger noted that we have asked voters to approve things for the pool and therefore,
43 we need to make sure that it is serving as many people as possible and not just a select group of
44 regulars.
45

46 Councilor Sears commented on Councilor Freilinger's suggestion about additional staff. He
47 believes that the City Manager would come forward if she felt that she needs additional staff.
48

49 Councilor Sears also noted, that while driving by Eugene Field School, he noticed kids inside the
50 fenced area. City Manager Wurster noted that it was originally locked and secured, then the
51 police chief suggested that rather than having juveniles jumping over the fence to play basketball
52 we try leaving one of the gates open to allow people to continue to use the area for recreational
53 purposes. So far there has not been any vandalism with the one gate open and providing that
54 one access may minimize the City's liability for someone hurting themselves jumping over the
55 fence. Councilor Sears responded that, in passing, it looks like some of the asphalt is degrading
56 and may not be safe to be playing on.

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Councilor Carter asked about the delay in the demolition and if it was staff time holding causing the delay. Public Works Director Sax reported that first the budget for abatement and demolition had to be approved, which it was for the fiscal year beginning in July. The request for proposals is ready for the abatement aspect of it, after that is done we will proceed to the next phase.

City Manager Wurster added that we have a timeline for the asbestos abatement to be completed by the end of October but that won't allow us time to enter into a new contract to have the building demolished before the end of the calendar year. As we put this out to bid, we will be coming back to the council for approval of the contract.

Councilor Sears asked about the removal of the Steelhammer stop signs. Director Saxe reported that as soon as ODOT finalizes the permits it will be done, by the end of next week.

Mayor Palmer reported that the Strawberry festival was a huge success. They had their best year ever and that the weather was ideal. He wanted to give a shout out to city staff, the communication with police, public works, and other city staff is amazing and makes it possible to do events like this for the community.

Councilor Sears thanked Christian Saxe for the work he has done as Public Works Director, noting his great attitude and that any future employer will be lucky to have him on staff.

Mayor Palmer agreed.

Councilor Sears made a motion to adjourn; it was seconded by Councilor Smith and carried unanimously.

XI. EXECUTIVE SESSION - None

XII. ADJOURNMENT

The Meeting adjourned at 8:17 p.m.

Respectfully Submitted By:

Vickie Ovendale, Permit Technician



June 1, 2018

John Baldwin
321 Ash Street
Silverton, OR 97381

Re: Oregon Mayor's Association "If I Were Mayor" Student Contest

Dear Mr. Baldwin,

On behalf of the City of Silverton and the Oregon Mayors Association, (OMA) I would like to congratulate you for your exceptionally fine drone video presentation for our "If I Were Mayor" contest making it to the state level. Your ideas for creating student job skills were thoughtful and very well received. We all really enjoyed your video and greatly value your optimism for our much-loved community and the future of its youth, as well as your photography skills.

Your video presentation was outstanding among the entries in your category and was considered the best by the members of our judging committee. Thank you for the thought and work that you put into your entry.

I am happy to announce that your presentation took first place in your category. You will be awarded the iPad Air 2 prize, complete with leather case, keyboard and screen saver, compliments of our OMA sponsor, Facebook.

We invite you and your family to be guests of OMA at our Summer Conference Luncheon on Saturday, July 28th at noon, held at the Florence Oregon Civic Center, 715 Quince Street, Florence, OR 97439 where your prize will be presented to you. You will have the opportunity to share your video and ideas as well as answer any questions from the attendees. If you need to travel, your family will be provided with one night at the Driftwood Shores Resort, as well as the Luncheon meals for you and your immediate family.

Debi Higgins, at the League of Oregon Cities will facilitate your stay. Please contact her soon at 503-588-6550 or dhiggins@orcities.org to RSVP and make lodging arrangements if you need it.

Congratulations, John! Innovative students such as yourself are making Silverton a better place to live.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kyle Palmer".

Mayor Kyle Palmer,
Silverton, Oregon

Annual Report

Silverton Area Seniors Inc.

dba Silverton Senior Center and Silverton Senior Center Thrift Shop

Dodie Brockamp, Executive Director

August 2018

Our mission is to meet the social, recreational, and educational needs of our members in a fun, safe, inclusive and courteous environment.

The purpose of this report is to provide an overview of our activities and accomplishments during the past year and to describe our goals for the upcoming year.

Recently there have been three significant changes that have broadened our focus and sparked great optimism for sustainable financial independence.

1. Membership eligibility age

In April 2017, the SASI board changed the minimum eligibility age for Senior Center members from 60 to 50. Since that time our membership has grown, and we have begun to expand our program offerings accordingly.

2. Hours of operation/full time director

This year we increased our hours of operation to better serve our members, and to pave the way for offering programs attractive to a wider audience, especially potential new members who may still be in the work force. Our front desk is now open Monday through Friday from 9:00 a.m. to 5:00 p.m. and the executive director position is now full time at 40 hours per week.

3. New board members

Two long-term board members, Alan Mickelson and Ray Hunter, have retired from the board and have been replaced by Lisa Santana and Dave Marinos. Board president for the 2018-19 year is Madeline Osborne, who has served

at the Center as a dedicated volunteer for many years and is an excellent operations manager.

Goals

Our stated goals for the 2018-19 year include:

1. Increase our membership, focusing on 50+
2. Increase revenue to balance our \$125,000 budget
3. Expand programs and hours of operation to meet the needs of new and younger members
4. Offer more intergenerational/grandparent and kid programs
5. Expand community partnerships and sponsors

We are well on our way with activities and plans to meet these goals.

Statistics

Membership

In 2017, we instituted a schedule of annual membership fees, which have become an important source of revenue for us, ranking second behind individual donations. At the beginning of this year, we raised the annual fee to \$30, with options for multi-year memberships, couples' memberships, and discounts for veterans.

As of June 30, there are 349 paid annual members. Of those, 298 are regular members and 51 are veterans. We continue to honor 300 existing lifetime memberships, for a grand total of 649 active members. (We no longer offer new lifetime memberships.)

We continue to maintain marketing contact with 256 former annual members, bringing our membership contact list to 905. We are able to reach just over 64

percent (583 individuals) by email, a reflection of our membership demographic. (Two of our board members do not have email addresses.)

Visitors

For the first six months of this year, we have averaged just under 800 visitors per month, with a spike over 1000 in March due to hosting the first annual Living Options Fair which consisted of various Assisted Living Facilities renting table space to pass out information and to answer questions and then the event is open to the public to attend.

These visitors include a total of 4,762 Front desk sign-ins, 1440 clients for the foot clinic, and 2340 exercise class attendees. For a grand total of 8,542 People who have walked through the Silverton Senior Center's doors from January to June, a six month period. This does not always reflect the number of attendees when the building is rented.

Volunteer hours

Front desk volunteers are required 40 hours a week, for an annual total of 4800 hours. Nine board members attend monthly board meetings on an average of two hours a month, or approximately 216 hours annually. Most of our board members are also involved in committee work. One of our goals this year is to capture the number of hours they spend serving our organization in other ways.

We did honor Volunteers in May with an appreciation Party that we combined Senior Center Volunteers, Meals on Wheels Volunteers and Thrift Shop volunteers for a total of 52+ Volunteers attending.

Thrift Shop

Our third largest income stream is the Senior Center Thrift Shop, located on High Street in downtown Silverton. The community is very supportive of this enterprise and donations continue to be strong. This is an all-volunteer

operation, including our manager, Judy Roofener. Our only expenses are building rental and utilities. We are very proud of our “pass it on” recycling program run by Dave Kemper. Items we don’t or won’t sell are taken to other area outlets, including Goodwill, the Seventh Day Adventist church clothing giveaway program, St. Joseph’s Shelter in Mt. Angel, and a number of locations in Salem. Dave repairs broken items, and those beyond repair are broken down and taken to the city shops for recycling or placed in the trash.

Fundraising Events

“Fun” fundraising activities have traditionally accounted for about 15 percent of our annual revenue, ranking fourth among our income sources. We continue to monitor the relative success of these activities, discarding those that are not worth the time and effort to produce them. Typical events include:

- Monthly pancake breakfasts during the winter months
- Rock the Casino night (our single most profitable event)
- Hawaiian Luau
- Mother’s Day Tea and Fashion Show with Gift Basket Raffles
- Christmas Craft Bazaar
- Clothing Exchange Sale
- Sizzling Summer Raffle Event during Homer Davenport Community Festival
- Father’s Day Gift Basket Raffle
- Bunco Night
- Spring Fling Dance
- Living Options Fair
- Care Fair

- We also partner with the Silverton Lions Club for the fireworks booth and we cooperated for a pancake feed during the solar eclipse last summer.
- Additionally, we receive a percentage of income from appointments made with Life Line Screening of America.

Classes and Exercise

Fees from our instructor-led exercise classes and “how-to” classes rank sixth in our income streams, accounting in the past year for about eight percent of our income. In response to community request, we recently added line dancing, which is wildly popular. We also scheduled additional sessions of tai chi and yoga, including chair yoga. A new on-going painting techniques class and a series of holistic nutrition and acupuncture classes have also proved to be popular.

Facility Rentals

Facility rentals have traditionally accounted for about six percent of our income. This year we have seen a significant increase in rentals for both our classrooms and the great room, totaling 25 rentals in the past year, for all kinds of events such as classes, family celebrations, weddings, funerals and parties.

Also, the Garden Club has moved their monthly meetings to our facility.

Recently we were approached by a religious group wanting to hold their regular gatherings in our facility. While attractive financially, the board ruled that we will decline rentals to religious and political groups to avoid potential conflict.

Sponsorships

We have successfully launched our sponsorship program to help to defray some of our operational expenses. Roberts, Ring & Fischer recently sponsored our Hawaiian Luau, and Harcourts NW Oregon Realty is sponsoring our lawn and yard maintenance.

Other small income streams

We continue to allow members to sell their juried handmade items on consignment. We also sell honey and greeting cards, mostly as a service.

Also, Vendor Fair Events have also shown to be good revenue generating income streams to keep pursuing.

Branding

Over the last year, we have been upgrading our brand, working toward a new and standardized look and feel for all of our community-facing collateral, including a new website, revamped community bulletin, business cards, stationery and signage inside the Center. We are in the process of redesigning our brochure and ordering banners for our booth and table displays.

Promotion and advertising

We publicize our activities and events via many channels to reach the widest possible audience in our newly-expanded demographic.

- Print media, including Our Town, Mt. Angel Shopper, Northwest Boomer and Senior News, Silverton Appeal and the Chamber of Commerce weekly "What's Happening"
- Monthly posting and distribution of our monthly community bulletin to 19 established partner locations where people 50+ may frequent, including businesses and churches. These posters and flyers are delivered before the first of each month via community collaborators, this past year by the transition students at Silverton High School.
- Two types of email marketing, including text emails to members at least twice a week from the executive director. We have added Constant

Contact emails to a wider audience of 700+ to help drive to traffic to our website and to highlight special events, such as community fundraisers or special sales at our thrift shop. Our Constant Contact emails are averaging an astonishing 38 percent open rate, with strongest click-throughs to the community bulletin page on the website.

- Our website is now averaging 1158 page views per month, with spikes in visits directly correlated to the Constant Contact email announcing the community bulletin.
- A minimum of 25 Facebook posts each month with most popular posts now exceeding 1800 total reaches on a regular basis. We also post shares to other groups such as Silverton Connections, Silverton OR Connections, Silverton Oregon News and Events, and Silverton Information Center.
- Welcome packets for new members and visitors at both the Senior Center and at Harcourts NW Oregon Realty.
- Promotional tables and booths at local festivals and gatherings, such as First Friday and the Homer Davenport Community Festival.
- Continuing presence at both Silverton and Mt. Angel Chambers of Commerce meetings and events
- Public speaking engagements
- And always looking for more, most recently adding an onscreen ad for “Movies in the Garden” at the Oregon Garden.

Community give-back

We continually look for ways to be of service in the community when able, such as the “Celebrate Families” community picnic, volunteering at the community dinner on Wednesdays, opening as a cooling center, and assisting North West Senior & Disability Services for Meals on Wheels dining room attendance and volunteers.

Current Priorities

1. Board training

We have begun the process of educating our board members and are currently exploring volunteer consultants skilled in the following areas to carry out the training for us.

- a. Functions and responsibilities of non-profit board members
- b. Small group dynamics and communication
- c. Strategic planning
- d. The role of board members in fundraising

2. Donor relations program

For the past two years, we have raised significant donations during the #Giving Tuesday time around Thanksgiving, making individual donations our number one source of income. We recognize this is an important, yet undeveloped area for us and have been working toward launching an organized year-round effort.

We have secured the volunteer services of a well-known and very successful development director who has been advising us for the past year. Under his guidance, we are in the process of implementing a comprehensive but low-cost donor management software program to help us expand, track, segment, and monitor our potential donor base, and to plan effective campaigns throughout the year.

3. Sponsorships

We will continue to expand our sponsorship and community partner efforts, with the executive director and selected board members making face-to-face contact with potential sponsors and partners.

4. Continued program development

We will continue to survey our members, adding a variety of programs to meet their interests. We are especially interested in adding programs for members still in the work force and intergenerational activities. We want to schedule activities into additional time frames, e.g. early evenings and weekends, to expand the use of our facilities.

Our current plans include:

- Expanding our arts programs, adding pottery, more painting classes and another floral arranging series
- Resuming our technology series for use of computers, tablets and cell phones
- Adding more games, e.g. bridge, cribbage, to our drop-in schedule
- Trying hypnotherapy sessions again
- Re-establishing a weekly or bi-weekly rain or shine walking group
- Offering cooking and nutrition classes
- Planning more purely “social” activities, such as our recently launched vintage game night
- Adding more Vendor Fair Events that produce income as well as provide information and valuable resources to the Community.

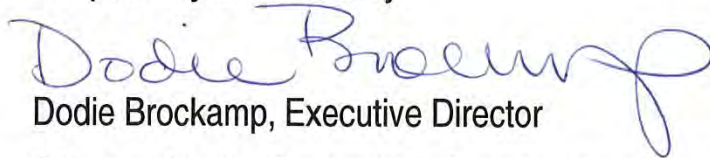
5. Travel program

Our travel program needs to be expanded to become a source of revenue rather than a service. While we receive a small commission for tours booked through our travel partners, our local program suffers due to lack of affordable transportation. We have formed a task force to explore the possibility of purchasing our own van, using ODOT grants supplemented by our own targeted fundraising.

6. Parking lot at the Senior Center

We are quickly outgrowing our parking lot, especially during special events. As our programs expand, we will need additional parking space and are asking the City to consider our need in the near future. As reflected in the numbers of visitors, (people) who have signed in for various classes, programs, events and resources that are available.

Respectfully Submitted by:

A handwritten signature in blue ink that reads "Dodie Brockamp". The signature is fluid and cursive, with a large, sweeping flourish at the end.

Dodie Brockamp, Executive Director

Silverton Senior Center AKA Silverton Area Seniors Inc.

Annual Report 2017-2018



Silverton Chamber of Commerce Visitor Center

426 S. Water Street - Silverton, OR 97381
www.silvertonchamber.org



The Chamber Mission

As the Chamber moves forward with our 2018-2019 year, We look forward to marketing our area in new and exciting ways. Social media, video and marketing campaigns outside our area are just a few ways to add awareness of Silverton outside the Willamette Valley.

The core elements of Membership Development, Economic Development and Tourism and Marketing are still out focus as we continue our commitment to expanding our tourism market. Tourism is the one economic development driver that has unlimited potential and Silverton is blessed to have a number of elements that strategically place us front and center in the tourism market.

This year the focus remains capitalizing on niche markets such as weddings, historical travel, recreation, wine enthusiasts and art lovers. Each of these areas are unique and have a natural connection to Silverton. Our focus this year, just as it was last year is to highlight just how Silverton is special and noteworthy when in comes to these areas.

We are convinced that once visitors experience Silverton, they will come back. By focusing on marketing, we feel we can capture a bigger piece of the tourism dollars spent in the region.

In addition to visitor traffic, we've partnered with the Mt. Angel Chamber of Commerce to drive holiday traffic to both communities. While promoting the Hazelnut Festival and Christmas Market we will also be expanding the impact of our own Shop Hop. We will look to build the participant number in that event and drive holiday traffic to our local merchants. We'd also like to recruit some additional retailers to the community.

We work to bring value to our community by recruiting and maintaining current businesses adding to the tax base, fueling transient occupancy taxes for tourism dollars and working with partners to maximize dollars invested in our community.

We look forward to working with all of you!



Juliann Schmidt
Board President
Silver Creek Animal Clinic



Stacy Palmer, IOM
Executive Director
Silverton Chamber of Commerce

The Silverton Chamber of Commerce and City of Silverton have enjoyed a mutually beneficial relationship for many years now. The Chamber provides Visitor Center facilities and services and the City provides a much needed source of revenue for those services. With those funds we are able to serve as the front door or warm welcome for visitors and potential new residents to the community. These folks are looking for information on everything from dining and shopping to recreation, lodging and even relocation.

The Visitor Center is open Monday through Friday during the Winter months 9:00 to 5:00 p.m., and from Memorial Day to Labor Day we extend those hours to include Saturdays. In the office we provide a number of local business brochures, flyers and special coupons. We have other community information as well, such as Church directories, cemetery lists with directions and list of community organizations and community calendars. We have regional publications and brochures available for visitors as well. We have reciprocal agreements with most of these advertisers to display our materials in their visitor centers in exchange for displaying theirs in our office.

The agreement between the City and Chamber states that we will:

1. **Maintain regular open hours**—Monday—Friday 9:00—5:00 and Saturdays During the Summer.
2. **Greet and assist visitors and residents, in person, via e-mail and by phone.** This year **12,060** people either called, stopped by or emailed the Chamber a question. Which is about three thousand more than last year. On average we spend 6 minutes with each walk in and 2 minutes with each phone call.
3. **Provide maps, community information, brochures and suggestions for visitors.** We distributed over 4 thousand maps and countless numbers of verbal directions for guests to town, in addition to directions, people are generally looking for info on local businesses, attractions and community feel. We filled 6,124 specific requests for information and had 3,292 brochures picked up from our racks outside. We had over 5,021 downloads of our Visitors Guide from our website. All of these numbers were an increase from the previous year.
5. **Mail, e-mail or fax relocation, visitor or business information materials on request.** In 2017-18 we mailed out 183 Visitor Packet requests and 41 Relocation requests. Our website **www.silvertonchamber.org** continues to play a large tourism information role. Our stats for our website are strong each year. In 2017-18 our annual number of visits to our site reached 82,151.

Have available information on parks and recreation, local churches, schools, hospital, demographic data, local festivals and events. We have created a number of local brochures, these include church directories, demographic info, events and attractions and more. These are designed to provide info on the community and give access to as much information for guests as possible. Genealogy is very popular now, so our Cemetery directory brochure has been very helpful to visitors, it describes each cemetery and directions to it. We work closely with Legacy Silverton Medical Center as a resource when they are recruiting new staff and also for new residents to town, educating them on the number of services the hospital provides in town. We also now maintain a community calendar of events on our website. Anyone can submit a “community event” to be posted. The calendar is accessible to everyone on our website **www.silvertonchamber.org**.

6. **Assemble a packet of Silverton Marketing Materials upon request.** We make these packets up as needed, because many times the need for them is specific, either business relocation or start-up or relocation. We can tailor each packet to the needs of our customer - for example we can include an up to date available property list, or detailed list of upcoming events while someone is here visiting. There is a “Info Request” form on our website that allows visitors to check off all the areas that interest them and email the request to us. We then can address the individual needs of each request. We also work with community partners, like the City and SEDCOR to promote their resources for the community as well.

In 2017-18 we had **17 requests for business related community information** off our website “Info Request” link. Last year was 21 requests and it was our lowest in several years—we are looking at why businesses aren’t looking to relocate here.

7. **Notify hospitality businesses of major events and sports activities.** The Chamber works very well with the larger lodging properties to coordinate when groups are visiting and vice versa. The Resort, Silverton Inn & Suites and RV Park continue to providing the Chamber with list of groups booking, so that we can pass the information along to local merchants. The lodging properties in town are experiencing very successful occupancy numbers, especially in the summer months. This summer there have been over 40 weddings at the Resort so far.

The Chamber also coordinates local tours—both walking and via vehicle, we serve as step on guides to tell of Silverton’s history and history of the murals. We have also worked with local merchants to cater to these incoming groups.

8. **Participate in tourism group activities.** We participate with the North Willamette Valley Tourism Alliance, Willamette Valley Visitor Association and Travel Salem. The Willamette Valley Chambers also meet on a regular basis to work cohesively and efficiently. Whenever possible we participate with regional partners to market the area for the benefit of all. Stacy sits on the Oregon State Chamber Board of Directors.

9. **Promote Silverton in publications.** We continue to have one of the premier visitor pieces in the valley our Silverton Visitor Guide. We put guides in the rooms at the resort and other lodging properties to encourage folks to visit downtown Silverton and it’s surrounding attractions. In addition to the Visitors Guide we have our Map, relocation brochures, the North Willamette Valley Visitor Guide, the North Valley Regional Event Calendar and a number of regional media placements.

We’ve expanded our online presence significantly through social media—facebook, twitter, yelp and through email marketing with Constant Contact. Our events, “hot deals” and special notices go out to over 1,000 different followers. We’ve focused our advertising on outside of Silverton this year with an annual campaign in American Road magazine, a regional publication that we co-op with other Oregon advertisers.

10. **Maintain a calendar of community events.** On our website you can view or submit events for the community to see. It’s a great feature of our website, that is accessible for Chamber members and non-members. We also work with a number of community events and festivals to make sure their events are listed and have the information that folks are looking for. We share our event lists with groups like Silverton Together so they can include events in their printed calendar. We place events on a number of regional calendars, including the Travel Salem email calendar, KGW and various

event websites. We also utilize social media and email broadcast services like Constant Contact to keep locals and visitors alike, aware of our events.

We have a weekly email blast of these calendar submissions called "What's Happening" that is sent to over 395 email addresses. In addition to getting this in your email inbox, a condensed version is printed in two sizes each week thanks to our partners the Appeal Tribune. The posters and 8.5 X 11" sizes are distributed at the Wednesday morning Silverton Business Group meetings for free or are available all week at the Visitor Center for anyone to pick up.

11. Collaborate with groups to further develop regional attractions.

We continue our mission to utilize our resources effectively and efficiently. Whenever possible we partner with local groups, attractions and event coordinators. We maintain trade show panels that local groups can use when promoting our area, they can be checked out at the Chamber Office. The Oregon Garden, Seven Brides, Art Association and Silver Falls have utilized the panels to promote our area. We work collaboratively to maximize our dollars, but also to send a collective message about what we offer for visitors in this area.

We also work with members of the various committees for community events, Homer Davenport Community Festival, Friends of Eastside Trails, Silverton Poetry Festival, Silverton Art Festival, Silverton Pet Parade, Silverton Relay for Life, etc. to insure that we are aware and support their activities whenever possible. We help by maintaining a database of information on the current events to share with visitors and locals. We work with several of the groups to secure donations and advertising. We are also contributors and volunteers for several of the festivals, including providing information materials or Info Booths at festivals when appropriate.

12. Report to the City Annually. We are happy to share our activities with anyone who shares our commitment and love of Silverton!

Here are a few of the items that we do on an annual basis on behalf of Silverton:

1. **Flower Basket—Silverton In Bloom Program.** This year we installed 76 baskets and now have a number of new sponsors. We also installed Welcome—Silverton in Bloom banners on C street. We learned that banners were a better option for the C Street locations due to basket size limitations and watering issues.
2. **Christmas Tree and Lighting Program—** The chamber continues to fundraise and bought another new 2,000 new LED lights for the community tree in Town Square Park and are planning to purchase lights to decorate Town Square Park this year. We also decorate the public restrooms, and planting beds in the park. We organize and conduct the tree lighting ceremony in conjunction with the Silverton Fire Department. We encouraged businesses downtown to light up their storefronts to encourage visitors to the Oregon Garden's Christmas activities to come downtown as well. We could have had better participation. We are hoping to bring back the holiday decorating contest this year to encourage more to participate.
3. **SHOP HOP—**We organize and promote the holiday shop hop to drive visitor and local traffic into the shops for the holidays. It's also a great way to introduce new retailers to the community.
4. **Tours of Silverton—** We conducted over 11 tours last year—some were small just 3-5 people, others were for as many as 45 on a buses. Most had a shopping or dining component built into the tour time.
5. **Group Promotion—** We put together packets for over 650 visitors that were associated with tour groups, car clubs, family reunions and more. We put together packets based on each groups needs and time available in town. Many of these groups are staying at the RV Park.
5. **Judy's Party —**Designed as a fundraiser for chamber activities, we also grant funds to local organizations and non-profit groups. Over the first two years, we have given over \$42,000 back to the local community. This is a showcase of local Silverton restaurants and their favorite appetizers. Good food, good music, good times and a great way to give back to Silverton in the name of a local icon.
6. **Silverton First Citizen Banquet—**A recognition event for those special individuals and groups in our community. An annual tradition, starting in 1971. The evening has also come to recognize the outstanding educators in our school district. Held in early February.

NEW THIS YEAR—We are partnering with the Mt. Angel Chamber of Commerce to put on the annual Hazelnut Festival and Christmas Market the first weekend in December. This will allow us to grow our Shop Hop event and build on the partnership with our neighboring community. We hope this will also help build the traffic up at the Oregon Garden for their holiday event.

Some items from Attachment A of our contract have been combined to avoid duplication.

2017-18 Visitor Center Costs

Silverton Area Chamber of Commerce

INCOME

City of Silverton		35,000
	Source: TOT Funds reserved through budget process	

EXPENSES

		TO DATE
Personnel	Reg. Staff - Office Coverage 30hr/wk X 52 wks = 1560 hrs X 10.75 hr	16,770
	Summer Staffing - 100% Coverage 8hr/wk X 13 wks = 104 hrs X 10.75 hr	1,118
	Taxes -	4,300
	Supervision - 1/3 Executive Director \$50,000 X 1/3	16,500
	subtotal personnel	38,688
Equipment	1/3 Printing/Reproduction (Copier)	1,104
	subtotal equipment	1,330
Advertising	Mural Map Ad	200
	Shop Hop	650
	Ad - N. Willamette Valley Visitor Guide, Garden Guide	994
	Regional Ads	1003
	Writer—Fb, Blog, Website	850
	American Road—1/4 pg. Ad with online	2595
	Website - 1/2 for Visitor Portion	1828
	subtotal advertising	8,120
Memberships	SCVA Membership - Comp.	0
	POVA Membership	495
	US Chamber Membership - not renewed	0
	SEDCOR/Keizer/Mt. Angel/Woodburn - comp membshp	0
	subtotal membership	495
Overhead	Calculated on 1/2 overhead in chamber budget applicable to Visitor Svc. includes: rent & facility use, repairs & maintenance, telephone, internet, furnishing & equipment	4,551
	TOTAL 2017 - 2018 Expenses	53,184
	Net Income (Loss)	-18,184

**SILVERTON CITY COUNCIL STAFF REPORT
TO THE HONORABLE MAYOR AND CITY COUNCILORS**

	Agenda Item No.:	Topic:
	6.1	Development Code Amendment relating to transitional housing accommodations by creating a definition, determining where and how such a use could locate, and drafting regulations and standards for approval.
	Agenda Type:	
	Public Hearing	
	Meeting Date:	
August 6, 2018		
Prepared by:	Reviewed by:	Approved by:
Jason Gottgetreu	Christy S. Wurster	Christy S. Wurster

Recommendation:

The Planning Commission recommends the City Council approve the Development Code Amendments by passing Ordinance 18-22.

Background:

The City Council directed Staff to draft Code Language at the March 5th, 2018 City Council meeting relating to transitional shelter communities. The Planning Commission held a work session on March 27th, 2018 to discuss possible language and wanted there to be a neighborhood meeting held near the area of a proposed transitional housing project to see what issues would arise in order to draft standards to address and mitigate the issues. A neighborhood meeting was held on April 19th, 2018.

The Planning Commission held a public hearing at the May 8th, 2018 meeting to accept testimony regarding the code language and continued the Hearing to the June 12th, 2018 Planning Commission meeting. The Planning Commission made modifications to the language and recommends the City Council adopt the Development Code Amendments.

The City Council received testimony at the July 2, 2018 meeting and continued the hearing to the August 6, 2018 meeting.

Budget Impact	Fiscal Year	Funding Source
None	2018-2019	N/A

Attachments:

1. Comments Received After the Preparation of the June 21, 2018 Staff Report
2. DC-18-01 Staff Report
3. May 8, 2018 & June 12, 2018 Planning Commission Minutes
4. PC Resolution 18-05
5. City Council Ordinance No. 18-22

Attachment 1 to Agenda Item No. 6.1 (8-6-18)

Comments Received After the Preparation of the June 21, 2018 Staff Report

> On Jul 28, 2018, at 1:00 PM, Gavin Little <gavin.t.little@gmail.com> wrote:

>

> Dear Mr Mayor,

>

> I'm writing to you to express my sincere concerns over the current proposed ordinance changes and a seemingly increasing trend of poor decisions from the council and planning commission.....

>

> Firstly, to provide some background, I first came to the United States almost 11 years ago. At the time myself and my wife didn't have very much and we found the only place we could afford to live was a not too desirable neighbourhood in NW Salem. In the 6 years we lived there our garden fence was tagged multiple times by gang related graffiti, the local convenience store suffered armed robbery at least twice, it was not a great place to live however it was all we could afford at the time. We had visited Silverton many times and though it an idyllic place to live and so we bided our time, saving, until 4 years ago we could afford to move here. 4 years later, Silverton politics aside, we love the town, we're raising 4 little boys, support our local businesses, our wonderful police force, we're involved in community sports.... and pay our (extremely high) taxes. The reason I'm telling you this is that I hope it at least serves as a counterpoint to what I believe is a misguided perception, prevalent within the city council, that the town of Silverton "owes" people the right to live/stay here when they cannot afford it.

> The reason I believe this was firstly the (at least temporarily) doomed motion to approve high density housing on James Street and the debate that accompanied it, and now the debacle of the homeless pods. As many people have pointed out, there are far more communities better equipped, and more appropriate, to support the homeless problem (Salem, Woodburn). Personally I wasn't particularly against what St Edwards is/was trying to do (I'm a little confused as to if they're still pursuing this idea in light of the proposed school on their property?) however, enshrining this in a city wide ordinance change seems highly irresponsible and further indicative of what appears to be a peculiar objective of the council to change Silverton from what first attracted us to this town. I also think its indicative of complete incompetency on behalf of the planning council. I can't admit to reading all of the long term plan however I have read some of it and, combined with comments on social media from Councilor Smith, it seems the long term goal is to continue to significantly increase the population of the town, with little to no plan as to how to improve the road infrastructure to support that. Not to mention the oft mentioned water infrastructure issues, ever increasing classroom sizes from school consolidation, etc. The approval for the Dutch Brothers location, the apartment complex, the latest phase of pioneer village, all wrecks of a council blinded to anything but the pursuit of perceived "growth" and, more importantly, the dollars associated with that. As someone unfortunate enough to now live in close proximity to the latest Pioneer Village development may I say its been an absolute shambles, we're now hearing about condos being built behind us with HOA's, (which is certainly not what was originally communicated the development would be) and also a wasted chance to force the developer to address traffic control issues on Ike Mooney, that the previous City Manager (the intolerable Mr Willowby) refused to address. Apologies for the digression however all of these things in combination have led me to writing to you.

>

Attachment 1 to Agenda Item No. 6.1 (8-6-18)

> So, in summary, the homeless related ordinance changes are seemingly just the latest in a continual stream of misguided (at worst incompetent) management decisions for our town and I would implore you and your council to set aside meaningless virtue-signalling and recognise the great responsibility you have with this beautiful little town. Some boxes once opened cannot be closed again..... If exponentially increasing populations (including homeless people), introducing unwanted stores like Dollar General (that will put ever increasing pressure on our local businesses), and reducing the town to gridlocked traffic twice a day is your overall objective may I respectfully suggest you all seek re-election in Salem or Woodburn.

>

> Your sincerely

> Gavin Little

> 818 Ike Mooney Road.

> To All Silverton City Council Members:

>

> Please accept this letter as our input on the proposed Parking Lot Housing Plan for Homeless at the St. Edwards Church and Zoning Code change DC-18-01. We would like for the council to reject this code change and instead put this divisive issue to a vote. You all have the opportunity to prove that there is no bias by allowing the citizens of this City to decide on a code change. Please put this on the November ballot. It won't cost the City anything except the price of an ad in the City paper and we are willing to pay for that. You, the City Council, is voted in to represent ALL of the citizens of this City. We feel that the only voices being heard are from a small group that supports this code change and that does not represent the majority of our Citizens wishes.

>

> There are definitely some entanglements with several members of the Council, the Homeless Task Force, SACA, a secret Facebook page named "Silverton Progressives" and the Planning Commission. It seems there could be violations of ORS 192.610 thru 192.690 and ORS 244.20.

>

> We believe this is a bad idea that has already divided our townspeople. There are better ways to address the very small homeless population in our City that won't force the burden on one neighborhood. This needs to be put to a vote.

>

> The R-1 zoning for residential neighborhoods was intended to provide peace, safety, stability, space, peace and quiet from conflicting land use activity. The R-1 zoning designation is supposed to assure homeowners who buy homes in R-1 areas that other conflicting land uses cannot occur.

>

> While a church and religious institutions may exist in the R-1 zone, homeless encampments are not permitted.

>

> The City has recently passed ordinances made specifically for the homeless. The police refer to them as criminal transients. The ordinances make it an offence to urinate or defecate on public property. Most homeless vagrants are not just down on their luck, there are many issues that cause homelessness including drug use and mental illness.

>

Attachment 1 to Agenda Item No. 6.1 (8-6-18)

> There are social services and shelters available in Salem, Mt Angel and Albany for the homeless people who want help. Yet many choose to remain living on the streets.

>

> Silverton had two homeless persons in 2015. They were known to the community. Now we have 11 (official HUD PIT count). It seems this small number could easily be provided for in a nearby town with services already set up.

>

> St. Edwards is located within two blocks of two elementary schools and within one block of a Daycare/Preschool. The City needs to assure safety of the residents first, including the school children and the Hospital employees who walk this area. We are the taxpayers, not the Church. Many children walk to and from school and will inevitably come into direct contact with these homeless people. Just saying everything will be fine and that the homeless population is not a danger doesn't make it so.

>

> St Edwards unveiled a plan recently to allow a Montessori School and Daycare to rent space from them as well this Fall. We have our concerns with how this mixes with homeless persons living in their parking lot.

>

> We ask that you do not approve DC-18-10 and do not approve the Parking Lot Housing Plan for Homeless at St Edwards and instead put it on the November ballot and let those of us who live in Silverton vote on whether or not we want this zone change. Thank you.

>

> Kaesi and Michael Cook

> Concerned Silverton Residents

> 321 W Center St

> Silverton, OR 97381

>

Attachment 1 to Agenda Item No. 6.1 (8-6-18)



Attachment 1 to Agenda Item No. 6.1 (8-6-18)

Dispatch Information	
Request ID Number: 357	Request Location: 211 w. center st.
Date Printed: 7/23/2018 10:12:59 AM	edwards episcopal church parking lot
Assigned to: Hunt, Dianne	silverton, Or. 97381
Priority: Normal	
Request Type: General Questions and Concerns	

Original Request Information	
Date Submitted: 6/4/2018	
Original Notes:	i see that there is a meeting on the transitional housing (homeless camp) on the church parking lot. Again this is not right to put these home owners across having to deal with this. What about their property values? they pay a lot of money in taxes to live in this town. and for the people putting up signs saying compassionate silverton, how many want this in this front yard. how many of the city council want this in their front yard?look at salem and portland. both citys have a big mess on their hands by allowing these people to keep growing in numbers and trashing the city and home owners property. please dont allow this in this city thank you

Dear City Councilors,

On behalf of Silver Creek Montessori, I would like to express our support of the proposed municipal code and zoning map change that would allow transitional housing at churches within the city. We believe that our community is responsible for offering help to those who need it, and we are grateful to the homelessness task force, St. Edward's, and its parishioners for undertaking this project.

As you may know, our school has applied for a conditional use to establish our Montessori Children's House preschool program at St. Edward's starting this fall. We have known of the transitional housing proposal since we began considering St. Edward's as a school location, and we have thoroughly considered potential effects of the transitional housing on our school programs.

We believe that the two uses can coexist without any detriment to either use. The two uses will be physically separated, both indoors and outdoors, with the transitional housing on the south and east sides of the building and our use on the west side of the building. As you know, the church proposes to exercise significant oversight of the transitional housing and its occupants. And our own teachers and staff will be present with our students at all times. In our view, the two uses of the church property are compatible.

Attachment 1 to Agenda Item No. 6.1 (8-6-18)

We support the proposed code change, and we hope that you will too.

Thank you,

Virginia Griffin

President, Silver Creek Montessori

> Mayor Palmer and Members of the City Council:

>

> As a life-long citizen of Silverton and a former homeless program director, I wholeheartedly support the code modifications that have been submitted by the planning commission that will allow transitional housing for homeless people in Silverton. I urge your approval at tonight's city council meeting.

>

> We are at a turning point in Silverton. Our 30 homeless people are currently fairly invisible to our citizens. But they are here. They are known by those who provide services.

>

> Most cities have waited too long to provide adequate temporary housing and services. Now they have tent "cities" within their neighborhoods. These are unsightly and scary to the citizens who have homes.

>

> Silverton has services but we don't have temporary housing. The best way to prevent Silverton from looking like other cities is to create temporary housing while services are offered to transition homeless people back into permanent housing.

>

> The Statesman Journal newspaper has reported multiple times that Salem has around 200 shelter beds but there are around 10,000 homeless people in Marion and Polk county. The days of being able to send our homeless people to Salem are over.

>

> Having worked with homeless people like the ones who will dwell in the St. Edward's Cottages, I can tell you that they are ordinary individuals just temporarily without housing and not the stereotypes that the word, homeless, brings to mind. Like the plan with St. Edward's, we also screened participants, and generally we were able to get them back into permanent housing within about three months. Early intervention is the key to dealing with the homeless challenge.

>

> I understand the concern that some of our residents have around the issue of homelessness. I am even related to some of the people who oppose the St. Edward's project. They have a genuine desire to have a loving, caring community. They have good intentions and just lack an understanding of how to help our homeless neighbors get back on their feet again. These homeless are our people. We can't just tell them to go away. They are part of us.

>

> I trust you to make a wise decision for all of us.

>

> Sincerely yours,

> Marilyn D. Brenden

Attachment 1 to Agenda Item No. 6.1 (8-6-18)

Dear Mayor Palmer and Fellow City Council Members,

I would like to submit the following letter for your review and consideration. (See Attached). As a resident of the City of Silverton I have followed the discussion regarding the St. Edwards Transitional Cottages and Silverton Sheltering Solutions with interest. As a social service provider I feel I can offer a perspective to the discussion. Please accept the following letter, which was posted to 2 public online forums in June. Thank you very much for your time and consideration.

Best,

Esther Nelson

Founder & CEO

Safety Compass

Dear Mayor Palmer and Fellow City Council Members,

Hello. My name is Esther Nelson-Craig. I tend to not get very involved politically in the online forum as I tend to find face to face interactions often more conducive to productive learning and conflict resolution. Having said that, I have watched the conversation about housing a few of our un-housed residents of Silverton at St. Edwards Episcopal Church, and I feel it is time I added my voice to the conversation for anyone who is still seeking to build an informed opinion, especially where the conversation about the Cottage effort intersects with conversations around precursors to homelessness (overwhelmingly domestic violence and historical lack of safety in previous living environments leave women vulnerable to becoming unhoused).

I have noted with sadness, the names that some residents have resorted to calling un-housed members of our community, and the ways that the organizers of the effort to create the cottages have been treated. I think it's possible that these low-points in this public discourse were based in simply fear of the unknown or lack of information. So my hope is to add some information for consideration and anecdotal experience about the average local demographics of un-housed women, and others living on

Attachment 1 to Agenda Item No. 6.1 (8-6-18)

the brink of becoming so... I would also like to highlight what the Cottages model intends to do and NOT do, for role clarification.

Without exception, homeless women are survivors. I can say this as a social service professional with 15 years' experience. Unhoused women are survivors of childhood traumas, lack of safe families, poverty, domestic violence, scarcity in low-income housing options, scarcity of food, clothing, and child care options, survivors of the cold, the rain, the heat, the lack of community that comes with the isolation of being pushed to the fringes of an often blind community, and the additional vulnerabilities that come from this isolation. But in spite of all of that, the unhoused women I have had the privilege of working with and knowing both personally and professionally, tend to be the most resourceful, toughest, most grateful people I've known. Often too full of pride and concern for others to accept given provisions, many suffer unimaginable hardships in silence. Many give what little they have to their fellow-unhoused friends as caretakers. Smart, discerning, adaptive, and resilient they are folks who should be able to enrich our community in ways that they are capable of, if given the chance to simply survive on the path to thriving.

I think that when issues become polarized, like this issue has, sometimes people lose the ability to sit with complexity, making everything overly simplistic, and "either / or" as opposed to keeping things nuanced as things usually are in real life. No one effort or agency will be able to address the mountain of need that is our current housing crisis. It will take domestic violence shelters to house those in high-lethality situations, fleeing imminent threat of abuse, and employment agencies, and self-sufficiency agencies, and homeless shelters, and a variety of transitional living models, and affordable housing advocates, to all work together to maximize creativity, and offer the broadest range of service options possible. If everyone stays in their own lane, potential housing participants/dwellers will be able to choose according to their own unique needs and qualifications. For example, the Cottage effort has made it clear that they are **not** billing themselves as a domestic violence shelter and referring those in need of that kind of housing on the Center for Hope and Safety (Marion County's Confidential location Domestic Violence Shelter). Therefore, the folks who will be housed in the Cottages will be doing so well informed of other options and only after their own vetting process would they be then determined to be a good fit for the Cottages instead. Does that mean they won't house folks with trauma histories? Of course not, to understand homelessness is to understand that vulnerability factors such as interpersonal violence and victimization are the predominant precursors to becoming unhoused, however not everyone qualifies for screening into a DV shelter, and not everyone wants to be uprooted from their community, quit their jobs, transfer their children from their schools and what little consistency they may have, to seek additional options in more urban areas such as Salem. We know that the unhoused women in Silverton are overwhelmingly natives from Silverton.

I myself have been a domestic and sexual violence crime victim's advocate for 15 years and am currently both a domestic violence victim's advocate and the CEO of Safety Compass, and Oregon Based non-profit that serves commercial sexually exploited youth that was founded right here in Silverton, OR with collaboration and support from numerous local community members.

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As a confidential advocate, I get to see glimpses of stories of people's lives that, for their own privacy and protection, I am never able to share about publicly. But I can say with great certainty that this community and other ones just like ours all across the country are filled with people who are experiencing lack of safety and health in their homes, who do not leave because the alternative is homelessness. As advocates, we always say that people know what is best for themselves and they should get to choose their path toward safety and self-sufficiency, and that it looks different for everyone. Some people's experiences of interpersonal trauma happened some time ago, meaning they do not qualify for a DV shelter, as I stated above, but that their trauma may be very real and debilitating currently compounding their vulnerability factors and rendering them homeless. Given additional options some of these people would leave unhealthy environments and pursue new advancements in healing and self-sufficiency. But without alternatives other than homelessness some stick with what is familiar, as the "lesser of two evils" so to speak, and try to live with abuse. If you were faced with a decision that hard, what would you do?

I believe giving people options allows them to make safer, better decisions. To give people options there need to be numerous housing models and types of shelter environments for people to choose from or be screened into, based on their predominant needs, safety concerns, geographical location, natural supports, etc. I am 100% supportive of existing domestic violence shelters, like the Center for Hope and Safety who does fantastic work to house DV survivors in imminent danger from their abusers. But they know their lane, and this is an issue of needing DV shelters AND homeless shelter options, AND transitional living options, AND numerous other creative housing/warming/cooling options, not one OR the other.

Currently, as an advocate I personally have had to instruct mothers with small children to go sit in ER waiting rooms and grocery store common areas inconspicuously in an effort to not freeze to death at night. I have sat in hotel rooms with DHS Child Welfare Workers, with teenagers and children who had nowhere to go and delivered clothing to women sleeping under the cover of blackberry bushes, who wanted nothing more than to keep frost bite from stealing their toes so that they could walk to work the next day. I've dropped off boxes of food in front of abandoned barns where I knew unhoused folks were trying to get out of the elements. These are just a small fraction of examples, as I am not on the front line of this particular conversation and there are many angels in Silverton whom I am forever grateful for, who have championed this issue on behalf of our unhoused neighbors who have less of a platform to speak from.

We cannot pretend that having a designated, confidential Domestic Violence Shelter (while wonderful) can or will be the solution for ALL of the various types of unhoused women living in our county, even though many of them share a common thread in their background. This common thread can serve as a clear indicator that the state they are in is not their fault, that they are strong and deserve our compassion, and that it is our responsibility to do what we can with what we have, to help.

Finally, I say all this knowing that a well-intentioned movement with no education behind it could lead to wasted time and resources. I have been in contact with numerous key stakeholders in the Cottage effort as they have gained momentum with their vision and set to work on reaching their goals. I have

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been impressed by their thorough approach, their network of professionals involved in making sure residents would have access to a holistic team of support people, and the trauma informed manner in which they are going about creating the program model.

I hope that when weighing all this information it is clear that this pilot endeavor deserves an opportunity to take flight.

Thank you very much for your time and consideration.

Your Neighbor,

Esther Nelson

Founder

Safety Compass

We believe that the homeless proposal made by St. Edwards is not a good idea or proposition for the City of Silverton.

Permitting a "transient homeless encampment" will have a harmful effect on the value of properties especially with house boxes without heating and plumbing. The idea for having 8x8 homes in an unsupervised parking lot is not well developed and will definitely have an adverse effect on the neighboring R-1 properties.

We have discovered that the Vicar of St. Edwards church lives in Albany not Silverton and the congregation is very small. These facts add credence to the belief that supervision of a homeless camp will not work.

It is our understanding that religious institutions may exist in the R-1 zone but homeless encampments are not permitted. Why would you change the code to permit St. Edwards to have homeless families live in a unsupervised parking lot without plumbing, electricity and heating?

It has been suggested that the Church apply for a conditional use permit instead of changing building and development codes. This would allow the Church to house the homeless (women?) inside the Church were they can be supervised and have electricity and plumbing.

William Wood

Shirley Wood

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On Jul 1, 2018, at 7:49 PM, Joy Flowers <bucknjoy@msn.com> wrote:

I am a local maintenance man & Licensed Contractor. I handle many of the local rentals in the area and can personally tell you the need for some type of transitional housing is dire. There are people at risk of losing their housing assistance while trying to help friends who would otherwise be on the streets. If laundry rooms are not locked, then people seek them out for shelter. I believe that starting somewhere; such as this code change would allow, we may be able to help a significant number of people.

I will be contributing resources and services to the proposed plan at St Edwards should this code be approved, and they move forward.

Thank you Harry Flowers Sr

(Buck)

July 1, 2018

Dear City Official ,

I am writing to add my name to the list of local, city residents who would like you to know I am 100% in favor of supporting the Code change that will allow a small number of sleeping pods; supported by other programs, that would allow our homeless neighbors a chance to come in out of the cold.

I am not only in support vocally, I am in support by both donating funds and services to help this become a success story for our residents and our city. By addressing the problem before it is out of control we will have a better chance of curtailing it.

I further submit that approving this Code would be instep with the City's Mission Statement

as well as

CITY OF SILVERTON 2018-2019 CITY COUNCIL GOALS Adopted April 2, 2018
Specifically

3.17 Begin housing needs analysis and evaluate other comprehensive plan elements needing amendment.

4.1 Further develop and implement strategies for affordable housing

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The only request or alteration to what was suggested by the Planning commission, might be that rather than furnishing a 24hour contact number to all other local neighborhood residents, that it would be provided to local Support services. I do not see that a lot with a fourplex apartment is required to furnish a number to the neighborhood. I cannot help but ask why in this case each neighbor would have the number? If there is a problem, that requires immediate attention, the appropriate call would be to 911. If it is that someone dropped trash on the street or some other non-urgent matter I believe a call to the managing office would be adequate and could be achieved by leaving a voice mail during non office hours.

Thank you for your consideration.

Sincerely,

Joy Flowers

411 S 1st St, Silverton, 97381

503 991-1745 , Joyflowersiam@gmail.com

On Jul 1, 2018, at 5:35 PM, Alan Miller <alancmillier@wavecable.com> wrote:

Dear City Councilor,

In that great baseball movie "Field of Dreams," Shoeless Joe Jackson emerges from a forest of cornstalks to encourage a startled farmer to construct a playing field because: "If you build it, they will come." And that, Honorable Councilor, is what we are all afraid of ! The citizens of this little community are already upset by the recent proliferation of apartment houses, and the change in demographics that all those new apartment units will bring to this community. Now we are asked to rewrite our city ordinances to allow the construction of unwired, unplumbed shelters for a population of "indigenous" vagrants who may or may not exist. What does exist, however, is a very large constituency of "homeless" people hanging out in the larger metropolitan centers, who will be drawn to Silverton once the "pods" are constructed, and the "welcome mats" are out.

Here are a few of our concerns:

(1) Safety. Legacy Silverton Medical Center is .1 of a mile, or about a two minute walk, from the St. Edward's parking lot. Occupants of the pods will be able to move unnoticed onto hospital grounds and through the emergency room doors at all hours of day and night. Robert Frost Elementary School is located .3 of a mile from the church parking lot. Vagrants will be able to walk to the school in less than 6 minutes. Both students and staff would be vulnerable to unknown people loitering on their

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property. Children who walk home after school would encounter these people on the streets and sidewalks. And what will happen to the here-to-fore child-safe havens of our city park, our public library, and our summer swimming program ?

(2) Zoning. St. Edward's Episcopal Church is a tax exempt institution located in an area zoned for "single family residential." If enacted, the Church rector's proposal would violate the zoning protections promised to the homeowners of that neighborhood. The city would never allow a home owner to build unheated, unplumbed sheds to house his family members, so why should churches be allowed to violate the long established, hygienic rules of a civilized community ?

(3) Staffing. The Church Rector offers no assurance that she can provide, or afford, the professional staff that will be required to oversee this program. There will be cases of substance abuse, infectious disease, mental illness, and anti-social behavior. These problems will demand the attention of professionals on a full or part-time basis, all paid for by our local taxpayers.

(4) Liability. According to a June 27 study published by the Oregonian (see link below), Portland's homeless amount to less than 3% of that city's population, yet they account for 52% of all arrests for serious or violent offenses. If we import some of this population, we can logically assume that we will experience a similar spike in crime. A public vote would reveal that most Silverton residents are adamantly opposed to the concept of homeless camps within our city limits, yet our City Planning Department, and our Planning Commission are actively working to welcome this population. Who will assume the liability for suits stemming from property crime, declining real estate values, public intoxication, drug sales, and violent encounters ? Do the naive, social justice warriors who promote this idea have the resources to handle the resulting litigation, or will this huge expense further burden our local taxpayers ?

(5) Ambiance. Silverton is a beautiful little community. Its excellent schools, tree-lined streets, and well-cared-for homes make it an ideal location for home owners, young families, and retired professionals. For many decades, the Silverton City Council and Planning Commission have sought to manage growth with an eye to maintaining this small-town atmosphere. But all that we love about this town, could be lost if our City Council and our planners decide to become "agents of change" and throw open our doors to the derelicts and antisocial misfits who litter the streets of big cities. As Shoeless Joe Jackson says: "If you build it, they will come. "

Respectfully yours,

Alan Clark Miller

https://www.oregonlive.com/portland/index.ssf/2018/06/portland_homeless_accounted_fo.html

<http://www.registerguard.com/news/20180701/eugene-property-owners-fined-after-complaining-about-homeless-camps>

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On Jul 1, 2018, at 9:14 AM, Trish Ambrose <trishambrose78@gmail.com> wrote:

I also just wanted to pass this on to all of you. Rob and I had a very informative excursion to Eugene yesterday, and here is what we found out - about what they are doing very successfully. (I do have photos if anyone is interested.):

My husband and I spent the day today with Wayne, a retired pastor, who has lived in Eugene for the past 6 years. Wayne volunteers on several advisory boards, including 2 directly tied to homelessness. He is also involved with a local radio station that reports weekly on issues surrounding homelessness. He is very much in touch with the homeless population there and the efforts that have been expended to serve these folks. Wayne took us all around town, introducing us to people and enabling us to check out several homeless communities.

First some general comments. I queried Wayne pointedly, as well as others we met, about several of the hesitations that have arisen in Silverton. There has been no reported increase in crime around these neighborhoods. He said that the areas that are generally "trashed" by homeless folks are those where the drug users hang out, and in these communities, where residents have been vetted and need to agree to standards, it generally is not a problem. He thought there was no reason to think that property values were being affected, though it is true that some of the sites are industrial in nature, not residential. He said that surprisingly those with mental health issues generally do not trash the places where they stay. They usually are too afraid and just withdraw into themselves. He said that many of the homeless in Eugene are young people, passing through. (This would not be the case in Silverton.) He pointed out that many of the homeless today are "economic refugees", not criminals, and this is only increasing with the housing crisis we are experiencing nationally. Of course, there are exceptions to all these observations. When issues have arisen, they have been addressed, but overall, nothing major has fouled up these efforts to help the homeless obtain transitional housing, that leads to something more permanent. All of the communities we viewed have structures and programs in place to help folks move on to become more independent and obtain permanent housing.

I am going to describe what we saw, progressively.

We saw two "rest stop communities." These were platform tent communities that were fenced for the residents' safety and they were staffed by residents. The lowest bars were set here - i.e., the fewest requirements exist, so for example in at least one, residents could drink alcohol, as long as it didn't become disruptive. The expectation was that residents would be progressing toward a next step, and so if that did not happen in a certain amount of time, they would have to leave, and reapply later if they wanted to return. As tented communities, they probably looked the most like what some might call "an encampment", but they were orderly, and they were not attracting more homeless to gather around them.

Then there was Opportunity Village. This was a collection of a few "conestoga huts" and mostly 8 x 8 pods, with a common area, little garden, kitchen, bath facilities, etc. It is on property donated by the city. A study was also done by the city and they found that this little community has one of the lowest crime rates in the city. An off-site board oversees it, and there is one paid staff person who is there only 13 hours/week; otherwise it is run by its residents. This was a common denominator in all the places we saw. The residents themselves, who want to stay in their situation, "police" their communities - cleaning them up and reporting anything that is awry. They don't want to be kicked out of their programs.

Another site: Nightingale. This was a collection of 12 "conestoga hut" units sitting in a public lot, next to an assisted care facility. They self-police as well. The neighborhood is very positive about this effort and in fact Nightingale hosts some community events so that the regularly housed and transitional neighbors can intermingle and support one another.

We drove through a very affluent neighborhood that is putting in 2 pods back to back - for two families behind their UCC church. I think Wayne said the two together would cover a 30x40 space. No problem with neighborhood approval.

And we saw the "cadillac" of communities, called Emerald Village. It's a tiny home community for "underhoused" folks. This means they have financial need, but can pay some rent. Super nice. They are likewise, self-managed/policed and a study by the city showed that they had a 90% approval rating from their neighbors. While we were there, we incidentally ran into the Eugene pastor, Daniel Bryant, who wrote the letter to Silverton's mayor and

Attachment 1 to Agenda Item No. 6.1 (8-6-18)

council. He said that folks in these communities have been the eyes and ears of the neighborhood and have actually become an asset to the larger area. These tiny houses are being built by builders/contractors who are donating their time and materials, though some specific tradesmen had to be hired for specific tasks. They all have electricity, plumbing, appliances, etc. They are not meant to be transitional, but permanent. The project has been funded primarily by donations and grants. Pastor Bryant also suggested we might consider putting a neighbor on the vetting committee of any project, to help alleviate some of the hesitations that some of the town might have.

On Tuesday, June 26, 2018, Trish Ambrose <trishambrose78@gmail.com> wrote:

Dear Kyle, Jason, Dana, Jim, Laurie, Matt & Rhett,

My husband and I have been closely following the debate regarding the proposed code change initiated in response to the proposed four St Edwards sleeping pods project. I attended both planning commission meetings and have extensively engaged with both supporters and opponents on both Facebook and Nextdoor, as well as in person. While I have tried very hard to understand the fears and hesitations of those who are against these changes, I am 100% in support of both the code change and the project. My husband and I serve a meal to homeless folks in Salem on a monthly basis, and before we started doing that, almost 8 years ago, I had many similar hesitations toward the homeless population in general. I get the fear - people in these dire conditions often resort to inappropriate behavior, may struggle with mental health issues, may turn to petty crime and/or try to alleviate their pain through substance abuse. For those not regularly exposed to this, it can look very scary. However, we've come to find that people who have resorted to the streets are, nonetheless, very much like the rest of us - with hopes and aspirations for a better life, deserving of being treated with dignity and kindness. They have proven to be some of the most grateful people we have ever encountered, and in our experience they have been harmless.

I think the St Edwards project is a terrific first step toward helping these neighbors of ours. The plan is well researched and thought out, with many built-in safe-guards, and it should help women in our community transition into more permanently stable living situations. Despite rumors to the contrary, I have the highest respect for those who have initiated this endeavor and will be carrying it forward. I'm eager to lend my support in any way possible, and I hope before too long the city will have a second site running to help even more people. In my ideal world, eventually, I'd love to see a tiny home community, modeled after the one in Austin, Texas, perched on the edge of Silverton. (<https://mlf.org/community-first/>) Wouldn't it be great if we could eliminate homeless in our town?

Thanks for your careful consideration.

Trish Ambrose

Pioneer Development

Dear Silverton Mayor and City Council Members,

Please accept this letter as my input on the proposed Parking Lot Housing Plan for Homeless at the St. Edwards Church and Zoning Code change DC-18-01.

From the March 5, 2018 City of Silverton City Council meeting minutes:

“Councilor Carter said, “So then what we really need is, is to have the City be able to have tiny houses which would have plumbing and electricity but we don’t have any, we don’t have any way to do that do we.”

Councilor Smith said the description of the housing unit is such that it has to be all under a single roof. She said it would constitute an addition on the existing church, which would make it a permanent solution to a temporary problem.

Councilor Freilinger asked why this is being granted to religious institutions only.

Councilor Smith said, “It’s a place to start.”

Councilor Carter said, “Why not expand it then.”

Councilor Smith said, “Well I think the idea was to not overwhelm the community, we wanted to make it acceptable and, and try it out and see if it would even work. We have what do we hear 30-ish homeless people. I’m not sure what percentage of them are women, but we wanted to work the kinks out in a small way. And then if that works and we can show that it’s not a detriment to neighbors and then move on. But I think that the pilot project is a good start rather than jumping in with both feet. The big deal is who has the land.”

There was a consensus of the Council to direct staff to draft language.”

It's plane to see that the community IS overwhelmed. This single item has become the most divisive issue in Silverton for many years, possibly ever. The concerns of citizens that oppose DC-18-01 have been ignored.

We don't want our “kinks” worked out. We want our representatives to actually represent the whole of the city of Silverton, not a small faction, and not people who don't live in Silverton. Failing that, we want this issue put to a vote of the people.

ALSO

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It is plain to see that elected officials in Silverton have conflicts of interest that give them reason to recuse themselves from voting on CD-18-01.

Case in point, Matt Plummer's wife is the executive director of SACA. Her income as head of the nonprofit is directly derived from servicing the homeless population in Silverton. CD-18-01 will increase that population and her job security and probably income as well. Voting on CD-18-01 is a clear violation of ORS 244.20.

Second Case in point, Dana Smith is an owner of a modified tiny house project on Steelhammer in Silverton. Expansion of the tiny housing industry in Silverton, as stated above, is a business opportunity for her. This is a violation of ORS 244.040.

ALSO

Many Silverton elected officials are members of a secret Facebook group. Members include, but are not limited to, Christine Mayou, Dana Smith, Jason Freilinger, Gus Frederick, Matt Plummer, Tasha Huebner, Laurie Armstrong Carter, Kyle Palmer, Shana McCauley, Victor Madge, and Sarah White.

The existence of this group and the communications between its members is a clear violation of almost every paragraph of ORS 192.610 thru 192.690.

ALSO

No minutes of the Homeless/Housing Task Force Committee meetings have been kept or made available to the public in violation of ORS 192.650.

J Williams

Silverton

> On Jun 27, 2018, at 7:52 AM, Jon DeBo <debojon@gmail.com> wrote:

>

> To council members

> I am opposed to your upcoming meeting concerning changes to the code concerning a proposed homeless village (pods). I feel it is your responsibility as representatives of the city to put forth a measure on the next ballot on such a hot topic. I feel the problems that these pods will bring to our city (crime,

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drugs etc) will stretch our budget and next you will be bringing another tax or fee as you call it to support it. I agree we have a small homeless issue and I have no fix it plan to address it but I do feel this is not the way we should go. Please accept my thoughts on this as you go forward. Thankyou Jon DeBo

From: Sarah Kaser Weitzman <sarahjkw@gmail.com>

Date: June 29, 2018 at 2:28:32 PM PDT

To: jfreilinger@silverton.or.us, dsmith@silverton.or.us, jsears@silverton.or.us, Laurie Carter <alacrte@gmail.com>, mplummer@silverton.or.us, rmartin@silverton.or.us, Kpalmer@silverton.or.us

Subject: Code change regarding transitional housing

I would like to express my support for the code change the planning committee is recommending regarding the St Edward's cottages program. I do not think it is prudent to send this issue to a community vote as I trust my community leaders to make a responsible and conscientious decision that upholds effective and efficient policy to better our community. I believe as many others do that this project will better our community and I hope that you will approve this code change.

Thanks

Sarah Weitzman

Attachment 1 to Agenda Item No. 6.1 (8-6-18)

We, the undersigned residents and property owners in Silverton Oregon submit to the Silverton City Council this
PETITION TO NOT APPROVE THE PROPOSED HOMELESS ENCAMPMENTS
 as currently proposed and request an ongoing full and open PUBLIC DISCUSSION of how to best proceed in a way that preserves
 the dignity of those affected and adequately considers the community as a whole.

Signature	Printed Name	Address	E-Mail (Please Print Clearly)
<i>Stanley Wilson</i>	Stanley Wilson	224 1/2 E 15th St. AAK 220	
<i>George Hensle</i>	GEORGE HENSLE	1075 Woodland Dr. NE	
<i>Barbara Hensle</i>	Barbara Hensle	1075 Woodland DR NE	

Instructions to signature gatherers: Download and Print, then mail signed petitions to P.O. Box 1990, Silverton, Oregon 97381-1990 as soon as possible. Thank You!

Attachment 1 to Agenda Item No. 6.1 (8-6-18)

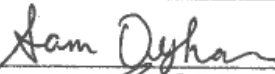
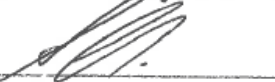

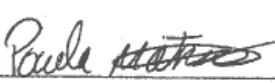

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 the dignity of those affected and adequately considers the community as a whole.

Signature	Printed Name	Address	E-Mail (Please Print Clearly)
<i>Judith McKenney</i>	JUDITH MCKENNEY	220 Schorby Ln, Silverton	JEMCKENNEY@FRONTIER.COM
<i>Edward T McKenney</i>	Edward T McKenney	"	"
<i>Christine Rasmussen</i>	Christine Rasmussen	2530 Drift Creek Rd NE. Silverton, OR 97381	

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 the dignity of those affected and adequately considers the community as a whole.

Signature	Printed Name	Address	E-Mail (Please Print Clearly)
	Sam Ayhan	1184 S. Water St.	sams_paintingremodel@f4h.com
	Irina Ayhan	1184 S. Water St.	
	Ivan Matveev	4285 Forest Ridge Rd.	
	Paula MATVEEV.	4285 Forest Ridge Rd.	
	MY NGUYEN	1205 S. Water St	

Instructions to signature gatherers: Download and Print, then mail signed petitions to P.O. Box 1990, Silverton, Oregon 97381-1990 as soon as possible. Thank You!

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 the dignity of those affected and adequately considers the community as a whole.

Signature	Printed Name	Address	E-Mail (Please Print Clearly)
	Nicola E. Boring-Mackie	1300 Crestview DR Silverton	

Instructions to signature gatherers: Download and Print, then mail signed petitions to P.O. Box 1990, Silverton, Oregon 97861-1990 as soon as possible. Thank You!

Attachment 2 to Agenda Item No. 6.1 (8-6-2018)



City of Silverton
Community Development
306 South Water Street
Silverton, OR 97381

APPLICANT:

CITY OF SILVERTON
306 SOUTH WATER STREET
SILVERTON, OR 97381

STAFF REPORT

CONTACT PERSON:

JASON GOTTFREY, 503-874-2212

PROCEDURE TYPE IV

LOCATION: N/A

FILE NUMBER: DC-18-01

LAND USE DISTRICT:

ALL

PROPERTY DESCRIPTION:

ASSESSOR MAP#: N/A

LOT #: N/A

SITE SIZE: N/A

ADDRESS: N/A

PROPOSED DEVELOPMENT ACTION: DEVELOPMENT CODE AMENDMENT RELATING TO TRANSITIONAL SHELTER COMMUNITIES BY CREATING A DEFINITION, DETERMINING WHERE AND HOW SUCH A USE COULD LOCATE, AND DRAFTING REGULATIONS AND STANDARDS FOR APPROVAL.

DATE: JUNE 21, 2018

- Attachments
- A. Review Criteria
 - B. Amended Code Language
 - C. Staff Report
 - D. Testimony
 - E. Case Studies

ATTACHMENT A: REVIEW CRITERIA

REVIEW CRITERIA: Legislative amendments are policy decisions made by city council. They are reviewed using the Type IV procedure in SDC 4.1.500. Amendments to the comprehensive plan, and amendments to the zoning and development code or zoning map necessitating a comprehensive plan amendment, may be approved if the city council finds that the change is consistent with the following criteria:

- A. The amendment is consistent with the goals and policies of the comprehensive plan, the statewide planning goals, and any relevant area plans adopted by the city council;
- B. The amendment conforms to the transportation planning rule provisions as implemented through SDC 4.7.600; and
- C. The amendment is in the public interest; for example, it is needed to meet changing conditions or new laws.

ATTACHMENT B: PLANNING COMMISSION RECOMMENDED CODE LANGUAGE

Silverton Development Code (SDC)

Section 1.5.300 – Definitions

“Transitional Shelter Communities”. Per ORS 446.265. Accommodations that may consist of separate facilities, in the form of sleeping pods or other approved structures, for use as living units by one or more individuals or by families. The person establishing the accommodations shall provide access to water and toilet through separate or shared facilities, and may provide access to shower, laundry, cooking, telephone or other services either through separate or shared facilities. The accommodations shall provide parking facilities and walkways. Transitional housing accommodations shall be limited to persons who lack permanent shelter and cannot be placed in other low income housing.

Section 2.2.110

Uses Use Categories (Examples of uses are in Chapter 1.6 SDC; definitions are in Chapter 1.5 SDC.)	Status of Use in District			
	Single-Family Residential (R-1)	Low Density Residential (R-5)	Multiple-Family Residential (RM-10)	Multiple-Family Residential (RM-20)
Religious institutions and houses of worship				
- Facilities lawfully established as of November 5, 2008	P	P	P	P
- New facilities	CU	CU	CU	CU
- Transitional Shelter Communities Per the standards in SDC 2.2.200	CU	CU	CU	CU

Public District

2.8.150 Allowed uses.

Use Categories (Examples of uses are in Chapter 1.6 SDC; definitions are in Chapter 1.5 SDC.)	Public (P)
Other Categories	
Transitional Shelter Communities Per the standards in SDC 2.2.200.N	CU

2.3.110 Commercial districts – Allowed land uses.

Table 2.3.110 identifies the land uses that are allowed in the commercial districts. The specific land use categories are described and uses are defined in Chapters 1.5 and 1.6 SDC.

Table 2.3.110 – Uses Permitted in Commercial Districts

Use Categories (Examples of uses are in Chapter 1.6 SDC; definitions are in Chapter 1.5 SDC)	Downtown Commercial (DC)	General Commercial (GC)	Downtown Commercial (DCF)
Other Categories			
Transitional Shelter Communities Per the standards in SDC 2.2.200.N	CU	CU	CU

2.4.110 Industrial district – Allowed uses.

Table 2.4.110 identifies the land uses that are allowed in the industrial districts. The specific land use categories are described and uses are defined in Chapters 1.5 and 1.6 SDC.

Table 2.4.110

Uses Use Categories (Examples of uses are in Chapter 1.6 SDC; definitions are in Chapter 1.5 SDC)	Status of Use in District		
	Industrial (I)	Light Industrial (LI)	Industrial Park (IP)
<i>Other Categories</i>			
Transitional Shelter Communities Per the standards in SDC 2.2.200.N	CU	CU	CU

SDC.2.2.200 N - Transitional Shelter Communities. Transitional shelter communities shall comply with the following standards

- A. Transitional shelter communities are allowed on land that is currently in use as a Religious institution or place of worship per SDC 1.6.490 in the Residential Zones, and within the Industrial, Commercial, and Public Zones.
- B. Shelter Unit Type: Shelter units shall be stick-built structures or prefabricated structures but may not have fabric walls or roofs (e.g., tents, yurts, and membrane structures). Shelter units may not be vehicles, residential trailers, or manufactured dwellings. Each shelter unit shall be detached from any other shelter unit. Design of the units shall be compatible with the surrounding area.

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- C. Maximum Building Floor Space: The maximum building floor space for each shelter unit is 200 square feet.
- D. Maximum number of units: The maximum number of units per parcel is one for every 10,000 square feet of area of the site the units are to be located on, rounded to the nearest whole number, or 10 units, whichever is less.
- E. Maximum number of sites. Only two sites in the City are allowed to be operated as a Transitional Shelter Community at any one time.
- F. Length of Stay is limited to 18 months for each participant.
- E. Bathrooms and Kitchens: Bathrooms and kitchens are prohibited in the shelter units. Instead, common permanent bathroom facilities available all hours of all days shall be provided for the residents and kitchen facilities may be provided to residents.
- F. Utilities: Water service, sanitary sewer service, natural gas service, and generators are prohibited in the shelter units but are permitted in common facilities.
- G. Storage: No outdoor storage is permitted. Residents shall be provided with enclosed, secure storage facilities for their belongings.
- H. Fencing: The transitional shelter community shall be fenced from abutting properties (does not include adjacent properties) with sight-obscuring fencing a minimum of six feet in height.
- I. Minimum Rear and Side Yard Depth: The minimum rear and side yard depth is five feet, except that if the rear or side yard abuts a Residential District, the minimum shall be 20 feet from the abutting lot line.
- J. Minimum Structure Separation: Structures shall be separated from one another by a minimum of 6 feet.
- K. Conditional Use: Transitional shelter communities shall be reviewed as a Conditional Use, however no fee shall be charged for such review.
- L. Periodic Review and Renewal. Transitional shelter communities shall require periodic review and renewal. The first periodic review and renewal shall be conducted 6 months from occupancy and shall follow the Conditional Use review procedure. If renewal is approved, periodic review and renewal shall be conducted annually from that point, following the Conditional Use review procedure.
- M. A financial security (bonds, petitions, cash, etc.) to ensure the removal of the improvements should approval not be renewed shall be provided to the City.
- N. The person in charge (owner-occupant, tenant, lessee or person other than an owner who has possession and/or control of the property) shall provide Local Contact Information, name and telephone number, to all property owners and residents within 500 feet of the site on an annual basis. The local contact person must be available to accept and immediately respond to telephone calls on a 24 hour basis at all times. Any change in local contact person must be reported to the City at least 7 days prior to the date the change takes effect.

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- O. Tenants in a transitional shelter community shall provide a signed receipt acknowledgement form regarding the Noise Disturbance standards of SMC 8.04.055, the Chronic Nuisance Property standards of SMC 8.06, and the Periodic Review and Renewal timetable.
- P. An operations and security plan for the transitional shelter community shall be submitted to the city at the time of application for review and approval.
- Q. Code of Conduct. The managing agency shall provide to all residents of the transitional shelter community a code of conduct for living at the transitional shelter community. A copy of the code of conduct shall be submitted to the city at the time of application.
- R. Priority should be given to individuals that have been living within or near Silverton for the past year.

ATTACHMENT C: STAFF REPORT, DC-18-01

FINDINGS OF FACT

A. Background Information:

1. The City Council directed Staff to draft Code Language at the March 5th, 2018 City Council meeting relating to transitional shelter communities. The Planning Commission held a work session on March 27th, 2018 to discuss possible language and they wanted there to be a neighborhood meeting held near the area of a proposed transitional housing project to see what issues would arise in order to draft standards to address and mitigate the issues. A neighborhood meeting was held on April 19th, 2018.
2. The Planning Commission held a public hearing at the May 8th, 2018 meeting to accept testimony regarding the code language and continued the Hearing to the June 12th, 2018 Planning Commission meeting. The Planning Commission made modifications to the language and recommends the City Council adopt the Development Code Amendments.
3. It should be noted that the Development Code Amendment process is not approving any particular project, but creating the framework and standards for a potential project to follow to request approval.

B. Silverton Development Code (SDC):

Section 4.7.200

Legislative Amendments

- A. *The amendment is consistent with the goals and policies of the comprehensive plan, the statewide planning goals, and any relevant area plans adopted by the city council;*

Findings: The Goal of the Urbanization Element of the Comprehensive Plan is to: “Provide adequate land to meet anticipated future demands for urban development in a logical and orderly manner.” And has an objectives to: Maintain a supply of buildable residential, commercial and industrial land within the City’s UGB as allowed by state law; Continue to work with Marion County to manage land development between the city limits and UGB; and Consistently apply and enforce the City’ development policies, codes, standards and other regulations to maintain community livability and ensure efficient use of land.

The Goal of the Housing element is to “Meet the projected housing needs of citizens in the Silverton area.” The Objectives of the Housing Element are to, Encourage a “small town” environment; Encourage preservation, maintenance and improvement of the existing housing stock; Encourage new housing in suitable areas to minimize public facility and service costs and preserve agricultural land; and Encourage an adequate supply of housing types necessary to meet the needs of different family sizes and incomes. Encouraging a “small town” environment is an ambiguous statement that can be interpreted by the Planning Commission and City Council.

Encouraging an adequate supply of housing types necessary to meet the needs of different family sizes and incomes acknowledges that income has an impact on the types of housing one can afford.

The draft code language for transitional shelter communities was created at the direction of City Council in reaction to a proposed project to shelter four homeless women in sleeping pods in the parking lot of a local church. A work session was held by the Planning Commission to review draft standards. During discussion, the Planning Commission indicated a neighborhood meeting would be a beneficial step to ascertain possible neighborhood concerns in order to have an idea of how to draft standards to address the concerns raised. The neighborhood meeting was held on April 19, 2018 and was attended by over 100 people. There were numerous concerns that were raised during the meeting that included: offensive behavior, capacity of mental health infrastructure, safety of neighborhood, safety of potential shelter residents, the process for selection, adequacy of habitation of sleeping pods, liability, preference to shelter women in the actual church, lack of heat and cooling, impact on the church's existing uses and programs, background checks may not be sufficient for screening purposes, nicotine and drug use, other options may be preferable to the current idea, worry that it will entice homeless people to locate to Silverton.

The concerns are legitimate and relate to operations and accountability. Typical buffering and screening standards such as fences and landscaping would be inadequate to deal with the concerns raised. In drafting the code language, emphasis was placed on having a process for review and renewal, a process to address complaints, informing potential tenants of the existing rules and expectations, and requiring a means to remove the use if it proves too problematic to continue.

The proposed code amendment would allow transitional shelter communities on parcels that are currently in use as a religious institution or place of worship. There are over a dozen such uses in Silverton. The Oregon Revised Statute (ORS 446.265) allowing transitional housing limits a municipality to allow establishment on no more than two parcels. The shelter units are allowed to be in the form of yurts per the ORS, however the State of Oregon Building Codes Division adopted the *Oregon Transitional Housing Standard* which is available for adoption by municipalities for the purpose of providing accommodations in the form of living units located on transitional housing parcels to be used by one or more individuals or by families as authorized by ORS 446.265.

Municipalities may adopt modifications which contain more or less restrictive construction requirements than those established in the standard. The specific standards would be adopted by the City Council through a separate ordinance.

The Silverton Development Code (SDC) standards would require the units to be stick-built or a prefabricated structure limited to 200 square feet, the design of which to be compatible with the surrounding area. The design compatibility standard is a subjective review criterion that would be interpreted by the Planning Commission based on the specific building design submittal and the surrounding neighborhood. Bathroom facilities are required on the site that would be available all hours of all days. Kitchen facilities would be optional. Storage would

not be allowed outdoors and the site would have to provide residents with enclosed, secure storage for their belongings.

The maximum number of units on a parcel is proposed to be limited to one for every 10,000 square feet of area of the site the shelters are to be located with a maximum of 10 units. This standard is less dense than the R-1, Single Family zoning district that allows one dwelling on a 7,000 square foot parcel.

The shelter units are required to be fenced from properties that share a common lot line. The standards do not propose that the units be fenced from view from properties that are located across the street, though the Planning Commission could add such a standard. The units would have to be located 20' away from common property lines with residential uses.

To establish a transitional shelter community, a religious institution would have to submit a Conditional Use application for review by the Planning Commission in a Public Hearing, which would be advertised in the newspaper, with the site being posted with a sign, and a notice being mailed to all property owners and residents within 700 feet of the site.

The application would include a site plan, building elevations, and a narrative of the daily operations of the proposed use. The applicant would have to show, among other things, that; the proposed use will be compatible with existing and reasonable anticipated uses in the district in terms of size and intensity of use; the proposed use will not have adverse noise, vibration, exhaust/emissions, light, glare, erosion, odor, dust, visibility, safety, aesthetic or other similar impacts that would be out of character for permitted uses in the district; the negative impacts of the proposed use on adjacent properties and on the public can be mitigated through application of other code standards, or other conditions of approval; the proposal will not have significant adverse impacts on the livability of nearby residentially zoned lands due to noise, glare, litter, hours of operation, privacy and safety.

The review criteria are subjective in nature which gives the Planning Commission fairly wide latitude in applying conditions of approval or denying an application. The State does not substitute its judgment regarding conflicting evidence in the record for that of the local government. If a reasonable person could reach the decision made by the local government, the State will defer to the local government's choice between conflicting evidence. To successfully challenge an evidentiary basis for denial, it is not sufficient for someone to show there is evidence in the record to support their position; they must show the evidence is such that a reasonable trier of fact could only decide in his/her favor. Where the record contains credible, conflicting evidence, he or she has not sustained their burden to show, as a matter of law, that the trier of fact should only have believed petitioner's evidence. If there is evidence in the record that could support approval and evidence that could support denial, and where the review criteria are subjective, the Planning Commission gets to decide which evidence they find more persuasive. As long as a reasonable trier of fact could believe the evidence relied on for a decision, the approval or denial will stand.

As part of the operation of the use, the applicant would have to provide all the neighbors with a local contact that includes their name and phone number who would have to be available on a

24 hour basis to respond to telephone calls. The tenants would be made aware of the proposed periodic review and renewal and would be subject to a code of conduct.

The proposed standards create a periodic review and renewal for the proposed use. If the transitional shelter obtains an initial approval by the Planning Commission, the use would have to go before the Planning Commission again after the first six months of occupancy to have a renewal hearing. This would follow the same Conditional Use procedure and review. In this review, there would be actual operational evidence for the Planning Commission to review, and if they do not find the use has been meeting the criteria, it could be denied which would require the use to vacate the premises. The standards also require the applicant to submit a security that would cover the costs of removal if the use is not renewed. This could take the form of a cash deposit sufficient enough for the applicant’s to use to remove the sleeping pods.

The Planning Commission can also consider creating a standard that would define the average length of stay for the tenants. Housing and Urban Development (HUD) rules allow Transitional Housing (TH) programs to offer stays of up to 24 months. Based on a report conducted by Martha Burt of the Urban Institute dated September 7, 2006, the average maximum length of stay is 21 months (bottom row). Two-thirds of family Transitional Housing programs allow the HUD maximum of 24 months, 11 percent allow between 19 and 23 months, and 21 percent have maximums of 12 or fewer months. No program has an official maximum between 13 and 18 months.

Maximum length of stay, in months	Percent of family TH programs allowing:
12 or fewer months	21%
13–18 months	0%
19–23 months	11%
24 months	68%
Mean number of months	21

When programs were asked how long their families actually stay. Relatively few families take advantage of TH programs’ potential lengths of stay, as table 2.4 shows. The mean length of stay across programs is 12 months (bottom row of table 2.4). On average across programs, 15 percent of families leave within 1 to 3 months, 17 percent leave within 4 to 6 months, 11 percent leave within 7 to 9 months, and 19 percent leave within 10 to 12 months, totaling 62 percent of all families who leave TH programs within one year. Twenty-three percent leave after 13 to 18 months, 14 percent stay 19 to 23 months, and, on average across the TH programs in our sample, only 2 percent stay the full 24 months that HUD allows.

Leaving within...	Proportion of families
1-3 months	15%
4-6 months	17%
7-9 months	11%
10-12 months	19%
13-18 months	23%
19-23 months	14%
24 months	2%
Mean number of months	12

The staff recommendation of a length of stay of 18 months would account for 84% of the actual stays according to the report, which seems reasonable.

The amendment is being reviewed as a Type IV procedure with a Public Hearing in front of the Planning Commission and a Public Hearing in front of the City Council where any citizen may comment on the application. The City is reviewing the code amendment with conformance with the acknowledged Silverton Comprehensive Plan and the established land use planning process and policy framework. The City does not have any agricultural land designations or any designated forest lands. The City of Silverton has an adopted Parks and Recreation Master Plan that address open space and recreational needs.

The City does not have any Estuarine Resources, Coastal Shorelands, Beaches and Dunes, Ocean Resources, and is not located on the Willamette River.

Based on the above findings, the criterion can be met.

B. The amendment conforms to the transportation planning rule provisions as implemented through SDC 4.7.600; and

Findings: The code amendment does not significantly affect a transportation facility thereby making the transportation planning rule not applicable. The amendments will allow the 20 year planning period and population growth to occur as assumed in the Transportation System Plan. The criterion is met.

C. The amendment is in the public interest; for example, it is needed to meet changing conditions or new laws.

Findings: This update is in the public interest to provide a framework for transitional housing which is an emerging trend in how the address the homelessness issue. The *Oregon Transitional Housing Standard* was created in 2017 and allows the City to consider adopting the standards to facilitate a transitional shelter community, which is a new law to address changing conditions. The criterion can be met.

III. SUMMARY AND CONCLUSION

Findings have been made for all of the applicable Code sections. The proposed development code amendment meets all applicable Silverton Development Code Review Criteria and Standards.

The Planning Commission recommends the City Council approve the proposed changes.

City Council Options:

The City council shall:

- a. Approve, approve with modifications, approve with conditions, deny, or adopt an alternative to an application for legislative change, or remand the application to the planning commission for rehearing and reconsideration on all or part of the application;
- b. Consider the recommendation of the planning commission; however, the city council is not bound by the commission's recommendation; and
- c. Act by ordinance, which shall be signed by the mayor after the council's adoption of the ordinance.

ATTACHMENT D: TESTIMONY

Working in a proactive partnership with our community to solve problems and enhance the quality of life for our citizens.



Memorandum

May 25, 2018

To: Jason Gottgetreu, Community Development Director
From: Jeff Fossholm, Chief of Police
Re: **Transitional Housing in Silverton**

The Police Department's position on this topic relates to the fact that being homeless and/or living on the streets is not a crime upon itself. As some in our community embrace the homeless and want to help, others do not and don't want them here. The real issue is that we already have a small population of homeless people living among us. Homelessness has different definitions or meanings depending on one's background or perception. Homelessness can be those living in and around parks, wooded areas, in the bushes and trees, those who live out of vehicles and those that flop from couch to couch in different homes. Comments being made in the community that "if you build it they will come," is not really an accurate reflection of whom our homeless really are. Most of the homeless individuals that we deal with have some connection to Silverton either by being a prior resident, or here because of family or school connections.

Some of our homeless individuals have made a choice and choose that lifestyle based on numerous factors including but not limited to mental health or substance abuse issues. Some individuals find themselves homeless by circumstance such as a job loss, eviction from housing, domestic violence or other assorted reasons. Those dealing with homelessness because of circumstances, usually need and can benefit from assistance for a limited time until they can get back on their feet, get a job or find other affordable housing.

For Silverton, changing the code and being able to provide homeless individuals, couples or families who want help and assistance, some type of transitional housing ultimately helps and benefits the community as we get the homeless off the streets, out of the bushes or other places that one could consider a nuisance. Based on other documented models, transitional housing has also been shown to help the homeless transition back into society on a quicker timeline.

As the City looks at transitional housing, I'm not sure a large transitional housing unit would be the best model for Silverton. A larger complex would congregate the homeless into one area. This gathering might bring or create its own sub-culture to the transitional housing project and ultimately draw attention to issues and generate complaints.

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A smaller transitional housing unit, with controls such as a screening process and rules to follow would assist in offering solutions to those truly seeking assistance without creating undue hardship for the surrounding neighborhoods or businesses.

Whether the City allows transitional housing or not, the impact on police services basically remains the same. We respond to any calls received involving the homeless for such issues as trespassing, littering and defecating in public. If there were any issues needing a police response at a transitional housing site(s), they would be off-set or reduced by having a more structured environment than is currently occurring with those individuals who are out in the public and private space areas.

Our police response when dealing with homeless persons is governed by the Police Department's Policy and Procedure Manual, which has an actual homeless policy. I have attached the policy to this memo for your review and reference.

Cc: Christy S. Wurster, City Manager

Attachment: Silverton Police Policy 463 Homeless Persons.

Attachment 2 to Agenda Item No. 6.1 (8-6-2018)

Homeless Persons

463.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that personnel understand the needs and rights of the homeless and to establish procedures to guide officers during all contacts with the homeless, whether consensual or for enforcement purposes. The Silverton Police Department recognizes that members of the homeless community are often in need of special protection and services. The Silverton Police Department will address these needs in balance with the overall missions of this department. Therefore, officers will consider the following policy sections when serving the homeless community.

463.1.1 POLICY

It is the policy of the Silverton Police Department to provide law enforcement services to all members of the community while protecting the rights, dignity and private property of the homeless. Homelessness is not a crime and members of this department will not use homelessness solely as a basis for detention or law enforcement action.

463.2 HOMELESS COMMUNITY LIAISON

The Chief of Police will designate a member of this department to act as the Homeless Liaison Officer. The responsibilities of the Homeless Liaison Officer include the following:

- (a) Maintain and make available to all department employees a list of assistance programs and other resources that are available to the homeless.
- (b) Meet with Social Services and representatives of other organizations that render assistance to the homeless.
- (c) Maintain a list of those areas within and near this jurisdiction that are used as frequent homeless encampments.
- (d) Remain abreast of laws dealing with the removal and/or destruction of the personal property of the homeless. This will include the following:
 1. Proper posting of notices of trespass and clean-up operations.
 2. Proper retention of property after clean-up, to include procedures for owners to reclaim their property in accordance with Policy Section 804 and other established procedures.
- (e) Be present during any clean-up operation conducted by this department involving the removal of personal property of the homeless to ensure the rights of the homeless are not violated.
- (f) Develop training to assist officers in understanding current legal and social issues relating to the homeless.

Attachment 2 to Agenda Item No. 6.1 (8-6-2018)

Silverton Police Department

Silverton PD Policy Manual 07142014

Homeless Persons

463.3 FIELD CONTACTS

Officers are encouraged to contact the homeless for purposes of rendering aid, support and for community-oriented policing purposes. Nothing in this policy is meant to dissuade an officer from taking reasonable enforcement action when facts support a reasonable suspicion of criminal activity. However, when encountering a homeless person who has committed a non-violent misdemeanor and continued freedom is not likely to result in a continuation of the offense or a breach of the peace officers are encouraged to consider long-term solutions to problems that may relate to the homeless, such as shelter referrals and counseling in lieu of physical arrest.

Officers should provide homeless persons with resource and assistance information whenever it is reasonably apparent such services may be appropriate.

463.3.1 OTHER CONSIDERATIONS

Homeless members of the community will receive the same level and quality of service provided to other members of the community. The fact that a victim or witness is homeless can, however, require special considerations for a successful investigation and prosecution. Officers should consider the following when handling investigations involving homeless victims, witnesses or suspects:

- (a) Document alternate contact information. This may include obtaining addresses and phone numbers of relatives and friends.
- (b) Document places the homeless person may frequent.
- (c) Provide homeless victims with victim/witness resources when appropriate.
- (d) Obtain statements from all available witnesses in the event a homeless victim is unavailable for a court appearance.
- (e) Consider whether the person may be a dependent adult or elder and if so, proceed in accordance with the Adult Abuse Policy.
- (f) Arrange for transportation for investigation related matters, such as medical exams and court appearances.
- (g) Consider whether a crime should be reported and submitted for prosecution even when a homeless victim indicates he/she does not desire prosecution.

463.4 HOMELESS ENCAMPMENTS

Officers who encounter encampments, bedding or other personal property in public areas that reasonably appears to belong to a homeless person should not immediately remove or destroy such property and should inform the department Homeless Liaison Officer if such property appears to involve a trespass, blight to the community or is the subject of a complaint. When practicable, requests by the public for clean-up operations of a homeless encampment should be referred to the Homeless Liaison Officer.

Silverton Police Department

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Homeless Persons

463.4.1 HOMELESS CAMPS ON PUBLIC PROPERTY

Prior to removing homeless individuals from an established campsite on public property, officers shall:

- (a) If individuals are present, advise violators that they are camping on public property and such encampments are illegal.
- (b) Post the area with a notice in English and Spanish advising the violators to vacate within 24 hours. This same notice shall list a local agency that delivers social services to homeless individuals.
- (c) Notify the agency listed on the posting of the campsite's location.
- (d) Obtain a case number and prepare a police report documenting the incident.

The 24-hour warning notice requirement is not necessary if officers reasonably believe that illegal activity unrelated to the camping violation is occurring or in the event of an exceptional emergency such as a possible site contamination by hazardous materials, or when there is immediate danger to human life or safety (ORS 203.079).

463.4.2 CAMPING ON PRIVATE PROPERTY

Camping on private property without the owner's permission should be handled as a trespass complaint. Owners of private property may allow individuals to camp, provided they do so in a manner consistent with provisions of the Silverton Camping Ordinance.

463.4.3 CAMPING IN CITY PARKS

Illegal campers found in City parks during hours the parks are closed may be cited or arrested for violation of park rules.

463.5 PERSONAL PROPERTY

The personal property of homeless persons must not be treated differently than the property of other members of the public. Officers should use reasonable care when handling, collecting and retaining the personal property of homeless persons and should not destroy or discard the personal property of a homeless person.

When a homeless person is arrested, or otherwise removed from a public place, officers should make reasonable accommodations to permit the person to lawfully secure his/her personal property. Otherwise, the arrestee's personal property should be collected for safekeeping. If the arrestee has more personal property than can reasonably be collected and transported by the officer, a supervisor should be consulted. The property should be photographed and measures should be taken to remove or secure the property. It will be the supervisor's responsibility to coordinate the removal and safekeeping of the property. Items that have no apparent utility or are in an unsanitary condition may be immediately discarded upon removal of the homeless individual(s) from the camp site (ORS 203.079(d)).

All property collected for safekeeping shall be stored for a minimum of 30 days. The property and evidence technician shall ensure that reasonable efforts are made to inform the owner of

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Silverton Police Department

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Homeless Persons

status of the property and inform him/her of how and when such property may be claimed (ORS 203.079(d)).

Officers should not conduct or assist in clean-up operations of belongings that reasonably appear to be the property of homeless persons without the prior authorization of a supervisor or the department Homeless Liaison Officer.

463.6 MENTAL ILLNESSES AND MENTAL IMPAIRMENTS

Some homeless persons may suffer from a mental illness or a mental impairment. Officers shall not detain a homeless person under a mental illness commitment unless facts and circumstances warrant such a detention.

When a mental illness hold is not warranted, the contacting officer should provide the homeless person with contact information for mental health assistance as appropriate. In these circumstances, officers may provide transportation to a mental health specialist if the person consents and approved by a supervisor.

463.7 ECOLOGICAL ISSUES

Sometimes homeless encampments can impact the ecology and natural resources of the community and may involve criminal offenses beyond mere littering. Officers are encouraged to notify other appropriate agencies or departments when a significant impact to the environment has or is likely to occur. Significant impacts to the environment may warrant a crime report, investigation, supporting photographs and supervisor notification.

Morry Jones
767 Woodland DR. NE
Silverton, OR 97381

June 15th 2018
Jason Gottgetreu

Community Development Director
City of Silverton
306 S. Water Street
Silverton, OR 97381

Dear Jason Gottgetreu:

I am writing to you in regards to my no vote for the City of Silverton Development Code amendment number DC-18-01. I would like to put in writing for the record an explanation as to why I cast a no vote on this very controversial code change.

First, I want to acknowledge that I am fully aware of our homeless population in Silverton. Silverton is not an anomaly; most cities big and small are dealing with this problem in the United States. I am no less compassionate than the citizens displaying "Compassionate Silverton" signs" in their yards. I understand there is a need to do something just as there is a need for many programs including, free school lunches, Habitat for humanity, Silverton Area Community Aid, to name a few. Our community has many excellent programs, and I am proud that these organizations and programs exist.

I pride myself in understanding what the role of a planning commissioner is; listen to city staff, listen to all citizens either for and against the issue and make a clear choice of recommendations to forward on to the city council for a final decision. As a side note, I do not believe Commissioner Mayou did this for amendment DC-18-01. I understand what she did was legal, but from my standpoint, it was not ethical.

Simply put, changing a building code to allow pods in a parking lot with no heat, toilet, or running water for any individual no matter the need is wrong. I understand that many individuals are struggling and some burdened with mental illness. I have concerns that the managing agency charged with running this new program does not truly understand the depth of this responsibility. I believe there are many state and county agencies much better suited to work with the different facets of homelessness, mental illness, and abuse.

During the hearing process, I repeatedly heard how the Silverton rental market and home purchase prices are unaffordable. I believe the comments were repeated to justify putting in pods for people to get a hand up so they can afford rent or to purchase a home in Silverton. In my opinion, this is not clear thinking. For example, most of us, I assume, could not afford to either rent or purchase a house in San Francisco, so what is the choice? Simple, I can't afford to live in San Francisco; I find a more affordable place to live. The homeowners in near the potential pods' placement are forced to accept the change; this is not fair.

The Silverton citizens for and against this amendment were from the beginning one-sided. Many more were for this amendment than argued against it. Of course, it didn't help that one of our commissioners had already decided which way she was voting before testimony. The problem is, I believe, is this issue is so controversial that expressing an opinion in opposition labels citizens as unfeeling. I felt I needed to question if this code change is indeed the correct direction for Silverton. I have lived in Silverton since 1965 and raised a family here. Silverton is a beautiful community, but we need to send the right message to everyone, not a few that make more noise than the rest. Our commission Chair made a good point when he asked how many people did not sign St. Edward's "support document." We need to look at that question, as I believe it is something to that deserves a discussion.

Sincerely,
Morry Jones
Commissioner
Silverton Planning Commission

The June 5 Staff Report to the Planning Commission makes it clear that the responsibility to notify a local contact in the event of problems ignite on the site. **NOTIFICATION RESPONSIBILITY HAS BEEN SHIFTED TO THE NEIGHBORS** of the transitional housing site.. **NEIGHBORS** have to report problems at the transition site, because there is **NO ON-SITE MANAGEMENT**, and **NEIGHBORS** have to call a local contact if a problem arises at the Transitional site;

The Ordinance should require 24/7 on-site management to respond and be alert to problems, **not the neighbors.**

The proposed ordinance amendment does not provide ANY security requirements for Transitional Housing sites;

The proposed ordinance does not consider ANY alternative suggestions regarding site location; The Best Option for the Planning Commission is to recommend to the City Council a **MODIFICATION** of the proposed development code amendment. The Council could then decide to **remand this proposal back to the Homeless Task Force** to come up with alternative locations and solutions, including use of city-owned property.

The packet for the June 5 Planning Commission is packed and padded with a huge number of pre-printed petition statements supporting the ordinance proposal. **THESE PRE-PRINTED PETITION STATEMENTS ARE SIGNED BY PEOPLE WHO DO NOT LIVE IN SILVERTON.** Their addresses are listed as Salem, Portland, Eugene, Tigart; many places elsewhere. They should not be part of the Planning Commission record, or given any weight at all,

Some petition signers may have a 97381 zip code. But that zip code does not mean they live within Silverton voting precincts. A zip code alone does not qualify anyone for access to a ballot vote in Silverton municipal elections. .

I urge the Planning Commission in its decision to the City Council that there have been many requests from registered Silverton citizen voters to **VOTE** on the November ballot with an **ADVISORY QUESTION** whether or not there should be an amendment to the Development Code to permit Transitional Housing, and how that should be worded. Let the citizens decide this controversial question, since it is the voting citizens and the neighbors are the ones who will have to live with it.

Respectfully,
Leigh Harrod Silverton resident and registered voter
718 Oak Street, Silverton OR 97381

Please forward to appropriate panel, Thank you.
June 11, 2018

To: Silverton City Planning Commission

I am writing this letter in support of the proposed Code change to allow Religious organizations (up to 2) within the City limits to add Sleeping pods or cottages in accordance with proposed changes.

In 2017. Silverton established a Homeless Commission, because they are aware of the rising number of homeless within the city and nearby outskirts. The problem is not going to get better on its own. The Apartments in Silverton that previously rented on an income adjusted scale are no longer doing so. Rents have risen exponentially. Our population of lifetime residents is aging, and most are on fixed incomes. Due to the makeup of the American family over the last several decades, families used to take care of the elders are not able to because, they themselves are barely making it. Where there used to be larger families that pitched in, now the average is 2.3 Children.

I am intentionally not mentioning a specific location as the business at hand is: Should the provision be made, not where. This proposal allows for some help toward transitioning homeless at no, or little additional cost to the city. I have seen people suggest that the program be done at City Hall, SACA, or you name the place. I would suggest it is not that they are 100% against it, just that they are not sold on the potential location. Again, the location is not the question here. The Question remains; is it viable?, Could it help the population intended and can it be done without harming the existing homes and residences in the area. I personally believe with the guidelines as they have been offered it is able to be done and done well. There are several successful pod style communities attached to churches here in Oregon and across America.

Thank you for your Consideration
Joy Flowers
S. 1st St

Attachment 2 to Agenda Item No. 6.1 (8-6-2018)

Silverton OR 97381
(503) 991-1745

Sent from [Mail](#) for Windows 10

Dear Silverton Mayor, City Council Members and Planning Commissioners, Please accept this letter as my input on the proposed Parking Lot Housing Plan for Homeless at the St. Edwards Church in my neighborhood.

To the best of my knowledge this is what has happened and is happening. Sometime in late 2017, Planning Commissioner Christine Mayou, owner of Black's Construction and some other Members of a Secret, Closed Facebook Group called Silverton Progressives, got together with the Pastor from St. Edwards and made a plan to house the homeless in the parking lot of the church in pods/sheds. There has been multiple changes to the verbiage of these enclosures since then with them currently being referred to as "Cottages" and the people they are slated to house, as "Unhoused" instead of Homeless.

Reasons why not to set pods up in parking lots of two churches;

- 1 Unsafe - No one on site to provide supervision, making sure all are following the guidelines set out per "pilot program". Unsafe for each "Unhoused" individual. Being out in a parking lot, allows for unwanted predators.
- 2 No Plumbing or Electrical in each of the Pods.
- 3 Requires increase police patrol.
- 4 Neighbors complain about cleanliness and crime.
- 5 Not enough long term storage.

The Process is broken when there is bias and conflicts of interest in both the Planning Commission and the City Council. Christine Mayou, Dana Smith both voted yes on a public Facebook poll - "Should Silverton allow a program that would help four women recover from difficult circumstances and keep them off the streets while they do so?" Plus numerous comments on social media making their side very clear. There is substantial evidence that there is bias and conflicts of interest on this issue. All parties need to excuse themselves from voting on this.

The background at St. Edwards is that it has a very small congregation and the Pastor, Shana McCauley, unlike most of the Church Pastors in and around Silverton, does not live onsite at the property. She does in fact, live all the way in Albany, Oregon. We as the homeowners in the surrounding neighborhood are being saddled with the responsibility, against our will and converse to our enjoyment of our properties, to supervise these "Unhoused" people 24/7.

The proponents of the project have also sent out information in various Social Media Campaigns saying that our Property Values will "ONLY" drop 12.5%. The wealthy of Abiqua Heights where this plan was born might be able to absorb an

Attachment 2 to Agenda Item No. 6.1 (8-6-2018)

average loss of \$48,514.00 per house, but we are not so fortunate. Our homes and their value to us personally and financially, is being ignored in favor of the St. Edwards Project.

Consider the costs of the project that has been slated to house just 4 women (this also keeps changing). Cost of the pods/sheds/cottages \$5,000.00 to \$12,000.00 each x 4 = \$20,000.00 to \$48,000.00 Loss of appreciation value to each of the homes surrounding the Church after the installation of the parking lot pods = \$1,164,288.00. So - One Million, Two Hundred Thousand Dollars, to house 4 women (Transparency please; The verbiage will not be "Only Women"). This is just the financial cost. The cost to health and life is immeasurable. There has been no answer to what happens if one of these women is raped, starts a fire from smoking inside the wood "Cottage", dies of asphyxiation from same. There has been no answer on what happens if one gets pregnant while in the pods. No Social Service Agency will allow a baby to reside in an unheated shed.

Changing the City Code for a "Pilot Program" has already cost our city (Tax Payers) money. Jason Gottgetreu has put in numerous hours revising the code and attending meetings, our City Attorney has also put in hours making sure the verbiage is legal. When asked to put this issue in front of the Silverton residents on the November Ballot, it was stated 'putting an issue on the Ballot would cost too much money.' November is a general election, therefore the only cost would be placing a notice in our local paper of the proposed ballot language. Marion County bears the cost in all regular elections. I would be willing to pay for this notice in our local paper.

With all the Bias and Conflict of interests on our city boards, this is the only right thing to do. Allow our tax payers to vote on an issue that will affect them.

Other Options instead of changing the City ordinance;

1 Put the "Cottages" in the Silverton Police parking lot. This would provide more security for the "Women" and closer access to programs offered through S.A.C.A.

2 Create a Foster System with supportive community members who want to help these women be successful.

3 Churches have the option to provide locking doors for "Unhoused" people inside their already existing buildings.

4 Purchasing two travel trailers for the "Pilot Program", having them live in the RV park. At the RV park not only will these women be safe, they will have all facilities within their trailer. Plus they will be part of society, not placed in a parking lot being on display for everyone. A travel trailer is a wonderful option!

5 Support other programs that are successfully setup to help women.

The Church is empty most of the time and we do not see that changing. That anyone would put these four women at such risk is unimaginable. It is not compassionate to the "Unhoused" or the Tax Paying Silverton Residents in which you all are supposed to serve.

Put this out to a vote for all of Silverton and in the meantime, discuss real options that don't cause undo harm to the majority to serve the desires of a

Attachment 2 to Agenda Item No. 6.1 (8-6-2018)

few who are not looking at the big picture and are instead focused on what they can do with a City Wide Code Change that may benefit other questionable interests.

Thank you,

Eric and Kera Howell
200 Westfield Street
Silverton, OR 97381
503-884-0339

We are writing to voice our opposition to housing homeless women in parking lots. This idea seems to have been born by city officials and a church pastor. The St. Edwards church could easily put these women inside their church. The women would be safer and the neighbors would not have to police the parking lot as there would be no one there to supervise what goes on. There are many good alternatives to changing codes and revising City verbiage to include this type of housing.

We own property less than a block away from this Church and we oppose any code changes or additions. The property values of all of the property belonging to the taxpayers in that area will fall. That is a fact. Why is there no compassion for them? We are in favor of a vote on the November ballot concerning this issue. That is the only fair way for this to go forward. There is clearly bias by several Council and Planning members as they have stated that clearly on social media.

Please put this on the ballot so Silverton citizens have a say.

Respectfully,
Carl and Christine Rasmussen

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Please accept this letter as our input on the proposed Parking Lot Housing Plan for Homeless at the St. Edwards Church in our neighborhood.

To the best of our knowledge this is what has happened and is happening.

Sometime in late 2017, Planning Commissioner Christine Mayou, owner of Black's Construction and some other Members of a Secret, Closed Facebook Group called Silverton Progressives, got together with the Pastor from St. Edwards and made a plan to house the homeless in the parking lot of the church in pods/sheds. There has been multiple changes to the verbiage of these enclosures since then with them currently being referred to as "Cottages" and the people they are slated to house, as "Unhoused" instead of Homeless.

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Consider the costs of the project that has been slated to house just 4 women (this also keeps changing). Cost of the pods/sheds/cottages \$5,000.00 to \$12,000.00 each x 4 = \$20,000.00 to \$48,000.00 Loss of appreciation value to each of the homes surrounding the Church after the installation of the parking lot pods = \$1,164,288.00.

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Put this out to a vote for all of Silverton and in the meantime, discuss real options that don't cause undo harm to the majority to serve the desires of a few who are not looking at the big picture and are instead focused on what they can do with a City Wide Code Change that may benefit other questionable interests.

Thank you,

Eric and Kera Howell

> On May 31, 2018, at 11:02 AM, Debe Roisen <debelynnn@msn.com> wrote:

>

>

> Kyle,

>

> Once you get this homeless pod going it will draw homeless from all

> over the state. Just like Portland, don Bealm a firefighter in Portland that live in silverton said when Portland made it homeless friendly people flooded the area. I will fight till I am dead to stop this pod idea if the church wants to help the homeless let them rent a home or apt. Homeless will be all over the downtown area if this goes forward.

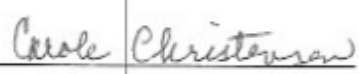
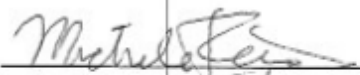
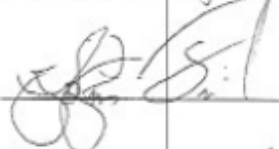
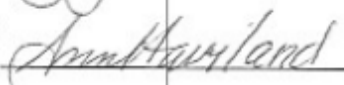
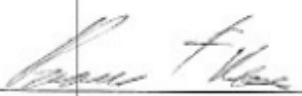
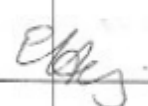

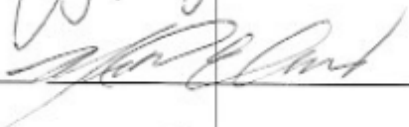
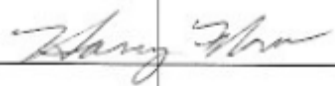
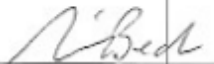
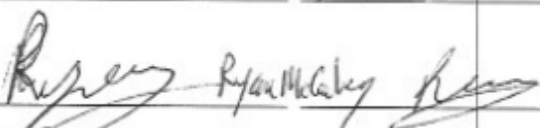

>

> Deborah roisen

Attachment 2 to Agenda Item No. 6.1 (8-6-2018)

St. Edwards Cottages

We the undersigned fully support St. Edward's Episcopal Church's endeavor to provide temporary shelter for women experiencing homelessness in Silverton.

Printed Name	Signature	City	Date
1. Carole Christensen		Silverton	5/20/18
2. Michele Finicle		Silverton	5/20/18
3. Steven Finicle		Silverton	5/20/18
4. Ann Haviland		Silverton	5/20/18
5. Karantennanda Meza		Silverton	5-20-18
6. Elizabeth Neves Elder		Silverton	5-20-18
7. Judy Goetz		Silverton	5/20/18
8. Mike Ashland		Silverton	5/20/18
9. HARRY FLOWERS		SILVERTON	5-20-18
10. Tim Beck		Silverton	5/20/18
11. Ryan		Albany	5/20/18
12. Peggy Jenkins		Mt Angel	5-21-18


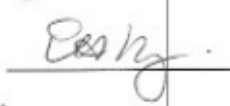
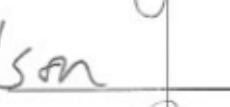

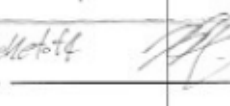


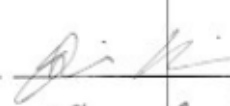
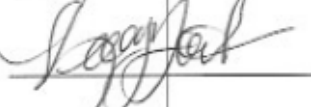
St. Edwards Cottages

We the undersigned fully support St. Edward's Episcopal Church's endeavor to provide temporary shelter for women experiencing homelessness in Silverton.

Printed Name	Signature	City	Date
1. <u>Melanie Barker</u>	<u>Melanie Barker</u>	<u>Silverton OR</u>	<u>5/15/18</u>
2. <u>Lynn Hancock</u>	<u>Lynn Hancock</u>	<u>Silverton</u>	<u>5/15/18</u>
3. <u>Aba Gayle</u>	<u>Aba Gayle</u>	<u>Silverton</u>	<u>5/15/18</u>
4. <u>Gail Mitchell</u>	<u>Gail Mitchell</u>	<u>Silverton</u>	<u>5/16/18</u>
5. <u>Vicki Knutson</u>	<u>Vicki Knutson</u>	<u>Silverton</u>	<u>5/16/18</u>
6. <u>Kay Strobel</u>	<u>Kay Strobel</u>	<u>Silverton</u>	<u>5-16-18</u>
7. <u>Jane Ledgerwood</u>	<u>Jane Ledgerwood</u>	<u>Silverton</u>	<u>5-16-18</u>
8. <u>Susan Rawson</u>	<u>Susan Rawson</u>	<u>Silverton</u>	<u>5-21-18</u>
9. <u>DIANE Brooke</u>	<u>Diane Brooke</u>	<u>Silverton</u>	<u>5.21.18</u>
10. <u>Ann DeFrancesco</u>	<u>Ann DeFrancesco</u>	<u>Silverton</u>	<u>May 21-18</u>
11. <u>Molly Ainsley</u>	<u>Molly Ainsley</u>	<u>Silverton OR</u>	

St. Edwards Cottages

We the undersigned fully support St. Edward's Episcopal Church's endeavor to provide temporary shelter for women experiencing homelessness in Silverton.

Printed Name	Signature	City	Date
1. Bryan Heath		Silverton	4/26/18
2. Elizabeth News		Silverton	4-28-18.
3. Jossi Davidson		Silverton	4/28/18
4. Beatrice Shapiro		Silverton	4/28/18
5. Virginia Brown	Virginia Brown	ut	'
6. Elizabeth Ralston-Jellicott		Silverton	Apr 29 2018
7. Chuck Sheketaff		Silverton	4/28/2018
8. Jason Orr		Silverton	4/28/2018
9. Myp Kuzmin		Silverton	4/28/18
10. Kelly Foster		Silverton	5-2-18
11. Jeanne Baldwin	Jeanne Baldwin	Silverton	5-2-18
12. James J. Doolley	James Doolley	Silverton	5-2-18

St. Edwards Cottages

We the undersigned fully support St. Edward's Episcopal Church's endeavor to provide temporary shelter for women experiencing homelessness in Silverton.

Printed Name	Signature	City	Date
1. <u>Rose Hope</u>	<u>Rose Hope</u>	<u>Silverton</u>	<u>5-2-18</u>
2. <u>Rochelle Kosch</u>	<u>R Kosch</u>	<u>Silverton</u>	<u>5-2-18</u>
3. <u>Ronald L Garst</u>	<u>Ronald L Garst</u>	<u>Silverton</u>	<u>5/2/18</u>
4. <u>Karen L. Garst</u>	<u>Karen L. Garst</u>	<u>"</u>	<u>5/2/18</u>
5. <u>Cindy Gyurgyik</u>	<u>Cindy Gyurgyik</u>	<u>"</u>	<u>"</u>
6. <u>Cayla Catino</u>	<u>Cayla Catino</u>	<u>Silverton</u>	<u>5/2/18</u>
7. <u>Katie Rabin</u>	<u>Katie Rabin</u>	<u>Silverton</u>	<u>5/3/18</u>
8. <u>Lisa Bledsoe</u>	<u>Lisa Bledsoe</u>	<u>Silverton</u>	<u>5/7/18</u>
9. <u>Briana Hupp</u>	<u>Briana Hupp</u>	<u>Silverton</u>	<u>5/7/18</u>
10. <u>Stephanie Engle</u>	<u>Stephanie Engle</u>	<u>Silverton</u>	<u>5/7/18</u>
11. <u>Antonio Germann</u>	<u>Antonio Germann</u>	<u>Silverton</u>	<u>5/7/18</u>
12. <u>Sandi Adams</u>	<u>Sandi Adams</u>	<u>Silverton</u>	<u>5-8-18</u>

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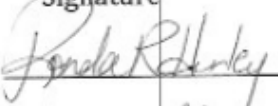
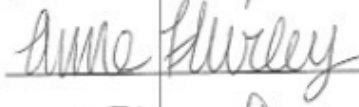
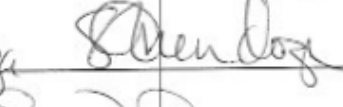


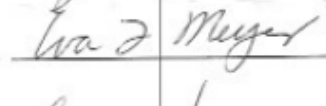
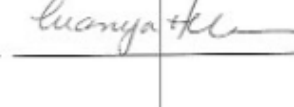


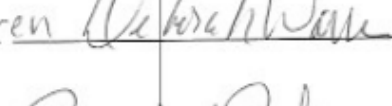

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1. <u>Lauree Chadwick</u>	<u>[Signature]</u>	<u>Silverton</u>	<u>4/24/18</u>
2. <u>haemercor</u>	<u>[Signature]</u>	<u>Silverton</u>	<u>4/24/18</u>
3. <u>Johnny Nevis</u>	<u>[Signature]</u>	<u>Silverton</u>	<u>4/24/18</u>
4. <u>Bonnie Ayers</u>	<u>[Signature]</u>	<u>Silverton</u>	<u>4-24-18</u>
5. <u>Rob Chadwick</u>	<u>[Signature]</u>	<u>Silverton</u>	<u>4-24-18</u>
6. <u>Craig Bazzi</u>	<u>[Signature]</u>	<u>Silverton</u>	<u>4-24-18</u>
7. <u>GAIL BAZZI</u>	<u>[Signature]</u>	<u>Silverton</u>	<u>4-24-18</u>
8. <u>Laurie Carter</u>	<u>[Signature]</u>	<u>204 E. Main St, Silverton</u>	
9. <u>Susan E Smith</u>	<u>[Signature]</u>	<u>Aumsville</u>	<u>4-25-18</u>
10. <u>CYRILLIA L GANTNER</u>	<u>[Signature]</u>	<u>Silverton</u>	<u>4/25/18</u>
11. <u>CELIA STAPLETON</u>	<u>[Signature]</u>	<u>Silverton</u>	<u>4/25/18</u>
12. <u>Renee A. Bianchi</u>	<u>[Signature]</u>	<u>Silverton</u>	<u>4/25/18</u>

We the undersigned fully support St. Edward's Episcopal Church's endeavor to provide temporary shelter for women experiencing homelessness in Silverton.

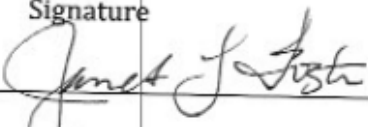
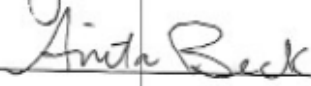
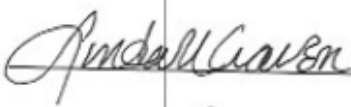
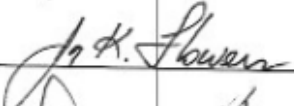
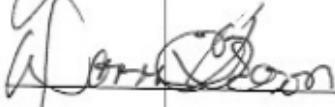
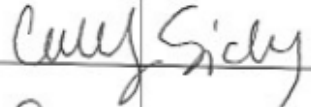
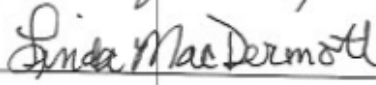
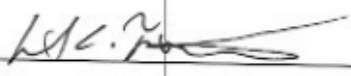
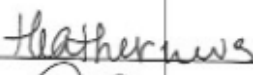
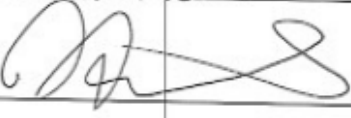
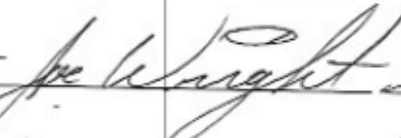
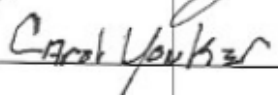
Printed Name	Signature	City	Date
1. BARBARA BARRACLOUGH	<i>Barbara Barracough</i>	Silverton	4-25-2018
2. Tana Calaba	<i>Tana Calaba</i>	Scotts Mills	4-25-2018
3. Sharon Rauch	<i>Sharon Rauch</i>	Dillonton	4-25-2018
4. Joseph E. Short	<i>Joseph E. Short</i>	Silverton, OR	
5. Charlene Whiting	<i>Charlene Whiting</i>	Silverton OR	4-26-2018
6. Charles Baldwin	<i>Charles Baldwin</i>	Silverton	4/26/18
7. Ann Haviland	<i>Ann Haviland</i>	Silverton, OR	4/25/18
8. Judy Sorensen	<i>Judy Sorensen</i>	Silverton OR	4/26/18
9. Ralph Sorensen	<i>Ralph Sorensen</i>	SILVERTON, OR	4/26/18
10. Christine Mayou	<i>Christine Mayou</i>	Silverton	4-26-2018
11. Korina Chadwick	<i>Korina Chadwick</i>	Silverton	4-26-18
12. ELIZA TORLYN	<i>Eliza Torlyn</i>	Silverton	4-26-18

St. Edwards Cottages

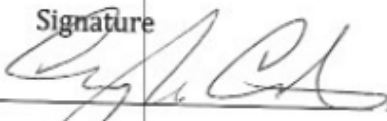
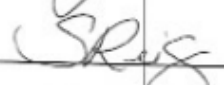
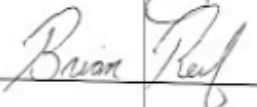
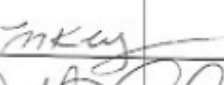




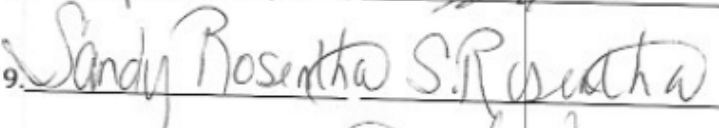
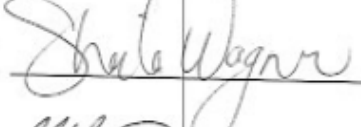


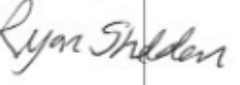
We the undersigned fully support St. Edward's Episcopal Church's endeavor to provide temporary shelter for women experiencing homelessness in Silverton.

Printed Name	Signature	City	Date
1. Ronda Hurley		Silverton	6-01-18
2. Anne Hurley		Silverton	6-01-18
3. Susie A. Mendez		Silverton	6-01-18
4. Laurel Ramsey		Silverton	6/1/18
5. Alana Lesko		Silverton	6/1/18
6. EVA MEYER		Silverton	06/01/18
7. Manya Helman		Silverton	6-1-18
8. Susan Mangum	SUZAN MANGUM	SILVERTON	6-1-18
9. Theresa Leatherwood		Silverton	6-1-18
10. Bob Andowich		Silverton	6-1-18
11. Deborah Warren		Silverton	6/1/2018
12. ^{Ge} Bonnie Pickner		Silverton	6/1/28

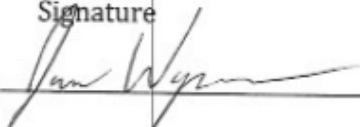
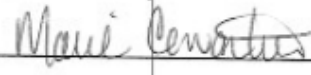
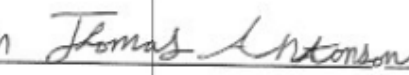
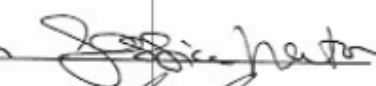
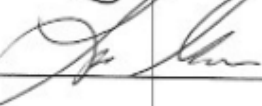
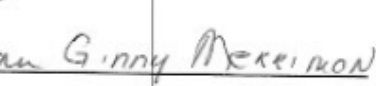
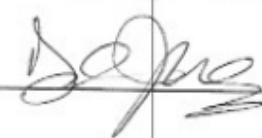
We the undersigned fully support St. Edward's Episcopal Church's endeavor to provide temporary shelter for women experiencing homelessness in Silverton.

Printed Name	Signature	City	Date
1. JANET FOSTER		Silverton	5.6.18
2. ANITA BECK		Silverton	5/6/2018
3. Linda Craven		Silverton	5/6/2018
4. Joy Flowers		Silverton	5/6/2018
5. DONNA BROWN		SILVERTON	5/6/18
6. Carly Sichteny		Silverton	5/6/18
7. Linda MacDermott		Silverton	5/6/18
8. David Alan Foster		Silverton	5/6/18
9. Heather Lewis		Silverton	5/6/18
10. Heather Wright		Silverton	5/6/18
11. Joe Wright		Silverton	5-6-18
12. Carol Youker		Silverton	5-6-18

We the undersigned fully support St. Edward's Episcopal Church's endeavor to provide temporary shelter for women experiencing homelessness in Silverton.

Printed Name	Signature	City	Date
1. CRAIG CERVANTES		SILVERTON	5-6-2018
2. Sarah Reif		Silverton	5/6/18
3. Brian Reif		Silverton	5/6/18
4. Melissa Wagner		Silverton	5/7/18
5. Heather D-Fast		Silverton	5/7/2018
6. Branna Waltherman		Silverton	5/7/2018
7. Summer Sheldon Court East		Silverton	5/7/2018
8. Stephanie Aiazzi		Silverton	5/7/2018
9. Sandy Rosantha S. Rosantha		Silverton	5/7/2018
10. Sheila Wagner		Silverton	5/7/2018
11. Mike Diaz		Silverton	5/7/2018
12. Summer Sheldon		Silverton	5/7/2018
13. Ryan Sheldon		Silverton	5/7/18

We the undersigned fully support St. Edward's Episcopal Church's endeavor to provide temporary shelter for women experiencing homelessness in Silverton.

Printed Name	Signature	City	Date
1. Jason Wagoner		Silverton	5/7/18
2. Marie Cervantes		Silverton	5/7/18
3. Thomas Antonson		Silverton	5/7/18
4. Jessica Newton		Silverton	5/7/18
5. Lori Grimmer		Silverton	5/8/18
6. Ginny Merriam		Silverton	5/8/18
7. Dan Wagner		Silverton	5/8/18
8. _____	_____	_____	_____
9. _____	_____	_____	_____

St. Edwards Cottages

We the undersigned fully support St. Edward's Episcopal Church's endeavor to provide temporary shelter for women experiencing homelessness in Silverton.

Printed Name	Signature	City	Date
1. <u>Gerald Pickner</u>	<u>[Signature]</u>	<u>Silverton</u>	<u>6-1-18</u>
2. <u>JAKE GERIG</u>	<u>[Signature]</u>	<u>SILVERTON</u>	<u>6-1-18</u>
3. <u>Lorraine Gardner</u>	<u>[Signature]</u>	<u>Silverton</u>	<u>6-2-18</u>
4. <u>Tim Gilbert</u>	<u>[Signature]</u>	<u>Silverton</u>	<u>6-2-18</u>
5. _____	_____	_____	_____

St. Edwards Cottages

We the undersigned fully support St. Edward's Episcopal Church's endeavor to provide temporary shelter for women experiencing homelessness in Silverton.

Printed Name	Signature	City	Date
1. <u>ORSON WHITE</u>	<u>[Signature]</u>	<u>SILVERTON, OR</u>	<u>5/20/18</u>
2. <u>STEVEN D. POTTER</u>	<u>[Signature]</u>	<u>SILVERTON, OR</u>	<u>05/20/2018</u>



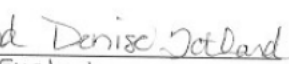
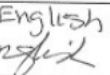





Attachment 2 to Agenda Item No. 6.1 (8-6-2018)

We the undersigned fully support St. Edward's Episcopal Church's endeavor to provide temporary shelter for women experiencing homelessness in Silverton.

Printed Name	Signature	Address	Date
Bill Lounsbury	<i>Bill Lounsbury</i>	1603 N. 2nd Street Silverton OR 97381	5/10/18
Nancy Kaser	<i>Nancy Kaser</i>	1509 Lakeview Dr. Silverton 97381	5/10/18
Kathi Hodson	<i>Kathi Hodson</i>	995 Soda Ct. Sil. Ore. 97381	5/11/18
Nelda Maisel	<i>Nelda J. Maisel</i>	6269 Arbordale DR SE-Salem OR 97317	5/11/18
Loretta Kaser	<i>Loretta Kaser</i>	828 Sun Valley Ct. Silverton OR	5-12-18
Paul Tejfer	<i>Paul Tejfer</i>	14777 S.W. 80 th Ave. Tigard OR 97124	
Katherine Patterson	<i>Kathy Patterson</i>	13835 Stalder Hillside St Sublimity OR 97385	5/12/18
Sarah + Andrew Weiteman	<i>Sarah + Andrew Weiteman</i>	140 Cambridge Ave Silverton OR 97381	5/12/18
Lucille J. Wattleberg	<i>Lucille J. Wattleberg</i>	1307 S. Wattleberg ^{Wattleberg} #73 Silverton, OR 97381	5/12/18

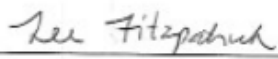
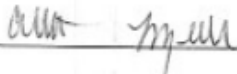
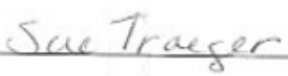
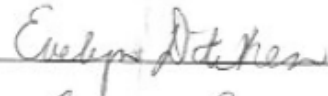
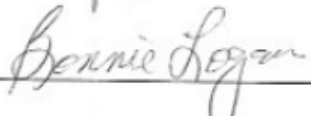
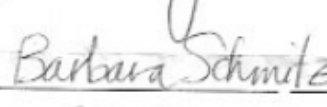

Attachment 2 to Agenda Item No. 6.1 (8-6-2018)

We the undersigned fully support St. Edward's Episcopal Church's endeavor to provide temporary shelter for women experiencing homelessness in Silverton.

Printed Name	Signature	Address	Date
Brighton Alory		5949 Pine Lodge Lane 97381	5-18-18
Kim Short		316 Mill St 97381	5/18/18
Denise Totland		201 East Main St Apt 3 97381	5/18/18
Margaret D. English Margaret D. English		303 Trees Ct. Silverton 97381	5-18-18
Norman L. English		303 Trees Ct. Silverton 97381	5-18-18
Peggy Andrews		Mt Angel	OK
Donna Wood		531 Norway Silverton 97381	5-18-18
Rebecca Seleen		506 Chester St Silverton 97381	5/18/18
LORI GIMMER		508 N. 2nd, Silverton OK	


St. Edwards Cottages

We the undersigned fully support St. Edward's Episcopal Church's endeavor to provide temporary shelter for women experiencing homelessness in Silverton.

Printed Name	Signature	City	Date
1. Lee Fitzpatrick		Silverton	5/7/18
2. Charlotte Mueller		Silverton	5/7/18
3. Sue Traeger		Silverton	5/7/18
4. Evelyn Ditchen		Silverton	5-7-18
5. Bonnie Logan		Silverton	5-7-18
6. Barbara Schmitz		Scott Mills	5-7-18
7. Jennifer Gering		Silverton	5/7/18
8.			

St. Edwards Cottages

We the undersigned fully support St. Edward's Episcopal Church's endeavor to provide temporary shelter for women experiencing homelessness in Silverton.

Printed Name	Signature	City	Date
1. Laura Walker		Silverton	5-8-18

St. Edward's Cottages

Statement of Purpose

Mindful of the human right to housing, we stand with the homeless of Silverton. We seek to support our community by offering housing services and friendship to our neighbors

History of the Project

11/9/17	City Council establishes Homeless Task force
12/4/17	Open invitation to all Progressives to address homeless issues and solutions
12/7/17	First informal meeting - 13 people attend. St. Edwards offers location
1/17/18	First training by representative of Square One Villages - Eugene
4/15/18	Neighborhood Meeting announced via door to door canvassing
4/19/18	Open Forum at St. Edwards for concerned citizens
5/8/18	Planning Commission reviews Codes re Oregon Transitional Housing Standards
6/4/18	City Council takes community input regarding St. Edwards Cottages
6/12/18	Planning Commission further reviews Transitional Housing codes

❖ Addressing the Problem of Homelessness in Silverton

The Silverton City Council, in 2017, upon learning of our city's homelessness problems, established the *Homelessness Task Force* to develop solutions for the 35 to 40 individuals living outside in our city. The Task Force asked the City to review the Oregon Transitional Housing Standards to see if our city could change the codes to better provide for our homeless population.

The Silverton Planning Commission was tasked with reviewing the codes. A public comment process is in place to consider changing the codes. The Oregon standards allows for two groups of shelters to be located on church property in the city limits. Silverton Planning Commission will most likely cap the number of shelters in those two locations to a maximum of 10, thus creating small "villages" as recommended by Eugene Square One Village. The code language is being considered by the Planning Commission allowing for public input via written document and testimony before the Commission. The City Council will consider the findings of the Planning Commission sometime this summer.

❖ The Project Design

St. Edward's Cottages will provide a safe, temporary sanctuary for women who are seeking transition to a stable life style. The intention of this project is to provide the opportunity for women to experience greater connections with their community, improved physical and emotional health and the chance to achieve the satisfying and happy lifestyle they desire.

The four private, secure sleeping cottages will measure approximately 8' X 8' with a window, lockable door, and a small front porch. They will be well insulated, with a slightly pitched roof. They will have electricity for a safety heater, lights for reading, and a way to charge their phones. There will be a built-in twin bed with area for storage beneath, and a small table and chair.

The sleeping cottages will be arranged in a "village" model and close to the back door of the church for easy access to the locked bathrooms and kitchenette gathering area. Each week the participants will have the opportunity to work with a Volunteer to cook meals of their choice in the church kitchen. They will be provided transportation to SACA to obtain ingredients for their meals.

The participants will be eligible to shower at the YMCA through their generous project. They also can participate in the newly established Laundry program to do their laundry at no cost every other month.

❖ *Services planned for the Participants of St Edwards Cottages*

Support services for the four participants will be coordinated by Silverton Sheltering Services. They will receive comprehensive services to address the issues that resulted in their becoming homeless such as anxiety, mental illness, and loss of income. Several local professional have offered their time free of charge to work with the 4 women who will occupy these sleeping cottages. They include two local physicians, a Psychiatric Medical provider, a mental health professional, a dentist, veterinarian, an MSW Social Worker, Employment Consultant and trainer, two local business owners who are offering job training experience.

❖ Safety Concerns

St. Edwards Cottages and their planning group have an excellent working relationship and support from the City of Silverton Police. Monitoring the safety of the Participants will include, a 24 hours phone number, safety lights and cameras, regular patrol car surveillance, availability of church members in emergency, and clear agreements signed by the Participants and St. Edwards. Anyone other than Participants, service provider or people affiliated with the church will be considered trespassing for the safety of the program and the neighborhood.

Cleanliness of the grounds will be a priority of the church and they will include the cottages in their own garbage, recycling and brush disposal service. Keeping cottages and the grounds free of debris or unsightly objects will be included in the agreements between the Participants and the Church.

❖ **Choosing and Vetting potential Participants**

All applicants will be interviewed prior to occupancy to determine their appropriateness for living in the St. Edwards Cottages. They will be single women over the age of 18 who will pass a standard background check. The four candidates will be screened for their willingness and intention to receive support services in order to transition through the program and find permanent housing and a stable lifestyle. The Participants will be giving from 6 to 9 months to successfully move through the program.

❖ **Choice of the Sleeping Cottages Model vs Communal Open Space Living**

Programs in Eugene, Square One Village, and in Portland at the Kenton Village have demonstrated that sleeping cottages are the most desirable model for transitional housing. They offer privacy, a sense of independence as opposed to sleeping in an open space with strangers. The raw trauma of living outside without any safety at all causes people to experience high levels of anxiety. So a small, dry, warm sleeping cottage with a lockable door is very desirable and appropriate. In addition, Participants can feel safe to leave their belongings while they go into town or go to appointments. It is also important to note, people who are without shelter are as concerned about their limited belongings as people who live in houses.

❖ **Shortage of Housing Options in Marion County**

Silverton residents cannot access shelter services in Salem due to lack of availability. There are only 100 beds in Salem for single women without children which does not even address the need in that community. St. Edwards Cottages and Silverton Sheltering Services is committed to providing shelter services to our own neighbors. We believe that each municipality has the responsibility to respond to their needs of their own population.



June 4, 2018

City Council, City of Silverton
City Hall
306 S Water St.
Silverton OR 97381



Dear Council Members,

We have been following the progress of your sheltering program for a while now and recently had the opportunity to meet with the small group that is planning the initial project. I know they are closely involved with the Homelessness Task Force that the City of Silverton appointed and that they report regularly to the Planning Commission and the Council on their progress.

I also am aware they have done their due diligence in reaching out to your homeless neighbors as well as connecting other similar projects in Eugene and in Austin, Texas. Their recent visit here to Portland was to learn everything they could about the Kenton Women's Village, a program to assist 14 women transition from homelessness to permanent housing. For the past 12 months we have been operating the village of sleeping pods and community facilities in a well-established residential neighborhood with successful working partnerships and agreements with neighbors, community service providers, and the local business community.

Catholic Charities provides a variety of services to villagers such as case management toward permanent housing, management of the village, and on-going support to the individuals who eventually live on their own. To date, we have assisted 14 villagers to obtain permanent housing, with a goal of assisting another 14 over the next 6 months.

We endorse the efforts of Silverton to find solutions for the persistent and growing problem of homelessness, and we would like to offer our knowledge and experience, our lessons learned, to the Silverton community as assistance in making this project and any other sheltering project a success. Our core principles of service include meeting people where they are in terms of need or assistance; working with the whole person and family; working with them in a dignified and respectful manner; and partnering with them, other members of the community, and other organizations to make good things happen. We are experienced in community development, housing development, housing services, homeless services, housing counseling and case management, family counseling, financial wellness training, and peer coaching. We are happy to share all of our experience to assist.

Sincerely,

Trell Anderson
Executive Director of Caritas Housing
Director of Community Development and Housing

Page 1 of 1

St. Edward's Episcopal Church
211 W. Center St. & PO Box 344
Silverton OR 97381

June 3, 2018

Dear Planning Commission,

Thank you for taking the time to examine existing codes to find a more compassionate way to meet the needs of some of the most vulnerable members of our community. We are sure that through partnership with community organizations, the city of Silverton can be a better place for all to live.

We have examined the code alterations submitted by Jason Gottgetreu for the May Planning Commission Meeting, and would like to suggest some additional alterations (submitted previously):

- D. If we are trying to increase affordable housing options, it would be better to try to increase density rather than decrease. One unit per 10,000 Square Feet is lower than single family home density. We suggest instead that 10 be a maximum number of units on one religious institution's property.
- E. Requiring a permanent 24 hour accessible bathroom and common space would make a similar project prohibitive for others. We suggest that a common area doesn't need to be accessible 24 hours a day, and a temporary restroom that is accessible 24 hours a day (such as a port-a-potty) or small in-unit composting toilets might be an acceptable alternative.
- H. Requiring 6 feet of sight-obscuring fencing on abutting properties is cost prohibitive and may be less attractive than the actual units or flora. Also, we suggest a clarification of how far from the property line the structures would need to be to require fencing - if, for instance, a church had 3 acres, would units 200 yards from abutting properties still be required to be fenced?
- I. The setbacks are very large, especially considering that the units would be much closer to the size of a shed than a single family home. On the backside of our church, our plans in the 1990s were to build out to a 20' setback. We suggest that a 35' setback is larger than necessary, and that setbacks for small sheds would be a more appropriate.
- L. Who would oversee the periodic review? What would the renewal be based on? What would the appeal process look like?
- M. How much would the security bond be for removal of the pods? Would in-kind donations count toward this?
- N. While we anticipate being in regular conversation with the neighbors, it is excessive to require a number for 24-hour communications. Like any neighbor, if there is an emergency, the police or fire departments should be called. Non-emergencies can be handled during business hours.
- O. It is redundant to require our guests to sign acknowledgment forms regarding noise ordinances when regardless of knowledge, those within a jurisdiction must abide its laws.

These code alterations will affect the community at large, and we hope that these reflections will help other institutions to house people, shifting the responsibility to private organizations and away from our government.

To this end, St. Edward's has proposed to put four small sleeping cottages on our property to house four single women, in an effort to help them obtain stable housing. Upon the request of the Planning Commission, we hosted a community meeting on April 19, 2018, to share our proposal, and to hear the hopes and concerns of the community. Community members were overall supportive, but there were some concerns offered about the success of the program and for the safety of the participants. We know that these are not truly in the purview of the Planning Commission, but offer several comments and documents to try to meet some of these concerns.

Security

Some of the community members were concerned about safety. We are deeply committed to the safety of our participants, and to that end, we will add security cameras to monitor our property. Further, a local maintenance company has offered its services for regular and additional security checks as needed.

Property Values

There were questions about the effect on property values. According to a 2015 article¹ in City Limits, titled "After the shouting, do shelters and supportive housing harm neighborhoods?" by Jesse Coburn, a study released by NYU's Furman Research Center reports that supportive housing in New York City does not negatively affect property values. "In fact, the authors found that, five years after a supportive development opens, nearby property values tend to have risen more than in similar areas with no such facility." The Urban Institute in Washington DC came to similar conclusions in 1999 based on research in Denver.

We have researched two nearby neighborhoods where there are structures similar to the ones we are proposing for homeless people. In Portland, Kenton Women's Village was established last year, and has 14 sleeping pods, very similar in spec to the ones that we are proposing. According to Zillow.com, a real estate database company, the property values in the Kenton neighborhood have increased 3.3% in the last 12 months. In Eugene, the Episcopal Church of the Resurrection hosts three tiny homes for homeless people on their property, and the property values in Southeast Eugene (where they are located) have gone up 7.5% in the last 12 months. In Springfield, St. John the Divine Episcopal Church has four Conestoga huts where they house 8 people, and the property values in their zip code (97477) have risen 8.3% in the last 12 months.

Crime

Information on crime is largely anecdotal, but the Kenton neighborhood in Portland has seen a 20% reduction in crime over the last year. In our covenant with our participants will be a strict policy of no illegal activity. Any illegal activity will result in an immediate elimination from our program.

Increase in Services affect on the community

Some of the neighbors were concerned that if we offer housing for four homeless women, it will increase the homeless population in Silverton. A 2006 study by the Los Angeles County Homeless Services Authority reported that 78% of the homeless in LA County had been housed in the county before they became homeless. This is consistent with the local authorities we have talked with. The Rev. Dan Bryant, executive director of SquareOne Villages, the organizing institution of three tiny

¹ <https://citelimits.org/2015/02/25/after-the-shouting-do-shelters-and-supportive-housing-harm-neighborhoods/>

home villages for formerly homeless people, reports that 70-80% of the people they serve were housed permanently most recently in Eugene. Further, their experience has been that offering services has not increased the homeless population in Eugene. Trel Anderson of Catholic Charities reports that Kenton Women's Village has not increased the homeless population of Portland and has reduced the homeless population in the Kenton neighborhood. Mt. Angel's St. Joseph's Family Shelter has not drawn large amounts of homeless people. And Sarah DeSantis, of SACA, reported at the May Planning Commission meeting that SACA has served the same or fewer unique individuals since Silverton Warming Shelters began their work in 2016.

We will be very clear in our rules and communication with the community that there will be no camping on our property, and will have a clear plan in place with Silverton Police Department to remove individuals who are trespassing.

Defecation or other littering

Because this has been the source of a lot of conversation, we have made this a separate heading, though it fits under the heading of "crime." We will ensure that our clients do not defecate on sidewalks, and impress upon them the importance of using provided facilities. We will require them also not to litter or leave other pieces of garbage around the neighborhood. If there is an increase in litter, we will, as a congregation, help to meet this need.

Other Questions and Concerns

We have included with this letter:

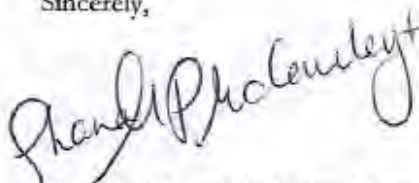
- Appendix A: Frequently Asked Questions about the St. Edward's Cottages
- Appendix B: Draft Intake Form for participants in our program
- Appendix C: Draft Manual for St. Edward's Cottages, modeled ours after the manual for Kenton Women's Village.

Going forward, we plan to create a steering committee that will meet on a regular basis and communicate with the community at large. This steering committee will include representatives from the immediate neighborhood, a participant in the program, and interested parties.

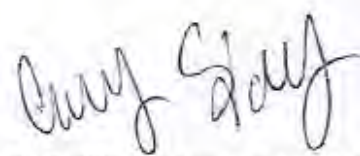
In the months to come, we expect to have greater developments in planning. We hope that this information for our plans so far help you to make an informed decision.

We are deeply grateful for your consideration.

Sincerely,



The Rev. Shana McCauley, Vicar



Carly Sichley, Senior Warden, BAC²

² The BAC is the Bishop's Advisory Committee and serves as the Board of Directors of our organization. The Senior Warden, Clerk and Treasurer are officers of our Board.

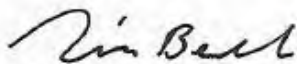
Heather Lewis
Heather Lewis, Clerk, BAC

Joy Flowers, BAC Member


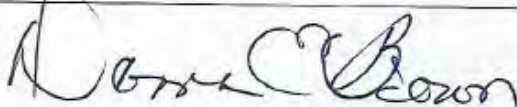
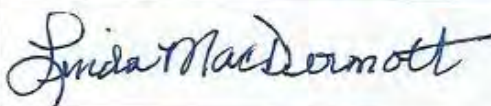

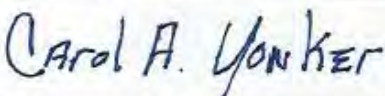
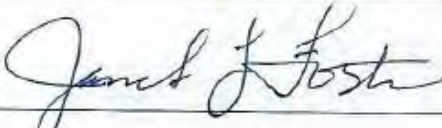


Heather Pilkington, Treasurer, BAC





Laura Antonson, BAC Member


Tim Beck, BAC Member

Parishioners:

Name	Signature
Lafayette Pilkington	
Donna Brown	
Linda MacDermott	
Linda M Craven	
Carol A. Yonker	
Janet Foster	
Amita Beck	

Attachment 2 to Agenda Item No. 6.1 (8-6-2018)

Name	Signature
Daniel A. Antenson	
Ryan McCauley	



St. Edward's Cottages

Frequently Asked Questions

Draft version revised June 4, 2018

St. Edward's Cottages Frequently Asked Questions

What will these cottages look like?

Each cottage will be a non-permanent 8'x8' wooden structure designed with weatherization and appearance in mind. These cottages will be attractive and comfortable for the women who live in them and for the neighborhood. They may have electricity, but will not otherwise be hooked up to public utilities. They will likely be attached to the ground in a manner similar to a manufactured home. To ensure that they stay warm in the winter and cool in the summer, we will build them with substantial insulation and weatherization. We are looking into solar cell technology as well. The cottages will each have a door and a window, a twin bed, a desk and chair, and storage.

Bathrooms

Clients will have 24 hour keyed access to a section of the church which will be partitioned from the rest of the building. This will allow normal church functions to continue and clients to feel a sense of privacy and comfort in their own space. This space will have a restroom, kitchenette and common space.

Kitchens Facilities

The space in the church will include a community room with a kitchenette including a refrigerator and microwave where women can reheat prepared meals and prepare food. It will also include a table and chairs. The church plans to invite clients into the kitchen to prepare meals several times a week with church members. They can then refrigerate and reheat these meals in the community room. Clients will also be able to access food assistance through DHS and our local food bank, as well as all of the three free community meals offered in town.

Showers

Currently, people who are homeless are able to shower at the YMCA pool. This is a program that has been coordinated through SACA, has been going on for years in Silverton, and works well for people.

Laundry

There is a laundry program at a centrally located laundromat in Silverton. This service allows people experiencing homelessness to do laundry for free on a bi-weekly basis.

What about when it gets really hot or cold? Will the cottages be safe enough?

When it gets hot, the community activates cooling stations. Historically, the Library and Senior Center have acted as daytime cooling stations. During hot summer days, these can be accessed by our clients, along with other residents of Silverton who lack air conditioning. For the winter, the cottages have been designed to contain heat and we expect they will work well most nights of the year. They will certainly be much safer and more humane than the places people often sleep when unhoused. On those winter nights when it gets exceptionally cold, the Silverton Warming Shelter is a safe, warm place for people to sleep.

Who will live in the cottages?

The cottages will shelter single women over the age of 18.

Who will refer and vet these women?

Every applicant will complete an extensive application and background check. We will utilize criminal records services through the Oregon State Police. St. Edward's Church will manage the vetting and application process with referrals and support from Silverton Sheltering Services and other local organizations.

How long will they stay?

Clients will be able to stay between six and nine months depending on their needs and barriers to services. If a client is unable to successfully transition into more stable housing, we will evaluate their situation on a case by case basis.

How do you keep homeless men out? Pets? Children?

Clients will sign a covenant with St. Edward's in which they agree to comply with a code of conduct. This will include a strict visitor and pet policy. Children will not be sheltered in the cottages. The Vicar will manage and enforce these policies.

Who will police the area to provide safety, cleanliness, crime, orderly behavior?

St. Edward's Church members and Vicar will continue to monitor facilities and activities for cleanliness and order, criminal activity, and neighborhood concerns. There will be 24-hour camera surveillance and a local maintenance company will patrol at regular intervals and as needed. The police will be called if there are complaints that are criminal in nature.

Are all homeless people criminals?

No, not all people who are homeless are criminals. In fact, people who are homeless are far more likely to be victims of crime than to be perpetrators.

Why can't they just sleep in the church since there are only four women being helped?

We have researched best practices and find that this model for sheltering makes the most sense for our community. We do not have the facilities inside the church for four separated, lockable sleeping quarters. Further, co-housing several people requires additional staffing. Sleeping pods will provide more privacy, security, and independence for our clients.

Who is working with St Edward's congregation to do this pilot project?

Silverton Sheltering Services is partnering with St. Edward's to provide support services including case management and resource connections. This project has been developed in coordination with the city's Homelessness and Affordable Housing Task Force and with consultation from SquareOne Villages in Eugene, Family Promise of Salem and Kenton Women's Village operated by Catholic Charities.

The primary resource we are offering these women is a program to help women go from unhoused to housed. By offering a space place to sleep and keep their stuff, and offering support services, we will allow our clients to spend their time and energy working to access existing local, state, and federal services, and re-enter stable housing with the support of St. Edward's staff and advocates at Silverton Sheltering Services.

We have commitments from a psychiatric medical provider, licensed counselor, dentist, local business owners who will provide job training, as well as supportive volunteers who have offered

mentoring services and transportation. Together, we expect to be able to provide a level of care and support for our guests that will help them move into more stable living situations.

When you said "only women in this area," What do you mean by that? How many women? Priority will be given to unsheltered women who are living in the Silverton community. Currently, there are several women living outside in our town and just beyond city limits. Our goal is to shelter our neighbors in need.

What happens after your pilot project?

Where we go from here depends upon many factors, including the success of this project. We are confident that this project, once reviewed and established will be a positive experience for the whole community. Our hope is to develop creative ways to address the needs of all our homeless neighbors

Why can't these women go to established shelters?

Shelters in Salem for single women without children are most often at capacity. Currently, there are just over 100 beds for women without children in Salem. We know from recent Point In Time (PIT) counts, that there are far more than 400 women who are homeless in the area. There are simply not enough shelter beds. Aside from transportation and access barriers to those services, women often report feeling unsafe in those larger shelters.

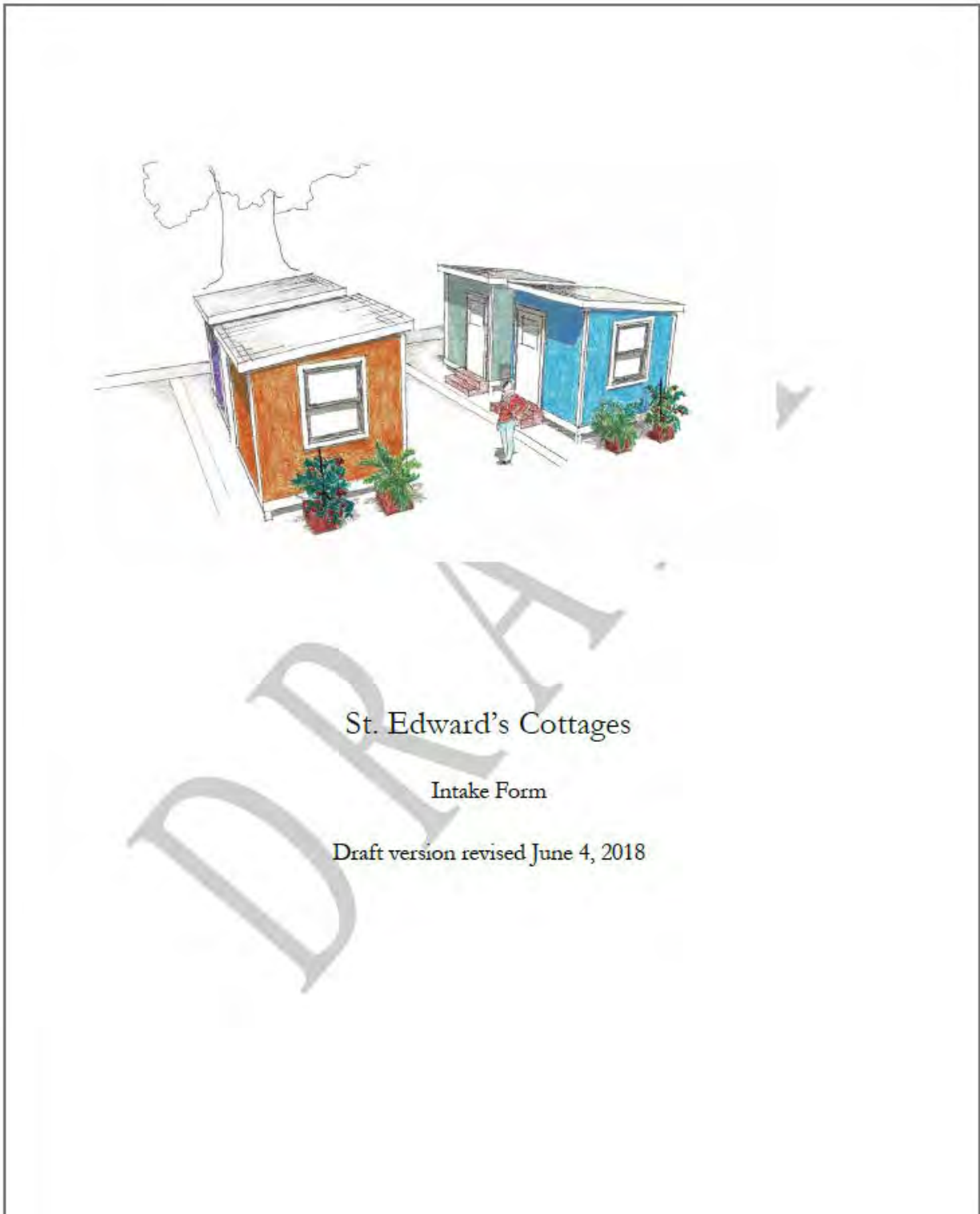
Will this require a change to city code?

The Silverton City Council initiated a process to modify existing codes to allow up to two churches within city limits to build this sort of alternative shelter project. The language is being voted on at the June Planning Commission meeting and will then be referred to City Council for a final vote. This code change is not specific to the project at St. Edward's Church and will be a conditional use code change, meaning that any religious institution that wishes to build shelters will have to submit an application to the city for further review.

How can we support this important mission?

Thanks for asking! As we move forward in this process we will need volunteers to help us formalize our structure so we can be effective. There is much to do and we have a groundswell of support. Please like us on Facebook (St. Edward's Cottages) to stay up to date on the status of the project. We are so grateful to this caring community for their overwhelming support and commitment to showing hospitality to ALL of our neighbors.

For more information, please check out our Facebook page: St. Edward's Cottages.



St. Edward's Cottages

Date: _____ Legal/Given Name: _____

Name Used: _____

Race/Ethnicity: _____ Gender: _____

Driver's License/State ID number: _____ State issued: _____

How do we contact you? Location: _____

Phone: _____ Email: _____

Where did you sleep last night: _____

If a shelter, rental, friend or house, may we contact them for a reference? Yes / No

Contact Info of Reference Name: _____ Phone: _____

Date of birth: _____ Circle one: Single / Married / Partnered

Do you have a car? Yes / No How much stuff do you have? Backpack / Car load / Truck load / Storage Unit

Do you have a pet? Yes/No If so, what kind? _____ How many pounds? _____

Spay/neuter? Yes/No

1. How did you become unhoused? _____

2. How long have you been without stable housing? _____

Attachment 2 to Agenda Item No. 6.1 (8-6-2018)

3. Where was your most recent permanent address? _____

a. Reference for last address: Name/Phone _____

4. How long have you been in the Silverton Area? _____

5. Is this your first experience being unhoused? _____

6. Do you have a source of income? Yes / No If so, what source? _____

7. Do you get food stamps? Yes / No If not, do you want help applying? Yes / No

8. Are you on OHP? Yes / No If not, do you want help applying? Yes / No

9. Do you receive SSI/SSDI? Yes / No If not, do you want help applying? Yes / No

10. Are you on any housing lists? Yes / No

If so, which? _____

If not, do you want help applying? Yes / No

11. Are you a veteran? Yes / No Branch: _____ Type of discharge: _____

12. Are you employed? Yes / No If so, where and how many hours/week? _____

13. Do you have a disability or special needs? Yes / No If so, please describe: _____

14. What goals do you have for yourself? _____

Attachment 2 to Agenda Item No. 6.1 (8-6-2018)

15. Is there anything you would like to tell us about yourself? _____

Skills Inventory

1. How far have you gone in school? _____

2. What did you study? _____

3. Any plans to go back to school? Yes / No To study what? _____

4. Have you worked for pay? Yes / No If so, what kinds of work have you done? _____

5. What is the best job you ever had? _____

Why? _____

6. What are your hobbies? _____

Attachment 2 to Agenda Item No. 6.1 (8-6-2018)

Attachment 2 to Agenda Item No. 6.1 (8-6-2018)

7. Please provide an Emergency Contact: Name _____

Phone _____ Relationship _____

DRAFT

Background Check

Background Check Form Notice: We will conduct a background check on all applicants. If that background check does not match your answers on this form, your application will be denied. The only criminal offenses that automatically exclude are violent crimes and sexual crimes. PLEASE BE HONEST!

Last Name: _____ First Name: _____

Middle Name: _____ Date of Birth: _____

Last 4 digits of SSN: _____

Have you ever been convicted of a criminal offense? Yes / No

If yes, please state the City/Town, County and State, the date of the conviction, and charges you were convicted of. (Please use the back of the sheet if you need more room).

1. _____

City, State, County Date/Yr

2. _____

City, State, County Date/Yr

3. _____

City, State, County Date/Yr

The information on this form is true and accurate to the best of my knowledge. I give permission to verify all information provided.

Applicant Signature

Date



St. Edward's Cottages

Cottages Manual

Draft version revised June 4, 2018

Acknowledged by: [Print Client Name]

Client Signature:

Date:

St. Edward's Cottages Manual

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ST. EDWARD'S COTTAGES MANUAL

Mission Statement & Guiding Principles

St. Edward's Cottages ("SEC" or the "Cottages") provides a safe, dignified, and constructive temporary sanctuary for women who are seeking to transition to a permanent housing situation. The goal is for clients to transition from SEC with more physical and mental health, emotional resiliency, community connections, and practical life skills than when they entered the program.

Purpose of This Manual

SEC values a safe and collaborative environment that provides resources to promote the personal growth of all the Cottages clients ("Clients" or "Participants"). This SEC Manual ("Manual") provides information regarding SEC's policies and the expectations for each client.

Clients should read, understand, and comply with all provisions in the Manual. The Manual describes client responsibilities and outlines the rules and guidelines that govern the day to day life and operations of the SEC.

No Manual can anticipate every circumstance or answer every question about our policies. To preserve the ability to meet the needs of our clients and our organization as conditions change and/or unforeseen issues arise, St. Edward's Episcopal Church or Silverton Sheltering Services at their sole discretion and without advance notice may modify, augment, delete, or revoke any and all policies, procedures, or statements contained in this Manual at any time.

Case Management

Silverton Sheltering Services has partnered with the St. Edward's Episcopal Church to provide case management to the clients of SEC as they work to find permanent housing. St. Edward's Episcopal Church and Silverton Sheltering Services seeks advice and recommendations to guide their work and their policies from numerous sources including the City of Silverton. St. Edward's Episcopal Church and Silverton Sheltering Services also partners with an array of volunteers, service agencies and government offices in order to fulfill its responsibilities to coordinate the provision of case management, addiction, mental health, and housing placement services to SEC clients.

Site Location and Infrastructure

SEC is located at 211 W Center St, Silverton, OR 97381. The Cottages consists of four individual enclosed sleeping units ("cottages") plus access to the church building for shared access to toilets and sanitation, food storage, cooking, and dining for all Cottages clients. There

is outdoor lighting, and walkways, as well as water and electric service provided by St. Edward's Episcopal Church.

Population Served

At any one time, the Cottages will provide transitional shelter for up to four unhoused women who do not have children in their care and who have lived or worked in Silverton or nearby surrounding areas. Participation in the Cottages and the status of a client are conditioned on the completion of orientation. Cottages services are available only to clients.

Services Offered

- Permanent housing placement assistance
- Use of a small sleeping cottage
- Shared food storage, preparation, and dining facilities
- Shared facilities for toilets, sanitation, and hygiene (showers are currently available at the city swimming pool)
- Regular trash collection
- Community meetings and social events
- Conflict resolution, including mediation
- Integrated case management
- Addiction treatment referrals
- Mental health treatment referrals
- Opportunities to participate in self-governance and onsite leadership.

Code of Conduct: Illegal Behavior and Site Security

SEC respects the right of clients and their neighbors to live in a safe environment. No illegal conduct is permitted in the Cottages. Allegations of disruptive and illegal conduct on the part of a client or visitor will be referred to the Cottages Managers and addressed in accordance with the terms of this Manual and the Community Agreement, up to and including removal from SEC. For situations involving immediate and obvious personal risk, any Cottages Client or Silverton neighbor may alert public safety and medical personnel as needed via the 911 system.

Cottages Governance

The following people and organizations share responsibility for enacting SEC's governance model:

1. Cottages Clients (Participants)
2. General Assembly
3. Cottages Manager
4. Advisory Committees
5. St. Edward's Episcopal Church
6. Silverton Sheltering Services

1. Cottages Clients (Participants)

A client is anyone who is a participant in the Cottages. Clients are expected to:

- (a) Uphold the Community Agreement, which outlines clients' responsibilities to the Cottages and the surrounding neighborhood, and act in accordance with the terms of this Manual;
- (b) Participate in the General Assembly; and
- (c) Spend at least two hours per week contributing to the community life of the Cottages, physically improving Cottages buildings or grounds, or volunteering in Silverton.

2. General Assembly

- (a) Attendance: All clients will gather at a weekly General Assembly ("GA") to discuss issues related to the organization and community life of the Cottages. GAs will be co-facilitated by the Cottages Managers and a lead facilitation client.
- (b) Quorum: A GA quorum is established when more than 50% of clients are present at a GA that has been scheduled in advance for that purpose.
- (c) Decision Making: Any decisions made at the GA must comply with the then-effective Cottages Manual.
- (d) Community Agreement Amendments:
 - 1) Amendments to the Community Agreement and Cottages Manual may be proposed during a GA and require a 3/4 majority vote to pass.
 - 2) Amendments to the Community Agreement and Cottages Manual must be reviewed and approved by St. Edward's Episcopal Church and Silverton Sheltering Services before taking effect.

3. Cottages Manager Role

A Cottages Manager is a representative of St. Edward's Episcopal Church and/or Silverton Sheltering Services and is responsible for:

- (a) Overseeing daily operations of SEC
- (b) Liaison to any Advisory Committees.
- (c) Calling to order and facilitating GA meetings.
- (d) Recording Agreements made at the GA.
- (e) Acting as first point of contact for visitors during business hours.
- (f) Mediating disputes among clients.
- (g) Managing the records of the Cottages.
- (h) Coordinating case management services.
- (i) Delivering temporary and permanent exclusions of clients from the Cottages and, if necessary, coordinating with law enforcement or others in enforcing such exclusions from the Cottages.
- (j) Other duties as assigned.

4. Advisory Committees

Advisory Committees, if any, serve at the discretion of St. Edward's Episcopal Church and/or Silverton Sheltering Services. Committees may be responsible for providing information and suggestions to St. Edward's Episcopal Church or Silverton Sheltering Services regarding:

- (a) Overseeing and guiding the overall development of the Cottages.
- (b) Ensuring compliance with all relevant local, state, and federal regulations.
- (c) Reviewing changes to the Community Agreement.
- (d) Additional duties as defined by St. Edward's Episcopal Church or Silverton Sheltering Services.

5. St. Edward's Episcopal Church

St. Edward's Episcopal Church is the host facility and is responsible for:

- (a) Providing and being fiscally responsible for land, cottages, utilities, and physical services for SEC.
- (b) Serving as a liaison with the City of Silverton.

6. Silverton Sheltering Services

Silverton Sheltering Services is a non-profit service partner and is responsible for:

- (a) Providing case management, assistance, and referral services to clients.
- (b) Hiring and supervising staff, including volunteers, to provide these services.

6. St. Edward's Episcopal Church and Silverton Sheltering Services

St. Edward's Episcopal Church and Silverton Sheltering Services, in partnership, are responsible for:

- (a) Making decisions regarding exclusion of clients and other disciplinary actions.
- (b) Overseeing the daily operations of SEC.

St. Edward's Cottages Community Agreements

The purpose of SEC is to provide a safe, dignified, and constructive temporary sanctuary for women who are seeking to transition to a permanent housing situation. The goal is for clients to transition from SEC into a new, more stable phase of their life with more physical and mental health, emotional resiliency, community connections, and practical life skills than when they entered the program.

To accomplish these ends, it is important for all participants in SEC to share a basic framework of values and assumptions about the purpose and operation of the Cottages. Key values governing life at SEC include:

1. **Pride and Purpose:** Participants are bound together by a sense of hope, purpose and pride in their shared community. The purpose of the Cottages is to create a strong and safe transitional community where each Participant can: a) work to attain greater health and personal wellness along with permanent housing, b) assist others in achieving those same goals, and c) make Silverton a better place to live for everyone. All aspects of the Cottages including its appearance and cleanliness, its sense of order, relations among Participants and with neighbors, and its traditions and rules should be a source of pride for the community.
2. **Shared Decision Making:** The Cottages is governed through shared decision making with the General Assembly and management (St. Edward's Episcopal Church or Silverton Sheltering Services) being the primary decision makers. Each partner has a critical role to play in decision making and compromise and middle ground is sought whenever possible. The GA and St. Edward's Episcopal Church or Silverton Sheltering Services seek the advice and input of diverse stakeholders and advisory groups to assure that best decisions are made.
3. **Stability:** To maintain and promote health and wellbeing, everyone must have the ability to eat and sleep in a safe and orderly place, and to be part of a community that operates, as much as possible, according to an agreed upon and predictable schedule and with agreed-upon rules and shared responsibility.
4. **Safety:** The safety of the people who participate in SEC is of utmost importance and everyone must have confidence that they, their pets and visitors, and their property are safe from violence and theft.
5. **Community:** Participants recognize that they are part of a larger social unit (community) and have a duty to promote the common good, be a good neighbor, and help make life better for everyone.
6. **Rights & Responsibility:** All participants at SEC have certain rights including the right to fair access to Cottages resources, to be safe and secure, to access available services, and to participate in Cottages governance and operations. At the same time, each client agrees to accept certain responsibilities including the responsibility to: a) take care of themselves, b) take care of one another, and c) take care of the Cottages and the larger community of which it is a part. - A participant's responsibilities for the Cottages may include managing

the kitchen, organizing and performing overnight neighborhood watch shifts, accepting visitors, or anything else that the General Assembly determines is essential. Each client must spend at least two hours a week serving the SEC community – and that can include service in the larger Silverton community.

1. Pride and Purpose: Participants are bound together by a strong sense of hope, purpose and pride in their shared community .

_____ I understand that I am participating in a transitional program the goal of which is to place participants in permanent housing

_____ I agree to work collaboratively with others to maintain the SEC as a source of pride for all involved in this work

2. Shared Decision Making: The people who participate in (Participants) and are responsible for management of SEC (St. Edward's Episcopal Church and/or Silverton Sheltering Services) share responsibility for making and enforcing Cottages rules. Participants and Management regularly gather to talk about how to improve the community and solve problems together. We call this the General Assembly ("GA"). GA happens when everyone in the Cottages, including Participants s and management, gathers to discuss issues that are important to the entire community. A GA will take place at least once a week and whenever else the Cottages decides to hold one. Participating in the GA is an important responsibility of both Participants and management staff. The GA can propose changes to Community Agreements for consideration by management.

_____ I agree to participate in weekly General Assembly meetings with the intent of solving problems and suggesting ways of improving Cottages life for everyone.

_____ To show my respect to the community, the property, myself and others I agree to the following: I will commit to making our village safe - free from violence, theft, illegal activities or disruptive behavior.

_____ I agree to abide by the rules of the Cottages which are regularly reviewed, updated and posted. Some of the most important rules include:

Cottages Rules

- No violence
- No theft
- No illegal activities
- No routine or repeated disruptive behavior

3. Stability: To maintain and promote health and wellbeing, everyone must have the ability to eat, sleep and live in a safe and orderly place and to be part of a community that operates, as much as possible, according to an agreed upon and predictable schedule and with agreed-upon rules and shared responsibility.

_____ I understand the Cottages is intended to be a community that is orderly and structured to allow for a regular schedule that supports all Participants.

4. Safety: The safety of the people who participate in SEC is of utmost importance and all must have confidence that they and their property are safe from violence and theft.

Behavior that makes the community unsafe is not allowed. This includes, but is not limited to, illegal behavior, violent, threatening, or abusive conduct, and/or routinely disruptive behavior. Violence or criminal activity by anyone, their pets, or their guests is cause for immediate and permanent exclusion.

The Cottages is safer when everyone communicates and watches out for each other. Therefore, all Participants are expected to pay attention to their surroundings and to immediately notify the Cottages Manager and/or "Watch Coordinator," (if any) of any circumstances that present any threat or danger to the health, safety or welfare of anyone in the Cottages. The General Assembly may make recommendations to St. Edward's Episcopal Church or Silverton Sheltering Services to exclude people from the Cottages based on their past or present behavior. Additionally, St. Edward's Episcopal Church or Silverton Sheltering Services has the right to exclude people (including clients/participants) from the Cottages for misconduct, including but not limited to violations of the terms of the Cottages Manual or this Community Agreement.

Overnight security is provided by clients and volunteers or may occasionally be provided by a security company. Outside volunteers can help provide security but need to be approved by the General Assembly and St. Edward's Episcopal Church or Silverton Sheltering Services in advance.

For everyone's safety and peace of mind, **no guests** are allowed in St. Edward's Cottages.

_____ I agree to resolve conflicts peacefully using dialog.

_____ I agree to refrain from threatening and violent behavior

_____ I agree to take turns performing overnight neighborhood watch shifts (if any).

_____ I agree to NOT host any guests or visitors on site.

_____ I agree that if I violate the terms of this Manual or the Community Agreement, I am subject to being excluded from the Cottages.

5. Community: Participants recognize that they are part of a larger social unit (community) and have a duty to promote the common good, be a good neighbor, and help make life better for everyone. Learning skills to live with others in peace and to learn from others who have valuable experience and wisdom, is one of the great benefits of community living. Respecting all members of the community is a requirement of Cottages life, and helping others achieve their dreams and personal goals is a great blessing.

Cottages quiet hours are 9:00 pm - 9:00 am and visitor hours are 9:00 am – 9:00 pm. Visitors must leave the Cottages by 9:00 pm every night.

_____ I agree that if socializing with other Cottages participants during quiet hours, I will socialize indoors and keep the volume low.

_____ I agree that I am responsible for making sure my visitors leave by 9:00 pm.

_____ I agree to ask my neighbors, the Cottages Manager, or an Advisory Committee member for help when I need it.

_____ I agree to treat all Participants with respect and to help other Participants achieve their goals when I have something constructive to contribute.

6. Rights & Responsibility: All participants at SEC have the right to participate in the Cottages governance and operations, and to have fair access to Cottages resources. At the same time each Participant has the responsibility to take concrete steps to promote their own health and wellbeing, to commit to participate in a service plan, and to engage in positive actions to promote the wellbeing of the whole community.

Each client is responsible for specific tasks that are important to the safe and healthy functioning of the Cottages. A participant's responsibilities may include managing the kitchen, organizing security and performing overnight security shifts, accepting visitors, or anything else that the General Assembly decides is required. Each client must spend at least two hours a week serving the SEC community.

_____ I agree to **take care of myself by** participating in a service plan with the goal of promoting my own health and wellbeing and securing permanent housing.

_____ I agree to **take care of other Participants** - by respecting their rights and assisting them in achieving their goals for personal growth and permanent housing

_____ I agree to **take care of the Cottages and the larger community of which it is a part** by taking on essential chores and responsibilities such as managing the kitchen, organizing and performing overnight neighborhood watch shifts (if any), accepting visitors, or anything else that the General Assembly determines is essential to the health and safety of the Cottages.

_____ I agree to provide at least two hours of service to the Cottages every week and that can include service in the larger Silverton community

_____ **I have read and signed the St. Edward's Episcopal Church/Silverton Sheltering Services Agreement**

Non-Discrimination Policy

SEC does not and will not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability (as permitted within physical limits of current facilities), marital status, sexual orientation, military status, or any other characteristic protected under applicable federal or state law, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, selection of Cottages clients, and provision of services. We are committed to providing an inclusive and welcoming environment for all Cottages clients and members of our staff, clients, volunteers, subcontractors, and vendors.

Important Contacts

Shana McCauley – St. Edward's Episcopal Church Vicar
(503) 873-6188
rev.shana.m@stedwardsilverton.or

Sarah White – Executive Director, Silverton Sheltering Services
(503) 428-2657
__[insert email address] __

Who Do I Call and When?

Call 911: For any physical violence, emergency health needs, trespassing, or any other circumstance you believe warrants such emergency assistance.

→ **Our address is 211 W Center St, Silverton.**

Closest Emergency Room: Legacy Silverton Medical Center. 342 Fairview St, Silverton, OR. Across the street from the Cottages.

Marion County Crisis Line (Northwest Human Services) - 503.581.5535 or 1.800.560.5535: Call if there is a mental health or substance use crisis (if suspected overdose or withdrawal, call 911). They can talk to you or the person in need over the phone or can come to the site. They will likely bring police if they come to the site, but the crisis team will be the ones talking and helping.

Non-Emergency Maintenance Needs: Talk to the Cottages Manager during normal business hours.

St. Edward's Cottages Pet Policy

1. All animals must be leashed and collared. Dogs must be leashed with a person at the end of the leash. Cats collared.
2. All animals must be spayed/neutered and be inoculated with Parvo medication.
3. Pick up animal waste immediately. The waste area must be sanitized weekly. Clean and sanitize litter boxes weekly and dump the litter in the dumpster.
4. Keep dogs in your own area on leashes.
5. There is a limit of four (4) pets for the entire Cottages. **All pets must be pre-approved by the Cottages Manager.**
6. Do not approach, touch, or bother other people's pets without permission. Do not feed human food to other people's pets.
7. When leaving the premises, pet owners must make arrangements for the pet, and have it/them in a safe, secure place.
8. Owners are responsible for the behavior of their pets. Pets that behave aggressively or physically assault people or other pets will not be permitted in the Cottages.

9. Severe or repeated violations of this policy may lead to the exclusion of the pet and, if deemed necessary by the Cottages Manager, the owner of the pet.
10. If you have a service animal or need a reasonable accommodation, please contact the Cottages Manager.

Guest Policy

[Policy under development to allow limited permission for guests on site.]

Client Discipline and Expulsion Policy

SEC respects the rights of clients and their neighbors to live in a safe environment. No illegal conduct is permitted in the Cottages. Allegations of disruptive or illegal conduct by a client or a client's guest must be shared with the Cottages Manager immediately so that the Cottages Manager may take appropriate action, including but not limited to taking steps to secure the safety and security of other clients at the Cottages and/or to document an incident report.

Violence (verbal or physical), harassment, illegal behavior, destruction of property, and theft are some examples of behavior that may lead to an immediate and permanent exclusion, although this list is not exhaustive. Where an exclusion is determined to be necessary, it will generally occur within 24 hours of the incident, or as soon as reasonably practicable. In the event a permanent exclusion occurs, the client will be provided with a written statement by the Housing Program Manager explaining the offense, that the client is being excluded from the Cottages, and information regarding the client's ability to retrieve her personal belongings.

St. Edward's Episcopal Church or Silverton Sheltering Services will store the client's belongings for 7 days after expulsion after which the removal and/or management of the belongings is at the sole discretion of St. Edward's Episcopal Church or Silverton Sheltering Services.

In considering the appropriate consequences for inappropriate or unlawful behavior, the Cottages Manager has the discretion in each instance to consider all options, including but not limited to an intervention process. For incidents that, in the Cottages Manager's discretion, do not warrant an immediate and permanent exclusion, the following intervention process is in place for each offense:

- First offense: A verbal intervention by the Cottages Manager.
- Second offense: A written intervention by the Cottages Manager.
- Third offense: If time reasonably allows, a discussion with the Advisory Committee that may lead to a recommendation for a temporary or permanent exclusion.

- Fourth offense: A temporary or permanent exclusion issued by St. Edward's Episcopal Church or Silverton Sheltering Services.

For each offense, an incident report will be written by the Cottages Manager and sent to both St. Edward's Episcopal Church and Silverton Sheltering Services. SEC reserves the right to administer appropriate consequences for all forms of disruptive, illegal or inappropriate behavior, including but not limited to seeking the assistance of local law enforcement if appropriate. Each situation will be dealt with on an individual basis. SEC may deviate from its intervention process when it deems, in its sole discretion, that a client's conduct warrants doing so.

Client Cottage Policy

Each client will be assigned one of the four cottages to use for sleeping and the storage of personal belongings. The cottages are at all times under the direct responsibility of SEC. They are not the property of the clients.

Inspections

As part of your participation in the program at the Cottages, you acknowledge that SEC (through the Cottages Manager or other authorized staff) may from time to time enter your cottage. Periodic inspections may be made for health, safety, or maintenance. You are expected to cooperate and comply when the Cottages Manager requests an inspection. Whenever possible, inspections will be conducted in your presence and with previous notice. SEC reserves the right to enter and inspect cottages at any time to enforce safety, health, or behavioral policies, or during an emergency, without any prior notification.

Modifications

Before making any modifications to the cottage, clients must discuss all proposed modifications with the Cottages Manager. The Cottages Manager must approve all cottage modifications before the change takes place. Some modifications, such as weatherization, paint jobs, or door changes, in addition to requiring advance approval, may only be performed by the Cottages Manager or authorized individuals.

If you have an issue with the cottage or believe that repairs are needed, please speak with the Cottages Manager as early as possible.

Area Outside of Cottages

In addition to the assigned cottages, clients may use up to two (2) feet of the immediate area surrounding the cottage. Acceptable uses include, for example, storing a bicycle, a cooler, or

yard decorations. Items should not rest or lean on the outside of the cottage. Clients may be asked to remove items or store them inside the cottage at the Cottages Manager's discretion. Permission must be obtained from the Cottages Manager before making any modifications or using the area for long-term storage.

Keys

Clients will be provided with two keys: a building key (or key code) and a cottage key. **Do not duplicate or distribute either key.** Please report any lost or missing keys to the Cottages Manager immediately. Violations of this policy may result in immediate and permanent exclusion from the Cottages and the program.

Media Policy

Any entry onto SEC property by the media must be sanctioned by St. Edward's Episcopal Church and Silverton Sheltering Services. No one from the media is allowed on-site without prior approval by St. Edward's Episcopal Church and Silverton Sheltering Services.

One day per month may be designated for tour groups and media requests. The clients and St. Edward's Episcopal Church or Silverton Sheltering Services staff will decide the date of this tour.

Donations Policy

Donations are to be brought to St. Edward's Episcopal Church at 211 W Center St, Silverton, Oregon 97381 on Tuesdays from 10 a.m. to noon. St. Edward's Episcopal Church or Silverton Sheltering Services will distribute donations as their sole discretion.

Client Positions

As part of the requirements for participation in SEC's transitional shelter program, clients agree to take on various roles and responsibilities necessary for the day-to-day management of the Cottages. This may include, but is not limited to, volunteering in one or more of the following positions.

Donations Coordinators

- Accept incoming donations when on site and count and organize the items in the donation shed.

Facilities Assistant

- Helps the Cottages Manager as directed. This may include cleaning of common areas, garbage collection and removal, or other tasks to help keep SEC in good physical condition.

Watch Coordinator (if any)

- Coordinates the security schedule at every General Assembly. After each GA, each shift will be filled for the following week. Once the shifts are in place, there is no switching except for emergency situations.
- If a client cannot cover an appointed shift due to an emergency, the Watch Coordinator is responsible for coordinating with another client to cover that shift. If no one (including the Watch Coordinator) can cover the shift, the Cottages Manager must be alerted immediately.
- If a client fails to complete an assigned shift, the Watch Coordinator must report this to the Cottages Manager, and, barring emergency circumstances, the client may be subject to the Client Discipline and Expulsion Policy.

Abandonment Policy

Cottages clients who have been continuously absent from the Cottages and have made no effort to remain in contact for a period of seven (7) days are deemed to have abandoned their cottage and the program. After this length of time, the person is no longer a SEC client and her possessions will be removed from the cottage. The former client will have a period of seven (7) days thereafter to retrieve her possessions. At the end of that seven-day period, St. Edward's Episcopal Church or Silverton Sheltering Services has sole discretion regarding how to dispose of the possessions.

Additionally, a client is deemed to have abandoned her cottage and the program if, in two consecutive weeks, she is spending less than three (3) out of seven (7) nights at the Cottages.

Notwithstanding the foregoing, exceptions will be made for clients who are unable to contact the Cottages due to extenuating circumstances, such as jail, hospital, etc. Also, abandonment will not be considered for those clients who wish to spend time away from the Cottages for personal reasons (on an infrequent basis) and have given advance notice to St. Edward's Episcopal Church or Silverton Sheltering Services staff. In such cases, the client must ask the Cottages Manager to make arrangements to cover any of the client's upcoming hours of service when

possible. In the case of emergencies, exceptions will be made for those unable to make arrangements to cover Cottages responsibilities.

Voluntary Leave

A client may choose to voluntarily leave the Cottages and program. To leave on good terms, St. Edward's Episcopal Church or Silverton Sheltering Services requests that the client give at least seven (7) days' notice of departure and conduct an exit interview with the Cottages Manager. The client must move out of her cottage by the move-out date. If the client is unable to remove all of her personal belongings from the cottage by that date, she has up to 7 days thereafter to make arrangements through the Cottages Manager, or the Cottages Manager's designee, to collect her belongings within that time period. After the expiration of that 7-day period, St. Edward's Episcopal Church or Silverton Sheltering Services will manage or remove the belongings at their sole discretion. All clients who are exiting are asked to clear all items out of the cottage and leave the cottage as clean as when the client moved in.

Drug Policy

No illegal activity, including the use, possession, distribution, manufacture, dispensation, purchase, transfer or sale of controlled substances or illegal drugs is allowed on the premises. Violation of this policy is grounds for immediate and permanent exclusion. The improper use, abuse, possession, distribution, manufacture, dispensation, purchase, transfer, or sale of controlled substances or illegal drugs by clients on Cottages premises is prohibited.

Weapons Policy

Weapons are not allowed on the Cottages site. Weapons are defined as firearms, knives (other than small pocket knives with a 3" blade or less or those used for cooking), explosives of any type, or striking implements (such as a club, baseball bat, etc.). Chemicals such as mace and pepper spray must be checked in with a Cottages Manager. Having a weapon in the Cottages in violation of this policy is grounds for immediate and permanent exclusion.

Fire Policy

- No recreational fires are permitted within the Cottages.
- No open flames, including cooking stoves, candles, or heaters, are permitted within the cottages.
- A fire extinguisher will be accessible near the Cottages.
- Smoke detectors and carbon monoxide alarms will be installed in common buildings and will be inspected to ensure they are functional and replaced if they are not functional.

Evacuation Plan (Security Leader Responsibilities):

In case of a fire, the person discovering the fire shall, if able:

- Call 911, and give their cellphone number and SEC's address as: 211 W Center St, Silverton, Oregon.
- Alert all clients by knocking of cottage doors or announcing the fire in any common areas, if safe to do so. Use church fire alarm if safe to do so.
- Evacuate the premises.
- Meet on the sidewalk adjacent to the church, the northwest corner, closest to the hospital.

Fire drills will be documented and recorded in the Cottages Operations Records with the following details:

- Name of the person conducting the drill.
- Date and time of the drill.
- Notification method used.
- Staff members on duty and participating.
- Number of occupants evacuated.
- Special conditions simulated.
- Problems encountered.
- Weather conditions during the drill.
- Time required completing the evacuation.

Security Shifts

SEC reserves the right to institute a policy of security shifts. Every client would be required to take an equal share of shifts. At the weekly GA, clients would sign up for a security shift.

St. Edward's Cottages Manual Acknowledgment Form

The SEC Manual describes important information about SEC and the program operated at the Cottages, SEC's policies, and SEC's expectations. I understand that I should consult the Cottages Manager if I have any questions about the Cottages or the program that are not answered in the Manual.

I became a client of the program voluntarily. I understand and acknowledge that there is no specified duration to my participation in the program, and that I may choose to voluntarily leave the program at any time. I understand that a voluntary departure on good terms requires at least seven (7) days' advance notice and an exit interview. I also understand that SEC may exclude me from the program, either temporarily or permanently, for violations of any of the policies in this Manual, the Community Agreement, or at the discretion of the Cottages Manager, with or without reason and with or without advance notice.

I understand that this Manual supersedes all prior manuals, handbooks, policies, and practices. I understand and acknowledge that there may be changes to the information and policies in this Manual, including the addition of new policies, or the replacement, modification, or cancellation of existing policies. I understand that I will be told about any changes to the Manual and I understand that changes can only be authorized by the St. Edward's Episcopal Church or Silverton Sheltering Services.

I acknowledge that SEC staff, including but not limited to the Cottages Manager, may enter my cottage from time to time for inspections, with or without notice.

I understand that it is my responsibility to read, understand, and follow the policies contained in this Manual and any changes made to it. I understand that regardless of my date of entry into the program, I am subject to any amendments, deletions, or changes in the Manual, whether or not I sign a new acknowledgement form. I have asked and received an answer about any policies contained in this Manual that I did not understand.

CLIENT'S NAME (printed): _____

CLIENT'S SIGNATURE : _____

DATE: _____

Dear City of Silverton Planning Commission,

I am writing to you again about the proposed transitional housing project that has been a heated topic in town. I hope all of you take the time to read this letter and listen to my concerns as well as possible alternatives for the project.

My wife and I volunteered to be part of a small group (for and against the project) to meet with Shauna McCauley to come to a middle ground about the project. Unfortunately, Shauna McCauley declined to be part of the mediation and no middle ground was able to be met. This is unfortunate because it is the neighborhood around the church and residents of the community the project will affect, yet she is not willing to discuss it with us directly.

My family and I have concerns about the project. We believe it will directly affect us in ways it will not affect those who are involved in the project, as we live right across the street from St. Edwards.

When I first posted on social media about being against the project, I got “not in my backyard” or “NIMBY” in response. It is in my backyard. What happens “in my backyard” affects me. Why don’t I have the right to not want the project there? I was told I didn’t have any sense of community or commitment to the community by people who have no idea that I have served our country and the communities in Marion County.

My wife and I have years of experience in serving the population in Marion County which includes helping the homeless and mentally ill. Little information has been shared about the services that will be provided. Many stated the women who would be residing there would not have mental illnesses and little has been done to correct this misinformation. Come to find out, the women would not be screened out if they have mental illnesses.

We have been told the women will have background checks done by the Oregon State Police, leading members of the community to believe they would not be convicted of any crimes. Again, come to find out the criminal background check is to screen out violent and sex offenders. Little has been done to correct this misinformation. This does not rule out property crimes, drug offenses or disorderly type crimes. Once again, it’s our property and family that is across the street from the church and will be affected by any misbehavior.

We have been told there will be rules for the women who live in the pods and if they don’t obey the rules they will have to leave. No one has addressed what happens if they give a urine sample positive for controlled substances, just that they will be required to submit a sample upon request. What are they going to do if the women refuse to leave once asked to do so? There isn’t a crime. They live there now. They will have to be legally evicted from the housing. That will cost money and time. Time they will be able to continue to engage in activities we do not wish to have in our backyard. If the church changes the lock to the pod the resident will have the legal right to break it to gain entry.

The only plan for security is a 24 hour video security system. This does not address concerns of misbehavior of the women or those who may show up in the parking lot wanting to see their

friends who live there. It does not address potential drug use or disruptive behavior from mental illness or crisis. It does not provide for immediate consequences to rules being broken, nor does it keep others from making themselves at home in a pod with the women, or randomly in the parking lot.

What is going to happen after the four women find housing and a way to support themselves? Those who presented the project referred to the four women as if it is four and only four. Our homeless population is small. Once these four women have been helped, is the project done? Or are the doors going to be open to anyone in need? Will they have to have ties to the Silverton area or are they going to be helped because they are in need? More homeless from other areas will come for assistance also. Then what? Will there be more pods put up throughout the town to accommodate the increase of others coming for services? Those who are in support of the project have talked about only helping those with Silverton ties, but have also said they wouldn't turn anyone away.

There are alternatives that can be explored and several ideas have been posted on social media. Here are a few of the ideas:

Instead of passing the ordinance to allow the pods to be in any religious institution in town, put the pods in the Silverton Police Department parking lot. If there isn't enough room put two pods in the Silverton Police Department parking lot and the other two in the community center parking lot. (Or just start with two pods until the new facility is built.) Honey buckets or the public restroom by the library could be used for the restrooms during afterhours and the facilities at the community center and swimming pool can be used during the daytime hours.

The modifications the church wanted to make to accommodate the use of facilities could be used to modify the community center for the same purposes. This would provide more security and closer access to programs offered through S.A.C.A. When the new city hall and police department is built the pods can be moved to the new location. This would continue to provide the women and the community 24hr security, access to proposed resources and have a lower impact on residential housing and neighborhoods.

Fundraise or apply for grants for an established residence. This could work like an Oxford House where there is more support in the residence with a house manager and the ability for the women to hold each other accountable, socialize in the same living areas, and come together for support.

Create a foster system with the supportive community members who want to help these women be successful. Background/criminal history checks could be done on the foster families to assure they would be a good fit and are not likely to take advantage of the women. They could potentially be matched with someone who has been what they've been through and offer greater support in that area.

These are just a few of the ideas that would avoid having pods (that are basically insulated sheds) in a parking lot for these women to reside in. All of the services the church and supporters are planning to put into these women would still need to be used and no one who wants to support these women would be without a "job." It will also help keep Silverton a creative and supportive

place to live, coming up with our own creative solutions to issues in our community, not just following what another community has tried.

Thank you for your time and consideration,

Tom Courson
251 Fairview Street
Silverton, OR 97381

As we discuss temporary shelter for 4 homeless single women on church property in Silverton, lots of anecdotes and myths are propagated. That homeless people are more prone to crime. That they have decided not to work and chosen the homeless life. That homeless migrate to and congregate around homeless services. That homeless women were largely prostitutes. I thought it might be helpful to gather some actual research and study results to add to our Silverton discussion about providing temporary, basic shelter for 4 screened women.

Property values affected by homeless shelter:

1999 - https://www.huduser.gov/publications/pdf/support_1.pdf

2003 - <https://www.planning.org/policy/guides/adopted/homelessness.htm>

2008 - http://furmancenter.org/files/FurmanCenterPolicyBriefonSupportiveHousing_LowRes.pdf

2013 - <http://philadelphiafreepress.com/study-finds-homeless-shelters-improve-property-values-p444-1.htm>

2016 - <https://www.co.pierce.wa.us/DocumentCenter/View/44599/Impacts-of-Homelessness-in-Olympia>

Recent - <http://vancouver.ca/people-programs/supportive-housing-in-your-neighbourhood.aspx>

On risk for women homeless:

1994 - <http://journals.sagepub.com/doi/pdf/10.2466/pr0.1994.75.3f.1671>

2000 - <https://www.jhsph.edu/research/centers-and-institutes/womens-and-childrens-health-policy-center/publications/homeless.PDF>

2016 - <https://www.acog.org/-/media/Committee-Opinions/Committee-on-Health-Care-for-Underserved-Women/co576.pdf?dmc=1&ts=20170812T1108043268>

2017 - <https://www.albany.edu/honorscollege/files/RachelLevit.pdf>

2017 - <http://www.abc.net.au/news/2017-08-07/older-women-become-hidden-face-of-homelessness/8782816>

Facts about homeless:

https://www.google.com/search?q=what+percentage+of+homeless+have+jobs%2C+research&safe=off&rlz=1C1CHF_enUS739US739&biw=1680&bih=919&source=Int&tbs=cdr%3A1%2Ccd_min%3A5%2F10%2F2018%2Ccd_max%3A1%2F1%2F2016&tbm=

<https://journalistsresource.org/studies/society/housing/chronic-homeless-housing-first-research>

<https://www.thestranger.com/slog/2017/03/03/24967599/new-survey-finds-most-people-experiencing-homelessness-in-seattle-were-already-here-when-they-became-homeless>

<https://www.zillow.com/research/rents-larger-homeless-population-16124/>

<https://www.portlandoregon.gov/toolkit/article/562207>

Mike Ashland
816 Liberty Street

Silverton 503 880-1742

These are my comment points to be made to the planning commissioners tonight 5/8/

----- Forwarded message -----

From: **Leigh** <leigh.harrod@gmail.com>

Date: Tue, May 8, 2018 at 6:11 PM

Subject: Poll as evidence.

To: Leigh Harrod <leigh.harrod@gmail.com>

Poll as evidence.

City is petitioning or applying to itself. No I have a small matter. Big, very controversial move by city.

Planning commission can recommend putting on the ballot and let citizens decide. Trump.

One more externality not mentioned in the staff report is the devaluation of existing properties surrounding the church. Sellers have to disclose homeless encampment nearby. One sale already lost.

CUP which they have to have is supposed to explain how they could mitigate that externality of property value loss.

Non-resident, noncitizen who cannot vote was appointed to homeless task force. Outsiders telling Silverton what to do I'm getting it this far.

CUP: Better to get conditional use permit now and put the women inside; forgo the boxes. Have to anyway.

Pilot project. See if they can even meet that CUP criteria before modifying code.

Diocese as property owner must sign and agree to any CUP but Diocese did not know about this until the day before community when I called The diocese to ask. They were dumbfounded.

Recommend denial or Modification to send it to the ballot for Silverton citizens only.

In the meantime, require a CUP now to see if they can do it with the congregation of 10 people, and keep the women inside. No buildings no boxes nothing in the parking lot. Neighbors would live with that until CUP is tested.

I'm unable to attend the planning commission meeting tonight, however, I would like it reflected to the committee that I support this endeavor put out by St. Edward's Episcopal church to provide 4 housing cottages.

Thank you,
Sarah Weitzman
140 Cambridge Ave
Silverton, OR 97381

Please forward this to the city council and planning commission to be submitted for the record.

Dear Planning Commission and City Council,

I am a resident of Silverton and have two young children who attend schools in the community. I am writing to express my support for the St Edwards housing pods for women experiencing houselessness in our community.

My core guiding value is to love God and love my neighbor. These women are already my neighbor and I believe this plan to provide safe, transitional housing support will improve the safety these women, and ultimately our whole community, will experience.

I am also willing to support the St Edwards Church project financially and with volunteer support to ensure the plan is implemented well and in a way that mitigates the fears others have expressed.

Thank you for your time and consideration.

Thanks,
Kate Pattison
1222 E Main St

Dear Planning Commission,

We have looked at the Amended Code Language proposed, and have some suggestions regarding those codes, not only for our own project, but in anticipation that there may be others who follow our lead. We hope to be a pilot project, and to open the way for others who may be able to take on similar projects at other churches in town. With this in mind, we offer the following reflections and questions:

Attachment 2 to Agenda Item No. 6.1 (8-6-2018)

D. If we are trying to increase affordable housing options, it would be better to try to increase density rather than decrease. One unit per 10,000 Square Feet is lower than single family home density.

E. Requiring a permanent 24 hour accessible bathroom and common space would make a similar project prohibitive for others. We suggest that a common area doesn't need to be accessible 24 hours a day, and a temporary restroom that is accessible 24 hours a day (like a Port-a-potty) or small in-unit composting toilets might be an acceptable alternative.

H. Requiring 6 feet of sight-obscuring fencing on abutting properties is cost prohibitive and may be less attractive than the actual units or plants. Also, we suggestion clarification of how far from the property line the structures would need to be to require fencing - if, for instance, a church had 3 acres, would the units which might be more than an acre from the nearest neighbor, still be required to be fenced?

I. The setbacks seem very large, especially considering that the units would be much closer to the size of a shed than a single family home. On the backside of our church, our plans in the 1990s were to build out to a 20' setback.

L. Who would oversee the periodic review? What will the renewal be based on? What would the appeal process look like?

M. How much would the security bond be for removal of the pods? Would in-kind donations count toward this?

N. While we anticipate being in regular conversation with the neighbors, it seems excessive to require a number for 24 hour communications. Like any neighbor, if there is an emergency, authorities should be called. Non-emergencies can be handled during business hours.

O. It seems excessive to require our guests to sign acknowledgment forms regarding noise ordinances when other residents don't have to, and when, regardless of knowledge, the law still has to be abided by.

I am writing to express my concerns about the Saint Edwards sleeping pods proposal and to urge council members NOT to amend the Code.

First, Saint Edwards' proposal lacks ample supervision and man power to screen, maintain & help these women. Additionally, their proposal further segregates these women from the rest of our community by housing them in a church parking lot with little to no community interaction and enabling a sub-society that we commonly see in tent camps.

Second, changing the code City-wide is both drastic and unwise. It opens up our small town with limited resources to a huge influx of homeless encampments filled with transients from all over the Country. The proposed code requires no supervision, screening or criteria nor does it specify the maximum duration in which a person may reside. This will burden our police force & code enforcement agents from being fully able to keep this town safe & clean as well as burden the neighbors of the encampment to monitor and call the contact person provided.

Last, I'd like to propose an alternative.

Silverton clearly has many individuals passionate about ending the local homeless issue.

Lets use this public outcry as an opportunity to create a sponsorship program. I propose we form a network of community members to bring in and personally house an individual in need, at a one to one ratio, starting with four volunteers to house these four women referred to in the Saint Edwards proposal. This housing would be on a temporary basis similar to what Saint Edwards is proposing. But rather than segregate these individuals as the encampments do, this method would reintroduce them back into society. Much like the Big Brothers Big Sisters of America program does for the youth, these community members will be able to engage with the homeless and provide mentorship & fellowship as well as guidance to additional resources and services. And similar to the halfway houses offered in addiction rehab programs, these community members will be providing a clean & stable environment for those aiming to reenter the job market. Local employers could also get involved by offering employment specifically to aid these individuals in reentering the workforce.

I vehemently oppose an amendment to the code to allow "sleeping pods" and call on the Councilors to please require Saint Edwards church and any future proposals to adhere to the current code.

Sincerely,
Leah Orloff

Joy Flowers <joyflowersiam@gmail.com>

Just so you know, I am 100% in favor of this program. In reading through the suggested set back from neighbors, I do question why such a distance? If I am building a full fledged home I believe am only required to be 10 ft from property line. It would seem that at most a 20 foot setback would be effective, and honestly in St. Edwards case at least, allow the units to possibly be further away from public view and have the tenants to have easier facility access. Hoping for equitable resolve for all. Joy Flowers

Marilyn Brenden mdb123@frontier.com

I was the first director of a homeless program in Salem using housing in churches, formerly SIHN and now called Family Promise of the Willamette Valley.

I am in support of the code modification to allow St. Edward's Church to build four cottages to house single homeless women, and potentially other churches to allow similar structures for homeless people too. There are less beds in shelters for single women than for other categories of people in the Willamette Valley. Thus, it is a gap in provision that adversely affects single women. This project offers a way to increase safety for our vulnerable single women in Silverton who have lost a place to live.

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I know a former Silverton single woman who has lost housing through no fault of her own. She was renting a house in Salem. The owner used the rent money to support his drug habit instead of paying the mortgage. When the house was foreclosed, she ended up homeless because she doesn't have the money to pay first and last month's rent, security deposit, application fee, and deposits for utilities. She has now been homeless and living in her vehicle for a year.

She is one of the lucky ones who has a vehicle with a locking door. I know another homeless single woman who lives in a tent in CA. She has been beaten up multiple times because a tent provides little protection.

Currently, there are some Silverton citizens who are letting their fears run wild because of their stereotypes about homeless people. By far most newly homeless people are just like you and me with the only difference being that they are poor. Shelter and services to help them can restore them to stability so that they don't end up among the perpetually homeless who are so engrained in mere survival that they become more difficult to help.

to Planning Commission:

We are not able to attend the May 8 meeting but wished to provide input into the proposed code change that would allow transitional shelters to be built on church properties. I (Craig) have many years experience working with persons experiencing homelessness. Often seen as a "problem" only for larger communities, persons in smaller communities like ours also find themselves facing the possible or actual loss of housing. The proposed code change will allow exploration of one way to start to address this issue. There are other things needed, of course, but this is a start. By the way, we are 38 year residents of Silverton, so obviously have a stake in the matter. Thank you for your consideration.

Craig and Gail Bazzi
615 Lone Oaks Loop
Silverton, OR 97381

Hi Lisa,
FYI - for our files when this matter comes before us.
Thanks,
Kyle

From: Becky <rebozoh@gmail.com>

Date: April 22, 2018 at 8:58:42 PM PDT

To: kpalmersilverton.org, jfreilingersilverton.org, dsmithsilverton.org, jsearssilverton.org, alacrte@gmail.com

Subject: I am opposed to the homeless shelter at St. Edwards.

Reply-To: rebozoh@gmail.com

Hello,

I am opposed to this plan! The church is not offering any supervision for these needy folks. Why don't they organize a shelter like SON (Sheltering Our Neighbors) in Clackamas County? This one is run by volunteers who cook, stay, and sleepover with the families in need.

Sheltering Our Neighbors

The SON (Sheltering Our Neighbors) Network is a joint ministry of churches in Clackamas County, called by God to provide emergency shelter for homeless families in our county. The SON Network provides evening shelter and three meals for families with children.

Families will be referred by several social service agencies and connected immediately, if they are not already in contact, with Northwest Housing Alternatives for case management [Annie Ross House](#).

Host churches provide drug and alcohol free overnight lodging, meals, and hospitality for two weeks at a time from October through April. Families rotate to the next church on the rotation schedule until space is available at the Annie Ross House. The evening lodging begins at 5:30 p.m. and lasts until 8:00 a.m. the following morning. Guests are asked to leave church facilities by 8:00 a.m., and return after 5:30 p.m. School age children attend school, with transportation provided by their home district, and some of the adults go to work. Once a week, the families will receive next-step support from the staff of the Annie Ross House.

If not, why not have St. Edwards begin a Kairos Community lunch here in Silverton?

Here is Salem's Kairos Community:

Volunteers from more than a dozen area churches have been taking turns serving a hot meal to the hungry on Sunday afternoons, 52 weeks a year, for 32 years.

They served a record 4,528 meals in 2013, the third consecutive year the need has increased.

"Sometimes it gets challenging," program director Kate Bayne said. "But we've never run out of food."

The program, which operates at St. Mark Lutheran Church in downtown Salem, is run entirely by volunteers and relies solely on cash and food donations. Franz Bakery donates 20 loaves of bread every week. Fred Meyer South and the Starbucks inside its store donate leftover baked goods and desserts that volunteers pick up four days a week.

I DO NOT want a homeless shelter in any residential neighborhood. It increases vandalism, burglaries and drug activities. Maybe the women and children are innocent of these behaviors, but the men will follow them into our homes and yards.

Rebecca Harrison

From: Tom Courson <thcoursonjr@frontier.com>
Date: May 7, 2018 at 9:06:10 PM PDT
To: "kpalmer@silverton.or.us" <kpalmer@silverton.or.us>, "jfreilinger@silverton.or.us" <jfreilinger@silverton.or.us>, "dsmith@silverton.or.us" <dsmith@silverton.or.us>, "jsears@silverton.or.us" <jsears@silverton.or.us>, "alacrte@gmail.com" <alacrte@gmail.com>, "mplummer@silverton.or.us" <mplummer@silverton.or.us>, "rmartin@silverton.or.us" <rmartin@silverton.or.us>
Subject: St. Edward's Church transitional housing
Reply-To: Tom Courson <thcoursonjr@frontier.com>

Dear Mayor and council members for the City of Silverton,
I am writing this letter in concern about the current issue of the transitional housing St. Edward's Church is proposing, and the divide it has caused in the community. But first, I wish to explain to you a little about myself.

I have been a resident of Silverton for over 16 years. I initially moved to the Willamette Valley (Salem) after serving our country in the United States Marine Corps. When I lived in Salem, I didn't have much money and could only afford to live in the less desirable part of town. I then met my wife who has lived here her whole life in Silverton. I briefly looked around the town before I bought our first house here sight unseen. I enjoyed the small community and how close everyone seemed to be. I didn't hear emergency sirens every night and I felt safe living and raising our family in the town.

Our family soon grew and we needed a bigger place to live. We sold our first home and found another in town because we wanted to continue to live in Silverton. Money was tight at first but we made it work. All of our five children were born in Silverton and have been educated in the Silverton School District.

I first heard about the transitional housing St. Edward's Church is proposing a week before they held the meeting at the church in April. A neighbor contacted me about the proposal and we discussed our thoughts about it. Members who were involved with the project came by our house the weekend before the meeting. My wife and I were not home to speak to them due to our work schedules. A pamphlet was left for us about the meeting. I have never been involved in any discussions about the city until then. I felt I needed to express my opinion and insight about possible issues concerning the project.

At the meeting we were given a power point presentation about the transitional housing. The meeting felt more like what was going to be done anyway, and it didn't seem to matter what the neighborhood or community thought of the project.

Emotions quickly rose on both sides and the meeting rapidly got out of hand. People were shouting at each other and lines were drawn in the sand. There were several elected or appointed town leaders in the meeting. None of them stepped up to help get the meeting under control or shed some light on the subject. I felt the only thing the meeting accomplished, was to cause a further dived in the surrounding neighborhood and the town.

Since then, both sides have been bantering on the social media (some of which was personal and not about the subject at hand), yelling at each other while driving by another's residence, filing complaints, trespassing, damaging property, and stealing property. Neighbors who used to take care of each other are no longer speaking to each other. None of which are ways Christians or adults should behave. Neither side is setting an example for our children to follow and learn from.

The people for or against the project have also started online polls or have gathered signatures. Both sides are saying the other side is adding to the numbers to benefit their view. There have been accusations about people involved in the project getting financial gain from the transitional housing. No one trusts the other. Is this the town we all want to live in?

I am asking you all as elected leaders of the community to slow down this proposal and look at what it is already doing to the community. I am asking you to instead of conducting business as usual to have the proposal put on a ballot. This is a time for you all to show your leadership and involve the community you are representing.

The ballot would need to be transparent in what the change to the city ordinance would involve. Will other churches be able to have transitional housing? Will the ordinance include how the housing is run, or will it just be up to each individual church? Will it include a description of the standard for the structures? These are just a few questions to think of.

Taking the time and putting the issue on a ballot will give all of the residents in the City of Silverton time to look over the project and make their individual decision. It will show what the majority in the city want and what direction the community wishes to go. It will show that the decision included everyone and the result was not tampered with.

Thank you for taking your time to read my letter and I hope to hear from each of you soon.

Sincerely,
Tom Courson
Silverton Resident

From: Sidney Allison <sidney8660@gmail.com>
Date: May 7, 2018 at 5:01:26 PM PDT
To: kpalmer@silverton.or.us
Subject: zoning/development changes

May 7, 2018

Dear Mayor Palmer,

I am writing in regards to the proposed changes in building and development codes which would allow for homeless pods within the St. Edwards Church parking lot.

I think it's very easy to jump on the bandwagon and support this, if it will not directly affect you or your neighborhood. I am hearing that there are those living in Silverton who do support this, but how many actually live in this neighborhood? How many of those will be impacted by this? Unless you live in the immediate vicinity/area/neighborhood, it likely won't.

I cannot help but wonder how many individuals would truly support this if were being proposed in their neighborhood, say across the street, or several houses down perhaps. I suspect many would likely have a change of opinion/view.

That being said, I do live in the neighborhood of the proposed change and I am not in support of this. This may be forced upon us.

I am hopeful that elected officials take into consideration those that do live in the neighborhood (and have for many years) and not move forward with this proposed plan.

Thank you.

Sidney Allison Jensen

Summit Cleaning & Restoration <ap@summitclean.com>

I be fair with everyone I believe that all of the churches should work together and maybe help build the transitional housing together and make it be for men, women and families. Lets all work together!

Sent from [Mail](#) for Windows 10

Attachment 2 to Agenda Item No. 6.1 (8-6-2018)

Dear Jason Gottgetreu and Planning Commissioners,

Regarding The City of Silverton being the applicant for DC-18-01 amendment/change in the code city-wide to allow 8 x 8 wood shacks/pods/boxes for housing the Homeless (Men and women according to Shana McCauley. People from Silverton, Portland or Salem, according to Sarah White), it is my opinion that this should be put on the ballot and voted on by all Residents in Silverton IF it is to be considered.

Why the City has taken the position to be the Applicant and to change the code for the whole city when State Code ORS 446.265 states that a City can only have two locations for the proposed pods, is conflicting and over-reaching (2017 ORS 446.265 Transitional housing accommodations 2. shall be limited to persons who lack permanent shelter and cannot be placed in other low income housing. and 5. shall not be allowed on more than two parcels in a municipality.)

Note: Placement was found in early April for all 4 women. It was refused by St. Edwards.

If St. Edwards needs Grant Money reimbursement to keep the small congregation financially viable, by putting four pods on the property and calling it transitional housing, they can apply for a Conditional Use Permit. This would leave one more Use Permit for one other Church to apply for to do the same and that would be all that ORS 446.265 allows.

What the City of Silverton is allowing, is for people who do not live, vote or pay taxes here, to decide what Silverton should do. Sarah White and Shana McCauley are pushing the pods project at St. Edwards. Neither lives in Silverton.

That this whole project idea was born in a living room in Abiqua Heights of a Planning Commissioner (Chris Mayou) and that she owns a development company, Black's Construction and that Mayou has shown interest in getting into the "Tiny House" Business, means she should recuse herself from voting on this issue. Mayou even visited a "Tiny House" factory to tour the manufacture process and costs involved. There is no way to separate out her business interests, City position as Planning Commissioner and personal interests in this as she is a Developer/Builder.

There are too many issues to discuss here about the risks involved in housing people in what amounts to human storage boxes. It is dangerous, inhumane and completely ignores the risks to the pods residents and the massive impact on the R1 neighborhood. It is a recipe for abuse, neglect, litigation and in the worst case, death. There is no way that the project can accommodate the findings that state: "proposal will not have significant adverse impacts on the livability of nearby residentially zoned lands due to noise, glare, litter, hours of operation, privacy and safety." By the very nature of the project, it will be in violation.

Kimberlee McDermott
Silverton

Attachment 2 to Agenda Item No. 6.1 (8-6-2018)

>
>> On Apr 28, 2018, at 7:29 AM, Sheldon Lesire <sheldonlesire@gmail.com> wrote:
>>
>> I live in the neighborhood next to St Edwards, and have for nine years. I admire their courage and conviction as they attempt to live forward with plans for helping homeless women by housing them temporarily in pods on their property. I want to make it clear that, as a neighbor of theirs, I fully support their plans and I appreciate the thoughtfulness with which they are planning this. Honestly, I think the peace of the neighborhood is presently more disturbed by the kid with a drum set in his garage than it will be by St Edwards' homeless ministry.
>>
>> Thank you for your time.
>>
>> Sheldon Lesire
>

> On Apr 27, 2018, at 12:41 PM, Sarah Kaser Weitzman <sarahjkw@gmail.com> wrote:
>
> I fully support St. Edward's Episcopal Church's endeavor to provide temporary shelter for women experiencing homelessness in Silverton.
>
> Thank you,
> Sarah Weitzman

> On Apr 27, 2018, at 12:24 PM, Christopher Wicks <christophermw@wavecable.com> wrote:
>
> Dear Silverton Mayor and Council Members,
>
> I support the intention of St. Edward's Episcopal Church to build temporary housing for homeless women in our community.
>
> Silverton's problems with hunger, poverty, and homelessness deserve serious attention. Many persons and organizations are involved in helping with these problems, but more work is needed. I commend the people of St. Edward's and their priest, Rev. Shana McCauley, for this ambitious project.
>
> Sincerely, Christopher Wicks

On Apr 30, 2018, at 8:01 AM, Kris Dahl <kris_m_dahl@yahoo.com> wrote:

I fully support St. Edward's Episcopal Church's endeavor to provide temporary shelter for women experiencing homelessness in Silverton.

Attachment 2 to Agenda Item No. 6.1 (8-6-2018)

Kris Dahl Mitchell
4982 Eastview Ln NE
Silverton, OR 97381 (Residence)

615 S Water St (residential property owner)

503.910.3861

On Apr 27, 2018, at 12:02 PM, "char@jeffnet.org" <char@jeffnet.org> wrote:

I fully support St. Edward's Episcopal Church's endeavor to provide temporary shelter for women experiencing homelessness in Silverton.

Charlene McCreight

To Whom It May Concern,

I am a long time resident of Silverton, having been raised here myself and also moving back to Silverton to raise my three young children, and I am THRILLED (I will say it again, THRILLED) at the proposed chance to help a few of our more needy citizens have a chance at success.

When taking on a project like this it is important to fully take stock of one's own resources before offering to help others. I look around Silverton and see good people teeming with generous hearts and gifts and I feel VERY confident that we can EASILY meet the needs of four single homeless women. We are not taking on the south side of Chicago or inner city Vancouver, we are offering four women a warm dry place to sleep and some social services. And we have what feels like busloads of people willing to help them. This is a gift both to the women and to the community.

As a recipient of the services of SACA I know how easily it is to fall quickly through the cracks in society. My husband is a teacher and so we have teetered on that line of homelessness many times. He holds a Masters and I have a Bachelors and yet we were forced out of our home when our rent increased by \$200. We lived with family for nine months, because we are fortunate enough to have middle class family that could help us, before we were able to purchase a small foreclosure with the help of government grants. Literally, if it weren't for the grace of God, there go I. I feel so very fortunate to be able to be in a position to offer blessings back into a community that has blessed me. Supporting St. Edward's in their endeavour to love thy neighbor is one small way I can do that.

Please share this letter of support with all other city council members and the public at large.

Thank you very much,

-

Summer Sheldon

www.SummerSheldon.com

503-516-0326

Kaesi Cook
Concerned Silverton Resident

I am expressing my opinion on the proposal brought by St. Edwards. The first I heard about this proposal was April 1st. There was absolutely no information given to anybody in this neighborhood until I found out and started informing my neighbors.

Allowing what by definition is definitely a "transient homeless encampment" will seriously, negatively and adversely affect my family, my children and all of my neighbors. It will also negatively affect mine and my neighbors property values.

The true results of modifying the code to allow 4 unheated, unplumbed, stick-built, 8'x8' housing boxes in St. Edwards' parking lot leaves many unknowns about what the overall impact will truly be on our City and its residents.

We can look at any City that has set up services for the homeless and see that it hasn't made their homeless population decline; rather, the opposite has occurred.

Changing the zoning, development, and building codes for our City to allow St. Edwards to place any sort of unsupervised housing box (pods, cottages, tiny homes) in their parking lot for unsupervised use by the homeless, in the middle of an R-1 neighborhood will bring in drugs, prostitution, theft, trash and excrement.

The Church will not be able to control this especially during the night when nobody is there to supervise. This will shift the burden to the City Police who will no doubt be called regularly and we all pay for that.

Shana McCauley, the Vicar at St. Edwards promotes this idea for Silverton, however, she lives in Albany not Silverton! The tiny congregation of twelve persons at St. Edwards will have trouble managing this proposed pilot project with their volunteers.

The R-1 zoning for residential neighborhoods was intended to provide peace, safety, stability, space, peace and quiet from conflicting land use activity. The R-1 zoning designation is supposed to assure homeowners who buy homes in R-1 areas that other conflicting land uses cannot occur.

While a church and religious institutions may exist in the R-1 zone, homeless encampments are not permitted. Please do not modify the code, and do not allow St. Edwards to put structures for use by homeless persons in their parking lot.

I could have purchased a bigger house on a much larger lot in any of the surrounding cities for what I paid for my Silverton home. Having been born and raised here, I chose Silverton. I did NOT choose to live next to a homeless encampment, shelter or a tiny homes village designed for transients to occupy.

An idea like this would never even be considered in the Abiqua Heights development. Although they have a 5-acre park that would be perfect, no city zoning or code changes required. Dana Smith and Chris Mayou could personally supervise the project since they are pushing and advocating this.

Sarah White, a spokesperson for the proposal, lives outside the City limits, is a non-voter and is telling Silverton what we should do. At the April 19 Community meeting she suggested that these homeless women will be hanging out at Safeway, Roth's and the Hospital during the day! Last time I checked those are for profit businesses and its doubtful they would appreciate Sarah White's suggestion.

The City has recently passed ordinances made specifically for the homeless. The police refer to them as criminal transients. The ordinances make it an offence to urinate or defecate on public property. Most homeless vagrants are not people just down on their luck. It seems outrageous that a law is even needed, especially in Silverton, to ban their behaviors.

There are social services and shelters available in Salem, Mt Angel and Albany for the homeless people who want help. Yet many choose to remain living on the streets.

Statistically a very high number of homeless persons engage in drug use, alcoholism and suffer from mental illness. They also engage in prostitution and theft. Many are registered sex offenders. They wander at night stealing things. Enabling them doesn't solve the problem.

Silverton had two homeless persons in 2015. They were known to the community. Now we have 11 (official HUD PIT count) and it is growing and it is NOT people from Silverton, it is people from out of the area. Sarah White set up a warming shelter in 2016. I don't believe the rise in number is a coincidence but rather a clear view of what happens when services are set up in a tiny town like Silverton. The number of homeless will continue to grow if St. Edwards is allowed to put sleeping boxes in their parking lot, which would be to the detriment of my entire neighborhood and the City as well. The activity would become a magnet for more homeless to come here, and start drawing in more.

St. Edwards is located within two blocks of two elementary schools and within one block of a Daycare/Preschool. I live two houses away from the Church. The City needs to assure safety of the residents first, including the school children and the Hospital employees who walk this area. Many children walk to and from school and will inevitably come into direct contact with these homeless people. Just saying everything will be fine and that the homeless population is not a danger doesn't make it so.

Housing women in 8'x8' boxes with no plumbing, lighting, heat or electricity, and totally unsupervised, in a parking lot does not keep them or anyone safe.

What happens on hot evenings when they need to open the windows or the door to get some air flow? This sets them up as easy targets for rape, abuse and violence. Who then would be responsible for that? St. Edwards or the City who allowed it?

A far better idea would be to require St. Edwards to apply for a Conditional Use Permit that allows the Church to house up to four women inside their building , with supervision, where they can insure their safety and where they will be supervised. This is a less threatening idea than sleeping boxes and would be better than turning them loose to wander in our neighborhood.

The Church neighbors do not want to see any sort of code changes to allow multiple outdoor Accessory Dwelling Units for homeless person to use so close to our homes, schools and children.

I believe there is a conflict of interest in that Dana Smith (City Council) and Chris Mayou (Planning Commission Committee) both have husbands who are builders and both women have stated that they are interested in pursuing "Tiny Homes Villages."

The reason this idea is rising for St. Edwards is because the aforementioned lacked the land. It makes this proposal feel more like an inside job when they fully support the idea and stand to possibly gain from it financially. Plus, all planning was done in secret and without any transparency whatsoever.

Is the City Council ready to say that four homeless women are more important than our own senior citizens, or our existing R-1 homeowners, families and children who live here and pay taxes and support local businesses? I think there are better ways to address this issue without harming our neighborhood and emotionally dividing the entire city with this volatile issue.

Kaesi Cook, Concerned Silverton Resident

Dear Mr. Gottgetreau:

Please forward my email to the entire City Council and enter it into the public record. And THANK YOU for all you do!

I am writing to give my support for the Transitional Housing units proposed by St. Edwards Episcopal Church. I live in Silverton, my children attend Community Roots school, and we attend Silverton Friends Church. As neighbors both in the literal and figurative sense of St. Edwards, we see this plan as a well-thought out way to address the needs of the homeless population in a Silverton.

In a perfect world, homelessness would be illegal in Silverton. Our police officers would be instructed to tell any homeless persons encamped in city limits, "Sorry, but being homeless is criminal in Silverton."

"So here is a home for you." And then folks would be escorted to an apartment or tiny home and provided with full services to get them off the street.

In the absence of such magnanimity, what St. Edwards is proposing is an adequate solution.

Silverton is a unique and special place. Some might think that is because only a "certain type" of person lives here. My family chose it because it seemed like a place where ANY type of person was welcome. I would hope that our unique and special community can come up with a unique and special way to help the least of our neighbors here.

Thank you,

Hilary Dumitrescu
1111 Madison St.
Silverton, OR 97381
(503) 884-4019

--

Hi Jason,

Please forward this email to the Planning Commission. I have highlight in red the particular text I have comments about. Suggested additional text is in blue.

1. Two hundred SF seems large for a shelter with no kitchen or bathroom.
2. The density of 1/10,000 SF seems too restrictive to be effective. Maybe consider 1/7,000 SF. That is 6 units per acre.
3. I think storage should stop after the first sentence. Otherwise, the code will require shelters to have the additional burden of providing enclosed storage.
4. Adjacent properties should be clarified. I think the intent is to mean properties directly abutting the subject property, and not those across the street, right?
5. Fencing section might best read opaque, instead of sight obscuring. Otherwise, the chalin-link inserts might be proposed. A solid hedge should be considered, too.
6. I think that the setbacks should be the same as R-1: 5 feet sides, 20 feet rear.

SDC.2.2.200 N - Transitional Shelter Communities. Transitional shelter communities shall comply with the following standards

A. The transitional shelter community shall be located on land that is currently in use as a Religious institution or place of worship per SDC 1.6.490.

B. Shelter Unit Type: Shelter units shall be stick-built structures or prefabricated structures but may not have fabric walls or roofs (e.g., tents, yurts, and membrane

structures). Shelter units may not be vehicles, residential trailers, or manufactured dwellings. Each shelter unit shall be detached from any other shelter unit. Design of the units shall be compatible with the surrounding area.

C. Maximum Building Floor Space: The maximum building floor space for each shelter unit is 200 square feet.

D. Maximum number of units: The maximum number of units per parcel is one for every 10,000 square feet of area of the parcel the units are to be located on, rounded to the nearest whole number.

E. Bathrooms and Kitchens: Bathrooms and kitchens are prohibited in the shelter units. Instead, common permanent bathroom facilities available all hours of all days shall be provided for the residents and kitchen facilities may be provided to residents.

F. Utilities: Water service, sanitary sewer service, natural gas service, and generators are prohibited in the shelter units but are permitted in common facilities.

G. Storage: No outdoor storage is permitted. Residents shall be provided with enclosed, secure storage facilities for their belongings.

H. Fencing: The transitional shelter community shall be fenced from abutting properties (does not include adjacent properties) with sight-obscuring fencing or opaque hedge a minimum of six feet in height.

I. Minimum Rear and Side Yard Depth: The minimum rear and side yard depth is five feet, except that if the rear or side yard abuts a Residential District, the minimum shall be 35 feet from the abutting lot line.

Thanks, Jason, for your service to our community.

Respectfully,

Victor Madge

We are sending you our position on Siverton modifying the development code to accommodate St. Edwards church and other religious institutions. Our opinion is a NO vote.

Thanks,
Dale and Gracie Davis

Attachment 2 to Agenda Item No. 6.1 (8-6-2018)

The screenshot shows a web browser window displaying a NextDoor poll. The browser's address bar shows the URL: https://nextdoor.com/news_feed/?post=81419120. The page title is "Poll: Should Silverton modify its Development Code to accommodate St Edwards Church and all other religious institutions in town to allow them to build outdoor homeless shelters?". The poll is posted by Leigh Harrod, Silverton, LEAD. The poll text states: "NextDoor has a new tool to assess the opinions of all members in Silverton and the surrounding neighborhoods. Please know that all poll votes are completely anonymous. Even the poll's author and Leads cannot see individual votes. You may vote only ONCE. Once you have voted, your vote cannot be changed. Voting on the Poll question stated above will remain open until 5 pm on Tuesday, May 8. Once it is closed, it cannot be reopened. Once a poll is closed on May 8, the results are displayed by NextDoor for all members where the poll was posted." The poll results are displayed as follows:

Choose one:	Percentage
<input checked="" type="radio"/> No, do not modify the Development Code	60%
<input type="radio"/> Yes, modify the Development Code	40%

The poll is closed and has 183 votes. The poll was posted on 28 Apr - 12 neighborhoods. There are 9 Thanks and 15 Replies.

ATTACHMENT E: CASE STUDIES

Transitional Micro-Housing At Opportunity Village Eugene

Case Study by Andrew Heben, Square One Villages and Chris van Daalen

Abstract

Opportunity Village is a transitional micro-housing village that serves 30 otherwise unhoused individuals and couples at a time. The homes range from 60 - 80 square feet in size, and utilize common cooking, restroom, and gathering facilities on site. The project is located on city-owned land, operating on short-term leases for a nominal fee. It was permitted as a “homeless shelter” in an industrial zone. The individual homes were permitted as “temporary structures” and “sleeping units,” rather than as permanent dwellings, which relaxed several code requirements.

Permitting Process

Following the eviction of a tent encampment during the 2011 “Occupy” Movement, the City of Eugene created the “Opportunity Eugene Community Task Force on Homeless Solutions” tasked with identifying “new and innovative solutions” for responding to the issue of homelessness. Based on the committee’s recommendation, City Council directed staff to establish a process and identify potential sites for a “pilot project for a low-cost, micro-housing project for homeless individuals.” An underutilized city-owned site was selected, located in an industrial area but close to a bus line and services. A conditional use permit for a “homeless shelter” was approved at a public hearing with no opposition, and building commenced in August 2013. Initially approved as a 1-year pilot project, the lease has since been renewed twice with unanimous support from the City Council, and is currently approved through June 2018.

Clearly meant to be “temporary structures” (and able to be moved), the bungalows were still required to meet code requirements for structural strength, fire safety, means of egress, and ventilation, as defined in ORSC Section 107. Once they complied with those requirements, the City allowed a great deal of flexibility to help keep costs to a minimum.

Code Requirement	Compliance Path
<p>2011 Oregon Residential Specialty Code (based on 2009 IRC), Chapter 3, sets structural and other standards for all dwellings.</p>	<p>All structures were permitted as “temporary structures” (Sec. R107 see page 8) so the City relaxed requirements for more permanent construction, and extended the time of service with a demonstrated cause.</p>
<p>Eugene Code Sec. 9.2450 requires a “homeless shelter” to secure a conditional use permit, allowed in a non-residential zone</p>	<p>The project applied for and was granted a conditional use permit with no opposition (EC 9.8075)</p>



Opportunity Village, Eugene Oregon

Category	Land Use and Development
Subcategory	Tiny Home Village
Specific Innovation	Transitional Homeless Housing
Jurisdiction	City of Eugene
Parcel Number	1704253000200
Approving Officials	Mark D. Whitmill, Building Official Kristie Brown, Land Use Supervisor
Owner	SquareOne Villages
Building Type	Accessory Structure
Square Feet	80
Architect	William Randall, Arbor South Architecture
Builder	Volunteers
Project Approval Date	August 2013

Applicable Codes and Standards

Eugene Code Chapter 9 Land Use, Section 9.2450
2011 Oregon Residential Specialty Code

Eugene Code

	E-1	E-2	I-2	I-3
Internet and Web Site (includes services and technical support center)	P	P	P	
Software Development (includes services and technical support center)	P	P	P	
Lodging				
Homeless Shelter in Existence as of January 1, 1984 (See EC 9.5300)				S
Homeless Shelter Not in Existence as of January 1, 1984		C	C	C

Project Details

Opportunity Village Eugene was approved as a “homeless shelter” land use, which required a conditional use permit for the light industrial zoning of the site (Eugene land use code only permits homeless shelters in industrial or mixed use employment zones).

The City of Eugene decided to take a hands-on creative approach and actively help the project designers realize their vision while meeting all applicable building codes. They interpreted the tiny homes to be “temporary structures” regulated under ORSC Section 107, and as “sleeping units” rather than “dwelling units” recognizing they would be served by a central cooking, restroom, and gathering facilities. If they had looked at each unit as a permanent dwelling, construction would have had to meet much higher standard. For example, Sec. 107 does not require temporary structures to meet standards of durability i.e. secure anchorage.

As a result, they were not required to hook each unit up to water and electricity. With no available electricity, each bungalow was allowed to be built without heating or indoor light (residents use solar lighting kits and common facilities have heat).

Furthermore, traditional foundation requirements were relaxed since the risk associated with a structure not connected to utilities was negligible. So the temporary structures were built on pier pads rather than permanent foundations. Engineering calculations were produced which showed an earthquake or wind event might move the house slightly but would not hazard its structural collapse.

The common facilities on the other hand, did meet all structural, fire and sanitation codes, and included plumbing and electrical utilities. They were similarly placed on pier pad foundations, however helical anchors were used to secure them to the ground.

Sec. 107 also does not require temporary structures to meet energy efficiency codes, so the buildings were not required to meet typical insulation requirements. The structures are still insulated, but do not meet code standards, which are set with much larger homes in mind.

Building officials referenced a state statute that allows for transitional housing campgrounds (ORS 446.265), as a guideline for requiring setbacks between the structures. They required 10 feet between buildings, similar to the spacing required between camp sites in a campground.

Each structure is composed of a kit of modular, pre-manufactured panels, constructed in an off-site workshop. The panels utilize standard dimensions of lumber and plywood, which reduces waste, simplifies the construction, and makes donation of materials easier. Once a few panel kits were complete, they were transported to the site to be assembled by teams of volunteers, skilled builders, and the residents themselves, rather than having to use a licensed contractor. The village was built incrementally over the course of nine months. Utilizing volunteer labor and donated supplies kept the cost for the whole project under \$100,000, funded by private cash donations. The City of Eugene also has a unique provision that allows for the construction of “conestoga huts,” which are interpreted as “hard-sided tents” under a Permitted Overnight Sleeping ordinance (EC 4.816). These 6 by 10 foot shelters can be built by teams of volunteers and a few hundred dollars in materials. They include an insulated floor, insulated walls in the front and back, and a wire frame arched roof covered with insulation and outdoor vinyl that is attached to the base of the structure. The above mentioned municipal ordinance exempts the huts from code requirements.

Project Background

Opportunity Village was conceived following the recommendations of a mayor-appointed task force consisting of homeless advocates, neighborhood associations, schools, non-profits, business owners and local police, as well as several homeless residents. In April 2012, the task force put forth a list of recommendations, with the first being to direct City staff to work with community members to identify a site and process for opening a “safe and secure place to be” with oversight provided by a non-profit organization.

A group of advocates, known then as the Homeless Solutions Committee, continued to meet after the task force to develop a vision for a self-governed transitional micro-housing village. Then, in January 2013, the Eugene City Council passed a motion that directed the City manager to locate a low-cost micro-housing project for homeless individuals at a public works parking and storage lot. The motion also directed the city to select and enter into a lease agreement with a non-profit organization to operate the pilot project, and help the group apply for a conditional use permit. The lease required insurance to protect the city against liability, and a \$20,000 bond to ensure the site would be returned to its original condition at the end of the lease. The lease required a nominal fee of \$1/year. Opportunity Village Eugene (OVE) which formed out of the above mentioned committee, was established as a 501(c)3 non-profit organization and was selected to operate the project (note: the non-profit has since renamed itself SquareOne Villages).

Motivations

The Occupy camp and the Opportunity Eugene Task Force catalyzed significant public concern around finding more productive solutions than simply relocating people without shelter. A recent “point in time count” found 1,473 homeless people in Lane County, of which 716 men, women, and children were without any shelter. The Task Force’s recommendation prompted a community-drive response that underscored the need to build bridges of understanding, compassion and support between the housed and unhoused in the community.

Design / Build Process

The initial temporary nature of the site created a unique design challenge—to build a village of structures that could be relocated if necessary, while making them substantial and attractive enough that the project would have community support to endure. Due to the limited duration of the pilot project, electrical and plumbing infrastructure was limited to the common facilities rather than each individual unit, similar to Portland’s Dignity Village. Consolidating utility hook-ups helped to significantly reduce permitting complexities and expenses.

Rather than following a traditional development process OVE partnered with residents, volunteers, and skilled builders who worked together to develop the village incrementally. After receiving a key to the site in mid-August 2013, the first five structures were built in the first day, and the rest of the village was built over the course of nine months on a shoestring budget. During the first “big build” event, volunteers and residents also built ten raised garden beds, and dug a 200 foot long, two foot deep trench to run water and electricity to the site where the kitchen and bathroom facility would eventually stand. About a dozen of the first residents moved in within the first few

days, some staying in tents while they helped build their own shelters. This core group, selected by a committee of the nonprofit, had already been meeting bi-weekly in the months leading up to the opening. From there, new residents were brought in as the micro-housing was built, and integrated into various committees that operate and maintain the village. It took a couple more months to complete all of the common facilities, and by May 2014, the village was built—including micro-housing, a gathering yurt, common kitchen, front office, tool shed, and bathhouse with flush toilets, a shower, and laundry room.

Cost / Benefit

Low-income housing developments often cost \$150,000 or more per unit, not including the cost of land. Because of extraordinary flexibility in building codes, all 30 of the little houses here costs less than one of those units, and it didn't cost the taxpayers a dime. While housing conditions are not ideal, Opportunity Village ensures residents' basic needs— stability, security, privacy, and the ability to stay warm and dry—are met; a vast improvement from being without any shelter.

Updates

Following the success of their first project, SquareOne Villages has since been able to pursue a second village. While Opportunity Village focuses on temporary, transitional housing in an effort to serve a larger population, Emerald Village will provide more attainable and sustainable places to transition to.

Each of the 22 homes are designed to meet the building codes definition of a “permanent dwelling”—including sleeping and living areas, a kitchenette, and bathroom—all in 160 - 288 square feet. The individual houses will be supported by common facilities that include a community gathering area, kitchen, laundry, restroom, tool storage, and office.

Unlike most affordable housing projects, residents of EVE will not simply be renters, but instead members of a housing cooperative with a share in ownership of the village—enabling them to create a modest asset that can be cashed out if and when they choose to leave. As part of this innovative model, SquareOne Villages will hold the property in trust to assure continued affordability to members of the cooperative into the future.

SquareOne Villages has purchased property for the project and plans to break ground in Fall 2016. Opportunity Village is a transitional micro-housing village that serves 30 otherwise unhoused individuals and couples at a time. The homes range from 60 - 80 square feet in size, and utilize common cooking, restroom, and gathering facilities on site. The project is located on city-owned land, operating on short-term leases for a nominal fee. It was permitted as a “homeless shelter” in an industrial zone. The individual homes were permitted as “temporary structures” and “sleeping units,” rather than as permanent dwellings, which relaxed several code requirements.

Attachment 2 to Agenda Item No. 6.1 (8-6-2018)



Memorandum

Date: September 13, 2017
 To: Mayor and City Council
 From: Regan Watjus, City Manager's Office
 Subject: Rest Stops and Opportunity Village 2016 Report

Background

On December 10, 2012, City Council authorized the establishment of Opportunity Village Eugene (OVE), a self-managed micro-housing site within the designated Eugene Public Works & Maintenance complex at 111 N. Garfield Street. The site has capacity to shelter up to 45 people in 30 temporary residential units. OVE now operates under the umbrella of the non-profit SquareOne Villages, and the original agreement to operate the site has been extended through June 1, 2018.

On September 25, 2013, Council passed an ordinance creating the Permitted Overnight Sleeping Pilot ("Rest Stop") Program. A rest stop allows up to 20 people to sleep in tents, trailers or Conestoga huts at designated, Council-approved sites. The City enters into an agreement with a third party that operates and supervises each site. On February 27, 2017, Council approved an ordinance to remove the sunset date for the program. Council also authorized \$25,000 for rest stop operations in the FY17 Supplemental Budget One process in December 2016. Per Council direction, City staff are continuing work with community members to promote outreach, education, and engagement around the program, and working with interested parties to identify viable locations for additional rest stops outside of Ward 7.

The purpose of this report is to provide City Council with a summary of activity at these sites for the 2016 calendar year. This is the second consecutive report.

Current Site Locations

OVE has operated at its current location at 111 N. Garfield since it first opened in August 2013. There are currently four rest stop sites, all operated by Community Supported Shelters (CSS). The site at N. Garfield and Roosevelt has been in operation since November 2013; one site at NW Expressway and Chambers since April 2014; the site at the Eugene Mission since June 2015; and another site at NW Expressway and Chambers since April 2016. Nightingale Health Sanctuary (NHS) operated two rest stops on the property of the Lane



County Behavioral Health Center from December 2015 until August 2016, at which time they relocated to the Eugene Mission, where they operated one rest stop until April 2017. NHS is currently operating a car camping site of six residents at the corner of 34th Ave. & Hilyard St., while they, the City and community members continue to look for a long term site for their rest stop operations.



Overview of Programs

In addition to small bungalows (64-80 SF) and Conestoga huts (60 SF), OVE hosts a number of community spaces and shared infrastructure, such as showers, bathrooms, laundry, kitchen, raised garden beds, a gazebo built by volunteers in 2016, and a heated yurt with computer access and a library. OVE also provides water, electric and internet for communal purposes, as individual dwellings are not developed with these amenities.

Infrastructure at rest stops is more limited. Rest stops consist of a mix of tents on raised platforms and Conestoga huts with additional covered areas for cooking, storage and warming. There is no electricity provided, but municipal water is available at the current CSS "Safe Spot" sites. Water was also available to NHS residents at the Eugene Mission site, and Good Samaritan, neighbor to the current NHS car camping site, is providing access to water at that location.

The perimeters of both OVE and rest stops are fenced and ingress and egress controlled. Both programs are responsible for providing restrooms and trash service at their respective sites. Residents at all sites go through an application and screening process and must abide by relevant City administrative rules as well as those required by the operating entity. These include the prohibition of weapons, drugs, alcohol, theft, violence, overnight visitors, threatening or disruptive behavior, and activity that damages or disrupts the property or the property of the surrounding area. Failure to follow rules could lead to a resident's eviction from a site. All sites also require that residents contribute to site upkeep and maintenance.

Each organization maintains a slightly different governance model, but all include residents in decision making and day-to-day management of the sites. Resident site councils have been employed by NHS and OVE. Each organization has a board or steering committee that provides oversight.

While these programs are viewed as transitional, it is acknowledged that participants require different periods of time to gain stability and work to transition to more stable, permanent housing. Site managers take different approaches to setting limits on length of stay. All provide mentoring and support in setting and meeting personal goals to help residents improve their long-term situations. NHS and OVE have no hard limits, while CSS implements a length-of-stay limit of 10 months for their "Safe Spot" Program, which includes a 30-day trial period, and a 6-month stay with the possibility of a 3-month extension. Some of the programs also utilize different forms of peer support, employment training and volunteer opportunities.

	Rest Stops	OVE	Total
Age¹:			
18-24	3	0	3
25-54	49	19	68
55-64	10	2	12
65+	4	5	9
Gender:			
Male	118	17	135
Female	70	9	79
Transgender/Gender non-conforming	2	0	2
Ethnicity¹:			
Hispanic or Latino	5	4	9
Non-Hispanic or Non-Latino	61	26	87
Race¹:			
White/Caucasian	57	23	80
Black/African American	1	1	2
Am. Indian or Alaskan Native	3	1	4
Two or more races	5	0	5
Veterans	55	1	56
Disabled¹	20	5	25
Employed¹	4	6	10

¹Demographic data on age, ethnicity, race, employment and disability status was only reported by NHS and OVE. CSS is updating their database software in 2017 in order to help capture all of the requested information.

Resident Characteristics & Departure Destinations

Rest stops and OVE served a total of 296 people in 2016. Of the total residents who have entered OVE since its opening in 2013, all but one have reported coming from Lane County. In rest stops, 123 or 65% of those who entered in 2016 reported coming there from Lane County. Nearly 75% of OVE and rest stop residents were between the ages of 25 and 54, and about 35% were female. Two incoming rest stop residents identified as transgender or gender non-conforming. There were 7 female heads of household and 4 elderly heads of household who entered OVE. The majority of both rest stop and OVE residents identified their race as white/Caucasian. Rest stops served 55 veterans and 20 people with disabilities or special needs, most of these at specific rest stop sites that prioritize these groups. In addition, 6 OVE residents and 4 rest stop residents were employed during their stay

with these programs. See Table 1 for more detailed demographic information about OVE and rest stop residents.

Turnover continues to be more frequent at rest stops than at OVE, with about 75% of those who departed rest stops having lived there six months or less, compared to 43% at OVE. Seven people who departed OVE in 2016 did so after being a resident of the village for more than two years. At the end of 2016, both rest stops and OVE had fifteen people each in their programs who had been there for more than one year.

Of the 22 people who departed OVE in 2016, eight or 36% did so voluntarily (down from 68% who departed voluntarily in 2015), while thirteen departed for rules

violations. Of the 167 people who departed rest stops in 2016, 120 or 72% did so voluntarily (up from 70% who departed voluntarily in 2015), while 47 departed for rules violations.

Destination:	Rest Stops	OVE	Total
Rental house or apartment	34	1	35
Public housing	7	2	9
Section 8	0	2	2
Shelter Plus Care	12	0	12
Homeownership	0	0	0
Family or friends (permanent)	18	1	19
Supportive housing	4	0	4
Family or friends (temporary)	7	3	10
Transitional housing for homeless	9	0	9
Psychiatric hospital	0	0	0
Inpatient alcohol/drug treatment	2	1	3
Jail/prison	4	0	4
Remained homeless	24	11	35
Other	8	0	8
Unknown	38	1	39

The purpose of the rest stops and OVE are to provide temporary, safe shelter that will help people who are unhoused transition to more stable, permanent housing. Table 2 provides a summary of the different destinations for those departing a rest stop or OVE in 2016. Those who left these programs to go to a rental house or apartment, public housing, Section 8 housing, Shelter Plus Care, homeownership, permanent situations with family or friends, or supportive housing are all considered to have transitioned to permanent housing. Those who left to go to a psychiatric hospital, transitional housing for the homeless, an inpatient alcohol/drug treatment program, or a temporary situation with family or friends are considered to have moved into another form of temporary or transitional housing. For OVE, six residents or 27% of those who departed in 2016 went to permanent housing (down from 58% in 2015); four or 18% went to temporary or transitional housing situations; and half remained homeless upon departure. For those who departed rest stops in 2016, 75 or 45% went to permanent housing (up from 31% in 2015); 18 people or 11% went to another type of temporary or transitional housing situation; 24 or 14% remained homeless; 4 or 2% went to jail; and destinations are unknown for 23% and listed as "other" for 5% who departed.

Those residents who are involved in the day to day management of these sites have received training in conflict de-escalation and mediation and use these techniques to help settle instances of miscommunication or potential dispute or conflict. Operating agreements that the overseeing non-profits have developed outline protocols for handling disciplinary situations and grievances, and peer governance is helpful in mitigating issues that arise and promoting residents' personal investment in the successful operation of these sites. Out of twelve disturbances at OVE in 2016, nine of them were resolved by the OVE community, and three were called in to the Eugene Police Department. Disturbances at rest stops were reported only by NHS, where 4 out of 5 were resolved by the rest stop community, and one required police assistance.

Partnerships

Rest stops and OVE continue to improve their collaboration with local service providers and other organizations. These partnerships are crucial to the ability of the programs to meet their goals of connecting unhoused members of the community with the resources needed to help them transition into permanent or improved housing situations. In 2016, these partners included:

- Eugene Mission
- Willamette Family Treatment Centers
- Shelter Care
- Whitebird/CAHOOTS
- Veterans Administration
- St. Vincent de Paul
- Laurel Hill Center
- Church of the Resurrection
- Occupy Medical
- Catholic Community Services
- Hounds for the Homeless
- Senior and Disability Services
- Buckley House
- Love In The Name of Christ (Love INC)
- Allies, LLC
- Lane Independent Living Alliance (LILA)
- Food for Lane County
- University of Oregon
- Sacred Heart Riverbend and University District
- First Christian Church

- St. Mary's Episcopal
- Jesco Club
- Lane Transit District (LTD)

These are not the only organizations who worked with rest stop and OVE residents, as many program residents also have their own working relationships and seek out assistance on their own with other service providers.

Accomplishments

- In 2016, rest stops and OVE provided the safety and stability needed to help 81 formerly homeless individuals find permanent housing. Combined with the numbers reported in 2015, OVE and rest stops have assisted 136 people in achieving stable, permanent housing in the last two-year reporting period.
- A total of 636 hours of community service in City parks were contributed by OVE and rest stop residents. OVE volunteers contributed 432 hours cleaning and painting over graffiti at the Sladden Park restroom. This encompasses 212 straight days, without a break, from April to November. NHS volunteers contributed 108 hours in three projects. And CSS volunteers contributed 96 hours during four projects.
- CSS opened a fourth Safe Spot at NW Expressway and Chambers, utilizing volunteers from existing Safe Spots to build and set up the new site that prioritizes women in need of safe shelter.
- OVE hired a Village Coordinator through a grant from Oregon Community Foundation who is working ten hours a week providing administrative support to the village. A Social Work intern from PSU also temporarily assisted residents with their transition plans.
- OVE acquired a new gazebo, built by a group of college students from Northern Idaho College who spent their spring break constructing the gazebo and doing a clean-up of the site.
- Senator Jeff Merkley toured OVE in September.
- OVE created a new Oversight Committee to take on more of the supervisory tasks at the site, allowing the Executive Director more capacity to expand the work of the nonprofit SquareOne Villages.
- A new Food for Lane County food pantry was established at the main CSS office on Grant St.
- CSS installed grey-water collection tanks at the rest stops at NW Expressway, as well as two solar charging station systems and gravel pathways at two rest stops. They also updated kitchen facilities at the Veterans Safe Spot; updated common space facilities at all of its rest stops with hard-shelled, movable buildings, 12 volt lighting systems, cell phone charging areas, and wood burning stoves for heat; and established new weekly Communication Meetings designed to help promote healthy communication between camp residents.
- Both rest stops and OVE benefited from significant in-kind donations of items as well as time from community members with skills such as a health nurse, mediation counselors, a group facilitator, a baker, and many more.

Challenges

- The City and NHS continue to face challenges in identifying a long-term location for an NHS rest stop. Finding new potential sites, particularly in areas of the city outside of the industrial area, is challenging, due to both the availability of sites that meet criteria for a rest stop and the need to engage sufficiently with neighbors before establishing a new site.
- It is a struggle for the rest stop programs to maintain stable funding and secure the resources needed for general operations, program expansion, and more adequate staff pay. Operators hope to achieve more stable and developed financial foundations that will allow them to grow their programs.

- Some programs are seeing an increase in the number of people in the area who are suffering from methamphetamine (meth) addiction. While the programs have succeeded in working with some individuals struggling with addiction, these residents often struggle in the program and pose unique challenges for the operators.
- The concentration of the programs along with other homeless services in one area of the city has created some anxiety among residents or a sentiment that these neighborhoods are bearing the weight of the homelessness problem.
- Meeting the needs of people who have serious medical problems is also a challenge for these programs.

Conclusion

The rest stops and Opportunity Village continue to demonstrate success in the numbers served, stabilized, and housed through these programs. Anecdotal information also indicates the significant value of these programs to people who need them and can abide by their rules and structure. While there are a number of applicants who struggle and may not be able to conform to the requirements of the programs, and while some remain homeless upon departure, there are many who have greatly benefited from the stability, support, connections and self-growth these communities offer, and who attribute their success in achieving permanent housing and significant life improvement to the programs.

Thanks to the individuals who operate and manage Community Supported Shelters, Nightingale Health Sanctuary, and Opportunity Village Eugene, these programs continue to grow and evolve in ways that increase their ability to effectively serve their residents, take care of basic needs, and provide options and support for exiting homelessness. Although operators face challenges in creating stable and predictable funding mechanisms, serving high needs populations, and prioritizing a variety of needs, they have nonetheless developed positive reputations and important partnerships in the community that help their residents transition to more stable housing while minimizing impacts on the surrounding neighbors.

City Council and staff have recently taken important steps to increase support and community awareness for these programs. In 2017, City Council eliminated the sunset date for the rest stop program, allocated funds for the first time to the program, and directed the City Manager to promote further education and outreach and to work with interested neighborhood groups on exploring opportunities for program expansion into new areas of the city. City staff have been working to implement these directives, most recently developing an Outreach Handbook to assist interested neighborhood groups and community members in searching for viable sites and conducting outreach to their neighbors. The rest stop program and OVE have been largely community-driven undertakings, and expansion of these programs will require continued and increased community support in order to build on that momentum.

opportUNITYvillage

EUGENE

VILLAGE MANUAL

Revised: May 4, 2017

—An explanation of how Opportunity Village is self-operated and self-maintained—

CONTENT: Agreements (p.1), Types of Membership (p.1), Village Governance (p.2), Village Security Plan (p.4), Intervention Action Plan (p.4), Village Safety Plan (p.6), Food Storage (p.8), Pets (p.8), Abandonment (p.9), Alcohol, Drug &Paraphernalia (p.10), Couples Policy (p.10) Probationary Status (p. 10), Medical & Family Leave (p.11), Bathroom Cleaning (p.12), Community Agreement (p. 13)

AGREEMENTS: There are two sets of agreements that the Village must follow at all times:

Community Agreement: The internal agreements that list acceptable behavior for residents within the Village (included in the back of this document).

Operational Agreement: The formal agreement between OVE and the City of Eugene that regulates what the Village can and cannot do.

ROLES:

Probationary Villager: A new resident undergoing a 4-week trial period, to make sure that they can follow the Community Agreement before being fully accepted as a villager.

Villager: An individual or couple who currently resides in a housing unit at the Village.

Village Council Member: 5 to 7 residents elected to have additional responsibility and authority in the Village.

Village Volunteer: A non-resident or prior resident who is trained to assist in the operation and maintenance of the Village.

OVE Support Committee: A committee of SquareOne Villages responsible for providing oversight and support to OVE.

SquareOne Villages: OVE is a program of SquareOneVillages, a non-profit organization that includes a Board of Directors an staff.

Non-Discrimination Policy: Opportunity Village Eugene does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age (over the age of 17), national origin (ancestry), disability (as permitted within physical limits of current facilities), marital status, sexual orientation, military status, or any other characteristic protected under applicable federal or state law, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, selection of village residents, and provision of services. We are committed to providing an inclusive and welcoming environment for all village residents and members of our staff, clients, volunteers, subcontractors, and vendors.

VILLAGE GOVERNANCE

Self-governance is a core value of Opportunity Village. This means that the success of the Village rests on the participation of those who live here. There are three governing groups for making decisions related to the management of the Village. They are:

1) Weekly Village Meeting (All Residents)

Attendance at the weekly Village Meeting is mandatory for all residents. Issues related to the organization of the Village will be discussed and voted on at this time. Specific roles will be identified and filled in order to maintain a safe and sanitary environment. The following applies to Village meetings:

- Advanced notice with documentation must be provided to and approved by the Village Council for excused absences (i.e. work, school, medical).
- Excused absences may vote on policy issues prior to the meeting through absentee ballot
- A quorum is established when over 50% of residents are present
- Any decisions made at the Village Meeting must comply with the existing Community Agreement, Village Manual, and Operational Agreement.
- Amendments to the Village Manual may be proposed at the meeting in writing. Proposals will be voted on at the next meeting and require 2/3 majority vote to pass.
- Amendments to the governance and policy sections of the Village Manual must be reviewed and approved by the Support Committee before taking effect.
- Expulsion from the Village may be appealed at the weekly meeting (see appeal process for more details).

2) Village Council

Elections are held during Village Meetings to maintain a Village Council of 5 to 7 residents. To become a Council member, a resident must be nominated by another resident. A majority vote of Villagers present then decides which nominees are elected.

The elected term is two months. Council members may serve consecutive terms. Elections are to be staggered so that the entire Council does not change at once, and members stepping down from Council should provide at least two weeks notice. A Council member may be removed from their position by a majority vote at a Village Meeting for failure to perform the duties of a Council member.

The role of the Village Council is to uphold orderly management of the Village. A primary responsibility of the Council is to act between meetings when urgent situations arise. There is to be a designated "Councilor of the Day" as a point of contact for day-to-day operations.

The Council is not meant to have greater power than any other Villager. Those elected to the council are simply given the task of responding to incidents when a Community Agreement is broken, and enacting the appropriate level of intervention as specified in this manual. When an incident occurs that is not described in this manual, it is up to the Village Council to determine the appropriate level of intervention.

All Council decisions are potentially subject to review by the entire village at a Village Meeting following the Appeal Process. In this way, service on the Council is much like any other form of contribution to the operation and maintenance of the village. For incidents resulting in suspension or expulsion, the offender must be given a chance to appeal before taking their leave—unless the Village Council considers the behavior to be a threat to the village.

The Village Council is to hold at least two regular meetings per week. Impromptu Village Council meetings may also be necessary to address urgent situations. Quorum to hold a Village Council meeting is to have at least 50% of members present, but an attempt must be made to notify all Council Members. Representatives of SquareOne Villages may also attend these meetings, but may not vote.

3) SquareOne Villages (Non-profit Organization)

The main governing role of SquareOne Villages (SOV) is to provide oversight. The purpose of this is to ensure that the Community Agreement and Village Manual is being upheld. In cases where the Village is not in compliance, and the Village Council has not taken action, SOV may step in to take action at its discretion. The Board of Directors and staff is also responsible for ensuring that financial, legal, administrative, safety, and sanitation matters are being properly managed.

In 2016, SOV formed the **OVE Support Committee** to lead and facilitate this role, which includes representation from the Board, staff, villagers, and members of surrounding community.

VILLAGE SECURITY PLAN

The Front Desk is the only gateway in and out of the Village and shall remain secure. Staffing the front desk is one of the most important duties at Opportunity Village. This will be a mandatory service of all residents. Only residents and Village Volunteers may enter the Village unaccompanied.

The Front Desk is to be staffed by at least two trained individuals during open hours (8am-10pm). At least one person must be a resident. The second may be a resident or a Village Volunteer. Their primary role is to be the "eyes and ears" of the Village during their shift.

Staffing the Front Desk includes the following duties:

- Answer phone calls
- Register visitors and locate a resident to accompany the visitor
- Document any disruption to normal operations in the Front Desk Log
- Inner perimeter checks

- For further details on this duty, see the "Front Desk Duties and Information" sheet posted at the Front Desk

The gate will be locked between 12am-8am. During this time, at least one person is to spend the night at the Front Desk in case assistance is needed at the gate. In the case of an incident, the resident on duty should alert the Village Council.

Weapons are not allowed on the Village site. Weapons are defined as firearms, knives (other than small pocket knives with 4" blade or less or those used for cooking), explosives of any type, clubs, or other striking implements. Chemicals such as Mace or Pepper spray must be checked at the front desk.

There are Three Stages of Response for maintaining a secure and orderly environment within the Village. Stage 1 is the least severe and most common type of response. Stage 3 is the most severe and least common type of response.

Stage 1: Village Council

Village Council members are responsible for maintaining order when urgent situations arise. For a full description of this duty see page 2.

Stage 2: SquareOne Villages

When Village Council members are unable to gain the cooperation of a disruptive resident, they are to contact the appropriate person from the Support Committee. If that fails, the next contact is the Executive Director.

Stage 3: Eugene Police Department

The Eugene Police Department (EPD) is welcome to patrol the Village as they would any other neighborhood in Eugene. In cases where the law is being broken and residents are unable to gain cooperation of the offender, the police department will be contacted. The previous two Stages of Response are to be tried first if appropriate.

Contact the Eugene Police Department when a person crime is committed or is in progress, or upon a victim's request. The Village Council may resolve lower level crimes such as petty theft and minor criminal mischief.

INTERVENTION ACTION PLAN

1) Complaints

- a) When a complaint that is not technically a rule break, is cause for concern for members of the Village, the Council will meet with said Villager and discuss a plan of action to curtail the behavior. We hope that early intervention will help prevent further and more severe action.
- b) In cases of a complaint by one Villager against another when the complaint is not a clear rule break, a third party mediator should meet with the complainant and the alleged offender to discuss the issue and reach a resolution that is agreeable to both parties.

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- c) Any Villager may submit a complaint to the Council using the Complaint Form.

2) Rule Violations

- a) When a rule break occurs, any Villager may write an Incident Report and submit it to a Council member within 48 hours. The Village Council is responsible for verifying that the level of intervention is appropriate. At least two Council members should then deliver written notice to the alleged offender. From there, the alleged offender has three options:
1. Accept the Incident Report with the proposed level of intervention
 2. Request that Council provide a date at which they may appeal the decision.
- b) Minor rule violations (i.e. missed host shift, village meeting, bathroom shift, etc.) result in 4 levels of intervention:
- o Level 1 – Verbal Warning
 - o Level 2 – Written Warning
 - o Level 3 – 48-hour expulsion from Village
 - o Level 4 – Expulsion from Village
- d) Minor rule violations will be tracked for a 3-month rolling period.
- For example: If you missed a shift on the 5th of October you would receive a verbal warning. If you missed another shift on the 12th of November you would receive a written warning. If you again missed a shift on the 9 of December you would then be on a 48-hour expulsion. If you missed another shift on the 4 of January you would be permanently expelled. However, if your 4th missed shift was on the 6th of January it would be treated as a level 3 again. And if you had missed no shifts between the 5th of October and the 6th of January the January violation would be treated as a level one violation again.
- e) Villagers reserve the right to work off minor rule violations by contributing extra hours towards the operation and maintenance of the Village. Missed host shifts may be made up by working 2x the number of hours missed. The Village Council may designate requirements for other minor rule violations.
- f) More severe rule violations may require action at a heightened level of intervention even though the rule violation may be a first offense. The Village Council will deal with these rule violations on a case-by-case basis unless defined in this manual.
- g) All intervention actions require the agreement of a majority of Village Council members.
- h) In cases of expulsion from the Village, where the Villager is not an imminent threat to others, the Villager to be expelled will be given a reasonable amount of time to make arrangements for their safety. No resident who is not an imminent threat to others will be expelled after 8pm.

3) Appeals

- a) Villagers may appeal an Incident Report at the weekly village meeting. In cases of expulsion, the appeal may include actions for addressing the problematic behavior that

caused their expulsion rather than disputing the incident. A majority vote will either uphold or revise the decision.

b) Appeal Process:

1. Council reads incident report and informs Village of their decision.
2. Accused has a chance to respond and state their case.
3. Village has a chance to ask questions of the accused.
4. Accused leaves the room.
5. Village has opportunity to discuss the details of the incident. In the interest of time, each person may be limited to one chance to speak unless there is a direct response.
6. A motion is made to move to vote on whether to "uphold" or "revise" the Council decision.
7. If a majority vote to revise, a new motion should be made stating a desired revision.

VILLAGE SAFETY PLAN

- a. Residents shall report a fire or other emergency to 9-1-1 through the use of a personal cell phone. All residents also have access to a phone at the front desk in emergency situations.
- b. Residents will be notified of a fire or other emergency by word of mouth, and if necessary will relocate and evacuate based upon the designated evacuation route (see Fire Safety and Evacuation Map posted at Front Desk). All new residents are to be informed on this during the orientation process.
- c. A Safety Committee shall be formed with representation from the Village and SOV staff and Support Committee. Duties of this committee shall include the following:
 - o Oversight of fire drills and Food Storage Policy
 - o Quarterly safety inspection with attention to trip, slip, and fall hazards
 - o Quarterly testing of all smoke and CO2 detectors
 - o Quarterly testing of all extension cords and power strips with an approved circuit tester
 - o Maintenance of systems and equipment installed to prevent or control fires
 - o Maintenance and control of fuel hazard sources
- d. In addition, resident members of the Committee shall be prepared to:
 - o Assist others and provide medical aid in an emergency.
 - o Take a head count after an evacuation. Identify the names and last known locations of anyone not accounted for and provide them to the Fire Official in charge.
 - o Provide additional information or explanation of duties under the plan to residents and volunteers.
- e. The following fire fighting and fire protection measures will be taken:

Attachment 2 to Agenda Item No. 6.1 (8-6-2018)

Attachment 2 to Agenda Item No. 6.1 (8-6-2018)

- No recreational fires will be permitted within the Village as prohibited by City Code 6.200.
 - No open flames are permitted within the housing units.
 - ABC fire extinguishers will be accessible throughout the Village (see Fire Safety and Evacuation Map for locations).
 - Smoke detectors and carbon monoxide alarms will be installed in common buildings and dwellings per City Code, and will be inspected to insure they are functional and replaced if they are not functional.
 - A map of the village will be maintained and provided to the Eugene Fire Department
- f. Emergency vehicle ingress and egress
- A fire lane with a minimum width of 20' will be maintained from west to east on the 111 N. Garfield Street parcel to provide access between N. Garfield Street and Crane Lane, and is identified on the Fire Safety and Evacuation Map. There will be lockable gates at the west and east most ends of the Village, and the fire lane will be defined and kept clear of obstructions within the Village.
 - A minimum 10-foot setback and right-of-way will be maintained between structures on the Village site.
- g. Village residents will participate in at least two fire drills per year with the Eugene Fire Marshal's Office present, using the following procedure:
- Appoint someone to monitor the drill, activate and reset the fire alarm, and time the evacuation.
 - Fire drills shall be conducted at varying times and under varying conditions to simulate conditions that could occur during a fire or other emergency. Make it realistic by requiring participants to use their second way out or to crawl low. This can be done by having someone hold up a sign reading "smoke" or "exit blocked by fire"
 - After the evacuation, take a head count at the designated meeting place(s) to account for everyone's participation and safe evacuation.
 - After the drill, gather everyone together to discuss questions or problems that occurred. Redesign the drill procedures as needed.
- h. The fire drills will be documented and recorded in the Village Operations Records with the following details:
- Identify the person conducting the drill.
 - Date and time of the drill.
 - Notification method used.
 - Staff members on duty and participating.
 - Number of occupants evacuated.
 - Special conditions simulated.
 - Problems encountered.
 - Weather conditions during the drill.
 - Time required completing the evacuation.
- i. Fire Safety and Evacuation Map (posted at front desk)

VILLAGE POLICIES

1) FOOD STORAGE POLICY

Fair sharing of resources is critical to the well-being of the Village. Hoarding or inequitable division of resources is unhealthy. Additionally, the Village is vulnerable to food stealth by dogs, cats, rodents and other animals. Rodents themselves provide a health hazard and we must discourage their presence by not having food available to attract them. Consequently, the following Food Storage Policies have been adopted:

- a) All community food that enters the Village as a donation must be stored in the community food pantry in an appropriate sealed container. Donated food must be signed out, and only a single serving should be taken at once. All community food must be eaten in community areas. This is not only for sanitation purposes but also to promote the social health of the Village.
- b) Personal food purchased by residents with their own resources may be stored in rodent and insect resistant containers in their residence.
- c) A limited amount of personal food may be stored in designated refrigerator(s) if it is labeled with a name and date. Items in the refrigerator without a label immediately belong to "everyone."
- d) All food should be prepared in the community kitchen or yurt. Coffee and hot water may be prepared in other communal spaces.
- e) It is important, if one eats in their residence, to immediately wipe or sweep up any crumbs for the prevention of rodent infestation.
- f) Any resident who fails to store food properly in their unit may be ruled no longer able to have food in their unit by the Village Council.

2) PET POLICY

Service Animals and pets are honored as an important part of residents' lives. The limited capacity of the Village to support only a small number of such animals is also honored. Consequently, the following Pet Policies have been adopted:

- a) Service Animals are welcome at OVE. A doctor's prescription for a service dog must be shown. If someone with a service dog does not have a prescription, they may seek assistance from OVE in locating a doctor to assess the need and prescribe a service animal. A service animal does not count in the "quota" of dogs. Service Animals must follow the same rules as other dogs. However, if someone has a service animal but cannot obtain a prescription, that animal will be considered a pet and must be counted in the quota on a first come first served basis as outlined below.
- b) There will be a maximum of 5 dogs at OVE at any one time, including therapy dogs but not service dogs. Space for dogs is on a first come, first served basis.

- c) All pets must be tagged with ID as required by local regulations.
- d) No pets may be acquired AFTER acceptance into OVE, unless otherwise approved at a Village Meeting
- e) All cats and dogs must be spayed and neutered prior to moving on site. Applicants may seek help from OVE in finding funds/veterinarian for such procedures.
- f) All dogs must be kept on a leash and be under supervision at all times. If, at any time, the Village Council finds that a pet either poses a nuisance or danger to others or is not properly cared for, the pet must leave OVE at the instruction of the Village Council. Residents may ask OVE for assistance in the proper training of their pet.
- g) If the resident is off site, all dogs must be properly kenneled in the kennel area and/or under the supervision of another Villager.
- h) The owner is responsible for proper health and care of their pet, must pick up all solid waste for their pet, and keep their pet from annoying other residents either through trespass, barking or any other means. Failure to do so can result in the Village Council ejecting the pet from the premises.

3) ABANDONMENT POLICY

Village residents who have been continuously absent from the Village and have made no effort to remain in contact for a period of 4 days have abandoned their dwelling. Said persons would no longer be a Villager and their possessions would be removed from their previous dwelling immediately upon the dwelling being declared abandoned. They would then have a period of 30 days to retrieve their possessions after which time those items would be disposed of at Village discretion.

A structure will also be considered abandoned if a resident is spending less than 8 out of 14 nights at the village.

Exceptions will be made for residents who are unable to contact the village due to extenuating circumstances such as; jail, hospital, etc. Abandonment will not be considered for those Villagers who wish to spend time away from the Village for personal reasons provided they inform a Council member and make arrangements to cover their host hours when possible. In the case of emergencies exceptions will be made to for those unable to make arrangements to cover their host hours.

Process for documentation and storage of abandoned possessions:

When a unit has been declared abandoned at least 2 members of the Village Council will remove items from the abandoned unit. They will document what items are present and place them in an available storage container or bag that is clearly labeled with the name of the former Villager and the date of the abandonment. These items will then be stored in the storage loft of the Front Desk until such time as the owner retrieves them or they are over the 30-day limit.

Once items have reached the 30-day limit the Village will determine the proper disposal of said items during the next Village Meeting.

4) ALCOHOL, DRUG, & PARAPHENALIA POLICY

- a) Possession of alcohol: 48 hour expulsion (enrollment in an AA program or random breathalyzer testing may also be required if Village Council or Board deems necessary).
- b) Possession of marijuana or marijuana paraphernalia (including pipes made from other items: cans, vegetables, bottles, etc.): 48 hour expulsion.
- c) Other illegal drugs or drug paraphernalia, including needles (if no proscription for insulin or other IV medications), pipes (used for anything other than tobacco or marijuana), and spoons that have been used for "cooking" drugs: permanent expulsion.
- d) Any other items suspected to have been used for drug related purposes will be dealt with on a case-by-case basis by the Village Council.

5) COUPLES POLICY

Couples must agree to abide by the following intervention policy if they have a fallout which results in one person moving out of a couple's unit. This must be filled out during the interview process.

"We, the couple, in the event of a fallout resulting in an inability to live together and causing one person to move out of couple housing, will agree to village policy that _____ will move out of the couple's unit until a single's unit is available."

In order to remain an active villager, the person who moved out of the unit will still need to do their gate shifts, bathroom duties, extra hours, attend village meetings and pay their own utilities. In exchange, the village will do their best to secure the villager's property in a safe and dry location.

After the villager moves into a single's unit, when a second single's unit becomes available, the villager remaining in the couple's house will move into it, thus freeing up the couple's house for a new couple.

6) PROBATIONARY STATUS POLICY

New residents undergo a 4-week probationary period to ensure that they are willing to follow the Community Agreements before being fully accepted as a villager. The goal of this program is to obtain a fair and objective view of the potential villager that removes the "popularity contest" factor, and instead focuses on their willingness to be a contributing member of the community.

The villager will be given a mentor who will guide them through orientation and do a daily check-in with the new villager to answer any questions or concerns that they may have. It will also be

the mentor's responsibility to counsel the villager when any issues arise so that the concerns may be addressed.

The mentor will meet with the Vetting Committee once a week to advise them on how the new villager is progressing.

After 4 weeks, Council, Vetting and at least 1 Support Committee member will hold a meeting where villagers can express any legitimate concerns, questions, and compliments about the new villager. After the meeting, council and vetting will vote on whether to accept the new villager based on the following criteria:

- 1) Has the villager upheld their responsibilities, such as front gate, extra hours around the village and bathroom cleaning duties?
- 2) Does the villager have any incident reports? If so, can those be interpreted as part of the learning process and will not be a continual issue?

In certain cases the probationary period may be extended by a defined period of time.

Volunteer Work While on Wait List: Potential villagers who have passed the background check and interview process will be encouraged to volunteer service to the village to demonstrate a willingness to contribute and be a part of the community. A list of projects will be made available to help guide potential villagers. A sign-in sheet will be maintained in order to supervise these projects.

7) MEDICAL & FAMILY LEAVE POLICY

Definition of Medical Leave: Medical leave is time off from village duties, excluding utility payments that villagers can use to address their health and safety needs without losing their villager or residence status.

Definition of Family Leave: Family leave refers to time taken off from village duties, excluding utility payments for the purpose of caring for an ill family member or to assist a family member with crisis needs.

Time allowed for Medical and Family Leave: A villager is allowed two weeks of medical leave or family leave with no documentation necessary. If the need is longer than two weeks, documentation may be required to present to council. If the villager needs more than 60 days of medical leave or family leave, they would need to vacate their residence in order to allow a new villager to get into the village. (Housing waitlist current policy would still be followed). The current villager would then be placed first on the wait list for re-entering the village when their medical issues are resolved and they are able to be a full villager once more. If more than one villager is on the waitlist, they would be in order of placed on waitlist. When on the waitlist, no utilities are required to be paid. A person would remain on the wait list for 3 months and would need to reapply if they were not able to become a full villager once more. Exception to this rule would be if no housing units become available before their 3 months are up.

While on medical or family leave, if a villager is staying onsite, they will be required to pay their utilities as normal. If they are not staying on full time at the village, they are responsible for paying a prorated amount for the time they are there.

If the villager attends the weekly village meetings, they retain their full voting rights. If they do not attend, they forfeit their voting rights for that meeting.

How to apply for Medical and Family Leave: If a villager needs to take medical or family leave, they will need to advise council of their needs as soon as they are able in order to be granted leave. If a villager is staying on-site and needs more than 60 days, they will speak to council and it will be handled on a case-by-case basis.

8) BATHROOM CLEANING POLICY

All villagers are required to sign up to share in the duty of cleaning the village bathrooms, shower and laundry area.

1. First refusal to sign up or to adequately complete this requirement will result in a verbal warning and villager will be required to sign up for two spots the following month.
2. Failure to sign up for the 2 days in the following month or adequately complete the cleaning duty will result in a written warning for the first violation and a 48 hour expulsion for the second violation. The villager will again be required to sign up for an additional 2 days on the following month.
3. Failure to sign up or adequately complete the cleaning duty would then result in a permanent expulsion.

OVE COMMUNITY AGREEMENT

Opportunity Village is a transitional village that provides a safe and secure place to be for those currently without housing. It is a self-governing community that is based on five basic rules:

1. **No violence to yourselves or others**
2. **No theft**
3. **No alcohol, illegal drugs, or drug paraphernalia**
4. **No persistent, disruptive behavior**
5. **Everyone must contribute to the operation and maintenance of the Village.**

I will be a positive member of this community and contribute toward making it a safe, secure, clean and pleasant place to live. Therefore I agree to the following:

- What I do will be based on love and respect for myself and others.
- I will not disrespect others based on ethnicity, religion, gender, sexual orientation, handicap, lifestyle choices, or economic status. We all have the right to expect dignity and opportunity.
- I will help make OVE a place where everyone feels safe and respected. For my own safety as well as the safety of others, I will not carry a weapon or act violently toward others or myself.
- Since stealing is one of the most upsetting things that can happen in our community, I will not steal and will make the members of the Village Council aware of any stealing I see. I will respect other people's property and community property and I expect other people to respect mine.
- I know that illegal drugs and alcohol use can damage my community. I agree not to use illegal drugs or alcohol while residing in the Village.
- I will honor quiet hours from 10PM to 7AM so that others and myself can stay healthy and rested. I understand that no personal guests will be allowed during that time.
- I want to live in a clean, litter-free, comfortable space where I can bring friends, family and other guests. Also, I know that many communities such as ours get closed down for "health and safety" reasons. I will keep the area in and around where I live clean and orderly, and not store any personal items outside of my building footprint or allocated storage space. I will help keep the community areas clean and will pick up after myself and my pet, if I have one, and keep my pet leashed at all times. I understand that only a limited number of pets will be allowed in the Village in order to maintain an orderly environment.
- I understand that in order to maintain a secure environment there will be a single point of entrance and exit that will that will be staffed 24/7, and that security shifts will be shared equally among Village residents.
- I know that it can take a lot of work to keep the Village a safe, clean and pleasant place to live. I agree to work at least 10 hours a week on the operation and maintenance of the Village. This includes serving on security teams, helping with kitchen duties, construction projects, maintenance and clean-up crews, helping plan activities and other jobs that need to be shared by community members.
- I also know that there are financial costs to keep the Village running. I will support the goal of self-sufficiency by contributing each month either financially or through sweat equity by participating in micro-business opportunities or fundraising events.
- I will attend the weekly Village meetings, unless I have an acceptable reason for absence, in which case I will find out what went on by reading the meeting notes. I understand that decisions will be made through a majority vote, and that the Board of Directors of the non-profit reserves the right to override decisions made. I agree to abide by all decisions made.
- I affirm that I have completed the Background Check Form honestly along with all other application documents. I understand that if the background check reveals otherwise, I could be asked to leave immediately.

I promise to keep all of these agreements, as well as others that are approved at Village meetings. If I violate any agreements, the members of the Village Council are authorized to ask me to leave temporarily, or, in serious or repeat cases, to leave permanently. I will do so peacefully and not return unless I am authorized to do so.

Opportunity Village Eugene (OVE)

Page 1

Date: _____

Applicant Name: _____

(Please Print clearly)

Below on this page is for Vetting Committee Use Only

Date

Application Received By Vetting _____

Background Check Done _____

Background Check Outcome _____

Vetting Review Done _____

Reviewers response

Initial: _____ Candidate(Y/N): ___ Observations: _____

Initial: _____ Candidate(Y/N): ___ Observations: _____

Initial: _____ Candidate(Y/N): ___ Observations: _____

Initial: _____ Candidate(Y/N): ___ Observations: _____

Initial: _____ Candidate(Y/N): ___ Observations: _____

1st Contact for Interview _____

2nd Contact for Interview _____

3rd Contact for Interview _____

Interview Date _____

Resolution and Date _____

Opportunity Village Eugene (OVE)
Community Agreement

Opportunity Village is a transitional village that provides a safe and secure place to be for those currently without housing. It is a self-governing community that is based on five basic rules:

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- 2. No theft**
- 3. No alcohol, illegal drugs, or drug paraphernalia**
- 4. No persistent, disruptive behavior**
- 5. Everyone must contribute to the operation and maintenance of the Village.**

I will be a positive member of this community and contribute toward making it a safe, secure, clean and pleasant place to live. Therefore I agree to the following:

- What I do will be based on love and respect for myself and others.
- I will not disrespect others based on ethnicity, religion, gender, sexual orientation, handicap, lifestyle choices, or economic status. We all have the right to expect dignity and opportunity.
- I will help make OVE a place where everyone feels safe and respected. For my own safety as well as the safety of others, I will not carry a weapon or act violently toward others or myself.
- Since stealing is one of the most upsetting things that can happen in our community, I will not steal and will make the members of the Village Council aware of any stealing I see. I will respect other people's property and community property and I expect other people to respect mine.
- I know that illegal drugs and alcohol use can damage my community. I agree not to use illegal drugs or alcohol while at the Village.
- I will honor quiet hours from 10PM to 7AM so that others and myself can stay healthy and rested. I understand that no personal guests will be allowed during that time.
- I want to live in a clean, litter-free, comfortable space where I can bring friends, family and other guests. Also, I know that many communities such as ours get closed down for "health and safety" reasons. I will keep the area in and around where I live clean and orderly, and not store any personal items outside of my building footprint or allocated storage space. I will help keep the community areas clean and will pick up after myself and my pet, if I have one, and keep my pet leashed at all times. I understand that only a limited number of pets will be allowed in the Village in order to maintain an orderly environment.
- I understand that in order to maintain a secure environment there will be a single point of entrance and exit that will be staffed 24/7, and that security shifts will be shared equally among Village residents.
- I know that it can take a lot of work to keep the Village a safe, clean and pleasant place to live. I agree to work at least 10 hours a week on the operation and maintenance of the Village. This includes serving on security teams, helping with kitchen duties, construction projects, maintenance and clean-up crews, helping plan activities and other jobs that need to be shared by community members.
- I also know that there are financial costs to keep the Village running. I will support the goal of self-sufficiency by contributing each month either financially or through sweat equity by participating in micro-business opportunities or fundraising events.
- I will attend the weekly Village meetings, unless I have an acceptable reason for absence, in which case I will find out what went on by reading the meeting notes. I understand that decisions will be made through a majority vote, and that the Board of Directors of the non-profit reserves the right to override decisions made. I agree to abide by all decisions made.
- I affirm that I have completed the Background Check Form honestly along with all other application documents. I understand that if the background check reveals otherwise, I could be asked to leave immediately.
- I understand that OVE housing units have no electricity or heat. I affirm that I am physically able to live in the Village given these limitations.

I promise to keep all of these agreements, as well as others that are approved at Village meetings. If I violate any agreements, the members of the Village Council are authorized to ask me to leave temporarily, or, in serious or repeat cases, to leave permanently. I will do so peacefully and not return unless I am authorized to do so.

I know that Opportunity Village is a place where people value community and support each other. I will try to think of ways to make our community a better place to be. When I am concerned or upset with situations in the Village, I will bring these problems to the attention of the appropriate people so that we can work together to figure things out. I willingly sign these agreements that are a contract between Opportunity Village Eugene and me.

Name (Signature): _____

Date: _____

Opportunity Village Eugene (OVE)
Application & Intake Questionnaire

Date: _____

Legal/Given Name: _____

Name Used: _____

Race/Ethnicity: _____ Gender: _____

Driver's License/State ID number: _____ State issued: _____

How do we contact you?

Location: _____

Phone: _____

Email: _____

Where did you sleep last night: _____

If a shelter, rental, friend or house, may we contact them for a reference? Yes / No

Contact Info of Reference Name: _____ Phone: _____

Date of birth: _____ Circle one: Single / Married / Partnered

Is your spouse/partner applying to OVE? Yes / No

If so, spouse/partner's name: _____

*Couples must agree to abide by the intervention policy in the Village Manual if they have a fallout which results in one person moving out of a couple's unit. This must be filled out during the interview process. Please choose which person in the couple will move out below:

"We, the couple, in the event of a fallout resulting in an inability to live together and causing one person to move out of couple housing, will agree to village policy that _____ will move out of the couple's unit until a single's unit is available."

Do you have children with you? Yes / No If so, how old are they? _____

Do you have a car? Yes / No Do you have an RV? Yes / No

How much stuff do you have? Backpack / Car load / Truck load / Storage Unit

Do you have a pet? Yes/No
If so, what kind? _____ How many pounds? _____ Spay/neuter? Yes/No

1. How did you become unhoused? _____

2. How long have you been without stable housing? _____

3. Where was your most recent permanent address? _____

a. Reference for last address? Name/Phone _____

4. How long have you been in the Eugene/Springfield Area? _____

5. Is this your first experience being unhoused? _____

6. Do you have a source of income? Yes / No If so, what source? _____

7. Do you get food stamps? Yes / No If not, do you want help applying? Yes / No

8. Are you on OHP? Yes / No If not, do you want help applying? Yes / No

9. Do you receive SSI/SSDI? Yes / No If not, do you want help applying? Yes / No

10. Are you on any housing lists? Yes / No If so, which? _____

_____ If not, do you want help applying? Yes / No

11. Have you been active in houseless issues/activism? Yes / No If so, how? _____

12. Have you ever lived in a rest stop, homeless village or other community environment? Yes / No

If so, which one and for how long? _____

13. Are you a veteran? Yes / No Branch: _____ Type of discharge: _____

14. Are you employed? Yes / No If so, where and how many hours/week? _____

15. Do you have a disability or special needs? Yes / No If so, please describe: _____

16. Female head of household? Yes/No 17. Elderly head of household (over 65)? Yes/ No

18. What goals do you have for yourself? _____

19. Is there anything you would like to tell us about yourself? _____

Skills Inventory

1. How far have you gone in school? _____

2. What did you study? _____

3. Any plans to go back to school? Yes / No To study what? _____

4. Have you worked for pay? Yes / No If so, what kinds of work have you done?

5. What is the best job you ever had? _____

Why? _____

6. What are your hobbies? _____

Opportunity Village Eugene (OVE)

7. What of the following do you have experience with? (Check all that apply)

Rough Carpentry	Computers, Web Development
Finish Carpentry	Computers, Word
Plumbing	Processing/Spreadsheets
Electrical	Computers, Data Entry
Gardening	Computers, Desk top publishing
Farming	Writing
Security (Military/Law enforcement/Private)	Business owner
Permaculture	Activism/Comunity Organizing
HVAC	Management
Inventing	Community/Political Leader
Masonry	Spintual Leadership
Driver	Sales
Mechanic/small engine repair	First Aid
Chimney Sweeping	Bookkeeping/managing money
Roofing	Computers, Programing
Cooking/Food Service	Office Manager
Other:	

8. Things you are interested in contribution to village life:

Creative/Artistic	Sign making/painting
Communications/Outreach	Desktop publishing
Drawing, Illustration	Computer graphics
Speaking/Presenting to groups	Office and Administrative
Writing – Promos, ads...	Performance – acting, music,dance...
Filing	Cooking
Stuffing Envelopes	Phone Calls
Sewing/knitting	Computers
Coordination Volunteers	Networking
Bookkeeping/Accounting	Note take, Keeping minutes
Computer repair	Data Entry
Legal/Paralegal	Technical
Specific Software	Driving (list license type below)
Electrical	Carpentry

Opportunity Village Eugene (OVE)		Page 7
Medical/first aid (list certification below)	Plumbing	
Roofing	Glazing	
Drafting/reading technical plans	Massage/body work	
Masonry	Landscaping	
Leading work parties	Gardening	
Painting	Labor	
Other:		

Please provide an Emergency Contact:

Name	Phone	Relationship

Opportunity Village Eugene (OVE)
Background Check Form

Notice: We will conduct a background check on all applicants. If that background check does not match your answers on this form, your application to live in Opportunity Village Eugene will be denied. The only criminal offenses that automatically exclude are forcible/aggravated rape and sexual predation on children. PLEASE BE HONEST!

Last Name: _____ First Name: _____ Middle Name: _____

Date of Birth: _____ Last 4 digits of SSN: _____

Have you ever been convicted of a criminal offense? Yes / No

If yes, please state the City/Town, County and State, the date of the conviction, and charges you were convicted of. (Please use the back of the sheet if you need more room).

1. _____
 City, State, County Date/Yr Offense

2. _____
 City, State, County Date/Yr Offense

3. _____
 City, State, County Date/Yr Offense

4. _____
 City, State, County Date/Yr Offense

5. _____
 City, State, County Date/Yr Offense

6. _____
 City, State, County Date/Yr Offense

The information on this form is true and accurate to the best of my knowledge. I give permission to verify all information provided.

 Applicant Signature

 Date

 OVE Representative

 Date

Want neighborhood crime to come down? A sanctioned homeless camp could be the secret

By Abby Lynes | Posted May 25, 2018 at 05:00 AM | Updated May 29, 2018 at 10:16 AM



Above: Benson High School students built these tiny homes and donated them to Right 2 Dream Too. Right 2 Dream Too, a rest stop for homeless people, left its downtown location at West Burnside and Northwest Fourth Avenue last year and moved across the river to be a neighbor of the Moda Center.

A new investigation by the British newspaper The Guardian suggests what many believe about homeless camps -- that they make neighborhoods unsafe and disorderly -- is not true in city-sanctioned villages.

[The study](#) looked at 11 authorized homeless camps in Portland and Seattle, accounting for crime in a broad range of areas. It found that crime decreased in the neighborhoods around five camps, change was within the single digits in four cases, and in two cases, crime increased.

The data is "consistent with the position that homeless villages are not generators of crime," Kenneth Leon, a criminologist at George Washington University, told The Guardian. And the villages could be part of a "crime prevention ecosystem."

In fact, crime decreased near all three of the Portland villages that The Guardian looked at -- Kenton Women's Village, Right 2 Dream Too, and Hazelnut Grove.

Villages are seen as a short-term alternative for people who don't want to be packed into shelters with other people and haven't found permanent housing. They provide an address and some measure of security, The Oregonian's Molly Harbarger [reported last October](#).

The camps generally house anywhere from 20 to 80 people and are largely self-governed. In Right 2 Dream Too. Residents often patrol the camp by foot, carrying no weapons, according to the Guardian.

When the camp [moved into the Lloyd district](#) in mid-2017, crime in the Lloyd District went down 10 percent, while crime increased city-wide by 7 percent.

Both Seattle and Portland spokespeople declined to comment on The Guardian's study, but Portland police Sgt. Chris Burley said the city didn't track crime around sanctioned villages. He also said that crime rates for an entire neighborhood didn't necessarily reflect crime rates for a specific part of a neighborhood, The Guardian reported.

Marcus Felson, a Texas State University professor, told The Guardian that the villages could be used to "contain" crime by moving it from outdoor and public places to more private locations. It doesn't get rid of the problem, but it reduces conflict and escalations.

While some advocates would say there should be homeless villages in every community, Harbarger pointed out that it would take 20 Hazelnut Groves, a village that houses about 20 people, to house the estimated 200 homeless people camped out along the I-205 bike path alone. Homeless camps enforce strict rules, Harbarger noted, which would turn off many people dealing with substance abuse.

While homeless camps may be an unideal, short-term solution to a greater problem, "they can actually play a productive role," Eric Tars, senior attorney at the National Law Center on [Homelessness](#) and Poverty, told The Guardian.

-- Abby Lynes

alynes@oregonian.com

Portland Tribune

Problems arise at Kenton Women's Village

Lyndsey Hewitt

Monday, November 13, 2017

[11 Comments](#)

Neighbors worry there's not enough oversight of tiny-home village for formerly homeless. Also, residents there say homes aren't effective for winter.



Six months in to its year-long pilot project, the Kenton Women's Village meant to transition formerly homeless women into permanent housing is facing trouble.

In a [statement](#) posted to its website on Sunday, the Kenton Neighborhood Association stated that allegations of "illegal activity" had occurred at the village, located across the street from Kenton Park in North Portland.

The first steering committee meeting for all members involved is on Monday evening, Nov. 13, where Kenton Neighborhood Association chair Tyler Roppe expects much of the meeting will discuss the issues.

Catholic Charities, the nonprofit tasked with overseeing the village, including having two site managers who work there, issued a [statement](#) blaming the fact that residents of the village are protected under landlord-tenant law, meaning they don't have to participate in case management and can't be easily evicted for violating rules.

"While there is a zero-tolerance policy for illegal activity at Kenton Women's Village, the Portland City Attorney's Office informed Catholic Charities that all clients of the village are protected by landlord-tenant law, including eviction procedures. As such, clients violating rules of the village or choosing not to participate in case management may do so, with impunity. Catholic Charities took responsibility for the village under the assumption that landlord-tenant law would not be applicable to this transitional program model," Catholic Charities' statement reads.

It continues: "Because Catholic Charities is committed to assuring the wellbeing of villagers and maintaining a healthy environment for those participating in the program, we find the City Attorney's interpretation of landlord-tenant law to be problematic."



The village, comprised of 14 tiny homes, has 12 women there now after one was transitioned into permanent housing and another left the village because of issues with another resident. Two women who are married entered the village together, but when things became problematic, one filed a restraining order against the other.

One left voluntarily, according to site manager Bernadette Stetz, while the other stayed. However at least one resident on the site said the woman was forced out rather than left voluntarily.

Several other women were on track to leave the village in the next few weeks as well, according to Stetz.

On Friday evening, an email was sent to groups involved with the installation of the village, including Catholic Charities, the Joint Office of Homeless Services, Village Coalition, Kenton Business Association and others — detailing problems at the village, including a video allegedly showing drug dealing, and reports of other problems.

The video and email was put together by a recently-resigned board member of the Village Coalition, the group that helped champion the village's formation.

Now the neighborhood is questioning Catholic Charities' ability to oversee the village.

They're concerned that the organization may have dismissed or ignored the reports of criminal behavior.

"I feel like there's been a lack of oversight and accountability and the neighborhood had to step into that role," said Tyler Roppe, president of the neighborhood association.

The email was also sent to Commander Robert King at the Portland Police Bureau. Catholic Charities' Executive Director Dean Richard Birkel responded, which the neighborhood association published in its online statement:

"Catholic Charities is committed to assuring the wellbeing of villagers and to maintaining a healthy environment for those who reside there," Birkel wrote. "We have gone above and beyond in many

areas of management and security, including securing and paying for overnight security that is not reimbursed by our current limited contract."

The organization plans to investigate.

"Catholic Charities will have a full report of the investigation by the end of the week and will implement necessary changes to respond accordingly. We will continue to collaborate with the community to achieve our shared goals of getting villagers into permanent housing with access to the services they need to succeed," their statement continues.

Including the neighborhood association's concerns about activity at the village, at one point the association sent a [letter](#) to the city because a tent encampment had formed near the village.

It was then cleared out by the city.

Catholic Charities gets a total of \$150,000 of government funds to run the Kenton village, including \$75,000 for one full-time case manager and \$75,000 for one full-time village manager.

Tiny homes too cold

Village residents, neighbors as well as Stetz have said the tiny homes aren't at all adequate for winter.

"We had neighbors going down there, like, why are they telling us they're cold?" Roppe said.

Neighbor Terrance Moses has been spending around 30 hours a week at the village helping with various needs, but lately trying to weatherize the homes. He was awarded a Spirit of Portland Award by the city of Portland recently for his efforts.

"They're starting to look pretty good. We're struggling to figure out how to keep them completely warm. So that's one of our toughest challenges right now," he said. "So far the community has donated sleeping bags and blankets. We're trying to figure out if anybody has any ideas on how to heat a small pod like that."

They also are looking for volunteers to help with caulking the homes.

"It's worse than tents," said resident Lynette Ingalls, 52. "The cold stays in the wood (of the tiny home)."

Resident Rachel Flores said once the temperatures have hit below 40, it's especially bad.

"The tin ones, within are like ice boxes," she said.

Students built the homes as part of a design contest. In Ingles' tiny home, the back wall was made of small windows as an aesthetic touch. Moses worked to cover the windows and better insulate the structure for her. They're not allowed to have any heaters due to fire hazards.

Additionally, as the days have been more cloudy and rainy, solar panels aren't holding charge to plug in even an electric blanket.

"I get about 15 minutes (of electricity) at night," Ingalls said.

Of course it's not all bad. Flores, a recovering heroin addict, is happy to have a roof over her head.

"There's safety in numbers. Just having a roof over my head gives me a sense of stability and safety," she said.

She stays with her partner in one of the tiny homes while they use another of the homes for storage.

Update: By the Monday night meeting, the city and nonprofit had reconciled program ambiguities or misunderstandings, and they're proceeding as they had originally intended, meaning there's a high bar

for "exclusion," not eviction, since the site operates like an emergency shelter — not permanent housing.

Additionally, Catholic Charities officials said that there's no evidence of drug dealing on the video and they're assuming no illegal activity happened, although they're still investigating.

"One of the issues here is people are making a lot of assumptions. There's a stigma. That's too bad," said Trell Anderson, of Catholic Charities, referring to those who are or were homeless. "We want to make sure we're running a good village."

The project is scheduled to end in June after one year, and it's unclear if it will move to another location or cease operation.

This article originally misspelled Ingalls' last name, and Catholic Charities receives \$150,000 from local government, according to the nonprofit.

KGW8

'We do belong': Future of Kenton Women's Village up to neighborhood

Up to 14 women at a time live in the tiny house compound. It's a one-year pilot project that was set to end next month. But that deadline may change.

Author: Maggie Vespa

Published: 4:10 PM PDT May 12, 2018

Updated: 11:28 PM PDT May 12, 2018

PORTLAND, Ore. — The 56th annual St. Johns Parade went off without a hitch in North Portland on Saturday.

People lined the streets to watch their favorite repeat floats, and catch some new ones. In fact, one first-time float in particular has a lot of people talking.

Residents of the Kenton Women's Village built a float and joined in on the fun.

"We just wanted to make a statement," said Ruth Lockwood, who lives in the women's village.

A statement of gratitude to North Portland's Kenton neighborhood for making the women feel so at home.

"It feels really good," said Lockwood. "It feels like we do belong. We've come a long way."



Up to 14 women at a time live in the tiny house compound. It's a one-year pilot project that was set to end next month. But that deadline may change as the neighborhood prepares to vote on whether to extend the village's stay.

The village sits on a piece of city-owned land and is part of a city-sanctioned experiment with a 12-month deadline. But there's been a twist.

That land is slated for affordable housing. But construction has been delayed. So now this one-year pilot project, which has helped place 14 women into permanent housing, has the chance to stay for year two.

"There are so many women on the street that don't need to be on the street," said Karen Zirkle, who lives in the Kenton Women's Village.

The women are leaving it up to the Kenton neighborhood association. And if they have to move, they will. Taking with them the feeling of what it's like to belong.

"It's just been awesome," said Zirkle. "They're beautiful people and I hope other communities do the same."

A representative for the neighborhood association was not available on Saturday. But they've started asking for input [on their website](#). A vote on the fate of the Kenton Women's Village is set for June 13.

**CITY OF SILVERTON
PLANNING COMMISSION MINUTES**

Drafted for approval; subject to change and/or correction

7:00 P.M.

May 8, 2018

The Planning Commission of the City of Silverton met at the Silverton Community Center on May 8, 2018 at 7:00 p.m. with Chairman Flowers presiding.

9I. ROLL CALL:

Present	Absent	
<u> X </u>	<u> </u>	Chairman Clay Flowers
<u> </u>	<u>Excused</u>	Vice-Chairman Jeff DeSantis
<u> X </u>	<u> </u>	Morry Jones
<u> X </u>	<u> </u>	Chris Mayou
<u> X </u>	<u> </u>	Gus Frederick
<u> X </u>	<u> </u>	Rich Piaskowski
<u> </u>	<u>Excused</u>	Tasha Huebner

STAFF PRESENT:

Community Development Director, Jason Gottgetreu; and City Clerk, Lisa Figueroa

10I. APPROVAL OF THE MINUTES FROM THE MEETING HELD , 2018:

Commissioner Piaskowski moved to approve the minutes of February 13, 2018 as presented. Commissioner Jones seconded the motion and it carried unanimously.

10II. BUSINESS FROM THE FLOOR:

There were no comments.

10IV. AGENDA ITEMS:

1. Case: Annexation application

Filed by: Bruce and Patricia Harle

Planning Department File No.: AN-18-01

Chairman Flowers opened the public hearing at 7:03 p.m. and asked if any Commission Members wish to declare ex parte contacts or conflicts of interest. Commissioners did not make any declarations.

Community Development Director Jason Gottgetreu provided the staff report for this application to annex the portion of 1042 Oak Street that is outside the City Limits. The property at 1042 Oak Street is on the southern end of Oak Street and is 3.26 acres in size with 2.67 acres located inside

1 the city limits and 0.59 acres located outside the city limits. The application is to annex the 0.59
2 acre area that is currently outside city limits with a zoning designation of R-1, Single Family
3 Residential which is consistent with the area currently inside city limits. Director Gottgetreu
4 reviewed the approval criteria and findings and background information regarding annexations
5 within the City limits and Senate Bill 1573. This annexation request is less than 2 acres,
6 therefore not subject to the current hold on annexations.

7
8 Chairman Flowers asked how many lots could be developed in the future if the Commission
9 approved the annexation. Community Development Director Gottgetreu said, using an average
10 lot size, there would likely be less than 15 lots developed on this entire parcel.

11
12 **Applicants Testimony:**

13 Owner Bruce Harle addressed the Commission and indicated Community Development Director
14 Gottgetreu's report was thorough and he had nothing to add. Chairman Flowers opened the floor
15 for comment.

16
17 **Proponent Testimony:**

18 There were no comments.

19
20 **Opponent Testimony:**

21 There were no comments.

22
23 **Neutral Testimony:**

24 Gary Green, 188 Steelhammer. Mr. Green inquired whether Iowa St. would be opened up as an
25 access to a portion of this property. Chairman Flowers indicated that the only thing being
26 considered at this meeting is the annexation of the .59 acre portion of the property. Any
27 potential development subsequent to the annexation would be a completely separate application
28 and public hearing process. Mr. Green asked if this annexation was going to cost the taxpayers
29 money. Chairman Flowers indicated that no, actually the annexation would result in a small
30 increase in tax revenue to the City. Mr. Green asked about wetlands on the property, Director
31 Gottgetreu responded that the small stream is not currently identified in the City wetlands
32 inventory, however consultation with the Department of State Lands would take place with any
33 subsequent development application.

34
35 **Commissioner Frederick moved to close the public hearing at 7:22 p.m. Commissioner**
36 **Piaskowski seconded the motion and it carried unanimously.**

37
38 Chairman Flowers closed the Public Hearing at 7:22 p.m.

39
40 Commissioner Frederick moved to recommend to the City Council approval of the annexation
41 application as it meets the review criteria. Commissioner Jones seconded the motion and it
42 carried unanimously.

43
44 **2. Case: Development Code Amendments**

45 **Filed by:** City of Silverton

46 **Planning Department File No.:** DC-18-01 a Development Code amendment relating to

1 transitional housing accommodations by creating a definition, determining where and how such a
2 use could locate, and drafting regulations and standards for approval
3

4 Chairman Flowers opened the hearing at 7:25 pm. He asked for declarations of ex parte
5 contacts, conflicts of interest, and site visits. No members wished to abstain or declare conflicts
6 of interest. Commissioner Mayou declared that she has discussed the general idea with others
7 but felt that these discussions would not influence her judgement and that none of the contact
8 involves any financial impact, thus she does not feel that she has any conflict of interest. All
9 Commissioners had viewed the site. Chairman Flowers declared for the record that he had an
10 exparte contact when a coworker of his approached him about his personal opinion tied to this
11 event. He reported that the conversation was straightforward and that he indicated to the co-
12 worker that he would not be forming any type of opinion prior to the hearing all testimony at the
13 public hearing.
14

15 Leigh Harrod, 718 Oak St. wished to challenge Commissioner Mayou for bias due to
16 Commissioner Mayous participation in the sleeping pod project. Chairman Flowers asked staff
17 for input on the challenge. Community Development Director indicated that he spoke with the
18 City Attorney regarding this possible challenge and was advised that since Commissioner Mayou
19 declared she can be fair and impartial, the challenge is null. The Community Development
20 Director indicated that the Commission may vote to remove Commissioner Mayou from the
21 discussion if they feel that she cannot make a fair and impartial decision. Commissioner Mayou
22 repeated that she is open-minded to the subject at hand and can be fair and impartial. The
23 remaining Commissioners did not feel it necessary to vote for her to step down at this time.
24

25 Community Development Director Gottgetreu provided the staff report. He outlined the events
26 leading up to the City Council directing Planning Commission to draft code language relating to
27 transitional shelter communities. These events included a prior work session and a neighborhood
28 meeting to identify the concerns and questions of the neighborhood. He recommended the
29 Planning Commission continue the hearing to June 12 in order to accept additional public
30 comment.
31

32 Director Gottgetreu presented draft standards for a conditional use process for review and
33 renewal with emphasis on requiring the applicant to have a process to address complaints; inform
34 tenants of existing rules and expectations; and a means to require removal of the use if it proves
35 to be problematic. The Commission asked who would review and ensure that conditions of
36 approval are being met. Community Development Director Gottgetreu indicated that it would be
37 complaint driven. The Commission also discussed whether the City can be more or less
38 restrictive than state statues will allow. Staff was also asked to bring back sample “code of
39 conduct” documents. Chairman Flowers asked staff for a copy of his powerpoint presentation to
40 review for the next meeting.
41

42 **Chairman Flowers opened the floor for public comment.**
43

44 **Proponent Testimony:**

45 Sarah DeSantis, 709 Hicks St., Executive Director, Silverton Area Community Aid. She
46 reported that so far this calendar year there have been 33 individuals who have self-disclosed that

1 they are homeless and have come to SACA to request services with a total of 87 visits. Of the 33
2 individuals, 13 were women. Comparing this with the same time period in 2016; there were 47
3 individuals, 20 of them were women, with 106 visits. She used 2016 for comparison because it
4 was prior to the warming shelters being available. Since the warming shelters have been open,
5 the number of people seeking services has gone down. She also noted that these numbers are
6 based solely on those who have come to SACA and disclosed that they are homeless. There are
7 other instances of services requested from people who are using an address belonging to a friend
8 or family member and still other homeless people who have not sought services. Ms DeSantis
9 feels the proposed amendments are thorough, provides adequate safeguards, and allows for an
10 avenue to address issues that should arise and recommended the Commission approve the
11 amendments.

12
13 Sarah White, 11424 Hazelgreen Rd. Executive Director of Silverton Sheltering Services,
14 previously a case manager for SACA. Ms White reported that the warming shelter assisted 29
15 individuals over the last winter. She feels that this is a fraction of the population as they do not
16 serve many families or people who sleep in their cars. Of the 29 individuals, 23 of them
17 indicated that they have strong ties to the Silverton community. She asked that the Commission
18 consider this code change, perhaps with less restrictive language to make it more functional.
19 She also wanted to make note that in Marion County right now the most recent “point-in-time”
20 count estimates roughly 400 women in Marion County who are homeless. This count is simply
21 the number of individuals able to be contacted at a given point in time. Overall the estimate is
22 around 1000 homeless women in Marion County. Currently there are a maximum of 151 shelter
23 beds available for women in all of Marion County. Ms White stated that the capacity of our
24 sheltering community is deficient and feels that we have a responsibility, as a community, to
25 help people get connected to services. In addition to the shelters provided in this project, the
26 Silverton Sheltering Services organization has been offered the volunteer services for mental
27 health counseling, dentistry, transportation, and employment of the women who would be
28 housed in the shelter. The commission inquired if she has heard of any other similar pods in
29 other communities. Ms. White indicated Square One Villages located out of Eugene OR came to
30 Silverton to provide workshop. Commissioner Flowers asked Community Development Director
31 Gottgetreu to contact the City of Eugene to review their statistical data. The commission asked
32 about the less restrictive language that she was requesting. She responded that a requirement for
33 every sheltering organization to provide 24 hour laundry and shower facilities could make the
34 project cost prohibitive. She also had concerns about having a 24 hour on call individual; the
35 concern being that neighbors could shut down a facility by flooding the on call line 24 hours a
36 day. Ms White also felt that this type of monitoring undermines the dignity of the individuals
37 being served.

38
39 Reverend Shana McCauley, 1217 Elm St. SW, Albany Oregon. Reverend McCauley indicated
40 that she is a Vicar at St Edwards Church in Silverton. She indicated that she has submitted
41 comments in writing and highlighted the points in her e-mail and was here to answer any
42 questions the Commissioners may have. As a summary, she pointed out that she felt that one
43 unit per 10,000 sq feet is a higher threshold than is used for residential housing and if the goal is
44 to house more people and to offer housing for people who need it the most, that increasing the
45 threshold for space is punitive and unnecessary. When asked if they have considered housing
46 people inside the church, she responded that they have, but it was her impression that it would

1 make the neighborhood less happy as the neighbors feel that there would be a possibility that
2 they will serve people from outside the community. In addition to limiting the number of people
3 by limiting the number of shelters, she felt that by having their own unit it increases the sense of
4 having their own space and so the individuals can begin to move toward independent housing
5 and independent living.
6

7 Michelle Finicle, 817 Liberty, Development Director for Habitat with Humanity for three years.
8 She reported that often times the people served by Habitat for Humanity were previously
9 homeless and in need of transitional housing as a start to gaining the ability to move into more
10 long term solutions. She said she feels they could stop homelessness in this community if they
11 have a platform. She is in strong support of the transitional housing platform and allowing the
12 churches in the community move forward as they have proposed. The commission asked how
13 long it takes for someone to move out of transitional housing. Ms. Penacle said it took one
14 woman nearly ten years to go from transitional housing, to employment and renting a single
15 room, to finally qualifying for her home but the amount of time actually in the transitional
16 housing phase is several months.
17

18 Mike Ashland, 816 Liberty St. Mr. Ashland reported that he was homeless once and feels that
19 women are at a higher risk of being harmed on the streets. Because of having been homeless for
20 a year, he understands the difference between living in a yurt with a fabric cover, or a tent with a
21 plastic cover and living in a solid structure with a door. He feels that the neighbors were clear in
22 their concerns and staff did a good job capturing those concerns. He said most of the concerns
23 are addressable and that while there is some risk in this type of project, the risk is absolutely
24 necessary to help this vulnerable population. He said he likes the idea of the 24 hour call line, but
25 does not feel the need for someone on site 24 hours a day. He said they should be able try it for a
26 short period of time and recommends approval.
27

28 Commissioner Jones asked if services of this type need to be in every community, or what makes
29 a place ideal for services to be offered. Mr. Ashland responded that the primary things that kept
30 him in one place or another were availability of meals, toilets, and some sort of shelter. Beyond
31 that, other services are viewed more as luxuries. He noted that most homeless people are not
32 going to want to be on a church property, they don't want to be watched, they don't want to be
33 controlled. As to whether every community should offer these basic services, he emphatically
34 responded yes, these people are from here and want to remain here.

35 Commissioner Piaskowski asked if the code should consider both men and women. Mr. Ashland
36 said he does not think it should isolate one gender. He does feel that there should be a code of
37 conduct in place so that there is accountability and a means to discontinue the available service if
38 the individual is not in compliance. He feels that helping homeless women is a good place to
39 start towards a greater problem.
40

41 Connie Wallace, 3254 Indian Wells Loop, Salem. Ms Wallace reported that she works with the
42 homeless in Salem. She said the churches there have sponsored families during the year for
43 overnight stays and meals. She said she has also literally gone out on the street to assist people
44 who are unsheltered and has never had anyone she has approached act in a menacing or
45 threatening manner. The majority of the individuals are very coherent and intelligent and she
46 feels that there is an unnecessary level of fear regarding the homeless population. She said she

1 does not think that the women in the pods would do anything worse than those who currently
2 reside in neighborhoods. She indicated it would be better to have the individuals located in
3 shelters like this than in the woods.

4
5 The Commission recessed at 8:52 p.m. and reconvened at 9:00 p.m.

6
7 **Opponent Testimony:**

8
9 Tim Gutman, 817 Pioneer Drive, Silverton; Mr Gutman disclosed that he has volunteered at
10 Portland Rescue Mission for quite a while, has volunteered at My Father's House (a women's
11 shelter) in Portland and has lead a bible study group in a prison. He feels that this proposal is not
12 secure enough. He said he is concerned with the bathrooms being open 24 hours and the
13 possibility of attacks on the women. He said that since the proposed code is not gender specific,
14 there should not be an expectation that men would continue to be excluded from the project after
15 approval is granted. He said the property values will go down from his experience living near the
16 Springwater Trail in Portland. He said that support should be given to organizations that have a
17 proven track record and know what they are doing. He does not feel that a trial program is a
18 good idea and that it could lead to churches buying more property to create more homeless
19 housing. Commissioner Mayou asked if Mr. Gutman would feel better if the women could have
20 a porta potty within their shelter, he responded that would be an option. He stated that he is
21 concerned about homeless from outside of Silverton coming in to take advantage of services
22 offered here, he knows of an instance where a person in Salem who lives in their car brought an
23 entire carload of people here for lunch at one of the churches. Chairman Flowers explained that
24 the code is gender neutral, however the church is the organization responsible for screening and
25 oversight of the program, and any liability resides with the church. Commissioner Frederick
26 indicated that he feels that SACA is a professional organization that can work to address this
27 issue. Mr Gutman responded that SACA is a professional organization at feeding people, but
28 housing is a different issue.

29
30 Leigh Harrod, 718 Oak Street; She moved into town in December 2015 and in December 2016
31 had a homeless person who broke into her house and was sitting in her living room when she got
32 up in the morning. Before the meeting tonight, there was someone on her front porch who
33 appeared to be attempting to get in, he said he was there to sell something. She said there is a
34 problem here and safety is a big deal. She said she did an online poll in Next Door to see if
35 people felt Silverton should change the development code to allow these outside shelters. She
36 said 60% of the people who voted said no, do not modify the development code. She feels that
37 these people are dangerous and that the voters should decide on the change. She feels that the
38 recommendation to the council should be to refer the change to the voters. Commissioner
39 Frederick said he took offense to her comments of 'those people' as a generic group.

40
41 Christine Rasmussen, 2530 Drift Creek Road, Ms Rasmussen reported that she owns property
42 less than a block away from the potential site and has a daycare and a preschool on it. Across the
43 street is the Robert Frost School and up the street is another school, so there are lots of children
44 walking in the area. She said that she has 5 of her own grandchildren within a block of the
45 church. She said she would not be in opposition of the church housing the 4 women inside the
46 church but feels that the idea of having an 8x8 box in the parking lot will draw other people. She

1 said most people who are homeless are not the type of person who follow the rules or codes of
2 conduct, that most homeless women prostitute for money and that she has lots of experience with
3 homeless people in San Francisco, where she has seen 25-30 people living under the bushes next
4 to a daycare and where there were many instances of people exposing themselves and defecating
5 and urinating in the bushes near schools and daycares. She feels that this type of project would
6 be a magnet for other homeless people and does not support any code changes to allow it. She
7 also stated that she feels there are conflicts of interest voting on the code changes because there
8 are members of Planning Commission and the City Council who are publicly promoting the
9 shelter idea and she feels it is not appropriate. Commissioner Jones said that the Council and the
10 Commission are listening to the public. Chairman Flowers explained the code change process
11 and indicated that during the Planning Commission work session, they requested that a the
12 neighborhood meeting occur in order to bring forward concerns to the Commission. He said that
13 staff has brought forward those concerns in the staff report so that they may be considered in the
14 decision making process.

15
16 **Neutral Testimony:**

17
18 Lea Orloff, 16587 Louray Ave. She asked if there is an option to submit this to the voters.
19 Director Gottgetreu responded that it could be an option for the City Council to refer it to a vote,
20 or the City Council could pass the ordinance and someone could collect signatures for a
21 referendum to send it to a vote. Chairman Flowers briefly explained the Initiative petition
22 process. Ms Orloff asked what the current zoning would allow. Director Gottgetreu responded
23 that they could have one transitional housing unit that allows one household to occupy it for 60
24 days, a “transitional housing unit” being defined as a dwelling. Ms. Orloff asked if there is a
25 square footage limitation on it. Director responded that it would be more like an accessory
26 dwelling unit, or a small version of a house. She asked if there was anything that would prohibit
27 a church from operating inside their facility. Director Gottgetreu responded that they could if
28 they could meet the requirement for sleeping, cooking, and sanitation. This would be done
29 through the building permit process to be sure all of the building code requirements are met.

30
31 Michael Cook, 321 W. Center; Mr. Cook felt that a lot of people have not heard about this
32 issue. The commissioners pointed out that the issue was discussed in the local newspaper and a
33 local publication which is mailed to each household.

34
35 Christy S. Wurster, 306 S Water St. City Manager As a point of clarification she wanted to note
36 that while City Council has asked staff and the Planning Commission to make recommendations
37 on any given issue, this does not preclude an individual from coming to speak to the Council and
38 ask for a referral or make an alternate request at any City Council Meeting. The next public
39 meeting will be scheduled for Monday, June 4th and the council will accept public testimony at
40 that meeting. Also, public comment email can be made on our website and these emails will be
41 forwarded to the City Council as well.

42
43 **Written Testimony:** Added to the Record

44
45
46 Chairman Flowers requested a motion to continue the public hearing to Tuesday, June 12, 2018.

1 The motion was made by Commissioner Fredrick and seconded by Commissioner Jones and
2 carried unanimously at 9:42 pm. Chairman Flowers noted that the record will remain open for
3 written testimony from any member of the community.

4
5 Chairman Flowers reviewed the Commission's duties for the next meeting and requested that
6 staff forward any materials received as soon as he can. He noted that Commissioners cannot
7 talk to each other regarding this issue during this time and that all communication needed to go
8 through Director Gottgetreu.

9
10 **REPORTS AND COMMUNICATIONS**

11
12 Director Gottgetreu indicated that this is Lisa Figueroa's last Planning Commission meeting and
13 thanked her for her service. Director Gottgetreu also reported that next month's meeting could
14 possibly contain a small annexation and an application for a day care facility. There will not be a
15 work session this month due to budget committee meetings.

16
17 Commissioner Mayou asked staff to look into several items: SB 1051 concerning churches
18 building homes; the City of Eugene who has a code that allows churches to have up to six tiny
19 houses; Opportunity Village in Eugene; Emerald Village cluster housing in Eugene; Bend's
20 cottage code adopted in 2015; Lincoln City changing their code to allow people to live in RVs
21 full time; Sweet Home is working on something similar to Silverton's proposal; and Meyer
22 Memorial Trust study two years ago concerning affordable housing.

23
24
25
26 **ADJOURNMENT**

27
28
29 The Meeting adjourned at 9:51 p.m.

30
31 Respectfully submitted,

32
33
34
35 /s/Lisa Figueroa,
36 City Clerk
37

**CITY OF SILVERTON
PLANNING COMMISSION MINUTES**

Drafted for approval; subject to change and/or correction

7:00 P.M.

June 12, 2018

The Planning Commission of the City of Silverton met at the Silverton Community Center on June 12, 2018 at 7:00 p.m. with Chairman Flowers presiding.

9I. ROLL CALL:

Present	Absent	
<u> X </u>	<u> </u>	Chairman Clay Flowers
<u> </u>	<u> X </u>	Vice-Chairman Jeff DeSantis
<u> X </u>	<u> </u>	Morry Jones
<u> X </u>	<u> </u>	Chris Mayou
<u> X </u>	<u> </u>	Gus Fredericks
<u> X </u>	<u> </u>	Rich Piaskowski
<u> X </u>	<u> </u>	Tasha Huebner

STAFF PRESENT:

Community Development Director, Jason Gottgetreu; City Manager, Christy Wurster; and Permit Technician, Vickie Owendale

11I. APPROVAL OF THE MINUTES FROM THE MEETING HELD , MAY 8, 2018:

Commissioner Fredericks moved to approve the minutes of May 8, 2018 as presented. Commissioner Jones seconded the motion and it carried unanimously.

12II. BUSINESS FROM THE FLOOR:

There were no comments.

13IV. AGENDA ITEMS:

1. Case: Annexation 1355 South Water St.

Filed by: Rose Hope

Planning Department File No.: AN-18-02

Chairman Flowers called the meeting to order at 7:05 pm.

There were no challenges to the Planning Commission for jurisdiction to hear this matter and no challenges to any member of the Commission for bias.

Chairman Flowers opened the hearing and asked for declarations of ex parte contacts, conflicts

1 of interest, and site visits. No Commissioners declared ex parte contacts or conflicts of interest
2 and they all had viewed the site. Chairman Flowers reviewed the Public Hearing procedures and
3 asked for public testimony at 7:05 pm.

4
5 Community Development Director Gottgetreu presented the staff report. This property is 21,000
6 square feet in area and contains an existing dwelling. The request for annexation is to enable the
7 property to connect to the city sewer system; the property is currently on city water. The
8 applicant wishes to connect to city sewer because her current septic is not large enough for a
9 planned home expansion.

10
11 Director Gottgetreu outlined the current status regarding annexation procedures, noting that this
12 project is not subject to the hold due to the size of the parcel.

13
14 Director Gottgetreu outlined the review criteria: access is in conformity; water present, sewer
15 will require the public main line to be extended, but is adequate to serve the proposal; a waiver
16 of remonstrance will be required for roadway improvements; the property is contiguous to city
17 limits and within the urban growth boundary; the property is relatively flat with the floodway
18 area within the banks of Silver Creek; there is no significant economic impact resulting from this
19 annexation.

20
21 There were no questions from the Commission.

22
23 **Applicants Testimony:**

24 Rose Hope, 1355 S Water

25
26 The applicant stated that she wishes to have her sister live with her which will necessitate an
27 addition to her home. She has been informed that updating the existing septic would be costly
28 and may not even be possible, therefore she is seeking annexation. There were no questions
29 from the Commission.

30
31 **Public Testimony:**

32
33 Proponent Testimony: None

34 Opponent Testimony: None

35 Neutral Testimony: None

36 Written Testimony: None

37
38
39 **Rebuttal:** None

40
41 Chairman Flowers closed the Public Hearing at 7:13 pm.

42
43 Commissioner Fredericks made a motion to recommend to the City Council the approval of the
44 proposed annexation as it meets the review criteria. Commissioner Piaskowski seconded the
45 motion and it carried unanimously.

1
2 **2. Case: Subdivision 608 N James St.**
3 **Filed by: Gene Oster**
4 **Planning Department File No.: SU-18-01**
5

6 There were no challenges to the Planning Commission for jurisdiction to hear this matter and no
7 challenges to any member of the Commission for bias.
8

9 Chairman Flowers opened the hearing and asked for declarations of ex parte contact, conflict of
10 interest, and site visits. Chairman Flowers declared that he is an ODOT employee, however his
11 position is not involved with the permit process and he feels that his employment will not
12 influence his judgment on this application and that he can make a fair and impartial decision. No
13 other Commissioners declared ex parte contacts or conflicts of interest and they all had viewed
14 the site. Chairman Flowers reviewed the Public Hearing procedures and opened the public
15 hearing at 7:05 pm.
16

17 Director Gottgetreu presented an overhead presentation of the staff report. This is a subdivision
18 creating 40 lots ranging from 7000 to 10,482 square feet; the overall density is five units per
19 acre; they are proposing an internal street network, with two access points off James Street, and
20 all homes would take access off the interior street; all lots meet area minimums, width, and depth
21 standards; there is an adequate building envelope; and designated duplex lots are within outright
22 permitted use. Water and sewer are located in Jefferson Street with sufficient water and sewer
23 service to an existing lift station. The proposed street improvements include sidewalks along the
24 James Street frontage with additional width provided along both James and Jefferson streets.
25 Sidewalks are currently lacking in the area, however funding from ODOT may result in some
26 future improvements.
27

28 Council discussed possible solutions and problems regarding pedestrian and vehicle traffic in the
29 area. Staff recommended that the application be conditioned to require the applicant to use a
30 cost comparison and construct an equivalent distance of sidewalks down James Street. After
31 that, SDC's and the Safe Routes to School program could be used to fill in funding gaps on
32 Jefferson Street.
33

34 Director Gottgetreu then discussed the submitted traffic analysis and explained that there were
35 some inaccuracies identified in the report as a result from not counting the duplexes. Also, both
36 ODOT and Marion County have jurisdiction in the intersections at Hobart and James and at
37 Jefferson and James. Each jurisdiction has different Level of Service (LOS) standards.
38 Director Gottgetreu felt that the burden of proof has not been met showing that the LOS
39 standards have been met. City staff has not proposed any condition regarding the traffic
40 mitigation as the applicant has not provided an analysis indicating what mitigation measure
41 would be needed and has not provided an accurate traffic impact analysis (TIA). The burden is
42 on the applicant to provide information and analysis to show what is needed to meet the
43 performance standard. Staff is recommending denial.
44

45 The common area proposed to be a storm water detention facility is in the northwest corner
46 location at the lowest point in the property. Proposed utilities include standard sidewalks and

1 storm drains. Staff is recommending additional ADA ramps on the sidewalks.

2
3 **Questions:**

4 Commissioner Piaskowski asked about improvements to the Jefferson and Highway 214
5 intersection. Director Gottgetreu reported that this is currently being looked at for completion
6 under recent legislative funding.

7
8 Commissioner Huebner asked for clarification regarding how James Street would be widened.
9 Director Gottgetreu indicated that the additional width would be from the center line to the
10 applicant property which will allow for two travel lanes and one bike lane.

11
12 Commissioner Jones asked for clarification concerning System Development Fees (SDCs) and
13 how those funds work. Director Gottgetreu explained how master plans work and how the
14 amount collected from each home built results in funding for projects identified in the master
15 plan. The applicant would construct the sidewalk and then receive reimbursement from the
16 SDCs collected on each home. In addition, the City Council could form a local improvement
17 district (LID) which charges the existing homes to get sidewalks in those areas.

18
19 Commissioner Mayou asked about the procedure for denial of the subdivision application.

20
21 City Attorney Spencer Parsons explained that finding that one criteria has not been met is
22 satisfactory for denial. Chairman Flowers asked if it was possible to give the applicant time to
23 correct the TIA and if the Planning Commission needed the TIA prior to reviewing the
24 application. Attorney Parsons indicated that the applicant can request a continuance at any time.

25
26 **Applicant Testimony**

27 Applicant Representatives Alan Sorem, Attorney; and Natalie Janney, Multi Tech Engineers,
28 were present to represent the applicant Gene Oster. Mr. Sorem reported that the TIA was
29 submitted early in the application process and was subsequently revised May 1, 2018. The
30 revised TIA was reviewed by DKS Associates and Marion County. He stated that they would
31 like to have a meeting with ODOT to discuss the Hobart and Jefferson intersection. Mr. Sorem
32 felt that the ODOT Standard should be the only applicable standard. He also expressed a
33 concern that conditions for offsite improvements could be applied to this application that would
34 cause undue expense or time delays, he felt that their proportionate share of the offsite
35 improvements should be about \$28,000. Mr. Sorem requested a continuance in order to resolve
36 conflicts.

37
38 Natalie Janney, PE discussed storm water facilities, and that they have a game plan for storm
39 water and have alternatives if needed. They are proposing half street improvements, which is
40 standard and acceptable.

41
42 With regard to the traffic report, Ms Janney stated that the standard for higher jurisdiction
43 should be given when multiple jurisdictions are involved, which is what they were using. Since
44 this interpretation was not the same as staff, they would like to go back and meet with all parties.
45 Ms Janney suggested that the application could be conditioned by requiring that both ODOT and
46 Marion County standards be met and that the developer is willing to pay their proportional share

1 of the improvements. She also reported that Marion County confirmed that any work on the
2 intersection would require ODOT permits and any proposed mitigation would require ODOT
3 approval. Also, there may be a problem with ODOT rail involvement.

4
5 Chairman Flowers, clarified that the applicable standards for the intersection are both Marion
6 county and ODOT, not one or the other. Ms Janney indicated that she felt that this was an
7 unreasonable requirement.

8
9 Attorney Sorem made a formal request for continuance and agreed to waive 120 day rule to the
10 next hearing on July 10, 2018.

11
12 Commissioner Fredericks moved to approve the request for continuance until the July 10, 2018
13 meeting; Commissioner Mayou seconded the motion and it carried unanimously. The public
14 hearing was closed at 8:17 pm.

15
16 5 minute break, reconvene at 8:25

17
18
19
20
21 **3. Case: Development Code Amendment relating to transitional housing accommodations**

22 **Filed by:** City of Silverton

23 **Planning Department File No.:** DC-18-01

24
25 Chairman Flowers opened the continued public hearing at 8:27 pm.

26
27 There was no challenge to the Commission over having jurisdiction to hear this matter, no
28 challenge of the Commission members for bias and no conflicts of interest or exparte contact
29 declared except that Chairman Flowers indicated that he had been contacted Lea Heard while
30 shopping at Roths grocery store wishing to talk about the project. He advised her that he could
31 not and would not discuss the application outside the public hearing procedure.

32
33 Commissioner Mayou asked the City attorney Spencer Parsons for clarification regarding
34 conflict of interest. Attorney Parsons responded that she was correct in that her known support
35 and assistance with the St Edwards Project would not put her in conflict of interest for this
36 legislative proceeding. Commissioner Mayou indicated that she feels that she is unbiased
37 regarding this hearing relating to code change and would excuse herself if the St Edwards project
38 comes before the commission.

39
40 Director Gottgetreu reviewed the staff report and proposed changes. The proposed changes
41 include:

- 42
- 43 • Changing the criteria for maximum number of units per parcel to one for every 10,000
44 square feet of **net** area (with net area defined as the gross area of the site minus the
45 building coverage) or 10 units, whichever is less.
 - 46 • Maximum number of sites: only two sites in the City are allowed to be operated as a
Transitional Shelter Community at any one time.

- 1 • Length of stay, limited to 18 months.
- 2 • An operations and security plan shall be submitted to the City at the time of application.
- 3 • Code of Conduct to be provided to all residents and a copy submitted to the City at the
- 4 time of the application with the code of conduct including standards which were outlined.

5
6 Commissioner Piaskowski asked Director Gottgetreu about current code allowing accessory
7 dwelling units (ADU) and whether an ADU could be used as a temporary shelter. Director
8 Gottgetreu indicated that an ADU is an allowed household use. A homeowner could use their
9 ADU for someone needing transitional housing, but it would have to be on a month to month
10 basis. Commissioner Piaskowski also inquired whether there was any new information on
11 property value impacts of neighborhood transitional housing shelters. Director Gottgetreu
12 responded that he had not done any research on this issue.

13
14 Commission Huebler reported that she was not at last meeting but did watch the meeting video in
15 its entirety. She asked about the number of people allowed in a pod. Director Gottgetreu
16 reported that the standard in the City Building Maintenance Code is per 75 sq feet area. She
17 asked who bears the costs associated with the shelters, Director Gottgetreu required that the
18 property owner is required to do so. Is there a process by which we have some kind of regular
19 review process? Director Gottgetreu explained that there is a periodic review standard listed
20 under Letter L of the conditions.

21
22 Chairman Flowers inquired whether schools would be included if this was an allowed use on
23 public property. Director Gottgetreu indicated that it would depend on how it is defined.
24 Chairman Flowers noted that the City of Eugene has a development on city owned property in an
25 industrial area.

26
27 Commissioner Jones asked about the review criteria who makes decision on these applications.
28 Director Gottgetreu responded that a Conditional Use application would be heard by the
29 Planning Commission, but the City Council could request to hear the issue if they chose to.

30
31
32 **Public Testimony:**

33
34 **Opposition:**

35
36 Ginia Woodward, 928 Madison. “I was homeless, and in most cases it is a choice, after 30 – 60
37 days you get compliant. I was homeless at 14 after her mom died, and dad kicked me out. I lied
38 about my age and got a job. I worked multiple jobs to support myself. These are choices I
39 made. I have been molested and assaulted here in Silverton by transient migrant workers. It is
40 not safe to put these women in a box in a parking, it is safer to put them outside where they can
41 hide. Putting them in a box lets the predators know where they can be found. You also must
42 think about pregnant women going to the hospital at all hours of the night. If you want to do
43 something good for these women, have the pods at the police station or take the women into your
44 private homes. I have contacted a realtor and am selling my house. Since *Our Town Paper*
45 came out with an article about this, a lot of houses have gone up for sale. I feel that seven days
46 notice is not enough to prepare, the time after the notice was not sufficient and the news

1 coverage has been biased. Anyone who goes against this is considered not compassionate.
2 Realtor.com states that homeless shelters by your house drags the value down 12.7%. If this
3 didn't work at First Christian Church in Eugene why will it work here, there are no structures
4 there, all have been removed and there are no trespassing signs and a lot of homeless in the area.
5 Even the Walmart in Eugene has pushed back, no staying in their parking lot or on their
6 property. If you must do this, please put the pods in the police parking lot or city property, or
7 start a foster program or women's shelter. You need to protect these women.”

8
9 Commissioner Mayou asked the name of the church that closed their shelter and what did they
10 have. Ms Woodward responded that they had pods and trailers.

11
12 Ms Woodward was asked about the Realtor.com information. She reported that it was a list of
13 items that bring values down, everything from strip clubs to bad schools. It was not pertaining
14 to a specific location.

15
16 Chairman Flowers thanked Ms Woodward for having the courage to talk about her experiences.

17
18 Lea Orloff, 16587 Luray Ave. It was established that Ms Orloff was able to present testimony in
19 opposition at this meeting since, at the last meeting, she spoke during neutral testimony just to
20 ask questions.

21
22 Ms Orloff indicated that she supports St. Edwards' mission, however, she has reviewed the code
23 change, compared it against other facilities' criteria and found gaps that caused her concern.
24 First, security requirements, others have some form of surveillance or security. Second, there is
25 no drug or alcohol testing required before acceptance into program. Third, there needs to be
26 background checking for registered sex offenders. Lastly, proof of residency should be required
27 to ensure that the program is helping our community members. She feared that this will attract
28 outside attention. Her personal preference would be that people be sheltered inside facilities,
29 not in sleeping pods outdoors.

30
31 John Beahm, 11545 Hazelgreen. Mr. Beahm outlined his experience as a retired Portland
32 firefighter working downtown, going on mission trips to Mexico etc. He reported that in
33 Portland temporary shelters have turned to permanent. He noted that he once spoke with a
34 homeless person on a cold wet day and asked him where he was from. The man responded that
35 he was from San Diego. When asked why he would move from San Diego to Portland, the man
36 responded that the word was out that Portland was good to homeless people. Mr. Beahm noted
37 that there is a permanent shelter in Portland at Third and Burnside that works very well.
38 Portland's attempt at transitional housing seems to have had the opposite effect, more is always
39 need and the temporary becomes permanent.

40
41 Commissioner Jones asked why he feels that the number of homeless has gone up substantially.
42 Mr. Beahm did not have a clear idea, but did read some information about a trend to
43 homelessness as a choice. He also felt that high housing costs could be a factor.

44
45 Commissioner Mayou asked about the Third and Burnside program. Mr. Beahm outlined a little
46 about the program noting that participants are required to look for a job.

1 Commissioner Piaskowski, questioned Mr. Beahm regarding sleeping pods vs the other
2 program. Mr. Beahm responded that it is human nature that when you become comfortable you
3 don't change. It takes a long time for personal motivation to cause change. The homeless need
4 help to cause the change and not just be given handouts.

5
6 **Proponent Testimony**

7
8 Anna Kuzmin, 1126 Madison Street and owner of Gather Restaurant. Ms Kuzmin indicated that
9 she was inspired by the positive feedback from community members. She was here tonight to
10 share, from experience, how this code change would give the opportunity for a safety net for
11 those that do not have one. She described her experience being homeless and feels that this
12 project provides hope and sense of dignity to homeless community members. She also noted that
13 she would be willing to offer job training in her restaurant to St. Edwards or other projects.

14
15 Commissioner Jones asked if she felt there were other solutions besides the sleeping pods.
16 Ms Kuzmin feels that a large open space with bunks would not be a solution but she feels that it
17 shouldn't be an "or" situation, but rather an "and" situation. She does not feel that any shelters
18 here would draw people from other communities. Commissioner Jones asked about the
19 increase in homelessness; Ms Kuzmin responded cost of housing, and lack of mental health
20 resources.

21
22 Heather Pilkington 710 Mill St. As a member of St. Edwards Church, she provided a revised
23 architect rendering along with a rough site plan for their project. They would like to move
24 cottages behind the church. She proposed some alternate fencing language, stating that, in their
25 case, the amount of required fencing could be cost prohibited. She also felt that the maximum
26 number of units could be less restrictive and that few churches would be able to meet this criteria
27 based on their property footprint. She asked that length of stay be sure per participant, not per
28 unit and that distance between cottages be reduced to create more of a sense of community.

29
30 Joy Flowers, 411 S First, member St Edwards. The idea of having a safe spot with a door and a
31 lock for safety is the advantage of this project. She noted that Silverton's awareness of
32 homelessness is new but the problem is not new.

33
34 Carly Sichley 918 Oak, member St Edwards. Ms Sichley provided some background into the
35 development of St. Edwards proposed transitional housing project. She addressed the idea of
36 using the inside of the church building and indicated that they do not have an unused space
37 inside. Also, temporary group sleeping areas would not be the same as giving the women their
38 own space.

39
40 Commissioner Jones asked about the weekday uses of the church. Ms Pilkington noted that the
41 Boy Scouts and other groups use the church building for meetings during the week.

42
43 Commissioner Mayou asked for clarification of the new proposed location for the pods. Ms
44 Pilkington provided a diagram.

45
46 Chairman Flowers asked who is building and paying for these pods at a cost estimate of \$2000

1 per unit. The St Edwards members reported that they have been fundraising and accepting “in
2 kind” donations of services and labor.

3
4 Molly Ainsley 1115 Mill St. Thanked the Planning Commission for reviewing the pods in order
5 to provide transitional housing. She wished to address the question about people coming to
6 Silverton for services. She said that research she has seen is that most people stay in the area
7 where they were born or move to larger communities where there are more services. She felt
8 that proof of residency would be good, with priority for Silverton residents.

9
10 Commissioner Jones asked about the age of her research, Ms Ainsley said the information was
11 current and she would get a copy of the information for him.

12
13 Scott Walker, 717 Eureka. Wanted to talk about Silverton, he noted that when he talks to people,
14 they are astounded about the number of meals provided by First Christian Church and about free
15 rides to medical appointments that are provided by the hospital. This proposal is a good idea and
16 he asked Planning Commission to support the project.

17
18 Elijah Rakha-Sheketoff, 325 Tillicum Reported that it sickens him that this has become a
19 conflict and that people would put property values, or whether or not this is an ideal situation,
20 over the needs and wants of those suffering in our community. Named others he is speaking on
21 behalf of. His concerns: we need to start somewhere, every delay is another night without
22 shelter; he does not believe that this project will bring in others from outside the community,
23 however if others were to come from outside, it only furthers Silverton’s reputation as a caring
24 and compassionate community. As for surveillance, he explained that he would hate being on
25 surveillance every time he walked out the door and he considers this to be inhumane. This
26 proposal is not perfect, but it is a start.

27
28 Commissioner Jones could hear the passion and would love to have a long discussion at another
29 time. Noted that there are many ways to take care of people and asked Mr Rakha-Sheketoff to
30 keep that in mind and keep his passion.

31
32 Commissioner Huebner disagreed with the ideas of the cameras as surveillance. She felt that
33 cameras are necessary, particularly since this is such a divisive issue in the community. She
34 envisions the cameras being on the buildings looking out at who is approaching the area. Mr.
35 Rakha-Sheketoff agreed that cameras looking at who is entering the complex could be okay but
36 felt that it should not be a part of the code requirements.

37
38 Alice Griffin, 522 West Main She noted that she lives directly behind the church parking lot.
39 She has talked to three out of the four neighbors abutting the property and all are in favor, she
40 has not talked to the fourth. She is in favor of security cameras to prevent those who are not in
41 favor of the project from causing problems. She stated that she is able to live here because of
42 the support of family members and feels fortunate to have been able to manage and would be in a
43 bad way if she were to become homeless. She feels that the standards set and requirements for
44 participation will prevent people from coming from outside the community. She is very much in
45 favor of the program.

1 Councilor Jones asked if she believed the Realtor.com info that was mentioned earlier. Ms
2 Griffin indicated that she said did not and that there were too many categories involved to
3 pinpoint which one of the items listed might be the cause decreasing property values. She does
4 not feel that this project will affect her property values.

5
6 Commissioner Mayou reported that she has seen the realtor.com information and what it actually
7 said was that was that homeless shelters, not small transitional housing units, but full homeless
8 shelters where people hangout all day long, were typically located in areas where property values
9 were already lower.

10
11 Peggy Andrews 580 Alder Mt Angel. Most of the people she has come into contact while
12 working with the warming center were local. Only three people were from out of town and there
13 was one family from Idaho. She feels that assistance should be given, not just handouts. One
14 person she met at one of the free meals wanted classes like how to make a budget, cooking,
15 decision making. She noted that there was 73 year old woman who came to the warming shelter
16 every night, it's not just young people who are homeless and there are very many people with
17 mental health issues and no access to care. Ms Andrews noted that she has never felt unsafe
18 around these people.

19
20 Commissioner Jones asked if she has seen an increase in the homeless population. Ms Andrews
21 responded that she did not directly involved until 1.5 years ago but feels that cost of housing is
22 definitely a problem. She also feels that 70-80 percent of the homeless people have mental
23 health issues.

24
25 Brent Jacobson, representing Silverton Sheltering Services. Silverton Sheltering Services is
26 100% in support of their efforts and would be available to assist with providing other resources .
27 He supports the code changes, but not exactly as written. Mr. Jacobson does not feel that the
28 restrictions on transitional housing should be so much more restrictive than other residences.
29 For example, a Code of conduct is not necessary unless all apartment managers and other
30 landlords are required to use them. When asked about his view of the reason for homelessness,
31 he replied that minimum wage is not enough to pay for housing, veterans are being underserved,
32 the cost of education, and the lack of access to health care. When focusing on survival you do
33 not dream or look very far into the future.

34
35 **Jones, how long sss been around, answer since april. What percentage do you think are**
36 **mentally ill, felt higher than the housed population. Much higher percentage dealing with issue**
37 **than most people realize. Bj feel that while the screening, and surveillance may be necessary but**
38 **not the place of the commission to dictate. Jones does st Edwards have the knowledge that**
39 **others have. No, but not a concern, feels church will and have do their research and will have the**
40 **sss for support. Jones, is there a better way?** If resources weren't an issue he would love to buy
41 a piece of property and place a bunch of tiny houses.

42
43 Tasha, addressing jones, regarding his question about causes of homelessness. Noted that
44 everyone should be concerned about becoming homeless. Life can change very quickly and
45 someone can become homeless very easily.

1 Elizabeth neves 408 lone oaks loop. Licensed mental health professional. Advocate for the
2 code change and for st Edwards project. This model has proved to be successful in other areas.

3
4 Nasieem rauka, over 60 children in school district who are homeless. These children are
5 ashamed, lost and have a sense of hopelessness. Teachers help these children with clothing. If
6 we reject this type of project ...

7
8 Neutral Testimony

9
10 Karen gar 1005 tenino. Don't think there is any disagreement that something needs to be done.
11 Residents who are near st Edwards need to be contacted and polled. Urged commission to reach
12 out to those neighbors. Also feels that the city needs to look at doing it on city property rather
13 than a residential neighborhood.

14
15 Flowers: heard from several that this is a done deal, assured that nothing is a done deal with this
16 commission.

17
18 Commissioner Fredericks made the motion to close the public hearing. Commissioner Huebner
19 seconded the motion and it carried unanimously.

20
21 Chairman Flowers closed the public hearing at 10:52 pm.

22
23
24 Flowers, outlined options for going forward.

25
26 Discussion:

27
28 Tasha, feel that the code addresses both those in favor and concerns of those opposed.
29 Commissioner Piaskowski, wanted to clarify that this is a code change, not a proposal. Believes
30 that the number of safeguards have been put in place to make this something that can be
31 implemented and allows for withdrawal if necessary.

32 Jones, not convinced that this type of shelter is the right approach to a problem that needs to be
33 addressed.

34 FredeCommissioner Piaskowskis, noticed that it is human nature to categorize, but human
35 reality that everyone is an individual. Feels that this is a good first step and that safeguards are in
36 place if this project doesn't work. Feels that there are more people in favor than opposed.

37 Mayou, wanted to be sure that she carefully considered the opposition concerns. Went through
38 the list and felt that all concerns and how those concerns can be addressed. Felt that drug testing
39 should be the choice of the managing organization, not the code.

40 Flowers, started out not feeling that this code amendment was the best thing to do. Didn't like
41 that only religious institutions in a residential area could start a program. Leaning towards
42 making the code change with modifications.

43
44 Modifications

1 Page 3, remove restrictions limiting to religious properties in r1 zones.
2 Net area, maximum of 10 units, keep 10,000 sq ft area of site, remove “net” delete the last
3 sentence.
4 E max sites = two
5 Length of stay, 18 months per participant.
6 Setback, 20 ft rear setback
7 Minimum separation between units, keep at 6 ft to meet fire code.
8 Contact should be Local Contact, change 14 days to 7 days for contact name change
9 Code of conduct, remove signature requirement Move O to code of conduct
10 Add for review and approval at the end of item X
11 Code of Conduct
12 Remove prohibition of alcohol on premises
13 Change to header Check Commissioner Piaskowski comment
14 Code of conduct shall be provided, but what is in the code is up to the managing entity.
15 Residency requirement – priority should be given to those who can provide proof of residency
16 Security, don’t require camera surveillance, although may be in best interest of organization to
17 do so.

18
19 Page 11

20
21 Tash recommend with modification/ second frede Commissioner Piaskowskis

22
23 Carried 5 to 1, jones nay
24
25
26

27 **V. REPORTS AND COMMUNICATIONS**

28
29 None
30

31 **VI. ADJOURNMENT**

32
33 Commissioner Fredericks made a motion to adjourn the meeting.
34

35 The Meeting adjourned at 12:19 a.m.
36

37 Respectfully submitted,
38
39
40

41 /s/Lisa Figueroa,
42 City Clerk
43

**CITY OF SILVERTON
RESOLUTION NO. PC-18-05**

A RESOLUTION RECOMMENDING APPROVAL OF AN AMENDMENT TO TITLE 18-DEVELOPMENT CODE AND ZONING MAP RELATING TO TRANSITIONAL SHELTER COMMUNITIES BY CREATING A DEFINITION, DETERMINING WHERE AND HOW SUCH A USE COULD LOCATE, AND DRAFTING REGULATIONS AND STANDARDS FOR APPROVAL.

WHEREAS, the Code amendment is designed create a definition, standards, and review process for Transitional Shelter Communities; and

WHEREAS, the Planning Commission met in a duly advertised public hearing on May 8th, 2018 and June 12th, 2018 to consider the proposed text amendments, allowed testimony, and reviewed the proposed text amendment to Title 18-Development Code and Zoning Map of the Silverton Municipal Code.

NOW THEREFORE, BE IT RESOLVED BY THE PLANNING COMMISSION OF THE CITY OF SILVERTON, AS FOLLOWS:

Section 1: That based on evidence in the record and the Findings of Fact, identified as Exhibit "A" located within the above noted case files are incorporated by reference, and adopted in support of the recommendation that the City Council approve the proposed Development Code Amendments.

Section 2: That this resolution is and shall be effective after its passage by the Planning Commission.

Resolution adopted by the Planning Commission of the City of Silverton, this 12th day of June, 2018.



Silverton Planning Commission, Chairman

ATTEST:



City Manager, Christy S. Wurster

CITY OF SILVERTON
ORDINANCE
18-22

AN ORDINANCE OF THE SILVERTON CITY COUNCIL APPROVING AN AMENDMENT TO SILVERTON MUNICIPAL CODE; TITLE 18, DEVELOPMENT CODE AND ZONING MAP RELATING TO TRANSITIONAL SHELTER COMMUNITIES BY CREATING A DEFINITION, DETERMINING WHERE AND HOW SUCH A USE COULD LOCATE, AND DRAFTING REGULATIONS AND STANDARDS FOR APPROVAL.

WHEREAS, the City Council directed Staff to draft Code Language at the March 5, 2018 City Council meeting relating to transitional shelter communities; and

WHEREAS, the Planning Commission held a work session on March 27, 2018 to discuss possible language; and

WHEREAS, the Planning Commission held a public hearing at the May 8, 2018 meeting to accept testimony regarding the code language and continued the Hearing to the June 12, 2018 Planning Commission meeting and reviewed the proposed text amendment to Title 18, Development Code and Zoning Map, of the Silverton Municipal Code and made certain modifications to the proposed amendments; and

WHEREAS, following public testimony, the Planning Commission deliberated and voted to recommend the City Council approve the proposed Development Code amendment; and

WHEREAS, after proper legal notice, a Public Hearing before the City Council was held on July 2, 2018 and continued the Public Hearing to August 6, 2018 to consider the Development Code Amendment application, DC-18-01. All interested parties participated and had an opportunity to be heard. The City Council reviewed all matters presented to it including the recommendations of the Planning Commission.

NOW, THEREFORE, THE CITY OF SILVERTON ORDAINS AS FOLLOWS:

Section 1: Section 1.5.300 of the Silverton Development Code is amended by adding the following definition:

“Transitional Shelter Communities”. Per ORS 446.265. Accommodations that may consist of separate facilities, in the form of sleeping pods or other approved structures, for use as living units by one or more individuals or by families. The person establishing the accommodations shall provide access to water and toilet through separate or shared facilities, and may provide access to shower, laundry, cooking, telephone or other services either through separate or shared facilities. The accommodations shall provide parking facilities and walkways. Transitional housing accommodations shall be limited to persons who lack permanent shelter and cannot be placed in other low income housing.

Section 2: Section 2.2.110 of the Silverton Development Code is amended by adding the following Use Category with the new language in italics:

Section 2.2.110

Uses Use Categories (Examples of uses are in Chapter 1.6 SDC; definitions are in Chapter 1.5 SDC.)	Status of Use in District			
	Single-Family Residential (R-1)	Low Density Residential (R-5)	Multiple-Family Residential (RM-10)	Multiple-Family Residential (RM-20)
Religious institutions and houses of worship				
- Facilities lawfully established as of November 5, 2008	P	P	P	P
- New facilities	CU	CU	CU	CU
- <i>Transitional Shelter Communities</i> <i>Per the standards in SDC 2.2.200</i>	<i>CU</i>	<i>CU</i>	<i>CU</i>	<i>CU</i>

Section 3: Section 2.8.150 of the Silverton Development Code is amended by adding the following Use Category with the new language in italics:

Public District
2.8.150 Allowed uses.

Use Categories (Examples of uses are in Chapter 1.6 SDC; definitions are in Chapter 1.5 SDC.)	Public (P)
Other Categories	
<i>Transitional Shelter Communities</i> <i>Per the standards in SDC 2.2.200.N</i>	<i>CU</i>

Section 4: Section 2.3.110 of the Silverton Development Code is amended by adding the following Use Category with the new language in italics:

Table 2.3.110 – Uses Permitted in Commercial Districts

Use Categories (Examples of uses are in Chapter 1.6 SDC; definitions are in Chapter 1.5 SDC)	Downtown Commercial (DC)	General Commercial (GC)	Downtown Commercial (DCF)
Other Categories			
<i>Transitional Shelter Communities</i> <i>Per the standards in SDC 2.2.200.N</i>	<i>CU</i>	<i>CU</i>	<i>CU</i>

Section 5: Section 2.4.110 of the Silverton Development Code is amended by adding the following Use Category with the new language in italics:

Table 2.4.110

Uses Use Categories (Examples of uses are in Chapter 1.6 SDC; definitions are in Chapter 1.5 SDC)	Status of Use in District		
	Industrial (I)	Light Industrial (LI)	Industrial Park (IP)
Other Categories			
<i>Transitional Shelter Communities</i> <i>Per the standards in SDC 2.2.200.N</i>	<i>CU</i>	<i>CU</i>	<i>CU</i>

Section 6: Section 2.2.200.N of the Silverton Development Code is created by adding the following:

SDC.2.2.200 N - Transitional Shelter Communities. Transitional shelter communities shall comply with the following standards

- A. Transitional shelter communities are allowed on land that is currently in use as a Religious institution or place of worship per SDC 1.6.490 in the Residential Zones, and within the Industrial, Commercial, and Public Zones.
- B. Shelter Unit Type: Shelter units shall be stick-built structures or prefabricated structures but may not have fabric walls or roofs (e.g., tents, yurts, and membrane structures). Shelter units may not be vehicles, residential trailers, or manufactured dwellings. Each shelter unit shall be detached from any other shelter unit. Design of the units shall be compatible with the surrounding area.
- C. Maximum Building Floor Space: The maximum building floor space for each shelter unit is 200 square feet.
- D. Maximum number of units: The maximum number of units per parcel is one for every 10,000 square feet of area of the site the units are to be located on, rounded to the nearest whole number, or 10 units, whichever is less.

- E. Maximum number of sites. Only two sites in the City are allowed to be operated as a Transitional Shelter Community at any one time.
- F. Length of Stay is limited to 18 months for each participant.
- E. Bathrooms and Kitchens: Bathrooms and kitchens are prohibited in the shelter units. Instead, common permanent bathroom facilities available all hours of all days shall be provided for the residents and kitchen facilities may be provided to residents.
- F. Utilities: Water service, sanitary sewer service, natural gas service, and generators are prohibited in the shelter units but are permitted in common facilities.
- G. Storage: No outdoor storage is permitted. Residents shall be provided with enclosed, secure storage facilities for their belongings.
- H. Fencing: The transitional shelter community shall be fenced from abutting properties (does not include adjacent properties) with sight-obscuring fencing a minimum of six feet in height.
- I. Minimum Rear and Side Yard Depth: The minimum rear and side yard depth is five feet, except that if the rear or side yard abuts a Residential District, the minimum shall be 20 feet from the abutting lot line.
- J. Minimum Structure Separation: Structures shall be separated from one another by a minimum of 6 feet.
- K. Conditional Use: Transitional shelter communities shall be reviewed as a Conditional Use, however no fee shall be charged for such review.
- L. Periodic Review and Renewal. Transitional shelter communities shall require periodic review and renewal. The first periodic review and renewal shall be conducted 6 months from occupancy and shall follow the Conditional Use review procedure. If renewal is approved, periodic review and renewal shall be conducted annually from that point, following the Conditional Use review procedure.
- M. A financial security (bonds, petitions, cash, etc.) to ensure the removal of the improvements should approval not be renewed shall be provided to the City.
- N. The person in charge (owner-occupant, tenant, lessee or person other than an owner who has possession and/or control of the property) shall provide Local Contact Information, name and telephone number, to all property owners and residents within 500 feet of the site on an annual basis. The local contact person must be available to accept and immediately respond to telephone calls

Attachment 5 to Agenda item No. 6.1 (8-6-2018)

on a 24 hour basis at all times. Any change in local contact person must be reported to the City at least 7 days prior to the date the change takes effect.

- O. Tenants in a transitional shelter community shall provide a signed receipt acknowledgement form regarding the Noise Disturbance standards of SMC 8.04.055, the Chronic Nuisance Property standards of SMC 8.06, and the Periodic Review and Renewal timetable.
- P. An operations and security plan for the transitional shelter community shall be submitted to the city at the time of application for review and approval.
- Q. Code of Conduct. The managing agency shall provide to all residents of the transitional shelter community a code of conduct for living at the transitional shelter community. A copy of the code of conduct shall be submitted to the city at the time of application.
- R. Priority should be given to individuals that have been living within or near Silverton for the past year.

Section 7: A full copy of all text amendments and findings of fact can be found in file DC-18-01, located in the Community Development Department at City Hall.

Section 8: This ordinance shall be effective upon and from 30 days of adoption.


Ordinance adopted by the City Council of the City of Silverton, this 6th day of August, 2018.

Mayor, City of Silverton
Kyle Palmer

ATTEST:

City Manager/Recorder, City of Silverton
Christy S. Wurster

**SILVERTON CITY COUNCIL STAFF REPORT
TO THE HONORABLE MAYOR AND CITY COUNCILORS**

	Agenda Item No.:	Topic:
	6.2	Public Hearing to consider an annexation application to annex 555 Eureka Avenue.
	Agenda Type:	
	Public Hearing	
	Meeting Date:	
August 6, 2018		
Prepared by:	Reviewed by:	Approved by:
Jason Gottgetreu	Christy S. Wurster	Christy S. Wurster

Recommendation:

Staff and the Planning Commission recommend the City Council approve the annexation request by passing Ordinance 18-23.

Background:

Annexation application to annex 555 Eureka Avenue into the City Limits and zone the property R-1, Single Family Residential. The property is 43,776 square feet in area and is vacant. The annexation request is to facilitate a home to be constructed on the site and connected to City water.

Budget Impact	Fiscal Year	Funding Source
None	2018-2019	N/A

Attachments:

1. AN-18-03 Staff Report
2. July 10, 2018 Planning Commission Minutes
3. PC Resolution 18-06
4. City Council Ordinance No. 18-23

Attachment 1 to Agenda Item No. 6.2



City of Silverton
Community Development
306 South Water Street
Silverton, OR 97381

STAFF REPORT

PROCEDURE TYPE IV

FILE NUMBER: AN-18-03

LAND USE DISTRICT:
UT-5, URBAN TRANSITION – 5 ACRE

PROPERTY DESCRIPTION:

ASSESSOR MAP#: 071W03AA

LOTS #: 00800

SITE SIZE: 43,776 SQ. FT.

ADDRESS: 555 EUREKA AVENUE

APPLICANT:

CRAIG POLLEY

4658 GOLDENROD AVE NE

SALEM, OR 97305

PROPERTY OWNER:

CRAIG & LINNA POLLEY

4658 GOLDENROD AVE NE

SALEM, OR 97305

LOCATION: LOCATED ON THE NORTH SIDE OF
EUREKA AVENUE AT 555 EUREKA AVENUE

PROPOSED DEVELOPMENT ACTION: ANNEXATION APPLICATION TO ANNEX 555 EUREKA AVENUE INTO
THE CITY LIMITS AND ZONE THE PROPERTY R-1, SINGLE FAMILY RESIDENTIAL. THE PROPERTY IS 43,776
SQUARE FEET IN AREA AND IS VACANT. THE ANNEXATION REQUEST IS TO FACILITATE A HOME TO BE
CONSTRUCTED ON THE SITE AND CONNECTED TO CITY WATER.

DATE: JULY 25, 2018

- Attachments
- A. Vicinity Map and Review Criteria
 - B. Applicant's Findings
 - C. Conditions of Approval
 - D. Staff Report
 - E. Testimony

ATTACHMENT A: VICINITY MAP & REVIEW CRITERIA

Case File: AN-18-03

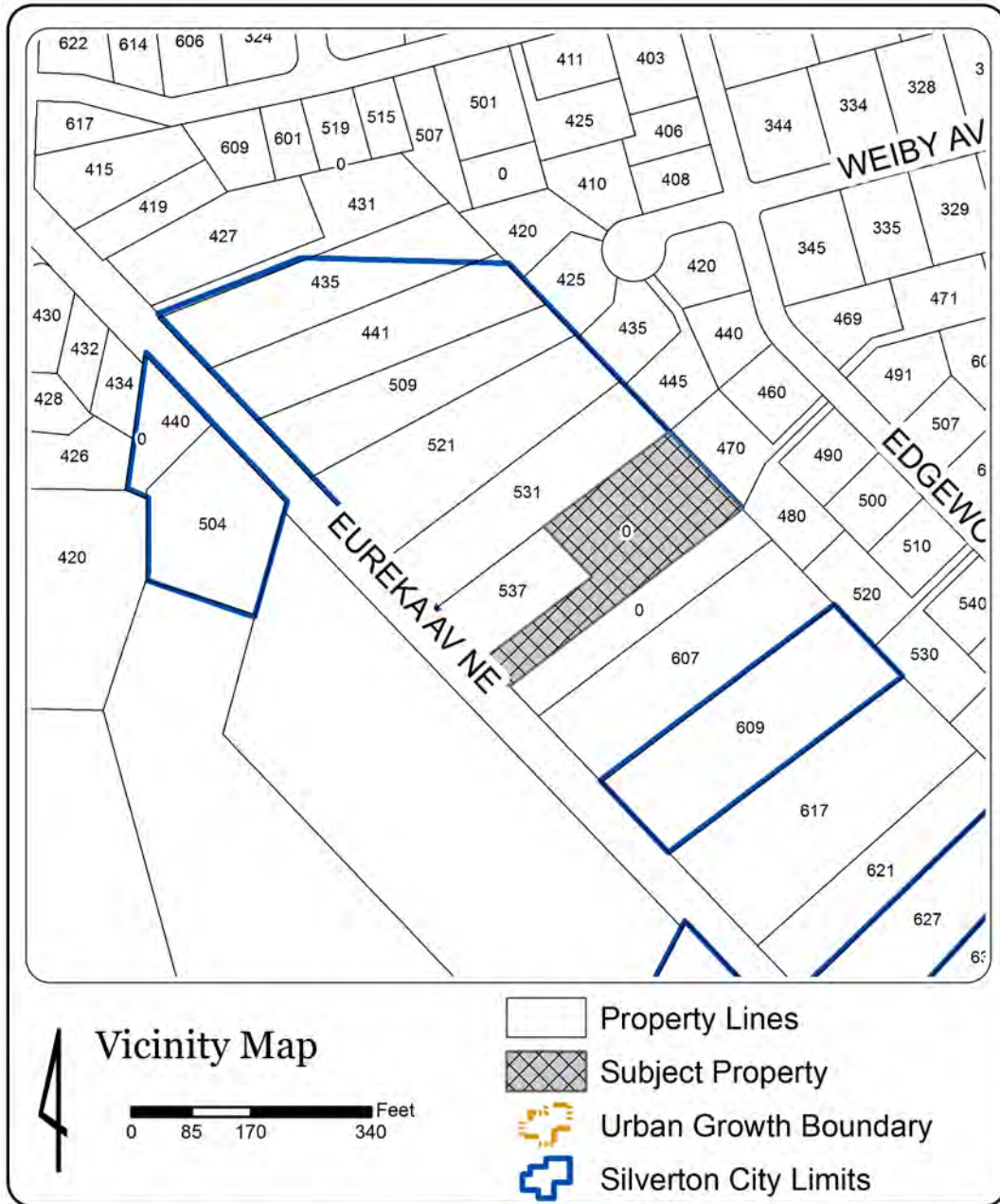
Vicinity Map and Surrounding Land Use Districts

North – R-1, Single Family Residential

East – R-1, Single Family Residential

South – R-1, Single Family Residential

West – UT-5, Urban Transition – 5 Acre



REVIEW CRITERIA:

4.10.140 Review Criteria. When reviewing a proposed annexation of land, the Planning Commission and City Council will consider the following standards and criteria:

1. Adequacy of access to the site; and
2. Conformity of the proposal with the city's comprehensive plan; and
3. Adequate public facilities, services, and transportation networks are in place or are planned to be provided concurrently with the development of the property. If extension or upgrading of any improvement is necessary to serve the area, such extension must be consistent with the city's infrastructure plans and must be an orderly and efficient arrangement for the extension of public services; and
4. The new area will meet city standards for any public improvements which may be necessary to serve the area (including but not limited to streets, including sidewalks, sanitary sewer, water, storm drainage); and
5. The area to be annexed is contiguous to the city and represents a logical direction for city expansion; and
6. The area is within the urban growth boundary, unless a health hazard due to failing septic systems or groundwater supplies is found to exist; and
7. The proposed use of the property is consistent with the applicable comprehensive plan designation; and
8. The proposed annexation shall be consistent with all applicable goals and policies of the Silverton comprehensive plan; and
9. Shall be in compliance with applicable sections of ORS Chapter 222; and
10. Natural hazards identified by the city, such as wetlands, floodplains and steep slopes, have been addressed by applicant's conceptual development plan; and
11. Urbanization of the subject property shall not have a significant adverse effect on areas identified or designated in the comprehensive plan as open space or as significant scenic, historic or natural resource areas; and
12. Economic impacts which are likely to result from the annexation shall be evaluated in light of the social and physical impacts. The overall impact which is likely to result from the annexation and development shall not have a significant adverse effect on the economic, social and physical environment of the community, as a whole; and
13. If the proposed area for annexation is to be residentially zoned, there must be less than a five-year supply of vacant and redevelopable land in terms of dwelling units per acre within the current city limits. "Redevelopable land" means land zoned for residential use on which development has already occurred but on which, due to present or expected market forces, there exists the likelihood that existing development will be converted to more intensive residential uses during the planning period. The five-year supply shall be determined from vacant and redevelopable land inventories and by the methodology for land need projections from the housing element of the comprehensive plan. If there is more than a five-year supply but less than an eight-year supply, the city may consider additional factors, such as the likelihood of vacant parcels being developed in the near future, to

determine if the public good would be served by the annexation. Properties proposed for annexation that have a current or probable public health hazard due to lack of full city water or sanitary sewer may be exempt from this criterion; and

14. Promotes the timely, orderly and economic provision of public facilities and services; and
15. The annexation is reasonable and that the public interest, present and future, will be best served by annexing the property.

ATTACHMENT B: APPLICANT'S FINDINGS

Type of Annexation:

Minor (Does not meet the description provided for a major annexation and contains less than two (2) acres.)

Narrative:

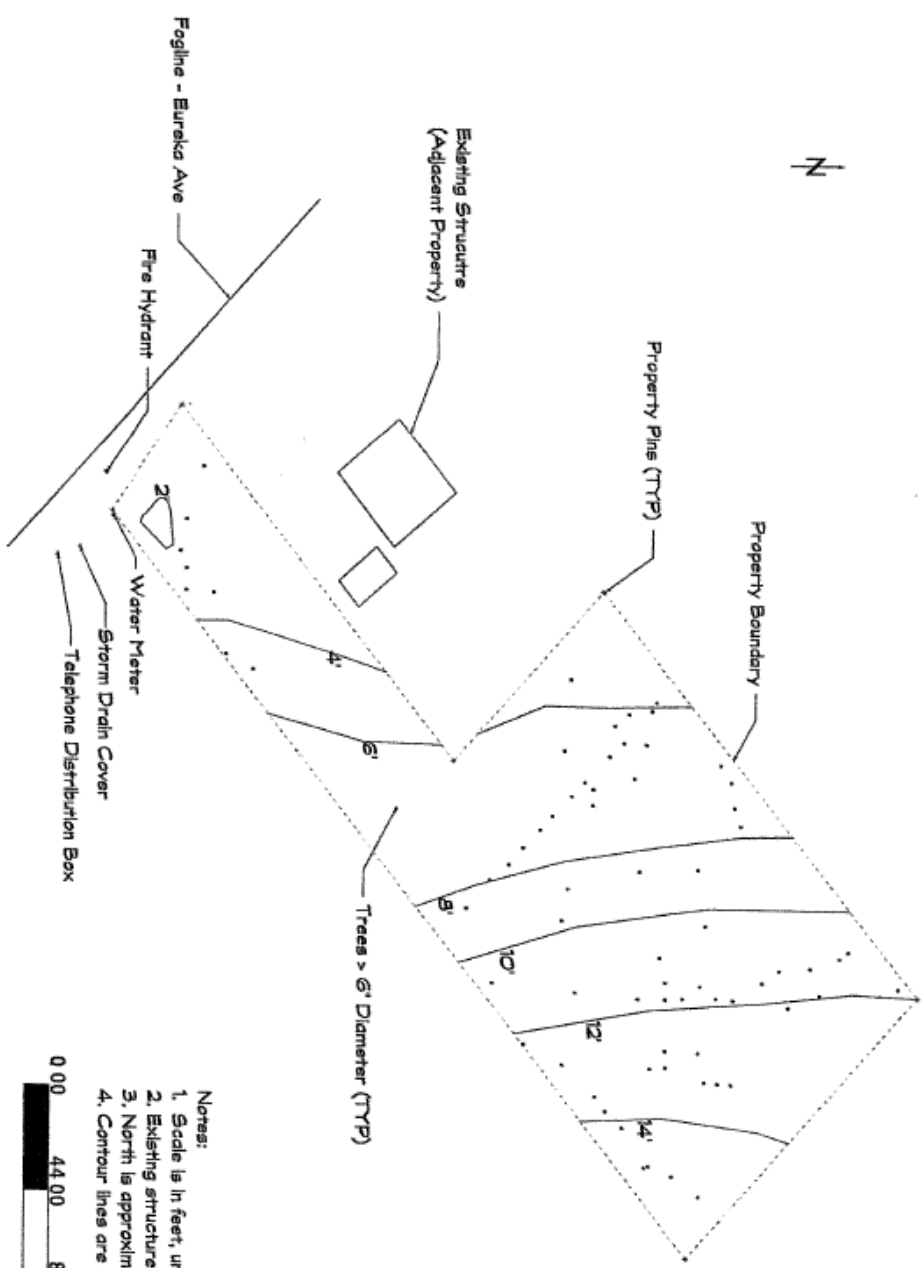
The annexation application is to annex 555 Eureka Avenue into the City Limits. The property is zoned R-1, Single Family residential. The purpose of the annexation is to allow a proposed single family dwelling to be able to connect to the City water system.

Criteria For Approval:

1. Adequacy of access to the site – the property is a 1 acre parcel located on the North side of Eureka Avenue with street access to be approved thru Marion County.
2. The Zoning/Comprehensive Plan Designation is UT-5, Urban Transition – 1 Acre/Single Family
3. Adequate public facilities, services and transportation networks are already in place and provided concurrently with the development of the property. No extensions or upgrading of any improvement is necessary to serve the area.
4. The new area will meet city standards for any public improvement. Septic system approval has already been granted for the site.
5. The area to be annexed is contiguous to the city and represents a logical city expansion and
6. The expansion is within the Urban Growth Boundary.
7. The proposed use of the property is to build a Single Family Residence and is consistent with the applicable comprehensive plan designation (UT-5, Urban Transition – 1 Acre/Single Family)
8. The proposed use of the property is consistent with goals and policies of Silverton Comprehensive Plan.
9. The proposed annexation is less than 2 acres and in compliance with applicable sections of ORS Chapter 222.
10. There are no natural hazards identified by the City, such as wetlands, floodplains and steep slopes for this parcel.

11. Urbanization of the subject property does not have a significant adverse effect on any areas designated as an open space or significant scenic, historic or natural resource areas in the Comprehensive Plan.
12. The overall economic impacts shall not have a significant adverse effect on the economic social and physical environment of the community, as a whole.

**555 Eureka Ave
 Silverton, OR 97381**



- Notes:**
1. Scale is in feet, unless otherwise noted
 2. Existing structure is approximated
 3. North is approximated
 4. Contour lines are best fit within 2' elevation changes

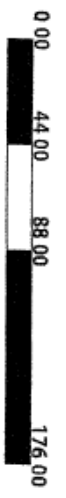


EXHIBIT 'A'Legal Description:

Beginning at a point in the center of a public road which is 18.19 chains South and 159.06 feet North 60°35' West and 721.37 feet North 45°07' West from the Northeast corner of Section 3 in Township 7 South, Range 1 West of the Willamette Meridian in Marion County, Oregon; thence North 45°07' West, a distance of 53 feet; thence North 51°24' East, a distance of 220 feet; thence North 45°07' West a distance of 84 feet; thence South 51°24' West, a distance of 220 feet to a point in the center of the public road; thence North 45°07' West, a distance of 13 feet to the Southeast corner of a tract of land conveyed to Donald L. Reed and Virginia A. Reed, by deed recorded in Volume 534, Page 233, Deed Records of Marion County, Oregon; thence North 51°24' East, along the Easterly line of said Reed tract 439.88 feet to the Northeast corner thereof, being also at point on the Northerly line of a tract of land conveyed to Earl R. Lee, et ux, By deed recorded in Volume 534, Page 144, Deed Records for Marion County, Oregon; thence South 45°16' East, a distance of 150 feet to the Northwest corner of a tract of land conveyed to Eureka Acres, Inc. by deed recorded in Volume 534, page 232, Deed Records for Marion County, Oregon; thence South 51°24' West, a distance of 440.40 feet, more or less, to the Southwest corner of said tract, being the place of beginning of the herein described tract.

EXCEPTING THEREFROM:

Beginning at the southeast corner of a tract of land conveyed to Donald L. Reed and Virginia A. Reed, by deed recorded in Volume 534, Page 233, Deed Records for Marion County, Oregon, which point is also the most westerly corner of Parcel #2 of Volume 669, Page 617, Deed Records for Marion County, Oregon, and running thence North 51°25'33" East along the easterly line of said Reed tract 220.00 feet to a 5/8" iron rod; thence South 45°07'00" East 13.64 feet to a 5/8" iron rod at the northerly corner of Parcel #1 of Volume 669, Page 617, Deed Records for Marion County, Oregon; thence South 51°25'33" West along the northwesterly line of said Parcel #1, a distance of 220.00 feet to the most westerly corner of said Parcel #1; thence North 45°07'00" West 13.64 feet to the point of beginning.

Subject to:

The rights of the public in and to that portion of the premises herein described lying within the limits of public roads, streets and highways.

ATTACHMENT C: CONDITIONS OF APPROVAL

1. Utility work in the public right-of-way requires permits from MCPW Engineering and an Access Permit is required from Marion County for access to Eureka Avenue.
2. A Petition for Improvement / Waiver of Remonstrance for roadway improvements along the site's frontage of Eureka Avenue including a half street improvement with curbs and sidewalks shall be signed prior to the signing of the Ordinance.

ATTACHMENT D: STAFF REPORT, AN-18-03

FINDINGS OF FACT

A. Background Information:

1. The applicant submitted an application on May 8, 2018 to annex 555 Eureka Avenue into the City Limits and zone the property R-1, Single Family Residential. The property is 43,776 square feet in area and is vacant. The annexation request is to facilitate a home to be constructed on the site and connected to City water.
2. Notice was mailed to all property owners within 700 feet of the subject area on June 20, 2018. As of this writing, July 3, 2018 no written testimony has been received. The notice was published in the Silverton Appeal on June 27, 2018. The site was posted on June 29, 2018. The Planning Commission reviewed the application at their July 10, 2018 meeting and recommends the Council approve the request.
4. The City Council passed Resolution 18-06 on February 5, 2018 that stated in part, When annexation applicants refuse to authorize the City to submit the annexation proposal to the City electorate, and the area proposed for annexation is greater than two (2) acres in size, the City shall place a hold on consideration of the proposed annexation for the sooner of one year after the date of said refusal or the final adjudication of SB 1573. The subject area is less than two acres in size and not subject to the hold.

B. Silverton Development Code (SDC):

1. Article 4 – Administration of Land Use and Development

Section 4.1.500 Type IV Procedure

A minimum of two hearings, one before the Planning Commission and one before the City Council, are required for all Type IV applications

Findings: This application is being reviewed through a Type IV procedure. The applicant submitted an application on May 8, 2018 meeting Criterion A. A public notice for this request was mailed to all property owners within 700 feet of the site on June 20, 2018. The notice was published in the Silverton Appeal on June 27, 2018. The site posted on June 29, 2018. The application will be before the Planning Commission July 10, 2018 and will be before the City Council August 6, 2018.

Unless mandated by state law, annexation, delayed annexations, and/or extension of city services may only be approved by a majority vote among the electorate. On March 15, 2016, the State enacted SB 1573 that states that the legislative body of a city shall annex a territory petitioning annexation without submitting the proposal to the electors of the city if the territory is within the Urban Growth Boundary, the territory upon annexation will be subject to the acknowledged comprehensive plan, the territory is contiguous to the city limits and the proposal conforms to all other requirements of the city's ordinances. The

territory is within the UGB, is contiguous to the city limits and would be subject to the comp plan upon annexation.

The City Council passed Resolution 18-06 on February 5, 2018 that stated in part, When annexation applicants refuse to authorize the City to submit the annexation proposal to the City electorate, and the area proposed for annexation is greater than two (2) acres in size, the City shall place a hold on consideration of the proposed annexation for the sooner of one year after the date of said refusal or the final adjudication of SB 1573. The subject property is less than two acres in size and not subject to the hold. City Staff were directed in all other regards to comply with the Charter, Comprehensive Plan, Development Code and all other applicable land use laws in processing annexation proposals. This staff report will review the proposal for conformity with all other requirements of the city's ordinances.

Section 4.10.140 Review Criteria – Annexation

When reviewing a proposed annexation of land, the Planning Commission and City Council will consider the following standards and criteria:

1. Adequacy of access to the site; and

Findings: The site is located on the north side of Eureka Avenue. The site is 43,776 square feet in area and has the potential to be partitioned into two parcels in the future if sewer is extended down Eureka Avenue. Eureka Avenue is under Marion County jurisdiction.

Utility work in the public right-of-way requires permits from MCPW Engineering and an Access Permit is required from Marion County for access to Eureka Avenue (**Condition 1**). Criterion 1 is met.

2. Conformity of the proposal with the City's Comprehensive Plan; and;

Findings: The parcel to be annexed is located within the UGB and is designated Single Family. The zoning of the site will be R-1, Single Family Residential. A single family is proposed on the site in conformance with the Comprehensive Plan (Comp Plan).

The Goal of the Urbanization Element of the Comprehensive Plan is to: "Provide adequate land to meet anticipated future demands for urban development in a logical and orderly manner." And has Objectives to, maintain a supply of buildable residential, commercial and industrial land within the City's UGB as allowed by state law; Continue to work with Marion County to manage land development between the city limits and UGB; and Consistently apply and enforce the City' development policies, codes, and standards.

The Goal of the Air, Water and Land Resources Quality seeks to "Maintain and improve the quality of the area's air, water, and land resources." The area proposed for annexation is vacant and is requesting annexation in order to connect to the City water system versus drilling a well in an area that has ground water issues. As such, this annexation and subsequent connection to the City's water system will comply with the goals and policies within the Air, Water and Land Resources Quality and will not lead to the degradation of the natural resources.

A Goal of the Transportation Element is to “Provide a safe, convenient, aesthetic and economical transportation system.” Any development of the site will be required to meet transportation, access and circulations, and roadway standards.

The Goal of the Housing element to “Meet the projected housing needs of citizens in the Silverton area.” The Objectives of the Housing Element are to, Encourage a “small town” environment; Encourage preservation, maintenance and improvement of the existing housing stock; Encourage new housing in suitable areas to minimize public facility and service costs and preserve agricultural land; and Encourage an adequate supply of housing types necessary to meet the needs of different family sizes and incomes.

The requested annexation will be consistent with the goals and policies of the Economy element of the Comprehensive Plan. This element largely speaks to encouraging the diversification of the local economy and the proposed annexation and construction of a single family home will not have an impact upon this element.

With the public hearing held before the Planning Commission and City Council the requested annexation will satisfy the goal and policies of the Citizen Involvement element of the Comprehensive Plan. The purpose of the public hearing is to solicit and involve the public in the decision making process. The public hearing was published, posted, and notices were mailed in accordance with all requirements.

The Goal of the Public Facilities and Services Elements of the Comprehensive Plan is to “Provide orderly and efficient public facilities and services to adequately meet the needs of Silverton residents.” The water system, storm water system, and transportation network exist adjacent to the site. A sanitary sewer mainline exists at 700’ northwest of the property in Eureka Avenue.

3. *Adequate public facilities, services, and transportation networks are in place or are planned to be provided concurrently with the development of the property. If extensions or upgrading of any improvement is necessary to serve the area, such extension must be consistent with the city’s infrastructure plans and must be an orderly and efficient arrangement for the extension of public services; and*

Findings: The property is requesting annexation in order to connect to city water facilities. There are no identified Master Plan projects identified to serve the site. The water system, storm water system, and transportation network exist adjacent to the site. A sanitary sewer mainline exists 700 feet northwest down Eureka Avenue, as such it not defined as physically available as it is located further than 300 feet from the site. Each of the utilities is the standard size for residential development. Public facilities are planned to be provided to serve the site; thereby meeting Criterion 3.

4. *The new area will meet city standards for any public improvements which may be necessary to serve the area (including but not limited to streets, including sidewalks, sanitary sewer, water, storm drainage); and*

Findings: The property is requesting annexation in order to connect to city water facilities. There are no identified Master Plan projects identified to serve the site. The water system, storm water system, and transportation network exist adjacent to the site. A Petition for

Improvement / Waiver of Remonstrance for roadway improvements along the site's frontage of Eureka Avenue including a half street improvement with curbs and sidewalks shall be signed prior to the signing of the Ordinance (**Condition 2**). Development of the site will require the public facilities to be extended into the site in accordance with Public Works Design Standards to serve the home. Therefore Criterion 4 is met.

5. *The area to be annexed is contiguous to the city and represents a logical direction for city expansion; and*

Findings: The area is contiguous to the City. The site abuts the City Limits along the northern, southern, and eastern property lines. The annexation represents a logical direction for city expansion, meeting Criterion 5.

6. *The area is within the urban growth boundary, unless a health hazard due to failing septic systems or groundwater supplies is found to exist; and*

Findings: The area considered for annexation is inside the Urban Growth Boundary. The criterion is met.

7. *The proposed use of the property is consistent with the applicable comprehensive plan designation; and*

Findings: The use of the property will be a single family dwelling, a permitted use. It is designated Single Family of the Comprehensive Plan Map and will be zoned R-1, Single Family Residential, thereby meeting Criterion 7.

8. *The proposed annexation shall be consistent with all applicable goals and policies of the Silverton Comprehensive Plan; and*

Findings: The proposed annexation has been reviewed for conformity with the city's comprehensive plan earlier in the report.

9. *Shall be in compliance with applicable sections of ORS Chapter 222; and*

Findings: ORS 222 provides for a means of annexation by election or by action of the governing body. However, as noted above the City is no longer allowed to submit proposals for annexation to the electors of the city for their approval or rejection.

The proposal is following the Type IV procedure, consistent with ORS 222 for annexation procedures.

This application has been found to be in compliance with the applicable sections of ORS Chapter 222 and will follow all applicable state and local procedures. Therefore, this criterion has been met.

10. *Natural hazards identified by the City, such as wetlands, floodplains and steep slopes have been addressed; and*

Findings: There are no wetlands on the site and the site is not located within the floodplain. The site is very flat. Natural hazards of the site have been addressed. The criterion is met.

11. *Urbanization of the subject property shall not have a significant adverse effect on areas identified or designated in the Comprehensive Plan as open space or as significant scenic, historic or natural resource areas; and*

Findings: There are no areas on the site identified or designated in the Comprehensive Plan as open space or as significant scenic, historic or natural resource areas. The criterion is met.

12. *Economic impacts which are likely to result from the annexation shall be evaluated in light of the social and physical impacts. The overall impact which is likely to result from the annexation and development shall not have a significant adverse effect on the economic, social and physical environment of the community, as a whole.*

Findings: The annexation will add one single family home to the City Limits. The request is to be able to connect a proposed dwelling to city water facilities. The applicant will be required to connect to the water system to serve the property and will pay the Water System Development Charge for the impact to the system. The standard is met.

13. *If the proposed area for annexation is to be residentially zoned, there must be less than a five-year supply of vacant and redevelopable land in terms of dwelling units per acre within the current city limits. "Redevelopable land" means land zoned for residential use on which development has already occurred but on which, due to present or expected market forces, there exists the likelihood that existing development will be converted to more intensive residential uses during the planning period. The five-year supply shall be determined from vacant and redevelopable land inventories and by the methodology for land need projections from the housing element of the comprehensive plan. If there is more than a five-year supply but less than an eight-year supply, the city may consider additional factors, such as the likelihood of vacant parcels being developed in the near future, to determine if the public good would be served by the annexation. Properties proposed for annexation that have a current or probable public health hazard due to lack of full city water or sanitary sewer may be exempt from this criterion; and*

Findings: The most recent adopted Comprehensive Plan amendments have used a growth rate of 2% over the 20 year planning horizon. Given a 2% growth rate over the next 5 years with an average household size of 2.65 per the 2010 census, the 5 year supply of vacant and redevelopable land is 412 lots and the 8 year supply is 680 lots. The current amount of shovel ready lots in Silverton is 52 and the amount of redevelopable land amounts to 613 lots for a total supply of 665. The City is between the 5 year and 8 year supply which allows the City to consider additional factors when reviewing the annexation. The annexation is small in scale and is in an area that is nearly surrounded by the City Limits. The majority of the site is already annexed into the City Limits. Adding a development that would only create the potential of one or two additional parcels would not harm the public good. This review criterion is subjective in nature and the Planning Commission is able to make its own interpretation as to if it is met or not. If there is evidence in the record that could support approval and evidence that could support denial, and where the review criteria are subjective, the Planning Commission gets to decide which evidence they find more persuasive. As long as a reasonable trier of fact could believe the

evidence relied on for a decision, the approval or denial will stand.

14. Promotes the timely, orderly and economic provision of public facilities and services; and

Findings: The property is requesting annexation to connect to the water system to facilitate the construction of a single family home, making the annexation timely.

15. The annexation is reasonable and that the public interest, present and future, will be best served by annexing the property.

Findings: The annexation will allow a lot in an area with ground water issues to connect to the existing water system adjacent to the property versus drilling a well. Annexing a property adjacent to the City Water system versus drilling a well in a groundwater withdrawn area is in the public interest. Oregon Water Resources prefer dwellings to hook up to municipal water in this area, as the groundwater supply is sensitive to any more use. This review criterion is subjective in nature and the Planning Commission is able to make its own interpretation as to if it is met or not.

III. SUMMARY AND CONCLUSION

Findings have been made for all of the applicable Code sections. The proposed annexation may meet applicable Silverton Development Code Review Criteria and Standards.

The Planning Commission held a public hearing to evaluate the proposed annexation and recommends the City Council approve the application.

Once the City Council receives Planning Commission's recommendation on the annexation, the Council will review the findings and the recommendation in a public hearing.

Staff and the Planning Commission finds the application, as presented, meets or can meet the applicable City codes and requirements.

City Council Options:

The City Council shall:

- a. Approve, approve with modifications, approve with conditions, deny, or adopt an alternative to the application, or remand the application to the planning commission for rehearing and reconsideration on all or part of the application;
- b. Consider the recommendation of the planning commission; however, the city council is not bound by the commission's recommendation; and
- c. Act by ordinance, which shall be signed by the mayor after the council's adoption of the ordinance.

ATTACHMENT E: TESTIMONY

None Received.

**CITY OF SILVERTON
PLANNING COMMISSION MINUTES**

Drafted for approval; subject to change and/or correction

7:00 P.M.

July 10, 2018

The Planning Commission of the City of Silverton met at the Silverton Community Center on July 10, 2018 at 7:02 p.m. with Chairman Flowers presiding.

9I. ROLL CALL:

Present	Absent	
<u>X</u>	_____	Chairman Clay Flowers
<u>X</u>	_____	Vice-Chairman Jeff DeSantis
<u>X</u>	_____	Morry Jones
<u>X</u>	_____	Chris Mayou
_____	X	Gus Frederick
<u>X</u>	_____	Rich Piaskowski
_____	X	Tasha Huebner

STAFF PRESENT:

Community Development Director, Jason Gottgetreu; Interim Public Works Director, Paul Eckley; and Permit Technician, Vickie Ovendale; City Attorney, Spencer Parsons.

II. APPROVAL OF THE MINUTES FROM THE MEETING HELD JUNE 12, 2018:

Commissioner Piaskowski moved to approve the minutes of June 12, 2018 as presented. Commissioner Jones seconded the motion and it carried unanimously.

III. BUSINESS FROM THE FLOOR:

Dana Kleis 233 Jerome, Mr. Kleis requested clarification of the sign at the church giving notice of this meeting and the relationship between the day care and the transitional housing issue at the same location.

Chairman Flowers explained status of transitional housing code language hearing process and that tonight's agenda concerns an unrelated matter at the same location, the proposed daycare center.

IV. AGENDA ITEMS:

- 1. Case: Annexation 555 Eureka Ave**
- Filed by: Craig Polley**
- Planning Department File No.: AN-18-03**

1
2 Chairman Flowers opened the hearing and asked for declarations of ex parte contacts, conflicts
3 of interest, and site visits. No Commissioners declared ex parte contacts or conflicts of interest
4 and they all viewed the site.

5
6 Chairman Flowers reviewed the Public Hearing procedures and asked for public testimony at
7 7:08 pm.

8
9 Chairman Flowers noted the review criteria pertinent to annexation applications as listed in the
10 staff report.

11
12 **Staff Report:**

13 Community Development Director Jason Gottgetreu presented the staff report for this
14 application to annex 555 Eureka Avenue into the City limits and zone the property R-1, Single
15 family Residential. The property is 43,776 square feet in area and is vacant. The annexation
16 request is to facilitate a home to be constructed on the site and connected to City water.

17
18 Director Gottgetreu reviewed the background and restrictions on annexation procedures; this
19 request is less than 2 acres and therefore not subject to the hold. The applicant's narrative was
20 presented requesting approval to build a single family residence and connect to city water.
21 Eureka does not have sidewalks, so a waiver of remonstrance will be required. The property is
22 contiguous to city limits, within the urban growth boundary, and the Comprehensive Plan
23 designates the parcel as single family residential. The current sewer location is about 1000 feet
24 from the site, therefore it is deemed physically unavailable, thus requiring a septic system for the
25 new residence. The area is within a groundwater withdrawn area, meaning that new wells are
26 not allowed. There are no other significant Natural Hazard or Urbanization issues.

27
28 There were no questions from the Commissioners.

29
30 **Applicants Testimony:**

31
32 Craig Polley, 4658 Goldenrod Ave, Salem, Oregon Mr. Polley had no additional comments or
33 questions.

34
35 **Public Testimony:**

36
37 **Proponent Testimony:** None

38
39 **Opponent Testimony:** None

40
41 **Neutral Testimony:** None

42
43 **Written Testimony:** None

44
45
46 **Rebuttal:** None

1
2
3 Commissioner Mayou motioned to close the public hearing. Commissioner Piaskowski
4 seconded the motion, it carried unanimously, and Chairman Flowers closed the Public Hearing
5 at 7:18 pm
6

7 Commissioner Piaskowski noted that the groundwater issues in this area would preclude any
8 additional development on the property.
9

10 **Amendments to conditions: None**
11

12 Commissioner Piaskowski made the motion to recommend approval as the application meets the
13 review criteria. Commissioner DeSantis seconded the motion and it carried unanimously.
14
15

16 **2. Case: Subdivision 608 N James St.**

17 **Filed by:** Multi-Tech Engineering

18 **Planning Department File No.:** SU-18-01
19

20 Chairman Flowers re-opened the hearing regarding application SU-18-01 at 7:21pm and asked
21 for declarations of ex parte contacts, conflicts of interest, and site visits. No Commissioners
22 declared ex parte contacts or conflicts of interest and they all have viewed the site.
23

24 Community Development Director Jason Gottgetreu reviewed the staff report from the previous
25 meeting. He noted that updated traffic impact information has been received indicating that the
26 Hobart/First Street intersection does not meet City of Silverton and Marion County standards but
27 does meet Oregon Department of Transportation (ODOT) standards. It has been determined that
28 ODOT will not allow a traffic signal at this location, and additional turn lanes will not improve
29 traffic flow enough to fully meet City and County standards. If the intersection were to be
30 signalized in the future, it would require left turn lanes. Therefore, the applicant is proposing, as
31 their share of improvements, a payment of approximately \$20,000 for the Hobart/First St
32 intersection and \$10,000 for the First St/Jefferson St intersection in lieu of improvements. The
33 idea was also raised that a left turn lane would be needed as part of a future signalization and
34 while it would not bring the intersection out of “failing” status, it would provide some
35 improvement. If the developer is conditioned to install this turn lane, Marion County will still
36 have to accept the proposal. A portion of the cost for the turn lane improvement would have to
37 come from SDC reimbursements received from the homes built in the subdivision. If unable to
38 gain approval from all parties for the turn lane, the payment in lieu of improvements may be
39 considered.
40

41 Commissioner Desantis asked about the conditions for sidewalks down James Ave since this is
42 an on unimproved road. Director Gottgetreu responded that the requirement for sidewalk
43 improvements on James was due to the adjacent school.
44

45 Director Gottgetreu reported that the application can now meet the burden of proof requirements.
46

1 When asked why improvements were being looked at for Hobart/First intersection rather than the
2 Jefferson/First intersection, Director Gottgetreu indicated that ODOT is currently working on a
3 pedestrian crossing project at the Jefferson/First intersection which may already include some
4 turn lanes.
5
6

7 **Applicants Representative Testimony:**

8 Alan Sorem, Attorney and Natalie Janney, representing Multi Tech Engineering.
9

10 Ms Janney recapped discussions held with all parties regarding traffic issues, noting that all
11 information has now been provided and is correct. She reviewed the revised Traffic Impact
12 Analysis (TIA) noting that only signalization would meet the standards of all parties; however,
13 ODOT does not feel that the intersection is performing poorly enough at this time to require a
14 signal. She also indicated that while adding a turn lane will not bring the intersection up to an
15 acceptable level of service, it will serve to cause some improvement under current conditions.
16

17 Commissioner Mayou indicated that traffic on James Street is a major concern and this proposal
18 does nothing to improve that. Ms Janney and Mr Sorem noted that providing a sidewalk on
19 James will provide a large benefit and that the level of service is equivalent to other areas nearby.
20

21 Further discussion was held regarding level of service changes before and after this proposed
22 subdivision. Ms Janney reiterated that the levels of service meet ODOT standards and that the
23 new subdivision will not cause significant change to City level of service standards.
24

25 **Public Testimony:**

26 **Proponent Testimony:** None
27
28

29 **Opponent Testimony:**

30
31 Carol Sandaal 13122 Hobart Rd. She has experienced an accident at Hobart and Hwy 214 (First
32 St) and noted that recently there was an accident resulting in injuries that required helicopter
33 transportation. She feels that traffic is often backed up at this location and wondered who is
34 liable for accidents. Chairman Flowers responded that the liability lies with the drivers of the
35 vehicles.
36

37 Mary Rose Brandt, 659 N James. She feels that the applicant should be denied based on traffic
38 impact, and that the only solution to the increasing traffic would be to deny the application or
39 limit the number of houses. She also indicated concern about storm water drainage. She felt
40 that information was not provided from developer in time to examine it. Ms Brandt asked who
41 would be responsible for the detention basin performance. Currently she has problems with
42 flooding in heavy water years and this project will increase that problem having an adverse effect
43 on their crops. She also believes that about half of the project property is clay soil which will
44 further increase the possibility of flooding.
45

46 Talen Nero 550 N James. Mr. Nero is also concerned about storm drainage and already has

1 issues with flooding. He also feels that the traffic accident problem is larger than most realize.
2 At certain times he is not able to exit his driveway because of the traffic backup. He would like
3 to see long term improvements, not short term.
4

5 Bruce Nelson 13252 Hobart. Also expressed concerns about the detention pond and traffic.
6

7 Interim Public Works Director Paul Eckley explained that the purpose of the pond is to hold
8 water and allow gradual disbursement of the water. Chairman Flowers added that the engineers
9 will have to provide calculations to ensure that the pond functions adequately.
10

11 **Neutral Testimony:** None
12

13 **Written Testimony:** None
14

15
16 **Rebuttal:**
17

18 Natalie Janney, MultiTech Engineering, reported that they have submitted a preliminary drainage
19 program meeting city standards. Downstream properties will receive a lower flow rate with this
20 system in place than they would without development. Topography information shows that
21 pumping will not be required. She acknowledged that there may be some wetland areas and
22 indicated that they will be meeting the DEQ standards as well. The detention facility oversite
23 will be by the homeowners association.
24

25 Alan Sorem, Applicant Attorney, indicated that both the original and the revised Traffic Impact
26 Analysis included crash data which has been reviewed. While the proposed public
27 improvements are not everything, they do offer some improvement, while no development
28 results in no change to the existing problems with traffic and drainage.
29

30 Mr. Sorem indicated that his client consents to the language change proposed by staff regarding
31 the offsite improvements.
32

33 Commissioner DeSantis made a motion to close the public hearing, Commissioner Jones
34 seconded the motion, it carried unanimously and Chairman Flowers closed the Public Hearing at
35 8:37 pm.
36
37

38 **Questions**
39

40 Commissioner Piaskowski asked if Right-of-Way acquisition for sidewalk improvements can
41 be made a part of the approval conditions.
42

43 City Attorney Spencer Parsons indicated that he would not recommend such a requirement. He
44 felt that the agreement with the developers could not be increased beyond current proposal.
45

46 Commissioner Piaskowski asked if the “fee in lieu” condition could be worded so that the funds

1 could be used in either intersection if necessary.

2
3 Commissioner DeSantis asked whether an application that does not meet code could be denied.
4 Mr. Parsons responded that if conditions can be made that will cause the application to meet the
5 approval criteria, then the application can be approved. If conditions will not result in
6 compliance, it can be denied. Commissioner DeSantis asked if the sidewalk addition would
7 increase the possibility of flooding in this area. Director Gottgetreu indicated that drainage
8 would be addressed during design and construction. Commissioner DeSantis was concerned
9 about granting approval and then finding, after the fact, that the conditioned improvements are
10 not feasible.

11
12 Chairman Flowers asked City Attorney Parsons whether an application can be denied because a
13 standard is already not being met prior to the application. Mr. Parsons reported that the
14 Commission can only require the developer to address and offset the impact of their
15 development, ie they cannot be required to bring something into complete compliance, they can
16 only be required to not make it worse.

17
18 Commissioner Mayou asked if a special System Development Charge could be created such as
19 was done to address Steelhammer Rd. improvements. Mr. Parsons responded that it could,
20 however it would have to be an entirely separate procedure and require City Council approval.

21
22 Mr. Parons further explained that the previous proposal for a PUD involved discretionary
23 decisions and therefore could be denied. A subdivision application, however, is based on clear
24 and objective standards and cannot be denied if the requirements can be met either outright or by
25 conditions of approval.

26
27 Commissioner Desantis moved to deny the Subdivision application SU-18-01 because it does not
28 adequately address the traffic levels of service changes caused by their proposed development to
29 meet level of service for traffic criteria. The motion was seconded by Commissioner Jones and
30 carried by a vote of 3 – 2. (DeSantis, Flowers, Jones voted in favor of the denial of the
31 application; Mayou, Piaskowski voted to oppose the denial.)

32
33 Chairman Flowers directed staff to prepare findings for denial and announced that the
34 application can be appealed to the City Council within 10 business days of the Notice of
35 Decision.

36
37
38 **3. Case: Conditional Use for Daycare facility at 222 High Street**
39 **Filed by:** Joe and Amy Dustin
40 **Planning Department File No.:** CU-18-01

41
42 Chairman Flowers opened the hearing and asked for declarations of ex parte contacts, conflicts
43 of interest, and site visits. No Commissioners declared ex parte contacts or conflicts of interest
44 and they all viewed the site.

45
46 Chairman Flowers reviewed the Public Hearing procedures and asked for public testimony at

1 9:22 pm.

2
3
4 **Staff Report:**

5 Community Development Director Jason Gottgetreu presented the staff report for this
6 application to establish a daycare for up to 75 children with up to 10 employees at 222 High
7 Street. Downtown commercial zoning requires a conditional use permit for this use. The
8 property is located downtown surrounded by retail or other services. No external building
9 modifications are proposed. The applicant wishes to locate the daycare within the building,
10 there are no adverse impacts on properties in area. Since the application was originally
11 submitted, the applicant has changed their operation to be limited to care of children from 5 to 10
12 years old in an afterschool program. Drop-off of the children would be by school bus and pick
13 up would be by the parents by 6:30 pm on the street in front of the building. Staff parking will
14 be rented from other private parties. Children will be on the premises from 2:30 to 6:30 pm.

15
16 Director Gottgetreu reported that there are no off-street parking requirements in the downtown
17 area, therefore whether an application meets the criteria for parking is subjective. Essentially
18 there are 13 spaces on high street for potential use but it is unknown how many spaces would be
19 available at any time. The neighboring business, Laundry Depot, has their own parking lot and
20 correspondence from them indicates that they already are experiencing problems with non-
21 laundry customers using their lot.

22
23 Commissioner Jones asked what number of people would be allowed per square foot for this
24 type of business. Director Gottgetreu responded that it will be condition of approval for the
25 applicant to obtain building official and fire district approvals. Building and Fire Codes define
26 the occupant load.

27
28 Chairman Flowers, noted the last minute change in the proposal and asked for clarification as to
29 the location of the bus drop off. He felt that drop off from a street location could be a safety
30 issue.

31
32
33 **Applicants Testimony:**

34 Amy and Joe Dustin, 508 N. Church. The change in the age of students at the day care came
35 due to input from others in community that an after school program is needed more than another
36 pre-school age daycare. The company is new to Silverton, but was formed in Portland in 2001.
37 Oregon State Licensing determines the number of children allowed per room based on 38 sq ft
38 per child. This space 5800 sq feet. Ms Dustin noted that previous tenants did not have issues
39 with the number of parking spaces available and she felt that this business would not be any
40 different. The bus drop off would be at two different times, children will be exiting to the
41 sidewalk.

42
43 **Public Testimony:**

44
45 **Proponent Testimony:** None
46

1 **Opponent Testimony:** None

2
3 **Neutral Testimony:** Cathy Peterson 210 N. Water Street, owner of the Laundry Depot. She
4 noted that while she is not opposed to the daycare operation, she already has issues with the
5 dance studio patrons using the parking lot even though the parents are asked not to. She
6 reminded the commission that customers using the laundry business are coming in with large
7 parcels which cannot be carried from blocks away when non-customers are using her parking lot.
8

9 **Written Testimony:** None

10
11 **Rebuttal:** Ms Dustin replied that she completely understands the concerns regarding parking in
12 the lot of the laundry business. She will stress to parents that there are strict rules that they are
13 not to park in that parking lot and parents will be notified of this during the enrollment process.
14 In addition, she is willing to work with Ms Peterson in any way she can to prevent this from
15 becoming a problem.
16

17 Commissioner DeSantis made a motion to close the public hearing, Commissioner Mayou
18 seconded the motion, it carried unanimously and Chairman Flowers closed the Public Hearing at
19 9:57 pm.
20

21
22 Commissioner Piaskowski made a motion to approve the Conditional Use Permit application
23 CU-18-01 as written. Commissioner DeSantis seconded the motion and it carried unanimously.
24

25
26 **2. Case: Conditional Use for Montessori School at 211 W Center St.**

27 **Filed by:** Christen Kelly

28 **Planning Department File No.:** CU-18-02
29

30 Chairman Flowers opened the hearing and asked for declarations of ex parte contacts, conflicts
31 of interest, and site visits. No Commissioners declared ex parte contacts or conflicts of interest
32 and they all viewed the site. Commissioner Mayou reported that during a conversation
33 concerning the St Edwards church, the subject of the daycare came up, however she indicated
34 that she could not and would not discuss this issue and the conversation changed to another
35 topic.
36

37 Chairman Flowers reviewed the public hearing procedures and asked for public testimony at
38 10:01 pm.
39

40 **Staff Report:**

41 Community Development Director Jason Gottgetreu presented the staff report for this
42 conditional use application to establish a daycare for up to 20 children, ages 3 through 6, at 211
43 West Center Street starting in 2018-2019. The site will also include a Montessori school with up
44 to 20 students, ages 6 through 12, starting in 2019-2020. A school with up to 20 students is an
45 outright permitted use in the R-1 zone. This application is for the daycare.
46

1 Director Gottgetreu reported that this use is compatible with surrounding uses. They will be
2 utilizing the central area of the church and there are no adverse impacts. They have proposed an
3 outdoor play area on the west side of the site, with a fenced area for students. There are no
4 proposed modifications to the building.
5

6 **Applicants Testimony:**

7 Christen Kelly, PO Box 108: Virginia Griffin, 17135 Herigstad Rd.

8 The applicants noted that in addition to the play area, the interior courtyard will also be fenced
9 on the one side of the courtyard that is currently open. They plan to stagger the use of the play
10 area which should help keep noise levels down.
11

12 **Public Testimony:**

13
14 **Proponent Testimony:** None

15
16 **Opponent Testimony:** None

17
18 **Neutral Testimony:** Jeff Klein 231 Fairview. Mr. Klein asked about time and location for the
19 pick up and drop off of children. Noise is a concern to him.
20

21 **Written Testimony:** None
22
23

24 **Rebuttal:** The applicants do not expect noise to be a problem during classroom time and will
25 be happy to work with neighbors if there are any problems.
26

27 Commissioner DeSantis made the motion to close the public hearing; Commissioner Mayou
28 seconded the motion and it carried unanimously. Chairman Flowers closed the Public Hearing at
29 10:20 pm.
30

31 Commissioner DeSantis asked about fees involved for this type of application and if they can be
32 waived. City Attorney Parsons indicated that the City Council would make that kind of decision.
33

34 The question was asked about how this relates to the transitional housing code changes.
35 Chairman Flowers advised that it is not an issue at this time since only the proposal under
36 consideration is code language.
37

38 Commissioner DeSantis made a motion to approve CU-18-02 as presented. Commissioner
39 Piaskowski seconded the motion and it carried unanimously.
40
41

42 **REPORTS AND COMMUNICATIONS**
43

44 Director Gottgetreu, reported that recruiting is underway for a new public works director.
45

46 So far there are no land use applications for the August agenda.

1
2 Director Gottgetreu was asked about the City Council's options for the denied subdivision
3 application, if the applicant chooses to appeal the Planning Commission decision. The
4 Commissioners agreed that if the City Council allows new information to be introduced, they
5 would prefer that the Council remand the decision back to the Planning Commission.
6

7 Chairman Flowers thanked city attorney Parsons for attending the last few meetings.
8

9 Commissioner Mayou reported that she will not be present in for a meeting in September.
10

11
12 **ADJOURNMENT**

13
14 Commissioner DeSantis made a motion to adjourn the meeting. Commissioner Jones seconded
15 the motion. The motion carried unanimously.
16

17 The Meeting adjourned at 10:29 p.m.
18

19 Respectfully submitted,
20

21
22
23 Vickie Ovendale
24 Permit Technician
25

**CITY OF SILVERTON
PLANNING COMMISSION**

RESOLUTION NO. PC-18-06

IN THE MATTER OF AN ANNEXATION APPLICATION REQUEST TO ANNEX 555 EUREKA AVENUE INTO THE CITY LIMITS AND ZONE THE PROPERTY R-1, SINGLE FAMILY RESIDENTIAL. MARION COUNTY ASSESSOR'S MAP 071W03AA TAX LOT 00800.

WHEREAS, an annexation application (AN-18-03) was made by Craig Polley 4658 Goldenrod Ave NE Salem OR 97305; and

WHEREAS, the Planning Commission met in a duly advertised public hearing on July 10th, 2018 to consider the application, evidence in the record, and testimony received; and

WHEREAS, the Planning Commission after review of the annexation (AN-18-03) application, testimony, and evidence in the record, found that the application met the annexation criteria and recommend that the Silverton City Council approve the annexation; and


WHEREAS, the City Council will hold a public hearing on the annexation at a regularly scheduled meeting;

NOW THEREFORE BE IT RESOLVED BY THE PLANNING COMMISSION OF THE CITY OF SILVERTON, AS FOLLOWS:

Section 1: That based on evidence in the record and the Findings of Fact, identified as Exhibit "A" located within the above noted case files are incorporated by reference, and adopted in support of the recommendation that the City Council approve the annexation.

Section 2: That this resolution is and shall be effective after its passage by the Planning Commission.

Resolution adopted by the Planning Commission of the City of Silverton, this 10th day of July, 2018.



Silverton Planning Commission, Chairman

ATTEST:



City Manager, Christy S. Wurster

CITY OF SILVERTON
ORDINANCE
18-23

AN ORDINANCE OF THE SILVERTON CITY COUNCIL ANNEXING 1 ACRE OF LAND LOCATED AT 555 EUREKA AVENUE INTO THE CITY LIMITS OF THE CITY OF SILVERTON, OREGON AND ZONING THE PROPERTY R-1, SINGLE FAMILY RESIDENTIAL. MARION COUNTY ASSESSOR'S MAP 071W03AA TAX LOT 00800.

WHEREAS, the City of Silverton has been petitioned to annex 555 Eureka Avenue into the City Limits of the City of Silverton, Oregon and zone the property R-1, Single Family Residential. Marion County Assessor's Map 071W03AA Tax Lot 00800.

WHEREAS, the area proposed for annexation is described as a tract of land situated in Section 3, T7S, R1W, W.M. Marion County Oregon and more particularly described as follows:

Beginning at the west corner of Lot 7 Block 3 of the Park Terrace 2 Subdivision MCSR S39-072 said point being marked by a 5/8" I.R. with Yellow Cap Wilhelm ENG. OR LS 2413.

- (1) Thence South 45 07' 39" East 150.13 feet;
- (2) Thence South 51 21' 36" West 440.25 feet;
- (3) Thence North 45 07' 00" West 53.00 feet;
- (4) Thence North 51 25' 33" East 220.00 feet;
- (5) Thence North 45 07' 00" West 97.64 feet;
- (6) Thence North 51 25' 33" East 220.14 feet to the point of beginning, containing 1.005 acres more or less

NOW, THEREFORE THE CITY OF SILVERTON ORDAINS AS FOLLOWS:

Section 1. **Legislative Annexation.** In accordance with ORS 222.120:

- (1) The Silverton City Council cannot submit this proposal for annexation of territory to the electors of the city for their approval or rejection. A public hearing before the Council was held August 6, 2018, at which time the electors of the city had an opportunity to appear and be heard on the question of annexation.
- (2) The area described above and as shown on Exhibit "B" is hereby annexed to the City of Silverton, effective September 5, 2018.

Section 2. **Consent to Annexation.** In accordance with ORS 222.125 the Council finds there is no need to hold an election in the city or in any contiguous territory proposed to be annexed as all of the owners of land in that territory, and not less than 50 percent of the electors, if any, residing in the territory, have consented in writing to the annexation of

the land in the territory and statement of their consent is filed with the Council.

Section 3. **Timing of Consents.** The Council finds that only statements of consent to annexation which are filed within any one-year period prior to the hearing have been submitted and describes the 1 acre of real property, all located in Marion County, Oregon that shall be annexed to the City of Silverton upon recording with the Secretary of State.

Section 4. **Notice to Utilities.** In accordance with ORS 222.005 the City Recorder shall, no later than 10 working days after passage of this ordinance approving the proposed annexation, provide by certified mail to all public utilities, electric cooperatives and telecommunications utilities operating within the city, each site address to be annexed as recorded on county assessment and tax rolls, a legal description and map of the proposed boundary change and a copy of the City Council's resolution or ordinance approving the proposed annexation.

Section 5. **Notice to County.** In accordance with ORS 222.010, the City Recorder shall report to the Marion County Clerk and County Assessor all changes in the boundaries or limits of the city. The report shall contain a detailed legal description of the new boundaries established by the city. The report shall be filed by the city within 10 days from the effective date of the change of any boundary lines.

Section 6. **Assessor Valuation.** In accordance with ORS 222.030 the Recorder shall request that the Assessor shall furnish within 20 days, a statement showing for the current fiscal year the assessed valuation of the taxable property in the territory to be annexed.

Section 7. **Notice to Secretary of State.** In accordance with ORS 222.177 the City Recorder shall transmit to the Secretary of State:

- (1) A copy of this ordinance proclaiming the annexation.
- (2) An abstract of the vote within the city, if votes were cast in the city, and an abstract of the vote within the annexed territory, if votes were cast in the territory. The abstract of the vote for each election shall show the whole number of electors voting on the annexation, the number of votes cast for annexation and the number of votes cast against annexation.
- (3) If electors or landowners in the territory annexed consented to the annexation under ORS 222.125 or 222.170, a copy of the statement of consent.
- (4) A copy of the ordinance issued under ORS 222.120 (4).
- (5) An abstract of the vote upon the referendum, if a referendum petition was filed, with respect to the ordinance adopted under ORS 222.120.

Section 8. **Exhibits.** The City Council adopts the Findings of Fact, attached hereto as "Exhibit A", a map of the area being annexed as Exhibit "B", and by this reference all incorporated herein.

Section 9. **Zone Designation.** Upon annexation the property shall have a City of Silverton zoning designation of **R-1 (Single Family Residential)**.

Section 10. **Effective Date.** In accordance with ORS 222.180 the effective date of annexation shall be September 5, 2018.

Attachment 4 to Agenda Item No. 6.2 (8-6-2018)

Ordinance adopted by the City Council of the City of Silverton, this 6th day of August, 2018.

Mayor, City of Silverton
Kyle Palmer

ATTEST:

City Manager/Recorder, City of Silverton
Christy S. Wurster

Exhibit 'A'



City of Silverton
Community Development
306 South Water Street
Silverton, OR 97381

STAFF REPORT

PROCEDURE TYPE IV

FILE NUMBER: AN-18-03

LAND USE DISTRICT:

UT-5, URBAN TRANSITION – 5 ACRE

PROPERTY DESCRIPTION:

ASSESSOR MAP#: 071W03AA

LOTS #: 00800

SITE SIZE: 43,776 SQ. FT.

ADDRESS: 555 EUREKA AVENUE

APPLICANT:

CRAIG POLLEY

4658 GOLDENROD AVE NE

SALEM, OR 97305

PROPERTY OWNER:

CRAIG & LINNA POLLEY

4658 GOLDENROD AVE NE

SALEM, OR 97305

LOCATION: LOCATED ON THE NORTH SIDE OF
EUREKA AVENUE AT 555 EUREKA AVENUE

PROPOSED DEVELOPMENT ACTION: ANNEXATION APPLICATION TO ANNEX 555 EUREKA AVENUE INTO
THE CITY LIMITS AND ZONE THE PROPERTY R-1, SINGLE FAMILY RESIDENTIAL. THE PROPERTY IS 43,776
SQUARE FEET IN AREA AND IS VACANT. THE ANNEXATION REQUEST IS TO FACILITATE A HOME TO BE
CONSTRUCTED ON THE SITE AND CONNECTED TO CITY WATER.

DATE: JULY 25, 2018

- Attachments
- A. Vicinity Map and Review Criteria
 - B. Applicant's Findings
 - C. Conditions of Approval
 - D. Staff Report
 - E. Testimony

ATTACHMENT A: VICINITY MAP & REVIEW CRITERIA

Case File: AN-18-03

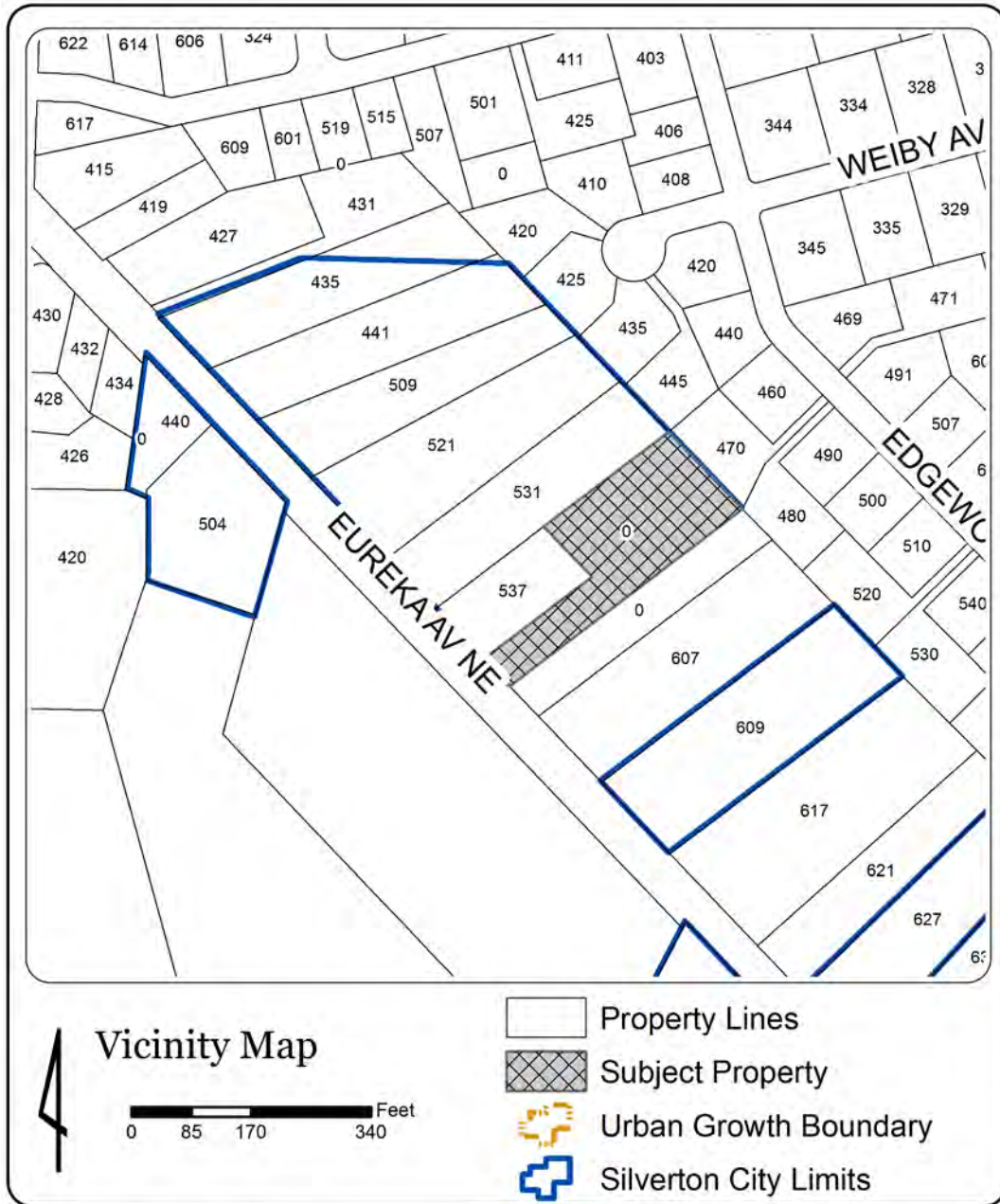
Vicinity Map and Surrounding Land Use Districts

North – R-1, Single Family Residential

East – R-1, Single Family Residential

South – R-1, Single Family Residential

West – UT-5, Urban Transition – 5 Acre



REVIEW CRITERIA:

4.10.140 Review Criteria. When reviewing a proposed annexation of land, the Planning Commission and City Council will consider the following standards and criteria:

1. Adequacy of access to the site; and
2. Conformity of the proposal with the city's comprehensive plan; and
3. Adequate public facilities, services, and transportation networks are in place or are planned to be provided concurrently with the development of the property. If extension or upgrading of any improvement is necessary to serve the area, such extension must be consistent with the city's infrastructure plans and must be an orderly and efficient arrangement for the extension of public services; and
4. The new area will meet city standards for any public improvements which may be necessary to serve the area (including but not limited to streets, including sidewalks, sanitary sewer, water, storm drainage); and
5. The area to be annexed is contiguous to the city and represents a logical direction for city expansion; and
6. The area is within the urban growth boundary, unless a health hazard due to failing septic systems or groundwater supplies is found to exist; and
7. The proposed use of the property is consistent with the applicable comprehensive plan designation; and
8. The proposed annexation shall be consistent with all applicable goals and policies of the Silverton comprehensive plan; and
9. Shall be in compliance with applicable sections of ORS Chapter 222; and
10. Natural hazards identified by the city, such as wetlands, floodplains and steep slopes, have been addressed by applicant's conceptual development plan; and
11. Urbanization of the subject property shall not have a significant adverse effect on areas identified or designated in the comprehensive plan as open space or as significant scenic, historic or natural resource areas; and
12. Economic impacts which are likely to result from the annexation shall be evaluated in light of the social and physical impacts. The overall impact which is likely to result from the annexation and development shall not have a significant adverse effect on the economic, social and physical environment of the community, as a whole; and
13. If the proposed area for annexation is to be residentially zoned, there must be less than a five-year supply of vacant and redevelopable land in terms of dwelling units per acre within the current city limits. "Redevelopable land" means land zoned for residential use on which development has already occurred but on which, due to present or expected market forces, there exists the likelihood that existing development will be converted to more intensive residential uses during the planning period. The five-year supply shall be determined from vacant and redevelopable land inventories and by the methodology for land need projections from the housing element of the comprehensive plan. If there is more than a five-year supply but less than an eight-year supply, the city may consider additional factors, such as the likelihood of vacant parcels being developed in the near future, to

determine if the public good would be served by the annexation. Properties proposed for annexation that have a current or probable public health hazard due to lack of full city water or sanitary sewer may be exempt from this criterion; and

14. Promotes the timely, orderly and economic provision of public facilities and services; and
15. The annexation is reasonable and that the public interest, present and future, will be best served by annexing the property.

ATTACHMENT B: APPLICANT'S FINDINGS

Type of Annexation:

Minor (Does not meet the description provided for a major annexation and contains less than two (2) acres.)

Narrative:

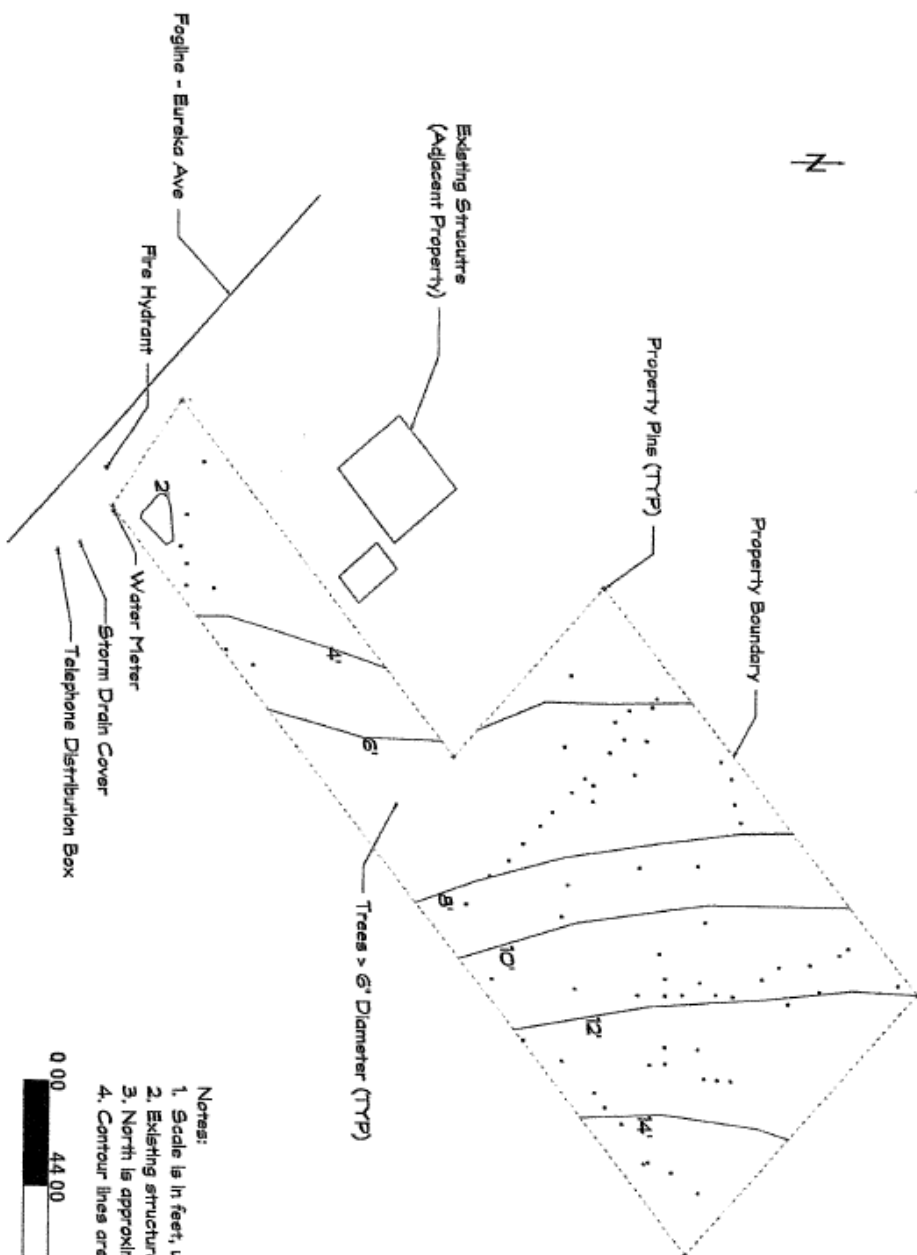
The annexation application is to annex 555 Eureka Avenue into the City Limits. The property is zoned R-1, Single Family residential. The purpose of the annexation is to allow a proposed single family dwelling to be able to connect to the City water system.

Criteria For Approval:

1. Adequacy of access to the site – the property is a 1 acre parcel located on the North side of Eureka Avenue with street access to be approved thru Marion County.
2. The Zoning/Comprehensive Plan Designation is UT-5, Urban Transition – 1 Acre/Single Family
3. Adequate public facilities, services and transportation networks are already in place and provided concurrently with the development of the property. No extensions or upgrading of any improvement is necessary to serve the area.
4. The new area will meet city standards for any public improvement. Septic system approval has already been granted for the site.
5. The area to be annexed is contiguous to the city and represents a logical city expansion and
6. The expansion is within the Urban Growth Boundary.
7. The proposed use of the property is to build a Single Family Residence and is consistent with the applicable comprehensive plan designation (UT-5, Urban Transition – 1 Acre/Single Family)
8. The proposed use of the property is consistent with goals and policies of Silverton Comprehensive Plan.
9. The proposed annexation is less than 2 acres and in compliance with applicable sections of ORS Chapter 222.
10. There are no natural hazards identified by the City, such as wetlands, floodplains and steep slopes for this parcel.

11. Urbanization of the subject property does not have a significant adverse effect on any areas designated as an open space or significant scenic, historic or natural resource areas in the Comprehensive Plan.
12. The overall economic impacts shall not have a significant adverse effect on the economic social and physical environment of the community, as a whole.

**555 Eureka Ave
 Silverton, OR 97381**



- Notes:**
1. Scale is in feet, unless otherwise noted
 2. Existing structure is approximated
 3. North is approximated
 4. Contour lines are best fit within 2' elevation changes



EXHIBIT 'A'Legal Description:

Beginning at a point in the center of a public road which is 18.19 chains South and 159.06 feet North 60°35' West and 721.37 feet North 45°07' West from the Northeast corner of Section 3 in Township 7 South, Range 1 West of the Willamette Meridian in Marion County, Oregon; thence North 45°07' West, a distance of 53 feet; thence North 51°24' East, a distance of 220 feet; thence North 45°07' West a distance of 84 feet; thence South 51°24' West, a distance of 220 feet to a point in the center of the public road; thence North 45°07' West, a distance of 13 feet to the Southeast corner of a tract of land conveyed to Donald L. Reed and Virginia A. Reed, by deed recorded in Volume 534, Page 233, Deed Records of Marion County, Oregon; thence North 51°24' East, along the Easterly line of said Reed tract 439.88 feet to the Northeast corner thereof, being also at point on the Northerly line of a tract of land conveyed to Earl R. Lee, et ux, By deed recorded in Volume 534, Page 144, Deed Records for Marion County, Oregon; thence South 45°16' East, a distance of 150 feet to the Northwest corner of a tract of land conveyed to Eureka Acres, Inc. by deed recorded in Volume 534, page 232, Deed Records for Marion County, Oregon; thence South 51°24' West, a distance of 440.40 feet, more or less, to the Southwest corner of said tract, being the place of beginning of the herein described tract.

EXCEPTING THEREFROM:

Beginning at the southeast corner of a tract of land conveyed to Donald L. Reed and Virginia A. Reed, by deed recorded in Volume 534, Page 233, Deed Records for Marion County, Oregon, which point is also the most westerly corner of Parcel #2 of Volume 669, Page 617, Deed Records for Marion County, Oregon, and running thence North 51°25'33" East along the easterly line of said Reed tract 220.00 feet to a 5/8" iron rod; thence South 45°07'00" East 13.64 feet to a 5/8" iron rod at the northerly corner of Parcel #1 of Volume 669, Page 617, Deed Records for Marion County, Oregon; thence South 51°25'33" West along the northwesterly line of said Parcel #1, a distance of 220.00 feet to the most westerly corner of said Parcel # 1; thence North 45°07'00" West 13.64 feet to the point of beginning.

Subject to:

The rights of the public in and to that portion of the premises herein described lying within the limits of public roads, streets and highways.

ATTACHMENT C: CONDITIONS OF APPROVAL

1. Utility work in the public right-of-way requires permits from MCPW Engineering and an Access Permit is required from Marion County for access to Eureka Avenue.
2. A Petition for Improvement / Waiver of Remonstrance for roadway improvements along the site's frontage of Eureka Avenue including a half street improvement with curbs and sidewalks shall be signed prior to the signing of the Ordinance.

ATTACHMENT D: STAFF REPORT, AN-18-03

FINDINGS OF FACT

A. Background Information:

1. The applicant submitted an application on May 8, 2018 to annex 555 Eureka Avenue into the City Limits and zone the property R-1, Single Family Residential. The property is 43,776 square feet in area and is vacant. The annexation request is to facilitate a home to be constructed on the site and connected to City water.
2. Notice was mailed to all property owners within 700 feet of the subject area on June 20, 2018. As of this writing, July 3, 2018 no written testimony has been received. The notice was published in the Silverton Appeal on June 27, 2018. The site was posted on June 29, 2018. The Planning Commission reviewed the application at their July 10, 2018 meeting and recommends the Council approve the request.
4. The City Council passed Resolution 18-06 on February 5, 2018 that stated in part, When annexation applicants refuse to authorize the City to submit the annexation proposal to the City electorate, and the area proposed for annexation is greater than two (2) acres in size, the City shall place a hold on consideration of the proposed annexation for the sooner of one year after the date of said refusal or the final adjudication of SB 1573. The subject area is less than two acres in size and not subject to the hold.

B. Silverton Development Code (SDC):

1. Article 4 – Administration of Land Use and Development

Section 4.1.500 Type IV Procedure

A minimum of two hearings, one before the Planning Commission and one before the City Council, are required for all Type IV applications

Findings: This application is being reviewed through a Type IV procedure. The applicant submitted an application on May 8, 2018 meeting Criterion A. A public notice for this request was mailed to all property owners within 700 feet of the site on June 20, 2018. The notice was published in the Silverton Appeal on June 27, 2018. The site posted on June 29, 2018. The application will be before the Planning Commission July 10, 2018 and will be before the City Council August 6, 2018.

Unless mandated by state law, annexation, delayed annexations, and/or extension of city services may only be approved by a majority vote among the electorate. On March 15, 2016, the State enacted SB 1573 that states that the legislative body of a city shall annex a territory petitioning annexation without submitting the proposal to the electors of the city if the territory is within the Urban Growth Boundary, the territory upon annexation will be subject to the acknowledged comprehensive plan, the territory is contiguous to the city limits and the proposal conforms to all other requirements of the city's ordinances. The

territory is within the UGB, is contiguous to the city limits and would be subject to the comp plan upon annexation.

The City Council passed Resolution 18-06 on February 5, 2018 that stated in part, When annexation applicants refuse to authorize the City to submit the annexation proposal to the City electorate, and the area proposed for annexation is greater than two (2) acres in size, the City shall place a hold on consideration of the proposed annexation for the sooner of one year after the date of said refusal or the final adjudication of SB 1573. The subject property is less than two acres in size and not subject to the hold. City Staff were directed in all other regards to comply with the Charter, Comprehensive Plan, Development Code and all other applicable land use laws in processing annexation proposals. This staff report will review the proposal for conformity with all other requirements of the city's ordinances.

Section 4.10.140 Review Criteria – Annexation

When reviewing a proposed annexation of land, the Planning Commission and City Council will consider the following standards and criteria:

1. Adequacy of access to the site; and

Findings: The site is located on the north side of Eureka Avenue. The site is 43,776 square feet in area and has the potential to be partitioned into two parcels in the future if sewer is extended down Eureka Avenue. Eureka Avenue is under Marion County jurisdiction.

Utility work in the public right-of-way requires permits from MCPW Engineering and an Access Permit is required from Marion County for access to Eureka Avenue (**Condition 1**). Criterion 1 is met.

2. Conformity of the proposal with the City's Comprehensive Plan; and;

Findings: The parcel to be annexed is located within the UGB and is designated Single Family. The zoning of the site will be R-1, Single Family Residential. A single family is proposed on the site in conformance with the Comprehensive Plan (Comp Plan).

The Goal of the Urbanization Element of the Comprehensive Plan is to: "Provide adequate land to meet anticipated future demands for urban development in a logical and orderly manner." And has Objectives to, maintain a supply of buildable residential, commercial and industrial land within the City's UGB as allowed by state law; Continue to work with Marion County to manage land development between the city limits and UGB; and Consistently apply and enforce the City' development policies, codes, and standards.

The Goal of the Air, Water and Land Resources Quality seeks to "Maintain and improve the quality of the area's air, water, and land resources." The area proposed for annexation is vacant and is requesting annexation in order to connect to the City water system versus drilling a well in an area that has ground water issues. As such, this annexation and subsequent connection to the City's water system will comply with the goals and policies within the Air, Water and Land Resources Quality and will not lead to the degradation of the natural resources.

A Goal of the Transportation Element is to “Provide a safe, convenient, aesthetic and economical transportation system.” Any development of the site will be required to meet transportation, access and circulations, and roadway standards.

The Goal of the Housing element to “Meet the projected housing needs of citizens in the Silverton area.” The Objectives of the Housing Element are to, Encourage a “small town” environment; Encourage preservation, maintenance and improvement of the existing housing stock; Encourage new housing in suitable areas to minimize public facility and service costs and preserve agricultural land; and Encourage an adequate supply of housing types necessary to meet the needs of different family sizes and incomes.

The requested annexation will be consistent with the goals and policies of the Economy element of the Comprehensive Plan. This element largely speaks to encouraging the diversification of the local economy and the proposed annexation and construction of a single family home will not have an impact upon this element.

With the public hearing held before the Planning Commission and City Council the requested annexation will satisfy the goal and policies of the Citizen Involvement element of the Comprehensive Plan. The purpose of the public hearing is to solicit and involve the public in the decision making process. The public hearing was published, posted, and notices were mailed in accordance with all requirements.

The Goal of the Public Facilities and Services Elements of the Comprehensive Plan is to “Provide orderly and efficient public facilities and services to adequately meet the needs of Silverton residents.” The water system, storm water system, and transportation network exist adjacent to the site. A sanitary sewer mainline exists at 700’ northwest of the property in Eureka Avenue.

3. *Adequate public facilities, services, and transportation networks are in place or are planned to be provided concurrently with the development of the property. If extensions or upgrading of any improvement is necessary to serve the area, such extension must be consistent with the city’s infrastructure plans and must be an orderly and efficient arrangement for the extension of public services; and*

Findings: The property is requesting annexation in order to connect to city water facilities. There are no identified Master Plan projects identified to serve the site. The water system, storm water system, and transportation network exist adjacent to the site. A sanitary sewer mainline exists 700 feet northwest down Eureka Avenue, as such it not defined as physically available as it is located further than 300 feet from the site. Each of the utilities is the standard size for residential development. Public facilities are planned to be provided to serve the site; thereby meeting Criterion 3.

4. *The new area will meet city standards for any public improvements which may be necessary to serve the area (including but not limited to streets, including sidewalks, sanitary sewer, water, storm drainage); and*

Findings: The property is requesting annexation in order to connect to city water facilities. There are no identified Master Plan projects identified to serve the site. The water system, storm water system, and transportation network exist adjacent to the site. A Petition for

Improvement / Waiver of Remonstrance for roadway improvements along the site's frontage of Eureka Avenue including a half street improvement with curbs and sidewalks shall be signed prior to the signing of the Ordinance (**Condition 2**). Development of the site will require the public facilities to be extended into the site in accordance with Public Works Design Standards to serve the home. Therefore Criterion 4 is met.

5. *The area to be annexed is contiguous to the city and represents a logical direction for city expansion; and*

Findings: The area is contiguous to the City. The site abuts the City Limits along the northern, southern, and eastern property lines. The annexation represents a logical direction for city expansion, meeting Criterion 5.

6. *The area is within the urban growth boundary, unless a health hazard due to failing septic systems or groundwater supplies is found to exist; and*

Findings: The area considered for annexation is inside the Urban Growth Boundary. The criterion is met.

7. *The proposed use of the property is consistent with the applicable comprehensive plan designation; and*

Findings: The use of the property will be a single family dwelling, a permitted use. It is designated Single Family of the Comprehensive Plan Map and will be zoned R-1, Single Family Residential, thereby meeting Criterion 7.

8. *The proposed annexation shall be consistent with all applicable goals and policies of the Silverton Comprehensive Plan; and*

Findings: The proposed annexation has been reviewed for conformity with the city's comprehensive plan earlier in the report.

9. *Shall be in compliance with applicable sections of ORS Chapter 222; and*

Findings: ORS 222 provides for a means of annexation by election or by action of the governing body. However, as noted above the City is no longer allowed to submit proposals for annexation to the electors of the city for their approval or rejection.

The proposal is following the Type IV procedure, consistent with ORS 222 for annexation procedures.

This application has been found to be in compliance with the applicable sections of ORS Chapter 222 and will follow all applicable state and local procedures. Therefore, this criterion has been met.

10. *Natural hazards identified by the City, such as wetlands, floodplains and steep slopes have been addressed; and*

Findings: There are no wetlands on the site and the site is not located within the floodplain. The site is very flat. Natural hazards of the site have been addressed. The criterion is met.

- 11. Urbanization of the subject property shall not have a significant adverse effect on areas identified or designated in the Comprehensive Plan as open space or as significant scenic, historic or natural resource areas; and*

Findings: There are no areas on the site identified or designated in the Comprehensive Plan as open space or as significant scenic, historic or natural resource areas. The criterion is met.

- 12. Economic impacts which are likely to result from the annexation shall be evaluated in light of the social and physical impacts. The overall impact which is likely to result from the annexation and development shall not have a significant adverse effect on the economic, social and physical environment of the community, as a whole.*

Findings: The annexation will add one single family home to the City Limits. The request is to be able to connect a proposed dwelling to city water facilities. The applicant will be required to connect to the water system to serve the property and will pay the Water System Development Charge for the impact to the system. The standard is met.

- 13. If the proposed area for annexation is to be residentially zoned, there must be less than a five-year supply of vacant and redevelopable land in terms of dwelling units per acre within the current city limits. "Redevelopable land" means land zoned for residential use on which development has already occurred but on which, due to present or expected market forces, there exists the likelihood that existing development will be converted to more intensive residential uses during the planning period. The five-year supply shall be determined from vacant and redevelopable land inventories and by the methodology for land need projections from the housing element of the comprehensive plan. If there is more than a five-year supply but less than an eight-year supply, the city may consider additional factors, such as the likelihood of vacant parcels being developed in the near future, to determine if the public good would be served by the annexation. Properties proposed for annexation that have a current or probable public health hazard due to lack of full city water or sanitary sewer may be exempt from this criterion; and*

Findings: The most recent adopted Comprehensive Plan amendments have used a growth rate of 2% over the 20 year planning horizon. Given a 2% growth rate over the next 5 years with an average household size of 2.65 per the 2010 census, the 5 year supply of vacant and redevelopable land is 412 lots and the 8 year supply is 680 lots. The current amount of shovel ready lots in Silverton is 52 and the amount of redevelopable land amounts to 613 lots for a total supply of 665. The City is between the 5 year and 8 year supply which allows the City to consider additional factors when reviewing the annexation. The annexation is small in scale and is in an area that is nearly surrounded by the City Limits. The majority of the site is already annexed into the City Limits. Adding a development that would only create the potential of one or two additional parcels would not harm the public good. This review criterion is subjective in nature and the Planning Commission is able to make its own interpretation as to if it is met or not. If there is evidence in the record that could support approval and evidence that could support denial, and where the review criteria are subjective, the Planning Commission gets to decide which evidence they find more persuasive. As long as a reasonable trier of fact could believe the

evidence relied on for a decision, the approval or denial will stand.

14. Promotes the timely, orderly and economic provision of public facilities and services; and

Findings: The property is requesting annexation to connect to the water system to facilitate the construction of a single family home, making the annexation timely.

15. The annexation is reasonable and that the public interest, present and future, will be best served by annexing the property.

Findings: The annexation will allow a lot in an area with ground water issues to connect to the existing water system adjacent to the property versus drilling a well. Annexing a property adjacent to the City Water system versus drilling a well in a groundwater withdrawn area is in the public interest. Oregon Water Resources prefer dwellings to hook up to municipal water in this area, as the groundwater supply is sensitive to any more use. This review criterion is subjective in nature and the Planning Commission is able to make its own interpretation as to if it is met or not.

III. SUMMARY AND CONCLUSION

Findings have been made for all of the applicable Code sections. The proposed annexation may meet applicable Silverton Development Code Review Criteria and Standards.

The Planning Commission held a public hearing to evaluate the proposed annexation and recommends the City Council approve the application.

Once the City Council receives Planning Commission's recommendation on the annexation, the Council will review the findings and the recommendation in a public hearing.

Staff and the Planning Commission finds the application, as presented, meets or can meet the applicable City codes and requirements.

City Council Options:

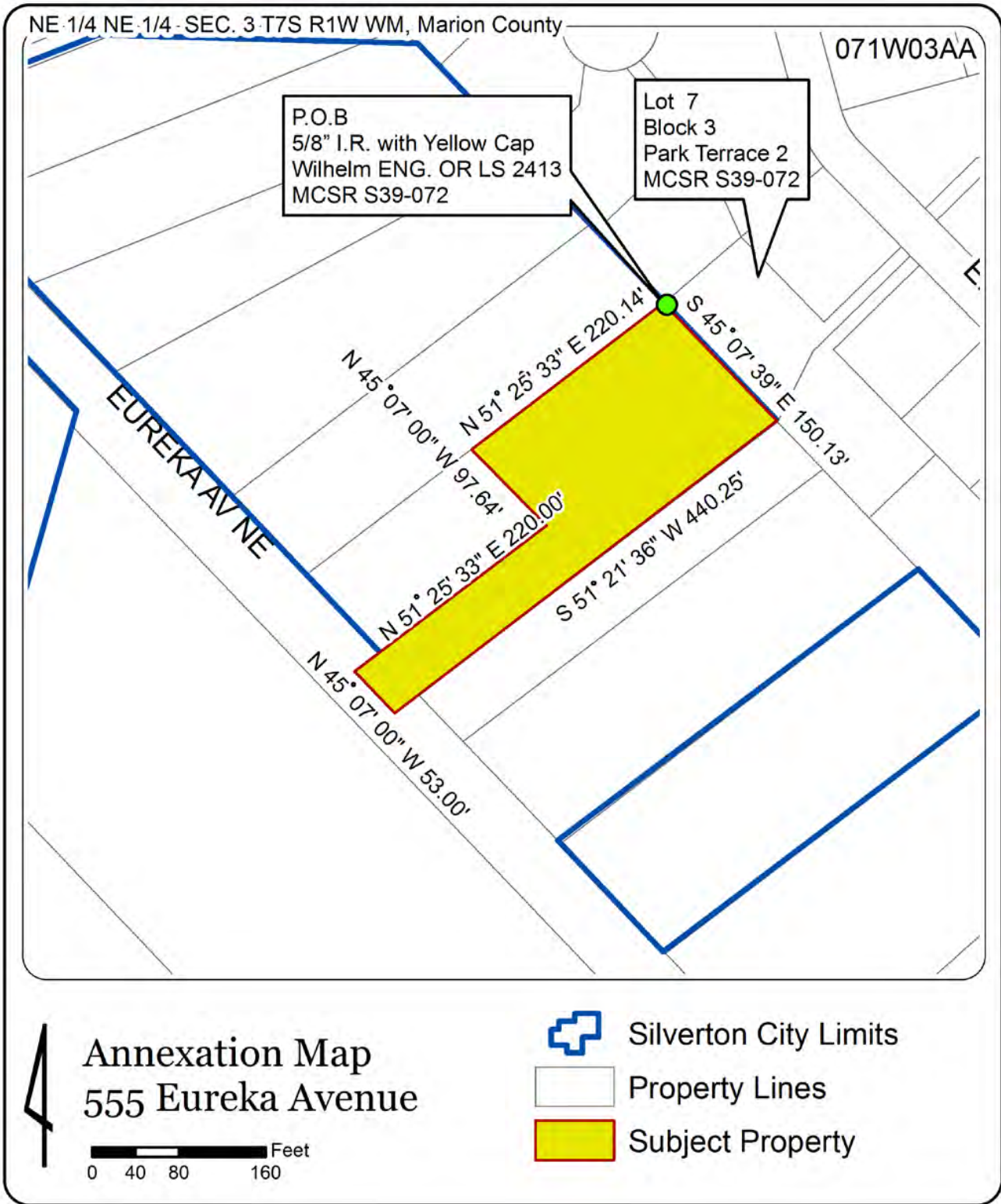
The City Council shall:

- a. Approve, approve with modifications, approve with conditions, deny, or adopt an alternative to the application, or remand the application to the planning commission for rehearing and reconsideration on all or part of the application;
- b. Consider the recommendation of the planning commission; however, the city council is not bound by the commission's recommendation; and
- c. Act by ordinance, which shall be signed by the mayor after the council's adoption of the ordinance.


ATTACHMENT E: TESTIMONY

None Received.

Exhibit 'B'



**SILVERTON CITY COUNCIL STAFF REPORT
TO THE HONORABLE MAYOR AND CITY COUNCILORS**

	Agenda Item No.:	Topic:
	7.1	OLCC Liquor License for New Retail Off-Premises Sales for Silverton Stop N Go, LLC.
	Agenda Type:	
	Consent	
	Meeting Date:	
August 6, 2018		
Prepared by:	Reviewed by:	Approved by:
Jeff Fossholm	Christy S. Wurster	Christy S. Wurster

Recommendation:

Staff makes no recommendation for approval or denial of the application to the Oregon Liquor Control Commission (OLCC). The final decision rests with OLCC.

Background:

An application has been made for “Off-Premise Sales” liquor license by a new outlet with the trade name, Silverton Stop N Go, LLC which is located at 208 E. Main St. Silverton, OR 97381.

The police department has completed and reviewed the background investigation on the applicants (Larry and Jolene Ferschweiler) and finds nothing that would preclude or prevent them from holding the license requested under the Oregon Administrative Rules governing licensing of new liquor retail outlets. The OLCC application, business information and floorplan layout of the business are attachments to this staff report.

Budget Impact	Fiscal Year	Funding Source
N/A	2018-2019	N/A

Attachments:

1. OLCC Liquor License Application
2. OLCC Business Information
3. Business Floorplan



OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

<p>LICENSE FEE: Do not include the license fee with the application (the license fee will be collected at a later time).</p> <p>APPLICATION: Application is being made for:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Brewery <input type="checkbox"/> Brewery-Public House <input type="checkbox"/> Distillery <input type="checkbox"/> Full On-Premises, Commercial <input type="checkbox"/> Full On-Premises, Caterer <input type="checkbox"/> Full On-Premises, Passenger Carrier <input type="checkbox"/> Full On-Premises, Other Public Location <input type="checkbox"/> Full On-Premises, Nonprofit Private Club <input type="checkbox"/> Full On-Premises, For-Profit Private Club <input type="checkbox"/> Grower Sales Privilege <input type="checkbox"/> Limited On-Premises <input checked="" type="checkbox"/> Off-Premises <input type="checkbox"/> Off-Premises with Fuel Pumps <input type="checkbox"/> Warehouse <input type="checkbox"/> Wholesale Malt Beverage & Wine (WMBW) <input type="checkbox"/> Winery 	<p style="text-align: center;">CITY AND COUNTY USE ONLY</p> <p>Date application received _____</p> <p>Name of City or County _____</p> <p>Recommends this license be <input type="checkbox"/> Granted <input type="checkbox"/> Denied</p> <p>By _____</p> <p>Date _____</p> <hr/> <p style="text-align: center;">OLCC USE</p> <p>Application received by <u>ESP</u></p> <p>Date <u>7.9.18</u></p> <p>License Action: <u>New Outlet</u></p>
---	--

OR
S/

1. LEGAL ENTITY (example: corporation or LLC) or INDIVIDUAL(S) applying for the license:			
Applicant #1 <u>Silverton Stop N Co LLC</u>	Applicant #2		
Applicant #3	Applicant #4		
2. Trade Name of the Business (the name customers will see): <u>Silverton Stop N Co</u>			
3. Business Location: Number and Street <u>208 E Main St</u>			
City <u>Silverton</u>	County <u>Marion</u>	ZIP <u>97381</u>	
4. Is the business at this location currently licensed by the OLCC? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
5. Mailing Address (where the OLCC will send your mail):			
PO Box, Number, Street, Rural Route <u>439 Eastview Lane NE</u>			
City <u>Silverton</u>	State <u>OR</u>	ZIP <u>97381</u>	
6. Phone Number of the Business Location: <u>503-975-7864</u>			
7. Contact Person for this Application:			
Name <u>Jolene Ferschweiler</u>		Phone Number <u>503-975-7864</u>	
Mailing Address, City, State, ZIP <u>439 Eastview Lane NE Silverton OR 97381</u>			
Email <u>silvertonstopnco@gmail.com</u>			
I understand that marijuana (such as use, consumption, ingestion, inhalation, samples, give-away, sale, etc.) is prohibited on the licensed premises.			
Signature of Applicant #1 <u>[Signature]</u>		Signature of Applicant #2 <u>[Signature]</u>	
Signature of Applicant #3		Signature of Applicant #4 <u>[Signature]</u>	

RECEIVED
OREGON LIQUOR CONTROL COMMISSION

JUL 05 2018

SALEM REGIONAL OFFICE



OREGON LIQUOR CONTROL COMMISSION
BUSINESS INFORMATION

Please Print or Type

Applicant Name: Silverton Stop n Go Phone: 503-975-7864
Trade Name (dba): Silverton Stop n go
Business Location Address: 208 E main st
City: Silverton ZIP Code: 97381

DAYS AND HOURS OF OPERATION

Business Hours: Sunday 10 AM to 8 PM
Monday 6 AM to 9 PM
Tuesday 6 AM to 9 PM
Wednesday 6 AM to 9 PM
Thursday 6 AM to 9 PM
Friday 6 AM to 11 PM
Saturday 6 AM to 11 PM
Outdoor Area Hours: NA
The outdoor area is used for: NA
 Food service Hours: _____ to _____
 Alcohol service Hours: _____ to _____
 Enclosed, how _____
The exterior area is adequately viewed and/or supervised by Service Permittees.
(Investigator's Initials)

Seasonal Variations: Yes No If yes, explain: _____

ENTERTAINMENT

Check all that apply:

- Live Music
- Recorded Music
- DJ Music
- Dancing
- Nude Entertainers
- Karaoke
- Coin-operated Games
- Video Lottery Machines
- Social Gaming
- Pool Tables
- Other: _____

DAYS & HOURS OF LIVE OR DJ MUSIC

NA
Sunday _____ to _____
Monday _____ to _____
Tuesday _____ to _____
Wednesday _____ to _____
Thursday _____ to _____
Friday _____ to _____
Saturday _____ to _____

SEATING COUNT

Restaurant: _____ Outdoor: NA
Lounge: _____ Other (explain): _____
Banquet: _____ Total Seating: _____

OLCC USE ONLY
Investigator Verified Seating: (Y) (N)
Investigator Initials: [Signature]
Date: 7.9.18

I understand if my answers are not true and complete, the OLCC may deny my license application.

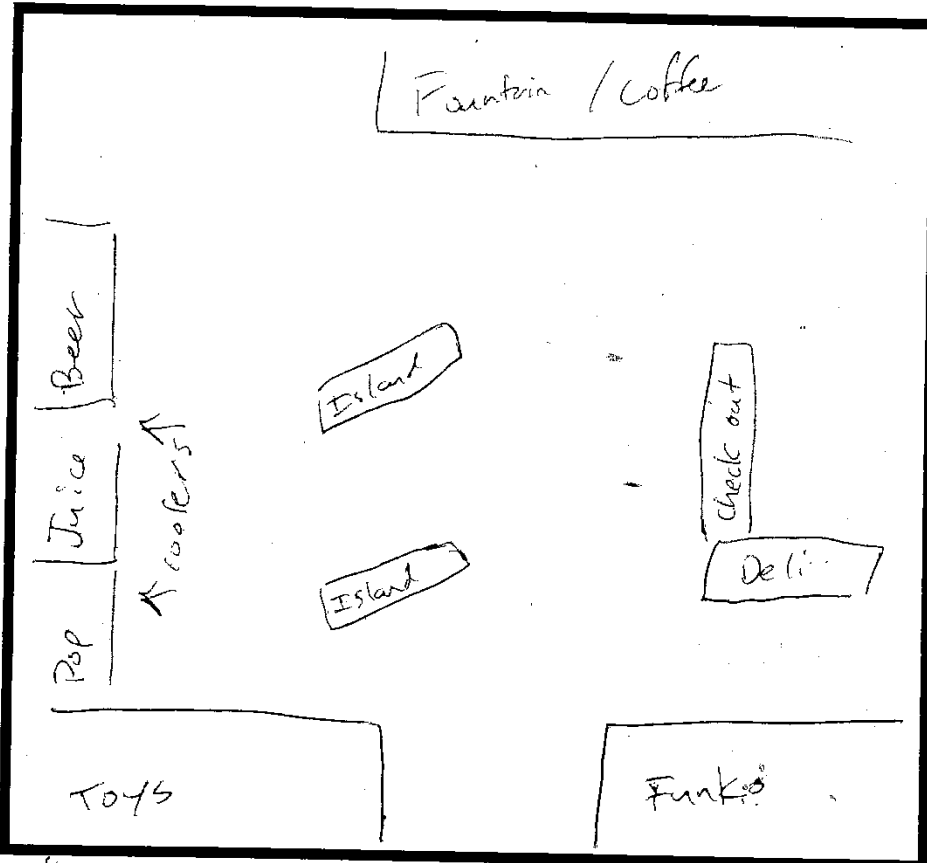
Applicant Signature: [Signature] Date: 6-29-18

1-800-452-OLCC (6522)
www.oregon.gov/olcc

(rev. 12/07)



- Your floor plan must be submitted on this form.
- Use a separate Floor Plan Form for each level or floor of the building.
- The floor plan(s) must show the specific areas of your premises (e.g. dining area, bar, lounge, dance floor, video lottery room, kitchen, restrooms, outside patio and sidewalk cafe areas.)
- Include all tables and chairs (see example on back of this form). Include dimensions for each table if you are applying for a Full On-Premises Sales license.




Applicant Name: Silverton Stop n go LLC
 Trade Name (dba): Silverton stop n go
 City and ZIP Code: Silverton 97381

.....OLCC USE ONLY.....
 MINOR POSTING ASSIGNMENT(S)
NIA NOT TO TEST
 Date: 7-9-18 Initials: EP

1-800-452-OLCC (6522)
www.oregon.gov/olcc

(rev. 09/12)

**SILVERTON CITY COUNCIL STAFF REPORT
TO THE HONORABLE MAYOR AND CITY COUNCILORS**

	Agenda Item No.:	Topic:
	7.2	Contract Award for Civic Center Property Asbestos Abatement and UST Decommissioning/Removal
	Agenda Type:	
	Consent Agenda	
	Meeting Date:	
August 6, 2018		
Prepared by:	Reviewed by:	Approved by:
Paul Eckley	Paul Eckley	Christy Wurster

Recommendation:

A motion to authorize the City Manager to enter into a contract with NorthStar CG, LP, for the Civic Center Property Asbestos Abatement and UST Decommissioning and Removal project. The Contract amount is \$144,171. It is recommended the City Manager’s authorization include a 20% contingency, for a total of \$173,005.

Background:

The Civic Center Property was purchased from the Silver Falls School District in 2017. Terracon Consultants prepared both an asbestos and lead paint survey, and a limited site investigation. The asbestos and lead paint survey located various sources of asbestos material and lead paint on the property. The site investigation located an old underground storage tank (UST). The City budget for fiscal year FY18-19 contains funds for the hazardous materials removal and site demolition. These funds total \$746,386, of which \$150,000 was estimated for the abatement/decommissioning work. It was decided to first hire a contractor to properly remove the asbestos and also decommission and remove the UST. Then, a contractor would be hired for the demolition and proper disposal of all existing buildings. The demolition contractor will properly dispose of any lead paint sources.

Bidding Process:

The bid for the Asbestos Abatement and UST Decommissioning/Removal was advertised on July 11, 2018. The bid contained three items; a lump sum bid for the asbestos abatement; a lump sum bid for the UST decommissioning; and a hourly rate for additional services. A mandatory site visit was held on July 19, 2018 and nine contractors attended. The bid opening was July 26, 2018 and the City received five bids (bid summary attached). The apparent low bid was received from IRS Environmental of Portland, Oregon. Their bid, however, was conditioned, based on a list of assumptions which stated their assumed costs for performing the work. Their bid is considered non-responsive because of the conditions.

The qualified low bidder is NorthStar CG, LP, from Milwaukie, Oregon. They are a national asbestos remediation company with 23 offices in the United States. Engineering News Magazine (ENR) ranked them No. 1 nationally in asbestos removal and demolition in 2016. Their total bid was for \$144,171 with a rate of \$85 per hour for additional services. It is recommended a contingency of 20% be added to the award approval. The contingency would be for change

**SILVERTON CITY COUNCIL STAFF REPORT
TO THE HONORABLE MAYOR AND CITY COUNCILORS**

order work, and only for unanticipated asbestos abatement or UST removal work approved in advance by the City Manager.

If Council awards the contract to NorthStar, the notice to proceed should be issued by the middle of August and their work should be completed by the end of September. The bidding of the site demolition work is planned for August. The contract award should take place during September, and the demolition work should be completed by the end of December.

Budget Impact	Fiscal Year	Funding Source
\$746,386	2018-2019	225-225-85050

Attachments:

1. Bid Opening Report

BID OPENING REPORT
CITY OF SILVERTON
PN 924 – CIVIC CENTER PROPERTY ASBESTOS ABATEMENT & UST DECOMMISSIONING/REMOVAL PROJECT


BID OPENING: 2:00 PM July 26, 2018 AT CITY HALL 306 S WATER ST., SILVERTON, OR 97381

Sheet 1 of 1

QUALIFIED BIDDERS CONTRACTORS NAME	Signed Bid Form	Bid Bond	Addendums	Asbestos Abatement Bid Amount	UST Decommission Bid Amount	TOTAL
LOI Environmental & Demolition ^{\$ 89.35/hr}	✓	✓	✓	\$ 282,405.00	\$ 30,295.00	\$ 312,700.00
CCS (PNECORP)	—	—	—	—	—	—
NCES (Net Compliance)	—	—	—	—	—	—
Anderson Environmental Contracting	—	—	—	—	—	—
Northstar \$ 85.00/hr	✓	✓	✓	\$ 82,921.00	\$ 61,250.00	\$ 144,171.00
Performance Abatement Service ^{\$ 80.00/hr}	✓	✓	✓	\$ 148,620.00	\$ 45,540.00	\$ 194,160.00
IKS Environmental	—	—	—	—	—	—
ATEZ Inc. Hourly rate \$102.00/hr	✓	✓	✓	\$ 188,974.00	\$ 36,354.00	\$ 225,328.00
IRS Environmental Hr rate 82.00/hr	✓	✓	✓	\$ 99,997.00	\$ 35,157.00	\$ 135,154.00

Signed: *Paul Gehley*
 Date: 7/26/18

**SILVERTON CITY COUNCIL STAFF REPORT
TO THE HONORABLE MAYOR AND CITY COUNCILORS**

	Agenda Item No.:	Topic:
	7.3	Contract Award for 2018 Biosolids Hauling and Land Application
	Agenda Type:	
	Consent Agenda	
	Meeting Date:	
August 6, 2018		
Prepared by:	Reviewed by:	Approved by:
Steve Starner	Paul Eckley, PE	Christy Wurster

Recommendation:

A motion to authorize the City Manager to enter into a contract with Northwest Cascade Inc. of Puyallup, Washington, for the completion of the 2018 Biosolids Hauling and Land Application Project. The contract will be at the unit price of \$0.0645 per gallon, not to exceed \$60,000.

Background:

Over the last 17 years of Silverton biosolids handling, Agri-Tech, Albany, Oregon, has been the competitive low bidder on Silverton biosolids projects. Last year, Agri-Tech completed the biosolids land application for a price of \$0.0382 per gallon. For 2018, at the same land application site, Agri-Tech had proposed to charge \$0.065 per gallon. The U.S. Energy Information Administration has documented a 16% increase in West Coast No. 2 diesel retail prices (excluding California) since last year which by itself did not support the proposed Agri-Tech price increase. The hauling contract was publicly advertised and four potential contractors requested bid packets. However, only one bid was submitted and it was from Northwest Cascade Inc., for \$0.0645 per gallons. Because \$60,000 is in this year's budget, only 930,233 gallons will be hauled, and that quantity will meet the needs of the City. The number of biosolids hauling contractors is limited and it is likely the poor response is due to them being already under contract for other agencies.

Biosolids need to be removed from the storage ponds before the winter season. Given the time of year and the relatively short biosolids application season, the recommendation is to award the contract to Northwest Cascade Inc., In anticipation of the start-up and operation of the new screw press dewatering system, staff will be rebidding the land application project for 2019 to include prices for both liquid and dewatered biosolids.

Budget Impact	Fiscal Year	Funding Source
\$60,000	2018-2019	030-030-62554

Attachments:

1. Planholders List.
2. Bid Opening Report

Attachment 1 to Agenda Item No. 7.3


CITY OF SILVERTON OREGON PLANHOLDERS LIST

2018 Biosolids Hauling and Land Application PROJECT # 980 BIDS DUE July 19, 2018 by 2:00 PM Local Time

NOTE: All Bidders must be qualified by the City of Silverton in compliance with Chapter 279.063 of the Oregon Revised Statutes

Company	Address	City	State	Zip	Contact Name	email	Phone
Agri-Tech of Oregon a Republic Services Company	28972 Coffin Butte Rd	Corvallis	OR	97330	Jeff Barcenas	jbarcenas@republicservices.com	541.726.7738 ext 222
Northwest Cascade Inc. Dba Flohawks	P.O. Box 73399	Puyallup	WA	98373	Janet Preston	janetp@nwcascade.com	253.848.2371 ext 4406
Tribeca Transport LLC	1415 Port Way	Woodland	WA	98674	Eric Thwaites	eric@tribecatransport.com	360.225.9094
River City Environmental	PO Box 30087	Portland	OR	97294	Steve McInnis	jonathan.sheckard@rivercityusa.com	503.252.6144
Salem Contractors Exchange	2256 Judson St SE	Salem	OR	97302	Lori	plans@sceonline.org	503.362.7957
Eugene Builders Exchange	PO Box 22036	Eugene	OR	97402	Jeremy Moritz	projects@ebe.org	541.484.5331
Daily Journal of Commerce	921 SW Washington St # 210	Portland	OR	97205	Plan Center	plancenter@djcoregon.com	503.274.0624
Builders Exchange of Washington	2607 Wetmore Ave	Everett	WA	98201	Christeen Daoust	christeen@bxwa.com	425.258.1303
Seattle DJC	83 Columbia St	Seattle	WA	98104	Alexandra Lavorato	alex.lavorato@dj.com	208.622.8272
Contractors Plan Center	5468 SE International Way	Milwaukie	OR	97222	Svea Erickson	svea@contractorplancenter.com	503.650.0148
ConstructConnect	3825 Edwards Road, Suite 800	Cincinnati	OH	45209	Kristy Osborn	kristy.osborn@constructconnect.com	800.364.2059
Tri-City Construction Council					Christina Camp	christina@tcplancenter.com	509.582.7424

**SILVERTON CITY COUNCIL STAFF REPORT
TO THE HONORABLE MAYOR AND CITY COUNCILORS**

	Agenda Item No.:	Topic:
	7.4	Ratification of the Collective Bargaining Agreement between the City of Silverton and Silverton Public Works Association/Laborers' Local 483
	Agenda Type:	
	Consent Agenda	
	Meeting Date:	
August 6, 2018		
Prepared by:	Reviewed by:	Approved by:
Dianne Hunt	Christy S. Wurster	Christy S. Wurster

Recommendation:

Staff recommends a motion to ratify the Collective Bargaining Agreement (CBA) between the City of Silverton and the Silverton Public Works Association/Laborers' Local 483 insubstantial form as presented, and authorize the City Manager to sign the agreement.

Background:

City Staff have been working with our attorney from the Local Government Law Group and the Silverton Public Works Association on a four (4) year collective bargaining agreement consistent with the discussion between Staff and Council. The proposed agreement was ratified by the Silverton Public Works Association and signed by the Association President and Vice-President following the ratification approval. A copy of the signed final version is attached for your review.

Budget Impact	Fiscal Year	Funding Source
None	2018-2019	N/A

Attachments:

1. Final signed version of 2018-2022 CBA



306 South Water Street
Silverton, OR 97381

COLLECTIVE BARGAINING AGREEMENT

between

THE CITY OF SILVERTON, OREGON

and

Public Works Association/Laborer's Local 483

2018 -2022

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PREAMBLE

This Agreement entered into by the City of Silverton, hereinafter referred to as the City, and the Public Works Association/Laborer's Local 483, hereinafter referred to as the Association, has as its purpose the promotion of harmonious relations between the City and the Association; the establishment of an equitable and peaceful procedure for the resolution of differences; and the establishment of rates of pay, hours of work and other conditions of employment.

ARTICLE 1: Recognition

Section 1. The City recognizes the Association as the sole and exclusive bargaining agent for all regular employees of the City whose job classification titles appear in Addendum A.

Section 2. The probationary period for all affected positions within the City shall be twelve (12) months. Probationary employees shall serve at the pleasure of the City. Employees who are subsequently promoted or reassigned will serve an additional probationary period of 12 months in their new position. If an employee who has been reassigned or promoted does not pass their probationary period they will be returned to their former position if it is vacant.

Should the City determine that either of the above-described probationary periods are not satisfactory to properly assess the future success of the employee, the City can extend the probationary period for up-to an additional six (6) months.

Section 3. Recognition of the Association is for the sole purpose stated in Section 1 hereof and is not to be construed as limiting the functions and authority of the City Council or its administrative staff in any way except as expressly stated herein.

ARTICLE 2: Savings Clause

In the event any words or sections of this Agreement are declared to be invalid by any court of competent jurisdiction, by ruling of the Employment Relations Board, by statute or constitutional amendment, are in violation of or made illegal through federal or state law or by the inability of the employer or the employees to perform to the terms of this Agreement (as provided in ORS 243.702), then upon the request by either party the invalid words or sections of this Agreement shall be reopened for negotiations. All other portions of this Agreement, and the Agreement as a whole, shall continue without interruption for the term hereof.

ARTICLE 3: Check Off and Individual Rights

Section 1. The City agrees to deduct from the paycheck of each employee who so authorized it, regular monthly dues uniformly required of members of the Association on behalf of the employee involved. The amounts deducted shall be transmitted monthly to the Association on behalf of the employees involved. Authorization by the employees shall be on forms furnished by the City and

Attachment 1 to Agenda Item No. 7.4

may be revoked by the employee upon request. The performance of this service is at no cost to the Association.

Section 2. All employees hired after the signing of this Agreement and covered by the terms and conditions of this Agreement shall, within thirty (30) days of employment, become a member of the Association or pay the equivalent of dues to the Association as their Fair Share amount, as provided for in ORS 243.650. The City shall inform all newly hired employees of the above requirements at the time of their employment. The City will endeavor to provide the Association with the name and contact information for all new hires, within thirty (30) days of hire. However, failure to do so shall not be grievable.

Any individual employee's objection based on a bona fide religious tenet or teaching of a church or religious body of which such employee is a member will require the employee to inform the City and the Association of his or her objection. The employee will meet with the representative of the Association and establish a mutually satisfactory arrangement for distribution of a contribution of an amount of money equal to regular Association membership dues to a non-religious charity. The Association and employee will provide written notification to the City regarding such an arrangement.

Section 3. The Association agrees to hold the City harmless against any and all claims, suits, orders or judgments brought against it as a result of the City's actions pursuant to Section 1 and Section 2 of this Article.

Section 4. The City and the Association jointly recognize that they are each required by law not to discriminate against any person by reason of Association membership or the absence thereof, age, race, religion, color, sex, national origin, ancestry or the presence of a physical handicap, marital status or political affiliation.

All references to employees in the Agreement designate both sexes and whenever the male gender is used, it shall be construed to include male and female members of the Association.

Section 5. Association Activity. Association activity will normally be carried on outside of working hours. However, it is recognized that reasonable limited deviations from this policy may be granted for such things as meetings, posting of Association notices, and distribution of literature which do not require substantial periods of time. Where such activities cannot reasonably be performed except during scheduled working hours, and where such activities are performed without disruption of employee work, they are authorized and may be done without loss of pay to the employees involved.

- (a) Association meetings may be held on City property, with supervisor approval, after work hours and without compensation.

Section 6. Bulletin Boards. The City agrees to provide adequate space on existing bulletin boards in the Maintenance Shops, the Water Treatment Plant and the Wastewater Treatment Plant for use by the Association. All materials posted thereon by the Association shall be clearly identified as originating from the Association.

ARTICLE 4: Management Rights

It is understood and agreed that the City possesses the sole and exclusive right to conduct the City's business and to carry out its obligations, subject to such conditions, requirements and limitations as may exist under federal and state law. Therefore, unless specifically limited under this contract, the City retains the full and unrestricted right to operate and manage all manpower, facilities and equipment, functions and programs; to set and amend budgets; to establish and modify organizational structure; to select, direct and determine the number of personnel; to establish work schedules; to contract and sub-contract any work; and to perform any other managerial functions not specifically limited by this contract. Therefore, the powers and authority which have not specifically been abridged, delegated or modified by a specific provision in this Agreement are retained by the City.

ARTICLE 5: Strikes and Lockouts

Section 1. The Association agrees that during the term of this Agreement its members will not participate in a strike, work stoppage, slowdown or interruption of the City services. Any member of the Association participating in, honoring or engaging in any strike while on duty shall be subject to immediate discipline by the City.

Section 2. No lockout of employees shall be instituted by the City during the term of this Agreement.

ARTICLE 6: Settlement of Disputes (Grievance Process)

Section 1. Grievance and Arbitration Procedure. To promote better relations, the parties agree to settle any dispute as to the meaning, interpretation or application of this contract by the following procedure:

Step I: The employer or the employee together with the Association may claim a breach of this Agreement in writing to the employee's immediate supervisor. Such written notice shall be given within ten (10) calendar days from the date the aggrieved party knew or reasonably should have known of the action giving rise to the grievance. The notice shall include:

A statement of the grievance and relevant facts including the date(s) of the alleged action;
Provision(s) of the contract violated; Remedies sought.

Nothing shall prohibit the employee from first attempting to resolve the grievance informally during this period. The supervisor shall respond to the grievance in writing within ten (10) calendar days with a copy to the Association.

Step II: If, after ten (10) calendar days from the date of submission of the grievance to the supervisor, the grievance remains unresolved, the grievance may be submitted by the Association within an additional ten (10) calendar days to the Director of Public Works, together with all material received to that date. The Director of Public Works may meet with the aggrieved party who may

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request an Association representative at the meeting. The Director of Public Works shall respond to the grievance in writing within ten (10) calendar days of receipt of the grievance or the informal meeting, whichever occurs later, with a copy to the Association.

Step III: If, after ten (10) calendar days from the date of the Director of Public Works' response, the grievance remains unresolved, the grievance may be submitted within an additional ten (10) calendar days to the City Manager, who shall meet with the aggrieved party and Association representative and shall respond to the grievance in writing within ten (10) calendar days with a copy to the Association.

Step IV: If, after ten (10) calendar days from the date of the City Manager's response, the grievance remains unresolved, the grievance may be submitted to mediation by the Association, if agreed upon by the City. If so, the City and the Association will jointly request a mediator from the Employment Relations Board.

Step V: Arbitration. If the grievance is still not resolved, it may within ten (10) calendar days be submitted to arbitration. An Arbitrator shall be selected in the following manner: A list of seven (7) arbitrators shall be requested from the Employment Relations Board and the parties shall alternately strike one name from the list until one name is left. The party requesting arbitration will strike first. The one name remaining after such striking shall be the arbitrator. The arbitrator shall render a decision in thirty (30) calendar days. The power of the arbitrator shall be limited to interpretation of the contract, and determining if it has been violated. The arbitrator shall have no authority to add to, modify or subtract from this Agreement. The decision shall be binding on both parties. The cost of the arbitration shall be shared equally by both parties; however, each party shall bear the costs of presentation of its proposal.

Section 2. Time Limits. Any time limits specified in the grievance procedure may be extended by mutual consent of the parties. Failure to submit the grievance in accordance with these time limits without such extension shall constitute abandonment of the grievance. Failure by the City to reply to a grievance within the specified time limits will be considered denial of the grievance at that step. A grievance may be terminated at any time upon receipt of a signed statement from the employee that the matter has been resolved.

Section 3. Determination of Merit. The provisions of this Article shall not be interpreted to require that the Association process any grievance through the grievance or arbitration procedure which it believes lacks sufficient merit

ARTICLE 7: Discipline and Discharge

Section 1. Disciplinary action shall include the following, but not necessarily in this order:

- a) Written reprimand;
- b) Demotion;

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- c) Suspension without pay; or
- d) Discharge.

Disciplinary action will be based upon just cause.

Disciplinary action may be imposed upon any employee, in a progressive manner, for failing to fulfill his or her responsibilities as an employee. Serious violations, as determined by the City, may be dealt with by any of the above measures on the first offense or subsequent offenses if supported by just cause.

Conduct reflecting discredit upon the City, or which is a hindrance to the effective performance of City functions, shall be considered just cause for disciplinary action. Such cause may also include misconduct, inefficiency, incompetence, insubordination, misfeasance, malfeasance, the willful giving of false or confidential information or the withholding of information when making application for employment, or willful violation of departmental rules. Any disciplinary action imposed upon an employee shall be protested only as a grievance through the regular grievance procedure.

If the department head or other supervisor has reason to discipline an employee, he shall make reasonable efforts to impose such discipline in a manner that will not embarrass or humiliate the employee before other employees or the public.

Section 2. Corrective actions may be given to an employee. Corrective actions, including verbal warnings reduced to writing, counseling, and work improvement plans are not subject to the disciplinary process or grievance procedures and will not be placed in an employee's personnel file. Record of such actions may be maintained in supervisory files or in yearly evaluations. In the event an inquiry under an informal corrective action leads management to believe that formal discipline may be contemplated, the employee will be notified of the right to a representative.

ARTICLE 8: Sick Leave

Section 1. Accrual. Employees shall be credited with eight (8) hours of sick leave for each month worked.

Section 2. Utilization of Sick Leave. Employees who have completed one (1) full calendar month of employment may apply accumulated sick leave toward the following:

- Illness or injury when such illness or injury prevents the employee from performing the normal job duties of his position or other work which may be available;
- Medical or dental care provided such care cannot reasonably be obtained outside scheduled working hours;
- Quarantine if the employee has been exposed to a contagious disease which would pose an

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unacceptable health hazard to other employees were he allowed to work; and

- Illness in the employee's immediate family which requires the employee to stay home.

The words immediate family, as used in this Article, is defined to include the employee's spouse, children, step children and any relative residing in the employee's immediate household.

Section 3. If the City has reason to believe that sick leave benefits are being abused, certification by an attending physician or at the City's option, a health care practitioner retained and paid by the City attesting to the need to be absent from work may be required as condition of eligibility for receipt of sick leave benefits. In any case, where such certification is required, the employee shall normally be so advised prior to the date of his return to work. Notwithstanding the foregoing, the City shall also have the right to take disciplinary action as a result of sick leave abuse.

Section 4. In the event an employee suffers from sickness and is unable to perform his duties, he shall notify his supervisor of his expected absence and the nature and expected length thereof, prior to the start of his regular work shift.

Section 5. Integration with Workers' Compensation. When an injury occurs in the course of employment, the injured employee may utilize accrued sick leave to receive the difference between payments received under Workers' Compensation and his regular salary. In such instances, prorated charges will be made against the employee's accrued sick leave. In no event will sick leave payments in addition to Workers' Compensation extend beyond one year from the date of the injury. If the injured employee is off work because of the injury for less than seven (7) days, and the employee has less than three (3) days accrued sick leave at the time of his injury, the City will advance the employee sufficient sick leave credit to ensure that he receives his regular salary for the first three (3) days of work lost because of the injury.

Section 6. An employee returning from any, illness, whether or not sick leave benefits have been paid, may be required to submit to a medical examination or other medical evaluation at the expense of the City in order to establish medical fitness for the duties of the position before returning to work.

Section 7. All sick leave benefits shall terminate and/or be forfeited upon termination of employment for any reason, except as follows: The City will allow up to one-half of the employee's accrued sick leave in the calculation of the employee's retirement benefit pursuant to statutes and the rules and regulations for the Public Employees Retirement System. Accrued sick leave shall be forfeited upon termination of employment for any other reason.

Section 8. No employee shall be entitled to sick leave while absent from duty due to the following cause:

- Sickness or disability while on leave of absence without pay;
- Injury or illness for which the employee is eligible for industrial insurance benefits from an employer other than the City;

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- While on a paid holiday, scheduled vacation day or non-scheduled work day.

ARTICLE 9: Bereavement Leave

In the event of death of a member of the employee's immediate family as defined below, the City shall grant necessary time off not to exceed forty (40) hours with pay for the purpose of making funeral arrangements and attending the funeral. Such leave will not be charged to sick leave or vacation leave. Requests for leave shall be directed to the Public Works Director or his/her designee.

Leave with pay of up to eight (8) hours may be granted when an Association member serves as a pallbearer for other than immediate family members. Bereavement leave shall not be lost in place of paid holidays, scheduled vacations or sick leave.

Bereavement leave runs concurrently with OFLA leave.

Immediate family is defined as follows:

- Mother and Mother-in-law
- Father and Father-in-law
- Brother and Brother-in-law
- Sister and Sister-in-law
- Son and Son-in-law
- Daughter and Daughter-in-law
- Husband, Wife
- Registered Domestic Partner
- Grandchild
- Grandparent

ARTICLE 10: Holidays

Section 1. Holidays recognized and observed are as follows:

New Year's Day	January 1
Martin Luther King Day	3 rd Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday In May
Independence Day	July 4
Labor Day	First Monday in September
Veterans' Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day After Thanksgiving Day	Fourth Friday in November
Christmas Day	December 25
Floating Holiday #1	At Employee's Discretion and Supervisor's Concurrence

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Section 2. If a holiday falls on a Saturday, the preceding Friday shall be observed as a holiday. If a holiday falls on a Sunday, the following Monday shall be observed as the holiday. Employees required to report to work on a holiday shall be paid for eight (8) hours of holiday pay at straight time as well as time and one-half (1.5x) for hours actually worked. Employees will be granted the choice of either pay or compensatory time off. If employees opt for compensatory time off, this time will be held in a bank separately from their FLSA comp time. Banked FLSA comp time, holiday time, and non-FLSA comp time all count toward the total comp bank cap. The cumulative total for all comp time banks shall not exceed forty (40) hours.

Section 3. If an employee has not used the floating holidays prior to the last day of June in the year in which it was earned, the balance of the unused hours will be added to the employee's vacation days.

ARTICLE 11: Vacation

Section 1. Eligibility and Allowance. Employees shall not be eligible for vacation leave during their first month of employment, although vacation leave shall accrue from the date of employment.

All full-time employees shall accrue vacation time at the rate described in the schedule below:

First through fourth year	96 hours per year
Fifth through ninth year	120 hours per year
Tenth through fourteenth year	144 hours per year
Fifteenth year	192 hours per year

Section 2. Any employee who is laid off, discharged, retired, or separated from the City for any reason shall be paid for all unused vacation.

Section 3. A maximum of 240 hours of accrued vacation may be carried over from one fiscal year to the next. On July 1 of each year, each bargaining unit member will schedule vacation to use any balance above 240 hours. Such excess shall be used by October 1. If it is not used, the excess vacation shall be forfeited to the City. If the work of the City interferes with an employee's ability to use this vacation, the balance over 240 hours will be paid.

Section 4. Part-time employees who work (20) hours or more per week shall be eligible for vacation accrual on a pro-rata basis of the scheduled FTE.

ARTICLE 12: Fringe Benefits

Section 1. Retirement. The City shall enroll eligible employees in the retirement plan available pursuant to statute, rules and regulations of the state of Oregon. The employer will pick-up the employee's six percent (6%) PERS contribution. In the event of legal or legislative action that prohibits or limits the employer's ability to continue to pick-up the employee 6% PERS contribution, the parties agree to open this Section for renegotiation to compensate the employees for any

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modification.

Section 2. Life Insurance. The City will provide for \$30,000 of full life insurance covering each employee against both occupational and non-occupational related death, and will provide for accidental death or dismemberment up to a maximum of \$30,000.

Section 3. Health Insurance. The City shall provide medical, dental, and vision health insurance. Premiums will be as follows:

The City shall contribute the cost of the employee only insurance premium.

HDHP-1 w/HSA (\$1,500/\$3,000 deductible):

- The City will contribute one-hundred percent (100%) toward dependent coverage.
- The City will fund seventy-five percent (75%) of the deductible amount through monthly installments to an HSA account.

Kaiser Plan B:

The City and the employee shall share the cost of dependent coverage, with the City contributing seventy percent (70%) and the employee contributing thirty percent (30%) for those employees on the Kaiser medical plan.

Dental:

The City and the employee shall share the cost of dependent coverage for dental insurance premiums as follows:

- ODS Dental II w/Ortho Rider:
 - o The City will contribute eighty percent (80%) and the employee will contribute twenty percent (20%).
- Kaiser Dental w/Ortho Rider:
 - o The City will contribute seventy percent (70%) and the employee will contribute thirty percent (30%).
- Willamette Dental w/Ortho Rider:
 - o The City will contribute eighty percent (80%) and the employee will contribute twenty percent (20%).

The employee shall make his/her share of the contribution through payroll deduction.

In addition, the City will continue to make available a Section 125 medical premium deduction plan that allows pre-tax deduction of employee paid medical premium payments.

The City shall not change health and accident companies without first notifying the Association. In the event that the City does change health insurance providers, and the new provider allows for such a provision, the City and the Association will negotiate a cash payment amount for those employees who desire to opt out of the City's insurance plan. The City and Association will negotiate which,

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and how many, members within the Association may opt out of the City's insurance plan pursuant to the rules and regulations of the provider.

Section 4. Deferred Compensation. The City will make available to employees at least one Deferred Compensation Plan. All contributions to the plan shall be at the employee's option and cost.

Section 5. Long Term Disability. The City will provide Long Term Disability for each employee at no cost to the employee.

Section 6. Clothing, Equipment & Uniforms. The City shall provide clothing and safety equipment pursuant to applicable laws and regulations, based on a review performed by the City's insurance carrier or other similar resource acceptable to the parties. Only those items which are required by law or regulation shall be provided. The City may provide additional items, at their discretion, as deemed necessary.

Section 7. Incentive Pay. The City shall pay incentive pay to Association members who hold certificates or licenses in the following areas, and at the following rates:

- Spray Applicators License: two (2) percent of gross monthly salary
- Backflow Tester/Specialist: two (2) percent of gross monthly salary
- Certified Arborist: two (2) percent of gross monthly salary

The City shall determine which association members qualify for incentive pay based on need and job descriptions.

Section 8. Commercial Driver's License. All Public Works Department field staff positions, excluding the Facilities Maintenance Worker, will require a CDL certification with Air Brakes and Tanker endorsements, or ability to obtain within six (6) months of date of hire.

In order to support the Department's employees, the City shall be responsible for the costs (CDL examination, medical fees not covered by the employee's insurance, and recertification fees) associated with obtaining and maintaining this certification.

ARTICLE 13: Hours of Work and Overtime

Section 1. Workweek. The workweek is defined as a seven (7) day period commencing at 12:01 a.m., Monday and ending at 12:00 midnight on Sunday. However, the workweek for Sewer/Water Operators I & II's is defined as a seven-day period commencing at 12:01 a.m. Saturday and ending at 12:00 midnight Friday. Permanent alterations in either work hours or workdays or both may be accomplished through mutual agreement between the supervisor(s) and the employee(s) involved. Alterations to work hours and/or work days shall be accomplished by the supervisor(s) giving notification of seven (7) calendar days to the employee(s) involved. At no time shall supervisors or employees enter into an arrangement for work hours which violates Federal or State Wage and Hour Laws or this Agreement.

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Section 2. Overtime. All actual work performed by an employee in excess of forty (40) hours per week, or on his/her scheduled days off in the workweek (unless requested by the employee and agreed to by the City), shall be compensated through the payment of overtime pay at the rate of time and one-half or compensatory time off. All overtime shall be rounded to the nearest one-quarter hour. Hours worked for the purpose of computing overtime hours for employees shall include all hours worked as that term is used in the Fair Labor Standards Act (FLSA).

Section 3. Form of Compensation. For overtime, employees will be granted their choice: either receive pay at the rate of time and one half, or receive compensatory time off.

Compensatory time off may be granted at a rate of time-and-one half in lieu of cash compensation.

Compensatory time off shall not be allowed to accrue beyond forty (40) hours. Once the forty (40) hour maximum has been reached, the employee will receive cash compensation at the rate of time-and-one half on their regular, month-end paycheck.

Section 4. Callback. Callback for purposes outside the aforementioned scheduled forty (40) hour work week shall receive a minimum of two (2) hours overtime compensation as a callback premium, unless such callback is annexed within two (2) hours of the beginning of the employee's work shift, at which time overtime compensation will be for actual time worked. Callback does not apply when an employee is held over at the end of a shift. Callback time commences when the employee arrives at the City shop or needed location. If the employee is still on-site, still on-the-clock, or still within the 2-hour callback when another callback is initiated, that employee does not receive an additional two (2) hours, but rather stays on the overtime pay rate, if applicable.

Section 5. No-Pyramiding. In no event shall compensation be received twice for the same hours.

Section 6. On-Call. Employees required to be on-call are deemed waiting to be engaged and in order to be placed on-call, shall be provided a cell phone and/or pager if deemed necessary by the City. Employees shall be compensated one (1) hour at the overtime rate for each week-day of on-call status and two (2) hours at the overtime rate for each Saturday or Sunday of on-call status, which is not considered actual hours worked for purposes of calculating overtime.

Employees on on-call status must refrain from the use of intoxicants. See employee handbook for further description.

ARTICLE 14: Wages

Section 1. Wages. Wages shall be in accordance with the provisions of "Addendum A" hereof, which by this reference is a part of this Agreement.

Effective July 1, 2018, the City will adjust the wage schedule and steps in accordance with Addendum A.

Effective July 1, 2018, the following market adjustments will be made to the following classifications on the wage scale:

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- UWI 3.5%
- UWII 2.0%
- UWIII 2.5%
- Mechanic 5.0%
- Parks Maintenance 3.5%
- Sewer/Water Operator I & II 2.0%
- Facilities Maintenance 2.0%

Effective July 1, 2019, the wage scale outlined in "Addendum A' will be increased by two percent (2%).

Effective July 1, 2020, the wage scale outlined in "Addendum A" will be increased by two percent (2%).

Effective July 1, 2021, the wage scale outlined in "Addendum A" will be increased by two percent (2%).

Section 2. Pay Period. Employees shall be paid on a bi-weekly schedule. Employees will be compensated on an hourly basis.

Section 3. Step Plan. New employees will be hired at Step 1 and advanced to Step 2 upon successful completion of a period of twelve (12) months of full-time employment. New employees hired above Step 1 shall be advanced after twelve (12) months of full-time employment. Eligibility for advancement to subsequent steps shall be upon completion of an additional twelve (12) months of full-time employment in the preceding step. The City may deny a step increase or extend a probationary period based upon substandard performance.

ARTICLE 15: Layoff and Recall

Section 1. Layoff. In the event of a layoff, the City shall layoff employees according to the anticipated future staffing needs of the City. Where there are several employees working in the same classification, the City will layoff on the basis of ability, skill, experience and prior discipline record. Assuming that the above is judged to be equal, the City will recognize seniority in the layoff of Public Works employees provided the senior employee is qualified to perform the work.

For purposes of this Article, seniority shall mean length of continuous service (including authorized leaves of absence) as an employee of the City of Silverton computed from the date of the employee's original hire (continuous service date).

Section 2. Recall Any position opening with the Public Works Department for which laid off employee(s) are qualified shall be offered to such laid off employee(s) before other applicants are hired, provided such openings occur within two (2) years of the date of layoff.

Specifically, the City shall send a registered letter, return receipt requested, to the last known address

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of the laid-off employee. Upon receipt of such letter, the laid-off employee shall have seven (7) days in which to notify the City of his intent to return to work and fourteen (14) days thereafter in which to return to work. Failure to do so will constitute a waiver of re-employment rights. Employees returning from layoff status to active employment shall have previously acquired seniority for purposes of vacation accrual and accrued sick leave reinstated, but shall not receive credit for the time of the layoff.

ARTICLE 16: Working Out of Class

Section 1. With written approval from the City Manager, employees assigned to work in a higher classification may receive a five percent (5%) wage differential if assigned for periods of two (2) consecutive weeks or longer (this excludes periods for vacation, sick leave, workshops, etc.) to that position in a higher class.

Section 2. In order to receive Working Out of Class pay, the employee must be assigned the full range of duties and have full authority and responsibilities of the position he/she is filling, except discipline for union members.

ARTICLE 17: Duration and Termination

Section 1. This contract shall be effective upon execution, except as otherwise specifically provided for, through June 30, 2022. After ratification, this Agreement shall not be modified in whole or in part by the parties except by instrument, in writing, duly executed by both parties.

Section 2. The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter appropriate for collective bargaining, and that the understanding and agreements arrived at by both parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the City and the Association, for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this Agreement. All terms and conditions of employment are covered by this Agreement and shall continue to be subject to the City's direction and control.

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EXECUTED this _____ day of _____, 2018, in Silverton, Oregon by the undersigned persons under the authority of and on behalf of the City of Silverton and the Public Works Association /Laborers Local 483.

ASSOCIATION/UNION

CITY OF SILVERTON

Ted Bryan

Name: TED BRYAN
Date: LABORERS' LOCAL 483

Christy Wurster, City Manager
Date:

Farrell Richartz 7/25/18

Name: FARRELL RICHARTZ
Date: LABORERS' LOCAL 483

Kyle Palmer, Mayor
Date:

Name:
Date:

Name:
Date:

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Silverton Public Works Association
CBA 2018 - 2022

TA 6-27-18 FR
DUM

City counter package proposal

ARTICLE	City package proposals
Preamble, 2, 4, 5, 9, 10, 11, 15 & 16	<ul style="list-style-type: none"> All CCL
1 Recognition	<p>*As proposed by City, but agree to add: <i>"If an employee who has been reassigned or promoted does not pass their probationary period, they will be returned to their former position if it is vacant."</i></p>
3 Check off	<p>*As proposed by City, but agree that either party may demand to bargain section 2 once Janus impact is assessed.</p>
6 Settlement of Disputes	<p>*As previously proposed by City</p>
7 Discipline & Discharge	<p>*As previously proposed by City</p>
8 Sick Leave	<p>*As previously proposed by City</p>
12 Fringe Benefits	<p>*As previously proposed by City</p>
13 Hours of work and overtime	<p>*As previously proposed by City (including changing "one-week" to "seven (7) calendar days", but: *Increase on-call (stand-by) pay from 1 hour per day to 2 hours per day on Saturdays and Sundays</p>
14 Wages	<p>* Wages as previously proposed, but:</p> <ul style="list-style-type: none"> UWII – 2% (increased from 1%) Sewer/Water Operator I & II – 2% (increased from 0%) Facilities Maintenance – 2% (increased from 0%)
17 Duration and termination	<p>*As previously proposed by City</p>

**SILVERTON CITY COUNCIL STAFF REPORT
TO THE HONORABLE MAYOR AND CITY COUNCILORS**

	Agenda Item No.:	Topic:
	7.5	Ratify the League of Oregon Cities Legislative Priorities for 2019
	Agenda Type:	
	Consent Agenda	
	Meeting Date:	
August 6, 2018		
Prepared by:	Reviewed by:	Approved by:
Angela Speier	Christy S. Wurster	Christy S. Wurster

Recommendation:

Council to ratify League of Oregon Cities (LOC) top four and bottom four legislative priorities for the 2019 legislative session.

Background:

Council discussed the LOC legislative priorities at the July 2, 2018 City Council meeting and at the July 16, 2018 Work Session. During the July 16, 2018 Work Session the Council had an opportunity to vote for their top and bottom priorities. Staff tallied the votes and the top three priorities receiving the highest number of votes were: 1) U: safe routes to school match, 2) E: broadband infrastructure, and 3) O: PERS reform. There was a three-way tie for the fourth priority, thus Council was surveyed after the vote and the fourth priority was identified as M: mental health. The League also asked cities to identify their bottom four priorities, the two receiving the highest number of votes were: 1) D: beer and cider tax increase, 2) CC: wood smoke reduction program support. There was a three-way tie for the bottom two priorities and after being surveyed the third and fourth priority was identified as: 3) BB: wetland development permitting and 4) W: speed cameras.

Budget Impact	Fiscal Year	Funding Source
None	2018-2019	N/A

Attachments:

1. Breakdown of final vote for the top and bottom LOC legislative priorities.

Attachment 1 to Agenda Item No. 7.5

City of: Silverton

As requested by the League of Oregon Cities (LOC), the following are Council's top priority issues and lowest priority issues for LOC to pursue.

Top Priorities

Legislation	Mayor Palmer	Councilor Carter	Councilor Freilinger	Councilor Martin	Councilor Plummer	Councilor Sears	Councilor Smith	Total
A. 9-1-1 Tax								0
B. Annexation Flexibility								0
C. Auto Theft								0
D. Beer and Cider Tax Increase								0
E. Broadband Infrastructure	1		1	1	1			4
F. Carbon Cap-and-Invest Program Adoption		1						1
G. City Comparability for Compensation								0
H. Green Energy Technology Requirement Changes		1			1		1	3
I. Infrastructure Financing and Resilience	1			1			1	3
J. Least Cost Public Contracting						1		1
K. Local Control Over Speed Limits on City Streets								0
L. Lodging Tax Definition Broadening								0
M. Mental Health Investment			1		1	1		3
N. Permanent Supportive Housing Investment						1	1	2
O. PERS Reform	1	1	2					4
P. PERS Unfunded Liability Revenue Stream Dedication								0
Q. Place-Based, Water Resource Planning (Program Support)								0
R. Property Tax Reform								0
S. Qualification Based Selection (QBS)								0
T. Right-of-Way and Franchise Fee Authority								0
U. Safe Routes to School Match	1			1	1	1	1	5
V. Small Area Cell Deployment								0
W. Speed Cameras								0
X. Speed Limit Methodology								0
Y. Third Party Building Inspection								0
Z. Tobacco Taxes Share Increase		1		1				2
AA. Waste Water Technical Assistance Program								0
BB. Wetland Development Permitting								0
CC. Wood Smoke Reduction Program Support								0

The following priorities were tied for 4th and revoted on:

H. Green Energy Technology Requirement Changes		1					1	2
I. Infrastructure Financing and Resilience	1			1				2
M. Mental Health Investment			1		1	1		3

City of: Silverton

As requested by the League of Oregon Cities (LOC), the following are Council's top priority issues and lowest priority issues for LOC to pursue.

Lowest Priorities

Legislation	Mayor Palmer	Councilor Carter	Councilor Freilinger	Councilor Martin	Councilor Plummer	Councilor Sears	Councilor Smith	Total
A. 9-1-1 Tax								0
B. Annexation Flexibility								0
C. Auto Theft				1				1
D. Beer and Cider Tax Increase	1	1	1		1			4
E. Broadband Infrastructure								0
F. Carbon Cap-and-Invest Program Adoption								0
G. City Comparability for Compensation					1			1
H. Green Energy Technology Requirement Changes								0
I. Infrastructure Financing and Resilience								0
J. Least Cost Public Contracting								0
K. Local Control Over Speed Limits on City Streets				1		1		2
L. Lodging Tax Definition Broadening								0
M. Mental Health Investment								0
N. Permanent Supportive Housing Investment								0
O. PERS Reform					1			1
P. PERS Unfunded Liability Revenue Stream Dedication								0
Q. Place-Based, Water Resource Planning (Program Support)								0
R. Property Tax Reform								0
S. Qualification Based Selection (QBS)			1					1
T. Right-of-Way and Franchise Fee Authority								0
U. Safe Routes to School Match								0
V. Small Area Cell Deployment							1	1
W. Speed Cameras	1			1			1	3
X. Speed Limit Methodology						1		1
Y. Third Party Building Inspection			1		1	1		3
Z. Tobacco Taxes Share Increase								0
AA. Waste Water Technical Assistance Program								0
BB. Wetland Development Permitting	1	1					1	3
CC. Wood Smoke Reduction Program Support	1		1	1		1	1	5

The following priorities were tied for 3rd and 4th and revoted on:

W. Speed Cameras	1			1	1	1	1	5
Y. Third Party Building Inspection			1					1
BB. Wetland Development Permitting	1	1	1	1	1		1	6

COMMUNITY DEVELOPMENT DEPARTMENT MONTHLY REPORT

For The August 6, 2018 City Council Meeting

Planning Division

- The Planning Commission reviewed and recommends the Council approve an annexation request for 555 South Water Street.
- The Silverton Urban Renewal Advisory Committee met to review a Building Improvement and Façade Improvement request for Gear Up Espresso to remodel 442 McClaine Street and recommend the Urban Renewal Agency approve the requests.
- The Planning Commission reviewed the following at the July 10th meeting.
 - AN-18-03. Annexation application to annex 555 Eureka Avenue into the City Limits and zone the property R-1, Single Family Residential.
 - Recommend Approval
 - SU-18-01. Subdivision application request to divide 608 North James Street into 41 lots.
 - Denied
 - CU-18-01. Conditional Use application to establish a Daycare for up to 63 children with up to 10 employees at 222 High Street Water Street.
 - Approved
 - CU-18-02. Conditional Use application to establish a Daycare for up to 20 children ages three through six at 211 West Center Street starting in 2018-2019. The site will also include a Montessori school with up to 20 students ages six through twelve starting in 2019-2020
 - Approved
- Staff met with the School District to discuss the Safe Routes to School grant cycle and upcoming Letter of Intent due August 31, 2018. Staff will be working with the School District to submit an application for funding to construct a sidewalk along North James Street heading north from the existing sidewalk adjacent to the Middle School and a secondary priority project for sidewalks along Robinson Street.
- Staff met to the City Council in a work session to discuss the Transportation System Plan Goals and Objectives.
- Staff has been working with DLCD to refine the Scope of Work for the Eugene Field Public Outreach and Site Concept Plan grant project. The consultant selection phase is scheduled to begin the first week of August.

SILVERTON POLICE ACTIVITY REPORT

Jun-18

OFFENSES	June	YTD	ARRESTS	June	YTD	CITATIONS	June	YTD	
Arson	0	0	Arson	0	0	Traffic Crimes			
Assist Other Agency	27	150	Assault/Including Attempt	1	13	DUII	2	10	
Attempt to Locate	20	100	Burglary/Including Attempts	0	6	DWS-Misd./Felony Level	1	10	
Auto Theft/Including Attempt	3	17	Drug	1	11	Traffic Violations			
Burglary	2	13	Forgery/Fraud/Counterfeit	0	0	All Other	69	502	
Deaths-Natural	0	4	Juv-Curfew	0	1	Warnings	90	618	
Suicide/ Including Attempts	4	28	Runaway	2	6	Violations			
Disturbance	11	47	Kidnap	0	0	MIP Alcohol	0	4	
Family Disturbance	10	57	Furnishing Liquor	0	1	MIP Tobacco	1	6	
Fraud/Forgery/Counterfeit	3	17	Menacing/Inc. Dom. Viol.	1	1	MIP Marijuana	0	10	
Harassment	4	29	Murder/Criminal Death	0	0	Civil Infractions			
Ordinance Violations	35	163	Rape	0	1	Dogs-Noise/Leash/Vicious	0	1	
Prowler/Trespass	4	65	Robbery	0	0	TOTAL CITATIONS ISSUED	162	1160	
Public Assist	35	193	Sex Crimes-Other	0	1				
Rape	0	0	Stalking	0	0				
Robbery/Including Attempts	0	0	Theft/ Including Attempts	3	17				
Runaway	3	7	Trespassing	1	13				
School Resource	16	190	UUMV/Including Attempts	1	5				
Sex Crimes	1	11	Vandalism	0	7				
Shots Fired	1	1	Violation of Court Orders	3	26				
Stalking	1	1	Weapons Violations	0	1	3 YEAR COMPARISON	2016	2017	2018
Suspicious	53	388	Misc./Other Crimes	32	125	Arson	0	0	0
Theft/Including Attempts	11	83				Auto Theft/Include Attempts	6	27	17
Weapons	0	0	TOTAL ARRESTS	45	204	Burglary	15	16	13
Vandalism	4	24	ADULT ARRESTS	36	209	School Resource	164	143	190
Misc./Other	168	904	JUVENILE ARRESTS	9	25	Rape	0	2	0
TOTAL OFFENSES	416	2492				Robbery	2	0	0
						Vandalism	29	33	24
						CALLS FOR SERVICE	2771	2652	2492
						TOTAL ARRESTS	236	321	204
						TOTAL CITATIONS	1315	1754	1160

Working in a proactive partnership with our community to solve problems and enhance the quality of life for our citizens.



Memorandum

July 26th, 2018

To: Jeff Fossholm, Chief of Police
Christy Wurster, City Manager
From: Sean Farris, Community Service Officer
Re: June CSO Report

25 hours a week, split time between parking and code enforcement as needed.

The following is an accounting of the number and types of complaints received and pursued from June 28th, 2018 to July 26th, 2018.

Code Enforcement Complaints from 6-28-18 to 7-26-18

Total Cases this Month	22 (YTD 112)
YTD Cases Resolved	94
YTD Cases Unresolved	18

Breakdown of Complaints Taken 6-28-18 to 7-26-18

Noxious Vegetation/Fire Hazard	07
Right of Way Encroachment	02
Abandoned Vehicle	02
Vision Clearance	01
Odor	01
Business License	01
Occupied Building No Water	01
Blocking Fire Lane	01
Residential Parking Issue	01
Junk	02
Discarded Vehicles	02
Construction Noise Before 7 am	01

Total Parking Citations from 6-28-18 to 7-26-18

\$5 Meter Violations, 2 hour limit, etc.	115 (YTD 645)
\$25 Violations	02



MEMORANDUM

SILVERTON PUBLIC WORKS

DATE: July 26, 2018

TO: Christy Wurster and City Council

FROM: Paul Eckley, Public Works Director

**RE: PUBLIC WORKS DEPARTMENT
UPDATE FOR August 6, 2018 MEETING**

ENGINEERING DIVISION:

Public Projects:

- Steelhammer Road Improvements PH 1: This project is complete. City staff has removed the stop signs at Steelhammer Road and Jaysie Drive.
- Transportation System Plan Update: Council updated goals at July 16th work session. Staff to share updated goals with TAC/PAC the week of August 20th.
- Silver Creek Overlook: Bids were submitted July 6, 2018 – Low bid of \$114,803 greatly exceeded engineer's estimate of \$69,405. Staff to redesign project and will share conceptual design with Council this fall for input and approval. Likely rebid this spring.
- McClaine Street Assessment: The initial 30% preliminary design phase has been awarded to Keller Associates. It is anticipated the preliminary design phase will start in early August, and will be completed by mid-November 2018.
- Economic Development Administration (EDA) Raw Water Grant: Staff submitted additional information to SHPO for their concurrence of project to have no impact on historical/archaeological sites,
- Civic Center Remediation and Demolition site work: Remediation work bid opening was July 26th, see staff report. Demolition site work should go out to bid in August.
- 2018 Pavement Crack Sealing and Skin Patching: This project was awarded in June 2018 to C.R. Contracting, LLC. Skin patching is complete, and about 95% of crack sealing is now complete. It is anticipated that remaining crack sealing will be completed by early August 2018.
- 2018 Pavement Slurry Sealing: In conjunction with Marion County, the City will utilize the services of Intermountain Slurry Seal, Inc. for resurfacing several streets with a slurry seal. This work is anticipated to take place starting on Friday, July 27 and completed by Tuesday, July 31, 2018.

Page 1 of 4

- Downtown Infrastructure Assessment: The sanitary sewer assessment portion of this project has been awarded to Pacific Int-R-Tek. Work consists of videotaping the sewer main lines to assess their condition. Work is anticipated to start in late July or early August and should be completed in 2-3 working days.

Private Projects:

- Blackberry Preserve Subdivision: This project has been placed on hold by the developer.
- Pioneer PH 4: Project completed July 11, 2018
- 1504 Mill Street Mini-Storage: This project is currently under construction
- Jefferson Street Partition: This project is close to being approved. The developer has not indicated when they would like to start construction.
- Points Beyond Cottages (PUD): This project is in the design review phase. The developer would like to start construction in August.
- Pioneer Village Phase 5: Reviews for plans complete; will be processing the engineering permit. Developer would like to start in August.

MAINTENANCE DIVISION:

Streets:

- Right of way mowing and vegetation management
- Replaced street signs
- Monthly street sweeping

Sewer:

- Worked with contractors on new sewer service installations
- Repaired sewer lateral on East Main Street
- Responded to customer sewer related calls

Water:

- Installed and changed out water meters for new construction and failed meters
- Completed monthly water meter reading routes

Facilities:

- Maintenance on buildings and grounds including right of way mowing and vegetation management

Parks:

- Maintenance on buildings and grounds including mowing and vegetation management
- Reopened dog park after surface upgrade project was completed
- Worked with a variety of customers on parks reservations and special events.

Pool:

- Responded to pool staff calls for service

WATER QUALITY DIVISION:

Wastewater Treatment:

- The flow into the treatment plant in June, 2018, averaged 0.93 MGD. The flow pumped to the Oregon Garden wetlands averaged 0.46 MGD. By comparison, the flow rate into the plant last summer (June, 2017) averaged 1.17 MGD.



Stettler Supply has begun work on the replacement ultraviolet (UV) disinfection system



The old reactor chamber has been removed from channel 1.



The new reactor chamber has been installed



During the removal and installation process, operators sent the bypass flow into the equalization basin for temporary storage. Operators took advantage of the zero flow conditions to clean accumulated algae out of the secondary clarifier.

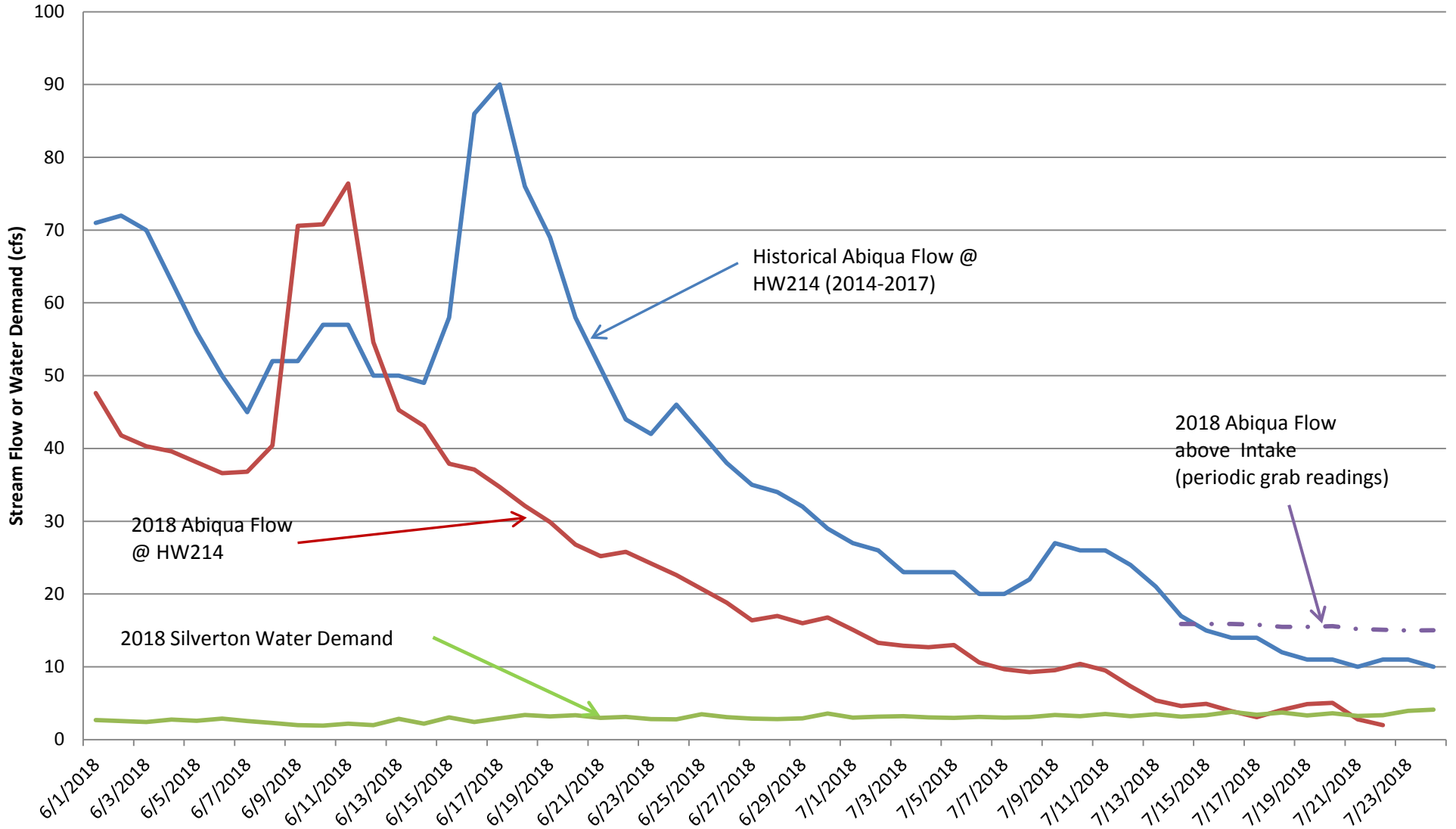
Water Treatment:

- Community water demand averaged a flow rate of 1.781 MGD in June, 2018. During the 2015 summer drought, June consumption averaged 2.156 MGD.
- As of July 24, 2018, the Abiqua Creek flow above the City's raw water intake facility was 15.01 cfs. The City is removing 3.4 cfs each day, well below the permitted allowance of 10.0 cfs. The USGS gage at Hwy 214 is reading 2.26 cfs. Graph of summer water flow in Abiqua Creek and Silverton water demand attached.

SWIMMING POOL:

- Operations are normal in spite of high bather load and hot, sunny weather.

Silverton Water Demand Update





Marion County
OREGON

Board of Commissioners

(503) 588-5212
(503) 588-5237-FAX

July 20, 2018

**BOARD OF
COMMISSIONERS**

Janet Carlson
Kevin Cameron
Sam Brentano

**CHIEF
ADMINISTRATIVE
OFFICER**

John Lattimer

Mayor Kyle Palmer
City of Silverton
306 S Water Street
Silverton, OR 97381

Dear Mayor Palmer:

Thank you for your recent correspondence to the Marion County Board of Commissioners. The commissioners have received the City of Silverton's letters requesting a countywide tobacco retail licensing program and sales regulations for the product known as Kratom.

The board will be discussing both subjects further with Marion County Health and Human Services at their regularly scheduled Management Update meeting on August 27, 2018, at 9 a.m. Management Update meetings are held in the Silverton Conference Room located at 555 Court St. NE, Suite #5232, in Salem. The meeting is open to the public.

Please feel free to contact me at your convenience if you have any additional comments or questions.

Sincerely,

Jolene Kelley
Public Information Officer



Western White Trillium
Image by Sean E. O'Day

Mid-Willamette Valley Council of Governments 2017 Annual Report

2017 Member Governments and Districts

Chehalem Park & Recreation Dist.
Chemeketa Community College
City of Amity
City of Aumsville
City of Aurora
City of Carlton
City of Dallas
City of Dayton
City of Detroit
City of Donald
City of Dundee
City of Falls City
City of Gates
City of Gervais

City of Hubbard
City of Idanha
City of Independence
City of Jefferson
City of Keizer
City of Lafayette
City of McMinnville
City of Monmouth
City of Mt. Angel
City of Newberg
City of St. Paul
City of Salem
City of Scotts Mills
City of Sheridan

City of Silverton
City of Stayton
City of Sublimity
City of Turner
City of Willamina
City of Woodburn
City of Yamhill
Confed. Tribes of Grand Ronde
Marion County
Polk County
Salem-Keizer School District
Salem-Keizer Transit
Willamette Education Service Dist.
Yamhill County



A Message from the Chair: Polk County Commissioner Mike Ainsworth



It has been an honor to serve as the Chair of the Mid-Willamette Valley Council of Governments Board of Directors. It has truly been a pleasure working with each of 43 local government members in Marion,

Polk and Yamhill Counties and the dedicated professional staff at the Council of Governments (COG) who work diligently to foster cooperation and coordination within the region.

Our COG was founded in 1957 on a truth that, as governments, we can accomplish far more working together than we can working alone.

2017, which marked the 60th Anniversary of the COG, saw a renewed commitment to regional cooperation. This last year, governments came together under the umbrella of the COG to pool resources to help alleviate homelessness in our region. Communities came together in the spirit of cooperation to allocate limited dollars among competing projects to enhance our region's transportation systems. This last year also saw the re-convening of the public-private partnership board, which will be spending several months going into 2018 in developing a comprehensive regional economic development strategy.

Our success as a region is predicated on our ability, as governments, to work together toward a shared vision and goals. To do that requires strong, functioning, and healthy governments. The COG plays an important role in ensuring our local governments have the resources they need to govern effectively. In 2017, the COG facilitated six goal setting sessions; trained more than 100 elected and appointed officials on leadership, local government finance, budgeting, public meetings, public records, and ethics laws; assisted in the

recruitment of six executives; provided land use planning services to 20 communities; assisted one community with revisions to its home rule charter; and assisted another in an assessment of compliance with the Americans with Disabilities Act. And that is just a sampling of the direct support you will read about in this annual report of what the COG provided its members during 2017.

The COG remains instrumental in facilitating opportunities for local governments in the region to share ideas, combine resources, and jointly address challenges and seize opportunities. In facilitating the Mayor's Coalition, Yamhill County quarterly meetings, monthly Polk County meetings, and monthly meetings among local government managers, the COG ensures that we all benefit from our collective wisdom and experience.

In my role as chair, I have seen how the COG's successes become our members' successes. The Board remains dedicated to being good stewards of the COG's financial and human resources. In 2017, the Board recruited and selected a new Executive Director who has a combination of 20 years of local government management and legal experience, revised financial policies, and adopted a public records policy - all as part of its ongoing efforts to ensure membership dollars are used wisely to leverage the investment of federal dollars in our region and to provide quality services to its member governments.

It has been my pleasure to serve as the Chair of the Board of Directors this year, and I sincerely thank everyone who helped make this year a success for our region and for the organization.

I am pleased to pass the gavel to Mayor Cathy Clark, from the City of Keizer, who will be the incoming Chair for 2018. I am certain that under Mayor Clark's leadership, and with our member's continued dedication, the COG will continue to be successful in working to position our region for prosperity.

A Message from the Executive Director: Sean E. O'Day



“Coming together is a beginning; keeping together is progress; working together is success.”

- Henry Ford

Sixty years ago, the Mid-Willamette Valley Council of Governments began when several local governments came together in the spirit of intergovernmental cooperation to create the Mid-Willamette Valley Planning Council. The first of such organizations in the United States, the council provided planning services to **Marion and Polk Counties**, the city of **Salem**, and the **Salem School District**. Today, land use planning remains at our core, providing regionally informed land use planning services to 20 jurisdictions.

In 1967, other local governments joined the effort and our name changed to what we are known by today: the Mid-Willamette Valley Council of Governments. With the addition of other governments, including **Yamhill County** in 1968, the Council of Governments (COG) progressed and took on additional tasks to include serving as a conduit through which local governments could receive federal dollars for transportation, social service, and economic development. In the 1980s, the COG began serving as an intermediary lender for small businesses to access federal funding programs, and also took on the role of managing various local governments’ revolving loan programs and housing rehabilitation loans. Today, among our legal designations, the COG:

- is the federally designated Metropolitan Planning Organization and is responsible for developing a multi-modal, financially

constrained transportation plan that meets all federal transportation and Clean Air Act planning requirements within the Salem-Keizer-Turner metropolitan area (an area well within the commuting shed of the entire COG boundaries);

- serves as the federally designated Economic Development District (EDD), providing access to federal economic development dollars;
- is the administrative support agency for the Mid-Willamette Valley Area Commission on Transportation (MWACT), an advisory body chartered by the Oregon Transportation Commission that advises on all aspects of transportation, including development of the Statewide Transportation Improvement Program (STIP), which schedules funded transportation projects;
- is an approved intermediary lender for the U.S. Small Business Administration (SBA), U.S. Department of Agriculture (USDA), U.S. Economic Development Administration (EDA), and State of Oregon Business Development Fund (OBDF);
- administers the Community Development Block Grant (CDBG) funded Housing Rehabilitation loan funds in **Aumsville, Aurora, Detroit, Gates, Gervais, Hubbard, Idanha, Jefferson, Silverton, Stayton, Turner, Mt. Angel, Woodburn**, and the unincorporated areas of **Marion County**; and
- is an affiliate agency for the U.S. Census, providing local expertise to the census and training, assisting, and disseminating information to local government agencies on Census activities.

Recognizing that strong communities make for a strong region, and that certain issues are best addressed through a regional approach, over a decade ago, the COG began providing training and technical assistance to member governments and

facilitating intergovernmental cooperation among its members.

Today, the COG provides training on a variety of topics and suite of services to include goal setting facilitation, executive level recruitments, executive level evaluations, charter review, request for proposal analysis and service on selection committees, urban renewal agency plan development, economic opportunity analysis, and American with Disabilities Act (ADA) Assessments.

To foster intergovernmental collaboration the COG also facilitates the Mayors Coalition, Yamhill County quarterly meetings, monthly Polk County meetings, and monthly meetings among local government managers. And, new in 2017, the COG helped to facilitate the pooling of resources to establish a program coordinator who, with a regional perspective, will assist local governments in addressing homelessness.

As the COG turns 60, it remains a vital force in positioning the region for prosperity. By working together in the spirit of intergovernmental cooperation, we have accomplished a lot. With your investment of approximately \$200,000 in membership dues, in 2017 the COG leveraged those funds into providing:

- Over \$24 million in federal transportation funding, to include regionally significant surface transportation improvements and transit service;
- Over \$2.3 million in grants to local governments for facility improvements, land use planning, and economic development;
- Over \$12 million in small business lending, which has/will create 133 new jobs for our region; and
- \$241,600 in housing rehabilitation loans that improved the quality of life for the residents of those homes while improving the value of our region's housing stock

The pages of this report that follow, are replete with the details of those efforts, along with the COG programs and services.

As I conclude my message, I wish to sincerely thank the Board for its support and the staff for their efforts. It has been an honor to have been selected and to be able to serve all of you as Executive Director.

In my first year, my priority has been to get to know the organization, its staff, and its members. In addition to confirming for me that we live in the most beautiful part of the most beautiful state in the country, in this first year I have also learned the important role the COG has in improving the quality of life in our region. I have come to appreciate that the COG enjoys a dedicated professional staff, and that it is comprised of member governments and local government officials who are committed to ethical governance and improving the quality of life of the constituents they serve.

What I have also come to understand is that, when we work together we can create a region that is supported by world class infrastructure, enjoys a competitive economy, and is home to healthy vibrant livable communities. As we enter our next decade of existence, my priorities will be to work towards that vision by providing a voice for the region to state and federal decisionmakers, seeking out and improving strategic partnerships, expanding and enhancing direct services to our members, and improving the financial health of the organization and its programs and services.

Collectively, we can build a brighter and more prosperous future this region that we all adore and call home. However, as a Council of Governments, we are only as strong as you are engaged. I look forward to linking arms with all of you as we work together to achieve our regions full potential.

Member Services

Convening and Collaboration – Developing Partnerships

The COG provided staff support and assistance to a variety of regional events that promote information sharing and partnership development among local governments, including the Mid-Willamette Valley Mayors Coalition, City/County Administrators lunch meetings, Polk County breakfast, Yamhill County Local Government dinners, and the Willamette Valley GIS Users Group.

Intergovernmental Cooperation – Demonstrating Leadership on Regional Matters

COG staff served on the Chemeketa Cooperative Regional Library Service Board of Directors, Regional Solutions Advisory Committee, the Oregon City/County Managers Association Board of Directors, Oregon Transportation Modeling Committee, Board of Directors for the Oregon/SW Washington Chapter of URISA (an organization dedicated to the development, enhancement, and accessibility of Geographic Information Systems), Marion County Economic Development Advisory Board, Oregon City Planning Directors Association Board, Oregon Economic Development Districts Board, and Oregon Rural Development Council.

Mid-Willamette Valley Homeless Initiative Partnership – Facilitating a Regional Approach to an Increasing Regional Issue

The COG facilitated the pooling of resources with Marion County and the Cities of Salem, Keizer, Monmouth, and Independence to hire a program coordinator to study and provide data and information to the participating jurisdictions on homelessness, initiate strategic partnerships social service providers that serve individuals experiencing homelessness in the region, take the lead in implementing key projects in the Mid-Willamette Valley Homeless Initiative Strategic Plan.

Training/Education – Helping Governments Succeed

The Council of Governments held one-day leadership development training for the cities of Aurora, Donald, Gervais, Hubbard, and St. Paul, and Jefferson. The COG also held a financial forecasting workshop for local government administrators in the fall of 2017.

Goal Setting/Strategic Planning Facilitation – Helping the Region’s Governments Move Forward

The COG facilitated goal setting and strategic planning sessions for Aumsville, Gervais, Carlton, Independence, Amity, and Silverton.

Executive Recruitments – Attracting Talent to the Region

The COG assisted Jefferson, Willamina, and Falls City in the recruitment of executive level positions, and conducted background checks on recruitments for Sublimity. As of the date of this report, the COG is currently assisting Aurora, Dayton, and Carlton with open recruitments. The COG also gave a presentation to Independence on the means and methods of hiring a city manager.

Executive Performance Evaluation – Promoting Professional Standards

In 2017, the COG facilitated performance evaluations for the McMinnville City Manager.

Charter Review – Ensuring Good Governance

The COG assisted Stayton in facilitating the review and update of its City Charter.

Fiscal Agent – Helping Non-Profits

The COG served as the fiscal agent for two non-profits that secured dollars for cultural and economic development activities. Specifically,

the COG assisted the Marion Cultural Development Corporation, which is an affiliate of the Oregon Cultural Trust, in the administration of trust dollars to enhance arts, culture, and heritage activities throughout the county. The COG also helped the Chehalem Valley Chamber of Commerce obtain a Ford Family Foundation Grant for an economic development initiative.

Request for Proposal Assistance – Technical Assistance for Members in the Pursuit of Cost Effective/Excellent Services

COG staff assisted the City of Salem in the selection of a contract lobbyist, and provided technical assistance and RFP review for the City of Aurora in the selection of a contract city attorney.

COG Staff Milestones

New Hires

Sean O’Day, Executive Director, started at the COG in May.

Ragan McHone, Loan Documentation & Servicing Specialist, started at the COG in June.

Holly Byram, Associate Planner, started at the COG in September.

Amy Dixon, Associate Planner, started at the COG in November.

Anniversaries

Kindra Martinenko, Associate Planner-Transportation, achieved 10 years with the COG in December.

Greg Smith, Finance Director, achieved 15 years with the COG in March.

Denise VanDyke, Administration Specialist II, achieved 20 years with the COG in October.

Ray Jackson, Senior Planner, achieved 20 years with the COG in September.

Transportation Planning

Salem-Keizer Area Transportation Study (SKATS)

As the federally designated Metropolitan Planning Organization (MPO) for the Salem-Keizer urbanized area, the Salem-Keizer Area Transportation Study (SKATS) continues its role in coordinating and supporting comprehensive, multi-jurisdictional and multi-modal transportation planning in the **Salem-Keizer-Turner** area. COG staff are responsible for the operation of the SKATS MPO.

SKATS Highlights for 2017

- SKATS updated its *Transportation Improvement Program (TIP)*, with all projects

listed in the TIP totaling over \$160 million (\$122 million is federal funds). Staff increased its outreach to the public and used a map of the projects on the COG website to collect public comments. The 2018-2023 TIP was adopted in April 2017.

- SKATS Chair Cathy Clark and COG staff participated with other MPOs and ODOT in an advisory committee (lasting more than six months) to negotiate the amount of *federal Congestion Mitigation and Air Quality (CMAQ) funds* each MPO would receive. Starting in 2019, SKATS will receive more than \$1.5 million annually of CMAQ funds to spend on transportation projects that reduce pollution.



The SKATS Policy Committee adopted the 2018-2023 TIP at their April meeting.

- With an additional \$5 million available for the SKATS TIP, a new round of project solicitation and review started in August 2017. A recommendation to the SKATS Policy Committee is being prepared for January 2018.
- Staff attended hearings and provided regular updates on the *Legislature's transportation bill (HB2017)* to the SKATS Policy Committee, MWACT, and other groups.
- The agreement for a *seismic study of the OR22 Center Street Bridge* (over the Willamette River) was signed by ODOT, City of Salem, and COG, and work will commence in 2018. HB2017 provides \$60 million for the seismic upgrade, with design in 2022 and construction in 2025.
- In collaboration with ODOT, identified nine miles of *Critical Urban Freight Corridors (CUFCs)* within SKATS as part of ODOT's Freight Plan update. These road segments will be eligible for future federal freight funds.
- FHWA/FTA provided its quadrennial *Federal Certification Review report* of the SKATS Planning Program. SKATS' planning program was officially certified by FHWA/FTA, but the report identified additional actions that were either required or recommended in the future.
- Adopted an update to the SKATS *Public Participation Plan*

- *Transportation Performance Measures and Targets* are now a federal requirement for MPO plans. Staff, SKATS committees, and ODOT are coordinating to comply with these new requirements.
- The *Peter Courtney Minto Island Bridge* at Salem's Riverfront Park, pictured below, opened this summer (SKATS provided \$500,000 for the project).



- COG transportation staff participated in planning studies for the Winter-Maple Family Friendly Bikeway, the State Street Corridor Plan, the City of Salem Pedestrian Study and the Salem River Crossing EIS; managed a travel model update contract with Portland Metro; coordinated on transit issues with Cherriots staff; participated in an advisory committee for updating Oregon's Transportation Planning Rule; coordinated with interested parties on Safe Route to School planning; and started work for updating the 20-year SKATS Regional Transportation Plan.

Mid-Willamette Area Commission on Transportation (MWACT)

The Mid-Willamette Valley Area Commission on Transportation is a 17-member advisory body chartered by the Oregon Transportation Commission (OTC). Its purpose is to apply the statewide transportation goals to the specific needs of the Mid-Willamette Valley area as identified by the local jurisdictions.

During the year, MWACT had seven committee meetings. COG and ODOT staff prepared the MWACT agendas, meeting summaries, and draft

letters between MWACT and the Oregon Transportation Commission (OTC) as needed. Highlights of MWACT activities by month included:

- January–presentations on ODOT’s All-Roads Transportation Safety (ARTS) program (28 projects within MWACT, \$17 million total for 2017-2021) and ODOT’s Strategic Investment plan; status of the **Salem** River Crossing EIS; discussion of **Newberg-Dundee** Bypass Phase 2 funding needs.
- April–Annual ODOT Report on Construction in the MWACT area; celebration of MWACT’s 20th Anniversary; presentation of SKATS MPO 2018-2023 TIP.
- June–Discussion of ODOT’s Freight Plan, ODOT’s ADA Transition Plan, Oregon’s Public Transportation Plan, and a HB2017 update.
- August–Status of the OR22W Safety Project; briefing on the solar eclipse preparation; summary of HB2017 and projects funded in MWACT and statewide; kick-off for Oregon’s 2021-2024 State Transportation Improvement Program (STIP); retirement of ODOT Area 3 manager Tim Potter.
- September–STIP amendments of HB2017 projects; update on 2021-24 STIP funding program splits; presentation of OR22 (25th St. to Gaffin Rd.) Facility Plan.
- October–information on the next round of ARTS; discussion of MWACT Biennial Report; MWACT discussion prior to OTC annual workshop.
- December–presentations and discussion of Critical Oregon Airport Relief (COAR) applications from **Salem** and **McMinnville**; update on 2021-24 STIP funding program framework; MWACT letter regarding new ODOT Communication Plan.

COG and ODOT staff also supported chair Ken Woods, Jr. in preparation for meetings, preparing

draft letters and other activities as MWACT’s chair; prepared the MWACT Biennial Report and recommended changes for MWACT’s Charter and Operating Agreement.

Geographic Information Systems (GIS) and Census Services

COG staff utilize GIS technology for projects in many varied projects in transportation, land use, utilities, and natural resource management. Projects in 2017 included:

- COG’s land use planners often need GIS staff to prepare maps of zoning, comprehensive plans, and other maps for COG member cities;
- assisting the city of **Donald** with participation in the Census Bureau’s annual Boundary and Annexation Survey (BAS), to ensure that population within the city limits is correctly tabulated;
- provided maps for the city of **Sublimity’s** discussions about a potential UGB expansion;
- produced maps for the cities of **Turner** and **Aumsville** for buildable land inventory development;
- developed a new online mapping application for the **Salem-Keizer School District** (Salem-Keizer SchoolFinder), where users can determine their elementary, middle, and high school attendance area by entering their address;



An interactive map for the Transportation Improvement Program (TIP).

- hosted training and conducted preliminary work on the Census Bureau’s Local Update of Census Addresses (LUCA) program;
- Updates to the **Yamhill County** GIS application;
- Initial work on a sidewalk inventory for the **Salem-Keizer area**.

The COG Census Data Center assists agencies in **Marion, Polk, and Yamhill Counties** with the analysis of Census (and Census-related) information and custom demographics studies. The COG warehouses electronic Census information, population estimates, population projections, and other related demographic data. COG staff are able to combine Census expertise and data access with GIS mapping techniques for special project requests.

Community Development

Community Investment Projects

In 2017, the COG staff assisted member governments with a number of important community development projects involving public infrastructure, engineering studies and community facilities. Our staff assists local governments with all phases of project development including preparing grant/loan applications, project management, and compliance with state and federal regulatory requirements. An overview of community development projects is provided below.

- **Amity:** the COG is assisting in the environmental review and administration of a water improvements project which will increase treatment capacity, replace the water intake that can no longer draw sufficient water to meet the needs of the community, and improve the distribution system for the city.
- **Carlton:** Staff provided assistance with wage monitoring requirements related to a water line improvements project funded by the Safe Drinking Water Revolving Loan Fund (SDWRLF) program to increase fire flows and capacity in the central business district as well as developing a new emergency intertie to the City of McMinnville’s water system.
- **Dallas:** Staff provided assistance with wage monitoring requirements related to a water line improvements project funded by the SDWRLF program.

- **Idanha:** The COG staff provided assistance in completion of an income survey of all residents in order to document continued eligibility for grant funding. Staff is assisting with a grant for final design and construction of a water improvements project aimed at improving treatment at the plant and reducing water losses in the distribution system. The COG previously assisted the city with an income survey to prove eligibility for grant funding.
- **Independence:** Staff is assisting the city in an income survey to document eligibility for various funding sources for future projects.

Land Use Planning

In 2017, the COG provided land use planning services to 21 communities in the Mid-Willamette Valley region including **Amity, Aumsville, Aurora, Dayton, Detroit, Donald, Falls City, Gates, Gervais, Hubbard, Idanha, Independence, Jefferson, Lafayette, Mt. Angel, Scotts Mills, Sheridan, St. Paul, Sublimity, Turner,** and **Willamina**.

In addition to providing current land use planning services, the COG planning staff assisted with the following long range economic development and planning projects in 2017:

- *Donald UGB Expansion and Code Updates* - The City of **Donald** initiated public meetings associated with an update to their transportation requirements and the allowance of Planned Unit

Developments (PUD) related to the development code as well as the analysis and public outreach associated with a potential Urban Growth Boundary (UGB) expansion as the City works to accommodate population growth and housing needs in coming years. The project is funded, in part, with a grant from the Transportation and Growth Management (TGM) Code Assistance grant from the Department of Land Conservation and Development (DLCD) and the **Marion County** Community Projects grant program.

- *Economic Development Administration* - The City of **Silverton** submitted an application to the Economic Development Administration (EDA) Public Works program for funding assistance with a new water line and pump station to serve their industrial park and companies that are looking into water needs related to their expansion efforts. COG staff assisted the City with the application and organized a tour with the regional EDA representative and state economic development staff to view the proposed project and impacted businesses.
- *Sublimity Parks Master Plan* – The COG staff is assisted with an update to **Sublimity’s** parks master plan in order to identify current and future park land needs. The project also involves a proposed UGB expansion in order to accommodate identified park land needs.
- *City of Lafayette UGB Expansion* –The City of **Lafayette** wrapped up a residential building lands inventory, housing needs analysis and Comprehensive Plan update to ensure the City had an adequate supply of residential land within its UGB. COG staff also assisted with the ultimate UGB expansion to accommodate future residential land needs.
- *Zoning and Development Code Updates* –The COG staff assisted the cities of **Aumsville, Aurora, Dayton, Detroit, Donald, Gervais, Hubbard, Independence, and Lafayette** with updates to local zoning and development ordinances.



Above: A map showing the proposed Lafayette UGB expansion area.

Additional Community and Economic Development Activities

- *Dallas Competitive Analysis*- Based upon previous work completed by the City of **Dallas**, COG is creating their first ever analysis and report collecting economic development indicators such as employment patterns and trends, commercial vacancy rates, commute patterns, and associated land use permitted uses and fees. Upon completion of the report for Dallas, we will look to aid other interested members in the Mid-Valley and develop a more regional report for ongoing collection of data points and analysis.
- *Economic Development Partnerships* – COG staff coordinates and participates in various economic development forums and meetings throughout the year, including: Mid-Willamette Economic Development staff lunches, Regional Solutions Team and Advisory Committee meetings, Yamhill County Economic Development meetings, and the Marion County Economic Development Partnership Board. The forums and meetings discuss economic development issues and legislative initiatives,

share best practices, and identify opportunities for collaboration.

- ***Keizer ADA Transition Plan*** – The COG will support the City of **Keizer** with the creation of an **ADA Transition Plan** to identify accessibility barriers within public rights-of-way, public facilities, and parks. The COG will development the methodology for data collection and inventory of public facilities, park, and curb ramps and sidewalks in order to help identify needed modifications moving forward. Staff will also create the report on behalf of Keizer and we have plans to aid other interested members in the Mid-Valley upon completion of the initial methodology and report for Keizer.
- ***Urban Renewal***- The COG is assisting the City of **Stayton** with a potential urban renewal plan and district to help serve their industrial park.
- ***Pacific Northwest Manufacturing Partnership (PNMP)***- The PNMP is an alliance of urban and rural communities in the Willamette Valley, Columbia River Gorge, and Portland-Vancouver metropolitan areas to accelerate manufacturing, job creation and private

investment in the region. In response to the federal “Investing in Manufacturing Communities Initiatives” competition, the PNMP qualified as one of 12 national strategic applications to receive designation in 2015. The designation will give our region elevated consideration for \$1.3 billion in federal dollars and assistance from 13 cabinet departments and agencies.



Above: A map of one of the Pacific Northwest Manufacturing Partnership alliance.

Housing Rehabilitation Services

The COG assists with administration and management of housing rehabilitation services in rural **Marion County** and the following cities: **Aumsville, Aurora, Detroit, Gates, Gervais, Hubbard, Idanha, Jefferson, Mt. Angel, Scotts Mills, Silverton, Stayton, Turner, and Woodburn.**

Valley Development Initiatives (VDI), a non-profit affiliate of the COG, manages the program on behalf of our members. The program provides financial assistance to income qualifying property owners in need of home repairs via a low-interest, deferred payment loan program to mitigate health and safety concerns, improve deficiencies, increase efficiency, and

improve accessibility. As clients repay loans, the money can then be re-lent to other eligible property owners in the county.

Program highlights from 2017 include the following:

- This year, the COG staff assisted eleven (11) property owners with housing rehabilitation loans totaling more than \$240,000. Work included new roofs and gutters, replacement siding and exterior paint, new windows, and electrical upgrades, all needed to increase the safety and energy efficiency for low and moderate-income residents.

- Since creation of the program in 1999, VDI has helped over 400 households maintain/repair their homes and has brought in over \$1.2 million in new funds to serve the region. This year, we submitted a new funding application seeking to assist persons in manufactured home parks, previously determined ineligible under older program rules.

At Right: Before and After replacement of a damaged, leaky tub and surround in Hubbard.



Above: Before and After where a homeowner in unincorporated Marion County received a new roof and repairs to interior drywall resulting from previous leaks from the damaged roof.

Small Business Financing

COG lending staff received approvals and funding for \$4.4 million of loans. Combined with \$7.69 million of prior approved loan projects that are now under construction, the total is over \$12 million of COG loans, matched with \$21.9 million of private investment, and 133 new jobs to be created.

- Staff completed the new loan program software conversions.
- Staff has participated in regular Federal agencies' training webinars as policies and procedures, including portfolio reporting, have changed to cloud-based applications technology.

Additional loan program highlights include:

SMALL BUSINESS FUNDED LOANS IN 2017

Industry	Location	Program*	Loan Amount	Total Project	Jobs Created
Manufacturing	West Salem	EDA/RLF	\$490,844	\$1,228,555	6
Retail/Office Building - Grocery	Willamina	IRP/VDI	\$400,000	\$1,150,000	2
Hotel/Hospitality	McMinnville	IRP/VDI	\$143,000	\$149,000	1
Event Center	Portland	SBA 504	\$1,579,000	\$3,850,000	3
Industrial Property Expansion	Albany	SBA 504	\$1,831,000	\$4,763,143	26
Total:			\$4,443,844	\$11,140,698	38

SBA LOANS APPROVED/UNDER CONSTRUCTION:

Industry	Location	Program*	Loan Amount	Total Project	Jobs Created
Assisted Living Facility	Portland	SBA 504	\$3,130,020	\$10,433,402	50
Hotel/Hospitality	McMinnville	SBA 504	\$2,850,872	\$8,145,347	15
Professional Services Building	McMinnville	SBA 504	\$1,712,000	\$4,360,769	30
Total:			\$7,692,892	\$22,939,518	95

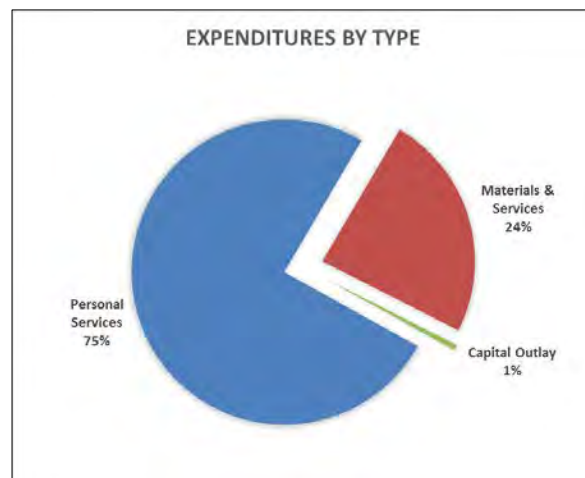
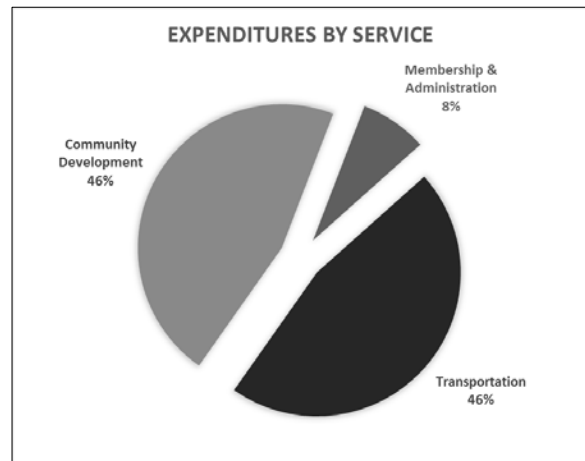
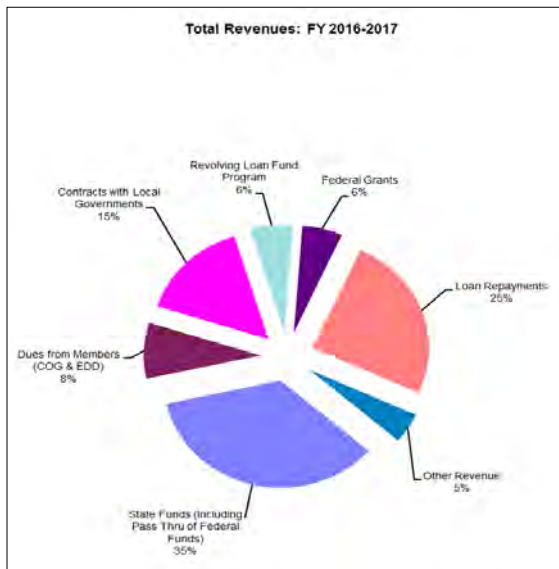
* Loan Programs Used: EDA/RLF-- Economic Development Administration Revolving Loan Fund; SBA 504-- U.S. Small Business Administration 504 Debenture Loan Program; IRP/VDI—Rural Development Intermediary Relending Program

Financial Services

The COG operated with a budget of \$4.95 million and a FTE staff of 19.1 during the past year. Actual expenditures were \$2.60 million.

Major sources of revenue include dues from member governments, contracts with member governments for services, grants, or contracts with state and federal agencies for a variety of services, pass-through money from state and

federal programs that is distributed to others, and fees earned from small businesses for loans. The chart on this page illustrates in summary form the various sources of COG funds. The single most important source of revenue to the COG is dues from member governments. It is this revenue that provides for basic operating costs and a portion is used to match federal grants.





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2017 Board of Directors

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Ainsworth, Chair, Polk
County*

Mayor Cathy Clark, Vice
Chair, Keizer*

Commissioner Sam Brentano,
Marion County

Commissioner Stan Primozich,
Yamhill County*

Councilor Jim Fairchild, Dallas

Councilor Kevin Jeffries,
McMinnville

Mayor Steve Milligan,
Monmouth

Mayor Bob Andrews, Newberg

Mayor Chuck Bennett, Salem

Mayor Kathy Figley,
Woodburn

Mayor Shanti Platt, Gervais;
Small Cities of Marion County
(Aumsville, Aurora, Detroit,
Gates, Gervais, Hubbard,
Idanha, Jefferson, Mt. Angel,
Scotts Mills, Silverton, St.
Paul, Stayton, Sublimity, and
Turner)

Mayor John McArdle,
Independence; Small Cities of
Polk County (Falls City, and
Independence)

Mayor Kathie Oriet, Carlton;
Small Cities of Yamhill
County (Amity, Carlton,
Dayton, Dundee, Lafayette,
Sheridan, Willamina and
Yamhill)

Mike McBride/Lisa Rogers,
Board of Directors, Chehalem
Park and Recreation District

Jackie Franke, Board of
Education, Chemeketa
Community College
Rick Kimball/Marty Heyen,
School Board, Salem-Keizer
School District

Jerry Thompson, Board of
Directors, Salem-Keizer
Transit*

Frank W. Pender, Jr., Board of
Directors, Willamette
Education Service District

Jon George/Lisa Leno, Tribal
Council, Confederated Tribes
of Grand Ronde

* members of the Executive
Committee

Our Mission:

Expanding interaction and improving dialogue among local units of government.
“Convenership” - enhancing collective awareness of major regional issues through seminars and workshops.
Coordinating regional planning and development activities.
Providing technical assistance and local services tailored to individual needs of member governments.

City Council Issue Tracker

PROCESS

- 1) ASD adds tasks after council meetings
- 2) Directors fill in Update/Completion Date & Council Notification Date columns on an ongoing basis with final updates by the end of each Monday
- 3) ASD gives copy to CM on Tuesday before Mayor’s meeting and before Council Packet
- 4) ASD removes Task when Notification Date is filled in.
- 5) Location: S/City Council Packets/Working Documents/Council Tracking Form

Council Mtg. Date	Issue/Task	Synopsis	Person(s)	Update/Completion Date
1.09.2017	Sidewalks along Steelhammer Rd.	1. Citizen requested sidewalks be installed along Steelhammer Rd. Council informed expected projects to be completed in that area. 2. Councilor Smith asked for clarification on the Steelhammer sidewalks project from Oak Street to the new development. (no response given)	Christian Petra	Staff has met with ODOT and completed redesign of the Oak Street crossing. Steelhammer Stop sign removed. Speed sign materials ordered and ODOT permit issued. DONE
1.09.17	Arches at Coolidge McClaine	Councilor Smith: Have volunteers Willoughby: Homer Davenport Comm. approved up to \$5,000 to assist with repairs	Christian Petra	Victor Madge to present at an upcoming Council meeting regarding a potential privately funded project. (05/23/18) Presentation was made at the July 9, 2018 council meeting DONE
1.23.17 W.Session	Financial Plan	Councilor Sears asked for the Council to revisit the financial plan.	Christy Kathleen	KZ is currently putting worksheets together for financial data. Discussed plan at October 16 work session. Information presented at the 1/22/2018 Work Session. Additional information to be presented to the City Council in 07/2018 after the budget has been adopted for FY 2018-2019. (5/31/2018)
1.23.17 W.Session	Council Goal Issues with budget Impact Growth Management Study	Councilor Smith suggested the City have an evaluation on how SDCs are determined. Councilor Carter said before the City pays for more studies completed, she would like to see what previously completed studies are scheduled for review, such as the long-range financial plan. After further discussion there was a consensus to look at the growth management study.	Jason Christian Petra	Staff is including a SDC study in the upcoming 2017/18 budget. In addition, utility rates and permit fees will be evaluated in FY 17-18. FY 18/19 Budget includes funding for a SDC and Utility Rate Study (05/23/18).
2/6/2017 Council Mtg.	Urban Renewal District	Council directed staff to initiate the process for expanding the Urban Renewal District in accordance with ORS chapter 457 to include the areas on the map on West First, East First, (including areas abutting Second Street), the Pub, and connecting on Jefferson.	Jason	Staff has been directed to begin the process to expand the URD. Currently planned in FY 17-18. 12/2017: Information letter sent to taxing districts. Planning Commission public hearing scheduled for September, 2018 (07/30/18)

3.01.17	Moonstone Properties	Purchase Agreement	Christy	Moonstone Properties addressing infrastructure needs before moving forward
3.01.17	Fluoride Dosing Project	Status Update	Christian Petra	Because fluoride dosing is not a compliance issue this project is on hold so that funds can be directed at items related to system management. (05/23/18) DONE
4/3/2017 Council Mtg.	Second St.	Councilor Plummer request Second St. be considered during TSP update	Jason	Awaiting recommendation memo for review and comment, will address at that time. Work Session to be held in 2018 (5/31/18).
5/1/2017	Housing / Homeless	Mayor Palmer directed staff to form a Task Force to address this issue as it relates to homeless and housing	Jeff Jason	Meeting Set with Mayor for June 6. On July 13, 2017 Mayor provided list for Task Force. Question to CM on Task Force/Ad Hoc/ or just Com Group? Task force to be appointed August 7. First meeting tentatively set for August 23rd. 11/27/2017 subcommittee to review local service needs, model programs & warming center & report back to committee. Next meeting to be scheduled during January 2018. Council directed staff to draft language to facilitate a sleeping pod on church property. Next Task Force Meeting set for June 21, 2018. Committee decided to continue to meet about affordable housing on quarterly basis. No meeting date was set. (June 25, 2018)
6/5/2017	Planning Comm.	Planning Commission to review code for annexation language to match Zone change application, and include container homes	Jason	Work Session held in August to address zone change review criteria, affordable housing, and container homes. Joint Work Session held September 18th. Work session scheduled for August, 2018. (7-30-18)
7/17/2017	EMC Ordinances	Prepare 4 Ordinances for Council review	Christy	City Attorney has completed draft ordinances. (09/06/17) Discussed in Work Session on 09/18/17. Public Hearings scheduled for smoking Ordinances scheduled for December 2017 meeting. Single Use Plastic Bags and Polystyrene Ordinances scheduled for January 2018 meeting. June EMC Ordinance prohibiting smoking and vaping in city parks approved at January 2018 meeting. Ordinance prohibiting smoking and vaping in downtown core was tabled. Single Use Plastic Bags and Polystyrene Ordinances re-scheduled for March 2018 meeting. Council decided to refer back to the EMC to see if alternate solutions are possible. June 2018 Council requested that staff include Juul in any future proposed Ordinance on smoking. Recommendation pending.

7/17/2017	Outdoor Fitness	Mayor Palmer would like staff to review installing outdoor fitness stations in Silverton	Christian Petra	Update Parks Master Plan FY18-19; Council discussions continuing. Two options presented with a work session scheduled (07/30/18)
8/7/2017	Stream Gauge	Councilor Sears inquired about the completion of the stream gauge repairs.	Christian Petra	Funds budgeted in FY18/19 for gauge operation and maintenance. Agreement executed, however gauge monitoring not available at this time on USGS site. (07/30/18).
9/18/2017	WalkYourWheels	Repaint stencils in the WalkYourWheels area downtown.	Christian Petra	Installation is pending appropriate weather. (05/23/18)
11/20/2017	SDC	SDC Methodology	Christian Petra	Funds budgeted in FY18/19 for SDC and Utility Rate Study (05/23/18)
11/20/2017	High Speed Data	Councilor Carter requested staff review high speed data in Silverton	Jason	In progress through potential new franchise agreements. In progress (5/31/18)
3/5/2018	City Flag	Develop a public process to design a city flag	Angela / Elizabeth	Applicants for Assistant to the City Manager/City Clerk position prepared staff reports on this item. Angela Speier and Elizabeth Gray will present a staff report in September.
3/5/2018	Gateway Signs	Review gateway signage/coordinate with Chamber	CS-Paul	Meeting to be scheduled with Chamber representative this summer (06/21/18). July - Work to begin week of July 23.
3/5/2018	PODS	Review/revise code to allow transitional housing	Jason	Planning Commission held a work session in March, a neighborhood meeting was held in April, the Planning Commission held a public hearing and recommends adoption. Council held public hearing in July and continued to August 6, 2018. (7-30-18)
3/5/2018	Utilities	Review utility fees on/offers, shutoffs, late fees	Kathreen	This will be part of the Utility Rate Study.
4/2/2018	Utilities	Decreased water pressure	Petra	Staff has completed testing of pressure in the E. Main area. Pressure has dropped, and even though it is still within State standards, it needs to be improved. Staff will hire consultant to determine what improvements are needed to improve pressure in FY18/19. (07/30/18)
4/2/2018	Comm. Group	Sustainable Silverton to work with EMC	CS-Paul	Utility usage info provided to EMC who is coordinating with Sustainable Silverton. (05/23/18)
4/2/2018	Broadband	Follow up with Broadband study	Jason	Councilor Freiling, City Manager, and Community Development Director attended informational meeting held on April 4. In progress (5/31/18)