

# CITY of CASCADE LOCKS

# AGENDA

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**CITY COUNCIL MEETING, Monday, March 11, 2013, 7:00 PM, CITY HALL**

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**Purpose:** The City Council meets on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month to conduct city business.

1. **Call to Order/Pledge of Allegiance/Roll Call.**
2. **Additions or amendments to the Agenda.** (The Mayor may add items to the agenda after it is printed and distributed only when required by business necessity and only after an explanation has been given. The addition of agenda items after the agenda has been printed is otherwise discouraged.)
3. **Adoption of Consent Agenda.** (Consent Agenda may be approved in its entirety in a single motion. Items are considered to be routine. Any Councilor may make a motion to remove any item from the Consent Agenda for individual discussion.)
  - a. **Approval of Minutes of February 25, 2013 Council Meeting.**
  - b. **Ratification of the Bills in the Amount of \$ 139,758.86.**
4. **Public Hearings - Community Development Code Amendments:**

**STAFF PRESENTATION – PRE-APPLICATION APPLICANT SPONSORED MEETING.**

**Public Testimony**

**Proponent**

**Opponent**

**Council Questions**

**Rebuttal**

**Close Hearing**

**Council Deliberation**

**STAFF PRESENTATION – ARCHITECTURAL REVIEW PROCEDURES**

**Public Testimony**

**Proponent**

**Opponent**

**Council Questions**

**Rebuttal**

**Close Hearing**

**Council Deliberation**

continued

**STAFF PRESENTATION – ADOPTING THE “CONNECT CASCADE LOCKS 2012” A RECREATIONAL TRAILS PLAN FOR ECONOMIC DEVELOPMENT AS A DETAILED ELEMENT OF THE PLAN.**

**Public Testimony**

**Proponent**

**Opponent**

**Council Questions**

**Rebuttal**

**Close Hearing**

**Council Deliberation**

5. **Action Items:**
  - a. **Appointment to City Council/Committees.**
  - b. **Adopt LGPI Electric Department Transition Plan.**
  - c. **First Reading of Ordinance No. 421 Amending the Community Development Codes as Adopted by Ordinance No. 350, by Amending Chapter 8-6.24-Processing Development Actions, and Repealing Ordinance No. 405.**
  - d. **First Reading of Ordinance No. 422 Amending the Community Development Code as Adopted by Ordinance No. 350, by Amending Article II, Chapter 8-6.20 and Article V – Development Standards.**
  - e. **First Reading of Ordinance No. 423 Amending the City of Cascade Locks Comprehensive Plan by Adopting the “Connect Cascade Locks 2012” A Recreational Trails Plan for Economic Development, as a Detailed Element of the Plan.**
  - f. **Approve Resolution No. 1259 Authorizing a Budget Amendment to Allocations Within the Capital Reserve Fund for the Fiscal Year 2012/2013 Making Appropriations and Authorizing Expenditures.**
6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.**  
(Comments on matters not on the agenda or previously discussed.)
7. **Reports and Presentations.**
  - a. **City Committees.**
  - b. **Audit Report.**
  - c. **Pauly Rogers and Acuity Group on Forensic Accounting.**
  - d. **Fire Suppression Fees.**
  - e. **Set Date for Joint City Council/Port Commission Meeting.**
  - f. **City Administrator Zimmerman Report.**
8. **Mayor and City Council Comments.**
9. **Other matters.**
10. **Executive Session as may be required.**
11. **Adjournment.**

**The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for person with disabilities, should be made at least 48 hours in advance of the meeting by contacting the City of Cascade Locks office at 541-374-8484.**

1. **Call to Order/Pledge of Allegiance/Roll Call.** Mayor Cramblett called the meeting to order at 7:00 PM. CM's Groves, Fitzpatrick, Randall, Walker, and Mayor Cramblett were present. CM Helfrich was excused. Also present were City Attorney Ruben Cleaveland, City Recorder Kathy Woosley, Electric Superintendent Tracy Hupp, Public Works Foreman Sheldon Price, Darrin Eckman and Riley Skov Tenneson Engineering, Brian Baird and Troy Baker from Anderson Perry, Larry Stuckman of BKL, Port Interim General Manager Paul Koch, Economic Development Manager Gary Raines, Marketing Manager Holly Howell, Ken Hutton, Martha LaMont, Billie Stevens, Dave Palais, and Camera Operator Betty Rush. City Administrator Zimmerman was excused.

2. **Additions or amendments to the Agenda.** Mayor Cramblett stated agenda item 5. e. would be approving Resolutions 1256, 1257, and 1258. He said that agenda item 7. d. would take place before 5.e.

3. **Adoption of Consent Agenda.**

a. **Approval of Minutes of February 11, 2013 Council Meeting.**

b. **Approval of Minutes of February 13, 2013 Council Work Session.**

c. **Ratification of the Bills in the Amount of \$54,021.51.**

d. **Approve Resolution No. 1254 Check Signers.**

e. **Approve IGA in Support of a CDBG for Low-Moderate Income Housing Program.**

Mayor Cramblett read the list of items on the consent agenda. **Motion:** CM Fitzpatrick moved, seconded by CM Walker, to approve the consent agenda. CM Groves asked about the amount of an invoice to the Chevron which is over the City Administrator's spending limit. ES Hupp explained that there were two separate repairs to the same vehicle so two invoices are added together for the one vendor. He explained that each invoice was within the spending limit. The motion passed unanimously by CM's Groves, Fitzpatrick, Randall, Walker, and Mayor Cramblett.

4. **Public Hearings.** None.

5. **Action Items:**

a. **Vacant Council/Committee Appointments.** Mayor Cramblett appointed Virginia Fitzpatrick to the Planning Commission. He appointed Gary Munkhoff, Nancy Renault, and Arni Kononen to the Emergency Services Finance and Operations Committee. There was consensus of Council.

b. **Second Reading and Adoption of Ordinance No. 420.** CR Woosley gave the second reading of Ordinance No. 420. **Motion:** CM's Groves, Fitzpatrick, Randall, Walker, and Mayor Cramblett voted unanimously to adopt the ordinance.

c. **Approve Resolution No. 1255 for Sale of Old Fire Hall.** **Motion:** CM Groves moved, seconded by CM Randall, to approve Resolution No. 1255 declaring surplus property and authorizing the sale of real property. CM Walker asked about the easement and what that might mean for future use of the parking lot area. Mayor Cramblett explained that the easement has been requested for access to the rear of the property being purchased. City Attorney Cleaveland explained that the easement will be used for ingress and egress only.

CM Walker asked about repairs to the building and how much that might cost the City. IPGM Koch said there was a water leak and thought that had been fixed. CM Walker said he was concerned about knowing if there was a substantial cost to the repairs before voting on this resolution. PWF Price stated there was water damage and is going to replace some ceiling tiles when they arrive. CM Walker said he didn't want to be stuck with some huge repair bill.

The motion was passed unanimously by CM's Groves, Fitzpatrick, Randall, Walker, and Mayor Cramblett.

d. **Adopt 2013/2014 Budget Priorities. Motion:** CM Fitzpatrick moved, seconded by CM Groves, to accept the 2013/2014 budget priorities. Mayor Cramblett said it is tough to cover this many projects. He said he would rather choose the highest priorities since money is going to be tight. He said staff prepares the budget and will budget money for each item on this list. He said the list should be tightened up. IPGM Koch explained that Council sets the priorities and the budget is built around those priorities. He said the Budget Committee can turn it all around but it is up to Council to determine where the money is spent. CM Walker said during the budget process the community can give input and that is when priorities can change. He said he thinks it will all work out. CM Groves said this list is what the Council thought was the most important.

The motion was passed unanimously by CM's Groves, Fitzpatrick, Randall, Walker, and Mayor Cramblett.

7.d. **BKI Final Report on Electric Rate Study.** Mr. Stuckman gave a brief overview of the draft 2012 Cost of Service and Rate Report. IPGM Koch thanked Council for pursuing this and hoped that Council would seek a joint meeting with the Port Commission and work out incentives together to bring economic development and jobs to the community.

CM Fitzpatrick asked Mr. Stuckman if BKI would be willing to do another Town Hall meeting in order to explain the necessary increases to the citizens. Mr. Stuckman said they could do that.

e. **Approve Resolution No. 1256, 1257, and 1258 Adjusting Power Rates.** Mayor Cramblett asked if there was a motion. CM Randall stated he would like to know the total package before making a decision. Mayor Cramblett stated there are reports to be given regarding the water and sewer. He said the Council would take action once they have heard all reports. There was no motion made.

6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** None.

7. **Reports and Presentations.**

a. **City Committees.** None.

b. **Martha LaMont – Fish Food Bank.** Mr. Dean, Mrs. LaMont, and Ms. Stevens spoke about the Food Bank. Mrs. LaMont said the Food Bank feeds an average of 50 families per month. She thanked Albert Choi for the monthly donation of bread, the Cramblett's, Lions, Shepherd of the Hills Lutheran Church, and Nestle for their continued donations to support the Food Bank. She also read the names of the volunteers and thanked them. Ms. Stevens thanked the City for the use of the building.

c. **Water and Sewer Master Plan Status Reports.** Brian Baird and Troy Baker of Anderson Perry gave their report on the sewer system. Darrin Eckman and Riley of Tenneson Engineering gave their report on the water system. Mr. Eckman said he would like direction from Council before he could proceed and would meet with CA Zimmerman to discuss his additional questions.

CM Fitzpatrick asked Mr. Eckman if they would consider giving their presentation to the citizens at a Town Hall meeting. Mr. Eckman said they could do that.

d. **BKI Final Report on Electric Rate Study.** This was presented earlier.

e. **City Administrator Zimmerman Report.** Mayor Cramblett summarized CA Zimmerman's report.

8. **Mayor and City Council Comments.** CM Fitzpatrick said he was glad Council didn't rush into the electrical increases. He said this is going to be a balancing act with the water and other issues.

Mayor Cramblett said he was going to have two accounting firms come to the next meeting to give a presentation. He said he was going to add discussion regarding the fire suppression fee on the next agenda.

9. **Other matters.** None.

10. **Executive Session as may be required.** None.

11. **Adjournment. Motion:** CM Groves moved, seconded by CM Randall, to adjourn. The motion was passed unanimously by CM's Groves, Fitzpatrick, Randall, Walker, and Mayor Cramblett. The meeting was adjourned at 11:29 PM.

Prepared by

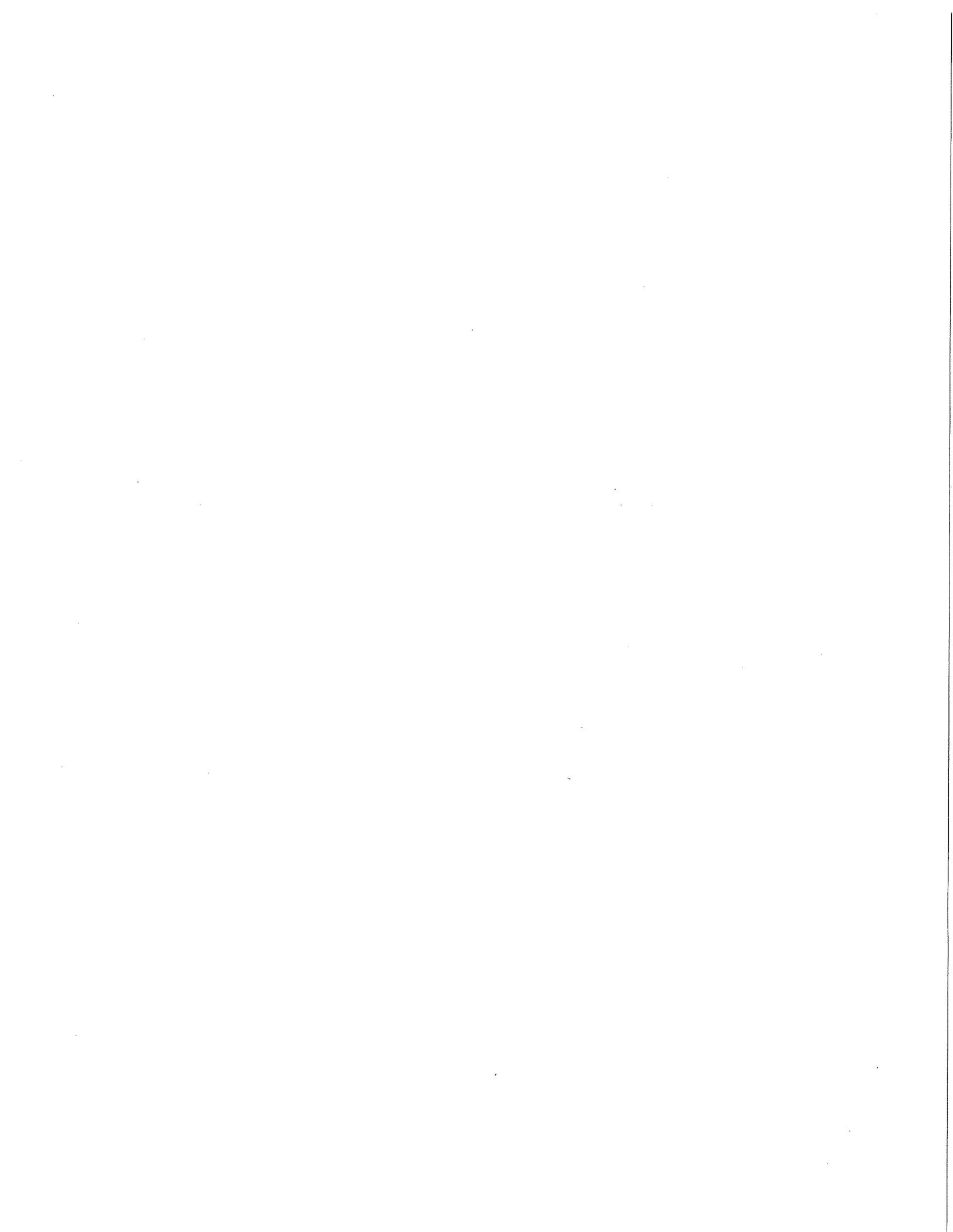
APPROVED:

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Kathy Woosley, City Recorder

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Tom Cramblett, Mayor



BLANKET VOUCHER APPROVAL

PAGE NO. 1

DEPARTMENT: CITY OF CASCADE LOCKS  
COVER SHEET AND SUMMARY

DATE:	DESCRIPTION:	AMOUNT:
2/22/2013	Gross Payroll	\$ 31,019.28
2/28/2013	End of Month AP	\$ 108,739.58

GRAND TOTAL \$ 139,758.86

APPROVAL:

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Mayor

Report Criteria:  
 Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
3320	02/13	02/27/2013	6826	4022861.00R	Amy Adams	Energy Efficiency Rebate - Washer	5140562140	70.00
Total 3320:								70.00
3321	02/13	02/27/2013	310	473-1040	Belo Management Services Inc.	201 Subs	4140562740	110.55
Total 3321:								110.55
3322	02/13	02/27/2013	460	4710	BROWN & KYSAR, INC	Cost of Service Analysis	5140562190	3,110.40
Total 3322:								3,110.40
3323	02/13	02/27/2013	790	313470082 2	CENTURYLINK	City Hall Phones	0140162050	117.70
3323	02/13	02/27/2013	790	313470082 2	CENTURYLINK	City Hall Phones	2142162050	157.31
3323	02/13	02/27/2013	790	313470082 2	CENTURYLINK	City Hall Phones	3142162050	86.46
3323	02/13	02/27/2013	790	313470082 2	CENTURYLINK	City Hall Phones	4142162050	63.03
3323	02/13	02/27/2013	790	313785538 2	CENTURYLINK	City Hall Phones	5142162050	133.32
3323	02/13	02/27/2013	790	313891134 2	CENTURYLINK	Sewer	2140562050	230.43
3323	02/13	02/27/2013	790	313891134 2	CENTURYLINK	Emergency After Hours	5140562050	39.18
3323	02/13	02/27/2013	790	313891134 2	CENTURYLINK	Emergency After Hours	5140562050	26.12
3323	02/13	02/27/2013	790	314228414 2	CENTURYLINK	Lift Station	3140562050	36.08
Total 3323:								889.63
3324	02/13	02/27/2013	800	320153997 2	CENTURYLINK COMMUNICATIONS, IN	Business Anytime	2140562050	7.94
Total 3324:								7.94
3325	02/13	02/27/2013	880	2013-CONF	CITY COUNTY INSURANCE SERVICES	Annual Conference Registration	0140162020	73.00
3325	02/13	02/27/2013	880	2013-CONF	CITY COUNTY INSURANCE SERVICES	Annual Conference Registration	2142162020	22.00
3325	02/13	02/27/2013	880	2013-CONF	CITY COUNTY INSURANCE SERVICES	Annual Conference Registration	3142162020	15.00
3325	02/13	02/27/2013	880	2013-CONF	CITY COUNTY INSURANCE SERVICES	Annual Conference Registration	4142162020	2.00
3325	02/13	02/27/2013	880	2013-CONF	CITY COUNTY INSURANCE SERVICES	Annual Conference Registration	5142162020	63.00
Total 3325:								175.00
3326	02/13	02/27/2013	940	021913	CITY OF SPRINGFIELD	Ambulance Billing Service	0540562111	456.00

M = Manual Check, V = Void Check

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 3326:								
3327	02/13	02/27/2013	1120	A27007	COLUMBIA HARDWARE, LLC	keys, glue	0540562440	11.45
3327	02/13	02/27/2013	1120	A27007	COLUMBIA HARDWARE, LLC	oil, ratchet	0540562441	31.82
3327	02/13	02/27/2013	1120	B13805	COLUMBIA HARDWARE, LLC	Bolts	5140562770	.88
3327	02/13	02/27/2013	1120	B32454	COLUMBIA HARDWARE, LLC	utility knife	0140462520	9.78
3327	02/13	02/27/2013	1120	B32485	COLUMBIA HARDWARE, LLC	tape rul	5140563690	25.15
3327	02/13	02/27/2013	1120	B32684	COLUMBIA HARDWARE, LLC	drill bits	5140563700	15.90
3327	02/13	02/27/2013	1120	B32689	COLUMBIA HARDWARE, LLC	propane and torch head	5140563690	33.28
3327	02/13	02/27/2013	1120	B33054	COLUMBIA HARDWARE, LLC	Trash can	5140562810	17.99
3327	02/13	02/27/2013	1120	B33077	COLUMBIA HARDWARE, LLC	plywood, screws, lumber	5140562810	203.31
Total 3327:								
								349.56
3328	02/13	02/27/2013	1170	3001877.01R	Columbia View Apartments	Energy Efficiency Rebate	5140562140	3,304.26
Total 3328:								
								3,304.26
3329	02/13	02/27/2013	1290	17999	CRUISE MASTER PRISMS, INC	Namesags	0540562029	12.40
3329	02/13	02/27/2013	1290	18013	CRUISE MASTER PRISMS, INC	Namesags	0540562029	26.18
Total 3329:								
								38.58
3330	02/13	02/27/2013	1530	8255-9217 0	DISH NETWORK	Programming	4140562740	400.00
Total 3330:								
								400.00
3331	02/13	02/27/2013	1930	1089-1015	FISHER COMMUNICATIONS INC	201 Subs	4140562740	140.70
Total 3331:								
								140.70
3332	02/13	02/27/2013	6762	45736	General Equipment Company	Throttle Control/Bearing	0340562560	858.18
Total 3332:								
								858.18
3333	02/13	02/27/2013	2020	1201301	GENERAL PACIFIC INC.	Street Light Bulbs	5140562800	294.00
Total 3333:								
								294.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
3334	02/13	02/27/2013			Void Check			.00 V
Total 3334:								
3335	02/13	02/27/2013	3110	9302	LOCAL GOVERNMENT	Human Resources Research	5140562190	1,751.55
Total 3335:								
3336	02/13	02/27/2013	4910	601305402D	Marilyn Dawkins	Refund Deposit	5121130	82.25
3336	02/13	02/27/2013	4910	601305402R	Marilyn Dawkins	Refund Overpayment on Final Bill	9911033	150.00
Total 3336:								
3337	02/13	02/27/2013	3360	021313CR	Megan Webb	Reimburse Mileage	0140162020	4.73
3337	02/13	02/27/2013	3360	021313CR	Megan Webb	Reimburse Mileage	2142162020	1.39
3337	02/13	02/27/2013	3360	021313CR	Megan Webb	Reimburse Mileage	3142162020	.98
3337	02/13	02/27/2013	3360	021313CR	Megan Webb	Reimburse Mileage	4142162020	.14
3337	02/13	02/27/2013	3360	021313CR	Megan Webb	Reimburse Mileage	5142162020	4.06
Total 3337:								
3338	02/13	02/27/2013	3490	1383	MID-COLUMBIA ECONOMIC	HR CO EDWG Project Management	0140162030	303.00
3338	02/13	02/27/2013	3490	1383	MID-COLUMBIA ECONOMIC	HR CO EDWG Project Management	0140262030	283.00
3338	02/13	02/27/2013	3490	1383	MID-COLUMBIA ECONOMIC	HR CO EDWG Project Management	2142162030	81.00
3338	02/13	02/27/2013	3490	1383	MID-COLUMBIA ECONOMIC	HR CO EDWG Project Management	3142162030	71.00
3338	02/13	02/27/2013	3490	1383	MID-COLUMBIA ECONOMIC	HR CO EDWG Project Management	4142162030	30.00
3338	02/13	02/27/2013	3490	1383	MID-COLUMBIA ECONOMIC	HR CO EDWG Project Management	5142162030	232.00
Total 3338:								
3339	02/13	02/27/2013	4020	ME110686	ODOT-FUEL SALES	Fuel	0140462530	224.74
3339	02/13	02/27/2013	4020	ME110686	ODOT-FUEL SALES	Fuel	0840562530	120.05
3339	02/13	02/27/2013	4020	ME110686	ODOT-FUEL SALES	Fuel	0540562420	569.41
3339	02/13	02/27/2013	4020	ME110686	ODOT-FUEL SALES	Fuel	0840562020	9.31
3339	02/13	02/27/2013	4020	ME110686	ODOT-FUEL SALES	Fuel	2140562530	36.42
3339	02/13	02/27/2013	4020	ME110686	ODOT-FUEL SALES	Fuel	3140562530	120.05
3339	02/13	02/27/2013	4020	ME110686	ODOT-FUEL SALES	Fuel	5140562200	401.65
3339	02/13	02/27/2013	4020	ME110686	ODOT-FUEL SALES	Fuel	5140562200	397.50

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 33399:								
3340	02/13	02/27/2013	4090	55987	OPERATIONS MANAGEMENT INTERN	March Services	3140562700	7,106.25
Total 3340:								
3341	02/13	02/27/2013	4650	3319357	PLATT ELECTRIC SUPPLY	Ligh Bulbs	0540562440	65.96
Total 3341:								
Total 3342:								
3342	02/13	02/27/2013	4760	2075079-RN	POSTER COMPLIANCE CENTER	Poster Compliance Plan Renewal	0140162110	22.00
3342	02/13	02/27/2013	4760	2075079-RN	POSTER COMPLIANCE CENTER	Poster Compliance Plan Renewal	0542162110	1.00
3342	02/13	02/27/2013	4760	2075079-RN	POSTER COMPLIANCE CENTER	Poster Compliance Plan Renewal	2142162110	5.00
3342	02/13	02/27/2013	4760	2075079-RN	POSTER COMPLIANCE CENTER	Poster Compliance Plan Renewal	3142162110	6.00
3342	02/13	02/27/2013	4760	2075079-RN	POSTER COMPLIANCE CENTER	Poster Compliance Plan Renewal	4142162110	1.00
3342	02/13	02/27/2013	4760	2075079-RN	POSTER COMPLIANCE CENTER	Poster Compliance Plan Renewal	5142162110	44.00
Total 3342:								
Total 3343:								
3343	02/13	02/27/2013	4810	6595	PRINT IT	Name Plates	0140162010	5.24
3343	02/13	02/27/2013	4810	6595	PRINT IT	Name Plates	0140262010	.74
3343	02/13	02/27/2013	4810	6595	PRINT IT	Name Plates	0542162010	.10
3343	02/13	02/27/2013	4810	6595	PRINT IT	Name Plates	2142162010	2.10
3343	02/13	02/27/2013	4810	6595	PRINT IT	Name Plates	3142162010	2.08
3343	02/13	02/27/2013	4810	6595	PRINT IT	Name Plates	4142162010	.62
3343	02/13	02/27/2013	4810	6595	PRINT IT	Name Plates	5142162010	9.12
Total 3343:								
3344	02/13	02/27/2013	4910	601315002D	Ralph Fortana	Refund Deposit	5121130	154.16
Total 3344:								
Total 3345:								
3345	02/13	02/27/2013	5510	8024683641	STAPLES CONTRACT & COMMERCIA	Office Supplies	0140162010	22.37
3345	02/13	02/27/2013	5510	8024683641	STAPLES CONTRACT & COMMERCIA	Office Supplies	0140262010	2.83
3345	02/13	02/27/2013	5510	8024683641	STAPLES CONTRACT & COMMERCIA	Office Supplies	0540562010	2.24
3345	02/13	02/27/2013	5510	8024683641	STAPLES CONTRACT & COMMERCIA	Office Supplies	2142162010	8.16
3345	02/13	02/27/2013	5510	8024683641	STAPLES CONTRACT & COMMERCIA	Office Supplies	3142162010	7.30
3345	02/13	02/27/2013	5510	8024683641	STAPLES CONTRACT & COMMERCIA	Office Supplies	4142162010	2.43

M = Manual Check, V = Void Check

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
3345	02/13	02/27/2013	5510	8024689641	STAPLES CONTRACT & COMMERCIA	Office Supplies	5142162010	35.41
Total 3345:								
3346	02/13	02/27/2013	6110	02/2013 UBS	U.S. POSTAL SERVICE	UB Postage	0542162055	3.00
3346	02/13	02/27/2013	6110	02/2013 UBS	U.S. POSTAL SERVICE	UB Postage	2142162055	26.00
3346	02/13	02/27/2013	6110	02/2013 UBS	U.S. POSTAL SERVICE	UB Postage	3142162055	41.00
3346	02/13	02/27/2013	6110	02/2013 UBS	U.S. POSTAL SERVICE	UB Postage	4142162055	15.00
3346	02/13	02/27/2013	6110	02/2013 UBS	U.S. POSTAL SERVICE	UB Postage	5142162055	172.64
Total 3346:								
3347	02/13	02/27/2013	6210	880785	USA BLUEBOOK	Dechlorination Tabs	2140562560	257.64
Total 3347:								
3348	02/13	02/27/2013	6350	0225986-IN	WAGNER-SMITH EQUIPMENT	Chin Strap	5140562210	38.26
Total 3348:								
3349	02/13	02/27/2013	6740	0161475194	ZEE MEDICAL INC	First Aid Supplies	5140562770	126.89
Total 3349:								
3350	02/13	02/27/2013	4910	211922316D	Jonathan McMorran	Refund Deposit	5121130	199.86
3350	02/13	02/27/2013	4910	211922316D	Jonathan McMorran	Refund Deposit	5121130	199.86- V
Total 3350:								
3351	02/13	02/28/2013	4910	211922316D	Jonathan McMorran & Lynn Pappas	Refund Deposit	5121130	199.86
Total 3351:								
3352	02/13	02/28/2013	3160	022313	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	0140162010	8.75
3352	02/13	02/28/2013	3160	022313	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	0140262010	1.23
3352	02/13	02/28/2013	3160	022313	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	0140462540	46.77
3352	02/13	02/28/2013	3160	022313	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	0542162010	.17
3352	02/13	02/28/2013	3160	022313	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	2142162010	3.50
3352	02/13	02/28/2013	3160	022313	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	3142162010	3.47
3352	02/13	02/28/2013	3160	022313	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	4142162010	1.03

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
3352	02/13	02/28/2013	3160	022313	MARIANNE BUMPI/PETTY CASH	Reimburse Petty Cash	5142162010	15.22
Total 3352:								
2271301	02/13	02/27/2013	6080	1536020610	U S BANK	Bank Fees	0140162110	68.81
2271301	02/13	02/27/2013	6080	1536020610	U S BANK	Bank Fees	0542162110	4.06
2271301	02/13	02/27/2013	6080	1536020610	U S BANK	Bank Fees	2142162110	16.16
2271301	02/13	02/27/2013	6080	1536020610	U S BANK	Bank Fees	3142162110	18.89
2271301	02/13	02/27/2013	6080	1536020610	U S BANK	Bank Fees	4142162110	2.17
2271301	02/13	02/27/2013	6080	1536020610	U S BANK	Bank Fees	5142162110	142.05
Total 2271301:								
2271302	02/13	02/27/2013	3650	13010195-##	NATIONAL CABLE TELEVISION COOP.	Programming	4140562740	4,378.59
Total 2271302:								
2271303	02/13	02/27/2013	6090	02/2013 VIS	U S BANK CC	February visas	0140162010	18.00
2271303	02/13	02/27/2013	6090	02/2013 VIS	U S BANK CC	February visas	0140162020	47.23
2271303	02/13	02/27/2013	6090	02/2013 VIS	U S BANK CC	February visas	0140262010	3.00
2271303	02/13	02/27/2013	6090	02/2013 VIS	U S BANK CC	February visas	0540562050	30.00
2271303	02/13	02/27/2013	6090	02/2013 VIS	U S BANK CC	February visas	2142162010	7.00
2271303	02/13	02/27/2013	6090	02/2013 VIS	U S BANK CC	February visas	2142162020	13.86
2271303	02/13	02/27/2013	6090	02/2013 VIS	U S BANK CC	February visas	3142162010	7.00
2271303	02/13	02/27/2013	6090	02/2013 VIS	U S BANK CC	February visas	3142162020	9.81
2271303	02/13	02/27/2013	6090	02/2013 VIS	U S BANK CC	February visas	4142162010	2.00
2271303	02/13	02/27/2013	6090	02/2013 VIS	U S BANK CC	February visas	4142162020	1.35
2271303	02/13	02/27/2013	6090	02/2013 VIS	U S BANK CC	February visas	5140562810	61.11
2271303	02/13	02/27/2013	6090	02/2013 VIS	U S BANK CC	February visas	5140563700	98.46
2271303	02/13	02/27/2013	6090	02/2013 VIS	U S BANK CC	February visas	5142162010	31.00
2271303	02/13	02/27/2013	6090	02/2013 VIS	U S BANK CC	February visas	5142162020	40.46
2271303	02/13	02/27/2013	6090	02/2013 VIS	U S BANK CC	February visas	5640563941	302.98
Total 2271303:								
2271304	02/13	02/27/2013	440	JAN2013-PW	BPA	Power Bill	5140562820	56,618.00
2271304	02/13	02/27/2013	440	JAN2013-PW	BPA	Power Bill	5140562820	9,608.00
Total 2271304:								
								66,226.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
2271305	02/13	02/27/2013	440	JAN13-TRNO	BPA	Transmission Bill	5140662821	11,763.00 M
2271305	02/13	02/27/2013	440	JAN13-TRNO	BPA	Transmission Bill	5140662821	1,996.00 M
Total 2271305:								13,759.00
Grand Totals:								108,739.58

## CASCADE LOCKS STAFF REPORT

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Date Prepared: March 4, 2013

For City Council Meeting on: March 11, 2013

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator 

SUBJECT: Adopt LGPI Transition Plan

SYNOPSIS: Please find the following attachments:

- LGPI Electric Department Transition Plan
- January 14, 2013 Staff Report with Council options
- January 14, 2013 Minutes
- Job Descriptions for Groundman/truck operator, Equipment Operator, and Journeyman Lineman positions

Of the options listed we have done the following:

1. We have not filled the recently vacated position created when Mr. John Naehr retired. We have not scheduled any large projects and therefore have not needed to hire anyone through the Union Hiring Hall.
2. We will begin the hiring process to fill the one vacant position as the summer work season approaches. We do not want any projects delayed more than necessary, but it is also important to minimize expenditures as best we can. This is a budget decision.
3. We have completed "draft" job descriptions for three electric department positions through the input of the union and the assistance of the LGPI consultants.
4. We continue to look at combining the Electric and Public Works Departments as we go through the budget process. As suggested in the LGPI Transition plan, this is the best option, but it is also budget dependent. If there is enough money to create a Public Works/Electrical Department Manager, we will decide and implement in the 2013-2014 Budget.
5. To the extent resources possible we will continue to utilize people across departmental boundaries in order to complete the projects and services needed.
6. The current electrical foreman has indicated a desire to retire by June 30, then work for 5½ months as a retired PERS employee. His focus would be to train any new hires and to work with the electrical consultants on the development of an Electric System Master Plan.

**CITY COUNCIL OPTIONS:** The City Council has the following options related to this issue.

Accept or reject the LGPI Electric Department Transition Plan.

Accepting the plan does not mean that the Council agrees with all its conclusions. We are asking the Council to accept the following steps:

1. Delay hiring new journeyman lineman to start no later than the beginning of the new budget year July 1.
2. Continue examination of the organizational structure with or without Public Works.
3. Adopt the job descriptions as presented.
4. From the interviews for the next hire, build a waiting list to fill the third lineman position when Mr. Hupp completes his tenure with the City in December of 2013, if that is the direction and organization the Council adopts through the budget process.
5. In conjunction with the transition plan, the Electric Department requires an industrial rate to be established for large volume users and an ability to pass through the Bonneville Power Administration increases. The creation of this new rate would require a vote of the people per the Charter.

**RECOMMENDATION:** "I move to accept the LGPI Transition Plan report and direct staff to continue as outlined above."

**Legal Review and Opinion:** N/A

**Financial review and status:** The report has been completed and paid for. The implementation of the report recommendations will be through the budget process.



LOCAL GOVERNMENT  
PERSONNEL INSTITUTE

*Diana Moffat*  
Executive Director  
Labor Relations Attorney  
*Debra Hart*  
Office/HR Manager  
*Denise Quinn Nauke*  
Administrative Assistant  
*Mary Lou Janeba*  
Bookkeeper

*Steven Schuback*  
Labor Relations Attorney  
*Ashley Boyle*  
Labor Relations Attorney  
*Dana Bennett*  
HR/Labor Relations  
Consultant  
*Brandi Leos*  
HR/Labor Relations Specialist

*Aaron Olson*  
Investigator  
*Craig Stoelk*  
Investigator  
*Paulette Baxter*  
HR Contract Consultant  
*Libet Hatch*  
HR Contract Consultant

## Cascade Locks Electric Department Transition Plan Recommendation

11/26/12

### Purpose Statement

Cascade Locks Electric Department has four employees; three of the four employees have plans to retire in the next five years. In order to maintain continuity of service, the City Council budgeted funds for a transition plan. LGPI was retained by the City Council to develop a transition plan to address the pending retirements and to assist them in determining the best direction to take. The transition plan will include organizational structure options to provide for optimal efficiencies and effectiveness.

#### Current Electric Department Staffing

Tracy Hupp, Foreman/Lineman  
Phil Schey, Lead Lineman  
John Neahr, Journeyman Lineman  
Derrick Turkington, Groundsman

#### Anticipated Retirement Date

January 2014  
5 – 6 years  
January 2013  
Unknown

### Factors to Consider

- **Lineman Staffing:**  
Currently there are three Journeyman Linemen, one of whom is the Foreman. Legal and safety staffing requirements are that there be two Journeyman Lineman working as a team on specific assignments. The third lineman position is needed to fill in for vacation, sick leave and special assignments.
- **Lack of non-represented department supervision and management:**  
In the current structure, there is no administrative manager within the Electric Department to set departmental priorities; provide department employees with guidance in following city personnel policies; ensure employee accountability by providing performance coaching, evaluation, and documentation; develop the department budget and long range plans; oversee systems operations; or initiate, plan and develop projects. Some of these duties are currently being performed by the union-represented Foreman working out of class, but there is no supervision of department staff.

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- Foreman/Lineman working out of class:  
The current Electric Department Foreman/Lineman is working out of class by developing the department budget, planning and prioritizing projects, project job estimates, and managing the CATV broad band internet system operations. As a union member, the Foreman is not permitted by union regulations to discipline, hire and fire other union employees. Additionally, these administrative duties take fifty percent of the Foreman's time preventing him from working in the field.
- These recommendations are based on the current electric/CATV customer base.

**Process:**

On November 6, 2012, LGPI Human Resources consultants, Libet Hatch and Paulette Baxter, arrived onsite to gather data from a series of interviews. See attached interview questions.

We met with:

Interim City Administrator, Paul Koch  
 IBEW Local 125 Representative, Ron Harris  
 Electric Department Superintendent/Foreman, Tracy Hupp  
 Electric Department Lead Lineman, Phil Schey  
 Electric Department Journeyman Lineman, John Neahr  
 Electric Department Groundsman, Derrick Turkington  
 Public Works Contract Director, Dave Griffin  
 Public Works Field Supervisor, Sheldon Price  
 Finance/HR Manager, Marianne Bump

We performed an analysis of the data gathered from the interviews, the IBEW Bargaining Agreement, City of Cascade Locks Personnel Policies, job descriptions and research on other Oregon municipally-owned electric utilities.

**Recommendations and Options**

**Short Term Recommendation:**

The Journeyman Lineman, John Neahr, is retiring January 2013. Therefore, our recommendation is that the City immediately recruit for one Journeyman Lineman to replace John Neahr. Utilize an IBEW temporary Journeyman Lineman hire to fill in until new hire is on board.

NOTE: We explored the option of hiring or training a Lineman apprentice to fill this position. However, the process requires several years of training on a wide variety of equipment and processes which the City does not have available. The apprentice would have to be sent out to non-city locations in order to successfully attain the Journeyman

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Lineman certification and therefore not be available to perform Lineman duties for Cascade Locks.

### Long Term Recommendations

1. Foreman/Lineman, Tracy Hupp, retiring January 2014:

Replace with a Foreman/Lineman position. Use an open, competitive recruitment to select the best candidate.

In our view, the Foreman position should be retained in all options below in order to provide the technical expertise to plan, direct and help perform the safe and efficient work of the line crew in compliance with IBEW regulations. The Foreman/Lineman cannot provide supervision over other IBEW employees.

2. Leadman Lineman, Phil Schey, planning to retire in five to six years:

IBEW requires a lead lineman when two or more Journeyman are working together unsupervised, one must be designated as lead lineman and receive rate of pay for that classification. Currently, Lineman Schey holds the lead assignment on an on-going basis. According to the IBEW Bargaining Agreement with the City of Cascade Locks, a Lead Lineman is required only on specific assignments. We recommend when the current Lead Lineman position comes vacant, the City hire a Journeyman Lineman and rotate the lead designation between the Journeyman Lineman positions as required by assignment. (See IBEW Bargaining Agreement Article XI.)

3. Groundsman, Derrick Turkington, has no current retirement plans:

The Groundsman assists Journeyman Linemen to build, maintain and repair power lines, install CATV cable, ground brushing and trimming trees working under the direct supervision of the Foreman or other lineman.

The IBEW 125 union representative pointed out that the Groundsman could be trained to do Low Voltage work. The City cable is at 60V, so requires a Low Voltage training and certification. Oregon OSHA requires that any work on voltage over 50V must be done by a trained and certified "electrician" for safety purposes. This certification would add flexibility in work assignments. Currently, the Groundsman is not trained or certified to do this work.

NOTE: Groundsman duties can be performed by a lineman and not vice versa.  
See Options for Electric Department administration below.

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## Options for Electric Department Administration and Supervision

1. City Administrator assumes management of the Electric Department:

The City Administrator/Department Head will be responsible for managing the administrative functions of the department: Personnel hiring, firing, and performance management; budget development and long range planning. The City Administrator/Department Head does not need to be an electrician, but must have a strong management background. Any kind of engineering or utility management experience would be beneficial.

The Foreman position will provide technical expertise to the City Administrator/Department Head.

Fiscal Impacts: The impacts of this option are neutral as a City Administrator position is already budgeted.

2. Create an exempt supervisor position and possibly eliminate the Groundsman position:

A supervisor position would perform administrative duties and personnel supervision for the department, freeing the Foreman to focus on field work. With three full time Journeyman Linemen in the field, a Groundsman position may not be needed. We did not conduct a workload analysis; eliminating the Groundsman position may not lead to the most efficient use of Electric Department staff. The Journeyman Linemen can perform Groundsman duties, but the Groundsman cannot do the work of the Journeyman Lineman.

The supervisor should have excellent communication skills; and personnel management, budget and finance analysis, project management, and long-range planning experience. It isn't required that the supervisor have electric utility experience.

Fiscal Impacts: Eliminating the Groundsman position and creating a new supervisor position would retain the current FTE. The supervisor position salary would be higher than the Groundsman salary.

3. Combine the Electric (4 employees) and Public Works Departments (3 employees) into one department, and add a department manager position to oversee both:

Both the Electric and Public Works departments deliver services to the same customer base. Currently, neither the Electric nor the Public Works Departments have an administrative supervisor to provide the administrative functions such as personnel management, supervision, budget and long range planning. This option would provide direction, oversight, accountability and possible productivity improvements for these functions.

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The department manager should have a utility management or engineering background; personnel management experience; financing, operations and maintenance planning experience; and excellent communications/customer service skills. It isn't required that the manager have technical electric utility or public works experience.

The City would retain the Public Works Field Supervisor and the Electric Department Foreman positions to provide technical expertise to the manager. The Electric Department Foreman and the Public Works Field Supervisor would be free to focus on field work.

Fiscal Impacts: Because this option adds a position at the management level, there is a personnel cost increase. Public Works is currently paying for a contracted director position and these funds could be used to partially offset the cost of the new position.

4. Make the Electric Department its own entity separate from the city such as an electric utility district. This would take considerable future analysis.

### **Administration and Supervision Recommendation**

The LGPI Human Resources Consultants recommend Option 3:

The absence of a department supervisor has created an environment in which employees do not receive guidance with workplace expectations and policies. They are not held accountable for following City policies or best practices. Employee performance is not currently recorded by performance evaluations, or coaching documents. Our recommendation is to immediately select an option that will provide the Electric and Public Works Departments with exempt supervisory oversight. The serious personnel issues which have developed in the Electric Department over the years due to lack of a supervisor must be addressed as soon as possible.

### **Next Steps for City Council**

- o Adopt the recommendation to immediately commence a recruitment to replace Journeyman Lineman position currently held by John Neahr and to authorize the hiring of a temporary Lineman until the new employee is selected and at work.
- o Direct the City Administrator to take the role of supervisor of the Electric Department pending the implementation of a plan to provide on-going supervision to the department.
- o Schedule a Council meeting to discuss and adopt a plan for providing ongoing supervision/management to the Electric and Public Works Departments.

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- Direct the City Administrator to develop impacts, cost analysis and plans for implementing the Council's decisions. Costs of implementation must be included in the 2013-2014 budget.

Submitted by Local Government Personnel Institute (LGPI)  
Human Resources Consultants  
Libet Hatch  
Paulette Baxter

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**STAFF REPORT**

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**Date Prepared:** January 3, 2013

For City Council meeting on January 14, 2013

**TO:** Hon. Mayor and City Council

**PREPARED BY:** Paul Koch, Interim City Administrator

**APPROVED BY:** N/A

**SUBJECT:** Receiving the final report from LGPI Consultants regarding Electric Department Transition Plan

**SYNOPSIS:** In the late summer of 2011, there was discussion about the impending employee retirements in the Electric Department and the need for the City to anticipate these changes and develop a transition plan. In September of 2011, the need for a transition plan was reported in the priority setting process with City Council. Later in the year, the newly seated City Council took those same priorities and grouped them setting them in priorities by group and specifics. The Proposed budget for 2012-13 identified the need for the transition plan and that also became an approved objective for the adopted 2012-13 budget.

City staff requested a couple of proposals and Local Government Personnel Institute (LGPI) responded. The City of Cascade Locks is a paid member of LGPI as are most other cities in the state. The LGPI proposal is attached to this staff report for City Council information. On September 24, the proposal was reviewed with City Council along with the projected cost and the idea of also looking at the possibility of combining both Public Works and Electric Departments in some sort of a streamlined management operation.

On September 24, City Council gave staff direction to return to the next City Council meeting to seek approval of the LGPI proposal in an amount not to exceed \$4,344.32. City Council approved the proposal and LGPI began the process on interviews in preparation for a report. In December 2012, the LGPI report was shared with City Council and some discussion was held.

This matter comes before City Council at this time for receipt of the final report directly from the LGPI consultants..

**OPTIONS:** The following options are available to City Council at this time.

1. Receive the report and take no action.
2. Receive the report and provide staff with Council desired direction.
3. Postpone action or direction to another date.

4. Take other action as desired by City Council.

**RECOMMENDATION:** That City Council, receive the report from the LGPI Consultants, discuss this matter and provide City Staff with some direction as desired by City Council.

**Benefits of this recommendation:** This action will provide City Council with an opportunity to discuss a variety of options for long term transition in the electric Department. By taking the time to review and analyze the staffing pattern and approach to replacement of retiring employees, the City can be assured of careful and considerate decision making. This action will also provide the City with an opportunity to begin operating within the context and requirements of the union agreement.

**Legal Review:** There is no legal review or comment required at this time.

**Financial Review:** There are no financial implications of the current action. Depending on what direction City Council selects, some savings could be generated.

**BACKGROUND INFORMATION:**

1. A copy of the final LGPI report is attached for City Council information.
2. The LGPI Consultants will be present to present their report and recommendations to City Council and to respond to any questions City Council may have.
3. There are no City approved job descriptions for employees in the Electric Department. The Union (IBEW) has agreed to prepare job descriptions that can be used by the City. These job descriptions, once received will be brought to City Council for approval.
4. A copy of the IBEW hiring hall letter is attached for City Council information. As one of the LGPI recommended options, hiring needed personnel from the hiring hall will buy time for the City to recruit, select and hire the desired replacement person.
5. One of the options that has been briefly discussed and that the City Council should consider is that of creating a supervisory position (Project Manager) position that is non-union who could oversee both Public Works and Electric. This position could provide the non-union supervisory need as well as coordinate and direct the work of staff in both departments. It is anticipated that there could be some savings realized through greater efficiency and the budget, financial, work order and purchasing could be handled by this position thus freeing up the balance of staff to work in the field.

**Possible Options in dealing with the Electric Department relative the LGPI Report**

- 1. Immediately authorize the filling of the full time Lineman position to be vacated January 2013.**
- 2. Do not authorize immediate filling of the vacant Lineman position but authorize use of the Union Hiring Hall as needed. Go through the rest of the budget year (to June 30, 2013) using the Union Hiring Hall and seek a resolution through the budget process. Utilize the 2013-14 budget process to analyze the options and make a final decision.**
- 3. Complete the job descriptions as developed and proposed by the Union.**
- 4. Look at the possibility of combining the Electric and Public Works Departments under one supervisor. Could be a “supervisor” or “project manager” position focused on handling administrative issues, budget and expenditure monitoring, grant writing, project management and the coordination of staff resources. The key here is to make the position exempt so that proper supervision and evaluation can be achieved. Free up current staff from administrative duties to focus on field work.**
- 5. Provide for staff from each department to be used in both departments to facilitate the best use of staff resources depending on the task or job.**
- 6. Research the potential of using the current Foreman to oversee, coordinate and supervise both departments to take full advantage of the foreman’s management, budgeting and operational skills.**
- 7. Do nothing and make no changes.**

**NOTE:** Item 3 must absolutely be done. It will save the City time and money to let the Union develop and propose the job descriptions for City Council consideration.

**From the January 14, 2013 City Council Meeting Minutes**

**b. LGPI Transition Plan.** Ms. Hatch and Ms. Baxter presented their transition plan. Mr. Harris also spoke regarding the transition plan and requirements to staffing that department. Consensus of Council was to direct staff to immediately authorize the filling of the full time Lineman position to be vacated January 2013 and to utilize the Union Hall for temporary help. ICA Koch said the Union Hall has agreed to develop job descriptions for the current employees.

**DRAFT**

**City of Cascade Locks, Oregon  
City Light/CATV Department**

Job Title: Groundman/Truck Operator  
Rate: \$  
Hours: (temporary, regular status, full or part time, hours of workday)

**PURPOSE:**

Work under the direction of foreman, leadman or lineman on the installation and repair of overhead and underground electrical systems.

Our distribution system consists of approximately 50 miles of primary and 8 miles of secondary voltages. We serve approximately 800 customers in and around Cascade Locks.

**For Recruitment Purposes:**

To apply for the position, please submit a letter of interest, a completed city application and a Veterans Preference form available on the City website [www.cascade-locks.or.us](http://www.cascade-locks.or.us) or call City Hall at 541-374-8484 to obtain application materials. Send completed applications to the City of Cascade Locks, PO Box 308, Cascade Locks, OR 97014 or fax to 541-374-8752.

**DUTIES: (Essential Job Responsibilities)**

- Assist lineman to repair and maintain city electrical system.
- Drive derrick truck with or without pole trailer.
- Safely operate boom in and around hot circuits while setting/removing poles.
- Ensure the electrical trucks are properly stocked with equipment at all times.
- Reads meters. Starts or discontinues service.
- Load and unload poles on reels of wire/cable, bulky equipment and rigging.
- Operate hand line to pull heavy objects up poles.
- Pull heavy wire down trench/road.
- Dig holes (for poles, underground opens) using shovel.
- Place transformers in residential underground vaults.
- Service and maintain vehicles, and conducts safety inspection on the trucks. Clean department vehicles, equipment and Electric Department shop.
- Must be able to work independently and as part of a team and relate well with co-workers.
- Must follow safe and efficient work practices.
- Assist other department personnel as required.

**QUALIFICATIONS:**

- High school diploma or equivalent.

- Twelve (12) months of line experience.
- Must have Oregon driver's license.
- Must have, or have the ability to obtain an Oregon Commercial Driver's License (CDL) class A, and a current CPR and First Aid card within 60 days of employment.
- Must possess general mechanical aptitude.
- Experience operating boom and hole digger.
- Must possess physical ability to do moderate to heavy lifting (to a minimum of 75 pounds), pushing and pulling for extended period of time, climb ladders, do bending, stooping and walking in open trenches while installing or repairing underground lines or equipment.
- Preplacement medical examination and physical capacity testing are required.
- Knowledge of safety regulations and OSHA required.

**WORKING CONDITIONS:**

- Required to perform overtime work when called during off-duty hours if problems occur in the distribution system or to connect customers.
- Frequently work in inclement weather.

**SUPERVISION RECEIVED:**

The Groundman is supervised by the City Administrator, or his designee.

**SUPERVISION EXERCISED:**

This is a non-supervisory position.

Note: The duties listed for the Groundman/Truck Driver position can also be performed by a Journeyman Lineman.

## DRAFT

### City of Cascade Locks, Oregon City Light/CATV Department

Job Title:       Equipment Operator  
Rate:            \$  
Hours:           (temporary, regular status, full or part time, hours of workday)

#### PURPOSE:

Drive equipment to job sites. Assist journeyman lineman to build, maintain, repair powerlines; install CATV cable; and perform ground brushing, and tree trimming.

Our distribution system consists of approximately 50 miles of primary and 8 miles of secondary voltages. We serve approximately 800 customers in and around Cascade Locks.

#### For Recruitment Purposes:

To apply for the position, please submit a letter of interest, a completed city application and a Veterans Preference form available on the City website [www.cascade-locks.or.us](http://www.cascade-locks.or.us) or call City Hall at 541-374-8484 to obtain application materials. Send completed applications to the City of Cascade Locks, PO Box 308, Cascade Locks, OR 97014 or fax to 541-374-8752.

#### DUTIES: (Essential Job Responsibilities)

- Operate all department powerline equipment, vehicles and tools, and have a good working knowledge of all testing equipment such as volt/amp/ohm meters, high and low voltage testing equipment, line locators, etc.
- Operate mobile crane when needed.
- Perform service and maintenance on the above equipment as necessary to keep equipment in good operating condition.
- General CATV installations, including working in the bucket at the CATV height level.
- Ability to work alone at locations assigned when no energized lines are present. Work around energized equipment with proper supervision.
- When not performing heavy equipment operation, assist crews as directed by the crew foreman.
- Clear and trim tree and ground brush obstructing electric right of way.
- Read water and electric meters as assigned.
- Train others in the safe and efficient use of equipment.
- Must be able to work independently and as part of a team and relate well with co-workers.
- Must operate all equipment in a safe manner. Must follow safe and efficient work practices.
- Assist other department personnel as required.

#### QUALIFICATIONS:

- High school diploma or equivalent.
- Must have an Oregon Commercial Driver's License (CDL) class A.
- Current CPR and First Aid card.
- Five years' experience operating powerline equipment. Will be required to demonstrate ability to operate equipment (front-end loader dozer, backhoe, digger-derrick crane, bucket truck man-lift and side mounted mower).
- Must have a thorough knowledge of electrical principles as they apply to electrical circuits and wiring circuits; the practices, procedures, materials and tools used in overhead and underground line construction and maintenance; and the hazards and necessary safety precautions involved within the trade.
- Demonstrate the proper use of rigging by previous experience, practical demonstration or certificate.
- Must possess general mechanical aptitude.
- Must possess physical ability to do moderate to heavy lifting (to a minimum of 75 pounds), pushing and pulling for extended period of time, climb ladders, do bending, stooping and walking in open trenches while installing or repairing underground lines or equipment.
- Preplacement medical examination and physical capacity testing are required.
- Knowledge of safety regulations and OSHA required.

#### WORKING CONDITIONS:

- Required to perform overtime work when called during off-duty hours if problems occur in the distribution system or to connect customers.
- Frequently work in inclement weather.

#### SUPERVISION RECEIVED:

The Equipment Operator is supervised by the City Administrator, or his designee.

#### SUPERVISION EXERCISED:

This is a non-supervisory position.

Note: We noticed that Cascade Locks does not currently include the Equipment Operator position as a classification in the contract under article 10.10. The duties listed for the Equipment Operator position can also be performed by a Journeyman Lineman.

**DRAFT**

**City of Cascade Locks, Oregon  
City Light/CATV Department**

Job Title: Journeyman Lineman  
Rate: \$  
Hours: Fulltime

**Purpose:**

This position performs skilled work at the journeyman level in the construction, maintenance and operation of underground and overhead electrical distribution systems, and the city-owned TV/Broadband system. The work involves the performance of skilled tasks in accordance with standard trade practices in construction, operation and maintenance of the municipally-owned electric distribution system.

Our distribution system consists of approximately 50 miles of primary and 8 miles of secondary voltages. We serve approximately 800 customers in and around Cascade Locks.

**For Recruitment Purposes:**

To apply for the position, please submit a letter of interest, a completed city application and a Veterans Preference form available on the City website [www.cascade-locks.or.us](http://www.cascade-locks.or.us) or call City Hall at 541-374-8484 to obtain application materials. Send completed applications to the City of Cascade Locks, PO Box 308, Cascade Locks, OR 97014 or fax to 541-374-8752.

Application Deadline: Open until filled. For initial consideration apply before (date?).

**DUTIES: (Essential Job Responsibilities)**

- Constructs, inspects, maintains, operates and repairs electrical overhead and underground distribution system and substations.
- Locates trouble in primary and secondary systems, replaces fuses in transformers and clears faulted circuits and systems.
- Works with energized high voltage systems requiring skill and care to protect the lives of themselves and others.
- Performs service and field repairs, installation and construction on city-owned TV and Broadband system.
- Operates equipment associated with distribution, maintenance and transmission work.
- Investigates customers' service calls and complaints and correct if city equipment is at fault, or advise customer where to seek correction.

- Investigates service interruptions and sectionalize and/or clear damaged equipment with maximum regard to public safety and to speedy restoration of essential service.
- Coordinate electric meter change out and repairs and/or calibration.
- Maintains department vehicles and equipment.
- Clears and trims tree and ground brush obstructing electric right of way.
- Reads water and electric meters as assigned.
- Performs miscellaneous electrical tasks and maintenance in city buildings, equipment and street lighting.
- May be required to assist in rescue of lineman in contact with energized lines and to apply first aid treatment until medical assistance arrives.
- Must be able to work independently and as part of a team and relate well with co-workers.
- Must follow safe and efficient work practices.

#### QUALIFICATIONS:

- Hold a valid IBEW Journeyman lineman card obtained through an approved apprenticeship program.
- Must have or have the ability to obtain an Oregon Commercial Driver's License (CDL), and a current CPR and First Aid card.
- Must be able to climb poles.
- One year experience as a journeyman lineman.
- Must be able to respond to outages within 20 minutes.
- Able to be in on-call rotation.
- Must be physically fit enough to do normal lifting a pulling required to do normal line construction and maintenance.

#### WORKING CONDITIONS:

- Required to perform overtime work when called during off-duty hours if problems occur in the distribution system or to connect customers.
- Frequently work in inclement weather.

#### SUPERVISION RECEIVED:

The Journeyman Lineman position is supervised by the City Administrator, or his designee.

#### SUPERVISION EXERCISED:

This is a non-supervisory position. The Journeyman Lineman may be required to serve in a lead position for specific assignments on a rotating basis.

**STAFF REPORT**

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**Date Prepared: 02/28/2013**

**For City Council Meeting on: 03/11/2013**

**TO: Honorable Mayor and City Council**

**PREPARED BY:** Megan Webb, Deputy Recorder *mw*

**APPROVED BY:** Gordon Zimmerman, City Administrator *GZ*

**SUBJECT:** Ordinance No. 421 amending the Community Development Code as adopted by Ordinance No. 350, by amending Chapter 8-6.24 Processing Development Actions, and repealing Ordinance No. 405.

**SYNOPSIS:** The Planning Commission proposes the amendment to Chapter 8-6.24 of the CDC to state that the Pre-Application Applicant sponsored meeting be strongly encouraged rather than required.

**CITY COUNCIL OPTIONS:**

1. Approve Ordinance No. 421 and have the first reading.
2. Take no action on this matter.

**RECOMMENDATION:** The City Council, by motion, approves Ordinance No. 421.

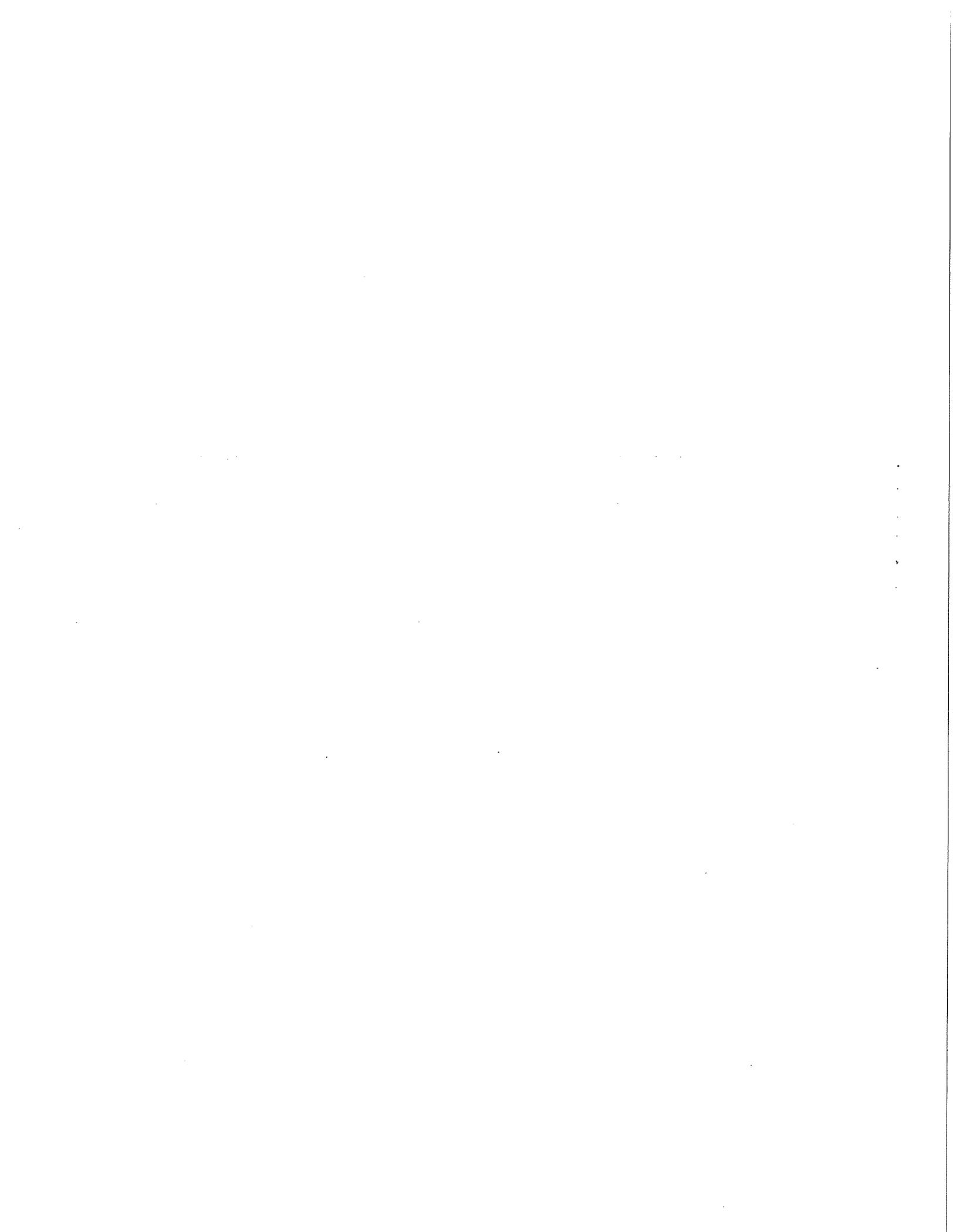
**Sample Motion:** I move to approve and have first reading of Ordinance No. 421 with the addition of revised language, to amend Chapter 8-6.24 of the Community Development Code, and repeal Ordinance No. 405.

**Legal Review and Opinion:** N/A

**Financial review and status:** N/A

**Planning Review and Opinion:** The Planning Commission and Staff would like to see Chapter 8-6.24 of the CDC amended to state that a pre-application applicant sponsored meeting be strongly encouraged rather than required. Staff and the Commission both feel that it is unnecessary to require an applicant to hold a meeting from which the evidence is not able to be used in a Public Hearing. The Commission would still like to see an applicant hold a meeting with the public to inform them of any new development in the area to insure an open and strong relationship with the community, especially in the case of a large development.

**BACKGROUND INFORMATION:** The Planning Commission has voted and approved the amendment to Chapter 8-6.24 of the Community Development Code and has now brought it to the City Council for adoption.



**ORDINANCE NO. 421**

**AN ORDINANCE AMENDING THE COMMUNITY DEVELOPMENT CODES AS ADOPTED BY ORDINANCE NO. 350, BY AMENDING CHAPTER 8-6.24-PROCESSING DEVELOPMENT ACTIONS, AND REPEALING ORDINANCE NO. 405.**

**WHEREAS**, the pre-application meeting is not an official part of the land use process; and

**WHEREAS**, the City's Planning Commission held a Public Hearing on the issue of adopting the amendments to the Processing Development Actions Chapter of the Community Development Code; and

**WHEREAS**, the City's Planning Commission approved the draft language to amend the Community Development Code, and recommended adoption to the City Council; and

**WHEREAS**, the City Council held a Public Hearing on the issue of adopting the Code amendment ordinance on March 11, 2013; and

**WHEREAS**, the City Council makes the following findings in accordance with the criteria of CDC 8-6.176.060:

- A. The proposal complies with the Statewide Planning Goals and administrative rules as they relate to the proposal:

**FINDING:** The proposed change complies with the relevant Goals and rules in the following ways:

Goal 1 – Citizen Involvement – the proposal was subject to a public hearing as required by the Community Development Code. The proposal helps frame how citizen involvement takes place as part of planning applications and expands the responsibility to engage the public in the design and intent of major projects.

Goal 2 – Land Use Planning – the proposal was considered in accordance with the applicable procedures of the Community Development Code. The proposal clarifies procedural requirements and brings the process into alignment with applicable state law.

Goal 3 – Agriculture – the goal is not applicable because the change deals with procedure, not with specific land uses.

Goal 4 – Forestry – the goal is not applicable because the change deals with procedure, not with specific land uses.

Goal 5 - Natural Resources, Scenic and Historic Areas, and Open Spaces – the goal is not applicable as the change deals with procedure, not with specific land uses.

Goal 6 - Air, Water and Land Resources Quality – the goal is not applicable as the change deals with procedure, not with specific land uses.

Goal 7 - Areas Subject to Natural Hazards - the goal is not applicable as the change deals with procedure, not with specific land uses.

Goal 8 – Recreational Needs - the goal is not applicable as the change deals with procedure, not with specific land uses.

Goal 9 – Economic Development – the goal is not applicable as the change deals with procedure, not with specific land uses.

Goal 10 – Housing – the goal is not applicable as the change deals with procedure, not with specific land uses.

Goal 11 - Public Facilities and Services – the goal is not applicable as the change deals with procedure, not with specific land uses.

Goal 12 – Transportation - the goal is not applicable as the change deals with procedure, not with specific land uses.

Goal 13 – Energy Conservation - the goal is not applicable as the change deals with procedure, not with specific land uses.

Goal 14 – Urbanization – the goal is not applicable as the change deals with procedure, not with specific land uses.

Goals 15-19 – these goals are not applicable as they deal exclusively with other regions of the State

B. The proposal complies with the Comprehensive Plan goals, policies, and implementation strategies:

1 – Policies on Natural Resources and Hazards

FINDING: These policies are not applicable as the change deals with procedure, not with specific land uses.

2 – Infrastructure and Public Services

FINDING: These policies are not applicable as the change deals with procedure, not with specific land uses.

3 – Economy –this goal is not applicable as the change deals with procedure, not with specific land uses.

C. Be internally consistent with related Comprehensive Plan or Development Code provisions

FINDING – The proposed amendment fits directly into the structure of the Development Code by adding language to encourage an applicant sponsored meeting prior to filing an application. It does not impact the balance of the Code or the Comprehensive Plan.

D. Promote provision of adequate public facilities and services for the community

FINDING – The policy is not applicable as the change deals with procedure, not with specific land uses.

**NOW THEREFORE:**

**THE CITY OF CASCADE LOCKS, HOOD RIVER COUNTY, OREGON,  
ORDAINS AS FOLLOWS:**

**SECTION 1. Section 8-6.24.010.** Chapter 8-6.24 of the Community Development Code is amended by adding a new Section 8-6.24.025 – Pre-Application Applicant Sponsored Public Meeting, as listed in Attachment A to this ordinance.

**SECTION 2. Severability.** Should any section, subsection, paragraph, sentence, clause or phrase of this ordinance be declared invalid, such declaration shall not affect the validity of any other section, subsection, paragraph, sentence, clause, or phrase; and if this ordinance, or any portion thereof, should be held to be invalid on one ground but valid on another, it shall be construed that the valid ground is the one upon which said ordinance, or such portion thereof, was enacted.

**SECTION 3. Effective Date.** This ordinance shall become effective thirty (30) days after adoption by the City Council and approval by the Mayor.

\_\_\_\_\_  
Mayor

ATTEST:

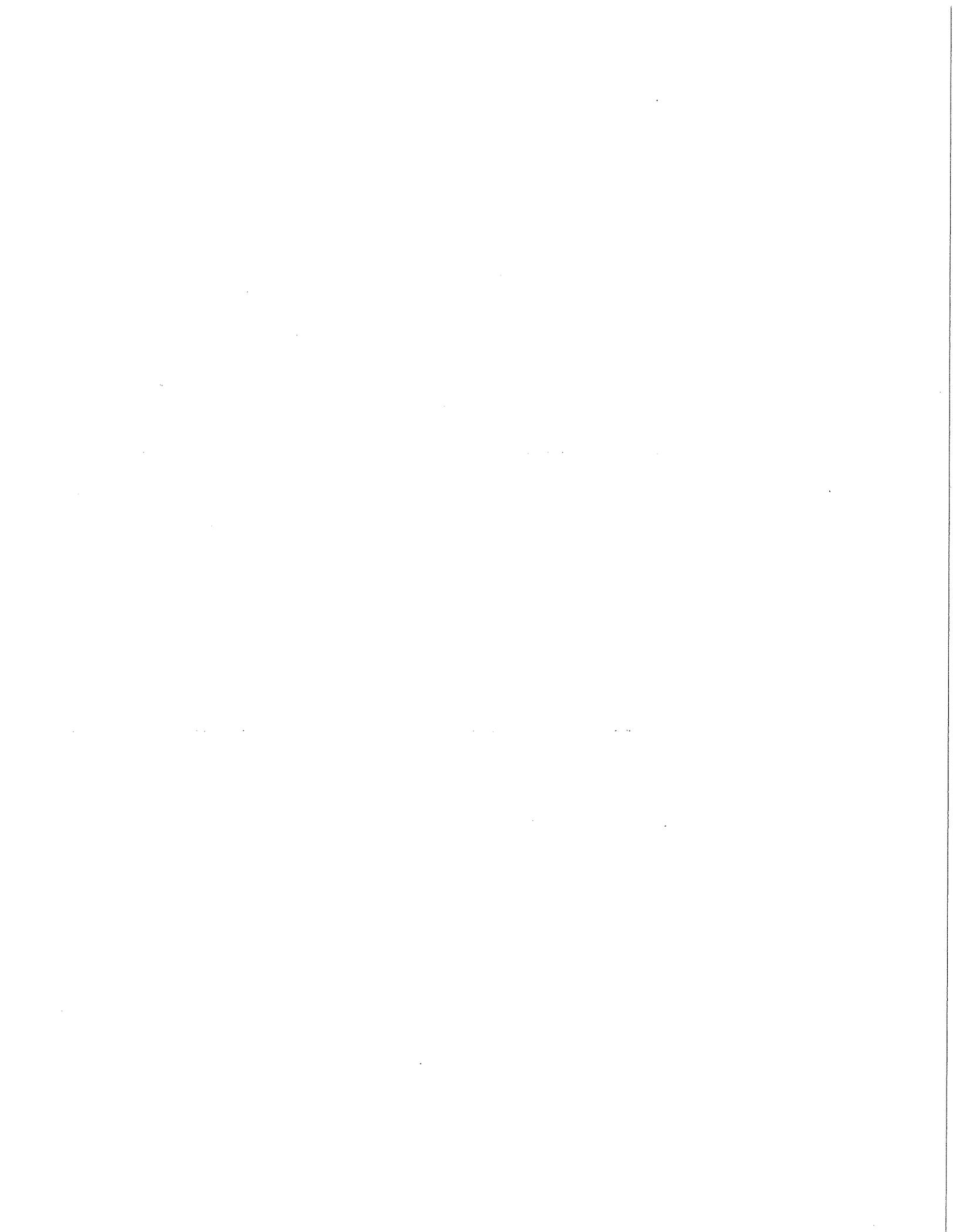
\_\_\_\_\_  
City Recorder

First Reading Approved:

Ayes ; Nays

Second Reading Approved:

Ayes ; Nays



## EXISTING LANGUAGE

### 8-6.24.025 Pre-application applicant sponsored meeting

- A. No application for a land use approval that requires a hearing and decision by the Planning Commission, not including action on appeal of a City Administrator decision, shall be received by the Administrator unless the applicant or the applicant's representative has held a public meeting inviting all property owners, residents, and business owners within the applicable notification area for the required public hearing. Pre-application meetings will be held no more than six months in advance of the filing of the subject application.
- B. The purpose of the Pre-application meeting is to allow the applicant to present the proposed land use action to those owning or residing in the notification area, answer questions from those in attendance, learn from those in attendance about concerns, issues, and ideas about the proposed land use action, and work toward agreement on any points of concern. It is not a requirement of this Code Section to require agreement amongst the parties on points of concern, but rather to require that the meeting is held so the public and the applicant can understand the proposal and the issues.
- C. Written notification of the public meeting will be provided to all property owners, residents, and business owners within the applicable notification area for the required public hearing. The meeting must be open to all who choose to attend, including those outside the notification area. A written record of the major points of the discussion, along with a list of those in attendance, will be created and preserved. An audio or video recording will be made that successfully creates a record of the entire meeting.
- D. Pre-application meetings will be held at a reasonable time and at a reasonable place so as to allow the greatest possibility of participation by those in the notification area. The City Administrator will judge the reasonableness of the timing and place of the meeting in reviewing the application for completeness and can reject the application if a finding is made demonstrating the lack of reasonableness in holding the meeting.
- E. The applicant or applicant's representative will facilitate the public meeting. Nothing in this Code section precludes the applicant or applicant's representative from ejecting a participant who is disruptive to the ability of the rest of the participants to listen and participate.
- F. The City will have no role in sponsoring, convening, or facilitating a Pre-application meeting. City participation is at the discretion of the City Administrator. A Pre-application meeting is not an official part of the land use process.

## PROPOSED NEW CODE LANGUAGE

### Proposed Revised Code Language

### 8-6.24.025 Pre-application applicant sponsored meeting

- A. The City strongly encourages the applicant to sponsor a pre-application meeting with surrounding property owners to fully discuss and explain the applicant's intended land-use action. This meeting is voluntary and should be an informal discussion with area

interested citizens who may have questions and inquiries about the nature and extent of the proposed action.

- B. The City will not participate in this pre-application meeting, but will assist the applicant in identifying affected property owners within the lawful notification distance from the subject property prior to the subject meeting.
- C. The purpose of this meeting is to allow the applicant to learn of community concerns and issues in advance of submitting his or her application. This step will provide the applicant with an opportunity to address these concerns prior to officially engaging in the land use planning application and hearing process.
- D. No testimony can be provided from this pre-application meeting unless said testimony is dated and signed by the party to which the testimony is attributed. The applicant may not submit testimony on behalf of another individual unless said testimony is signed by the party with a current address and dated when signed. Testimony submitted from this forum is subject to verification with the individual signing the testimony.

**ORDINANCE NO. 405**

revised 2/27/13

**AN ORDINANCE AMENDING THE COMMUNITY DEVELOPMENT CODES AS ADOPTED BY ORDINANCE NO. 350, BY AMENDING CHAPTER 8-6.24-PROCESSING DEVELOPMENT ACTIONS.**

**WHEREAS**, the City has prepared language to add provisions requiring an applicant in the case of a major proposal to hold a meeting with people surrounding the site of a potential application prior to that application being filed; and

**WHEREAS**, the City's Planning Commission held a Public Hearing on the issue of adopting the amendments to the Processing Development Actions Chapter of the Community Development Code; and

**WHEREAS**, the City's Planning Commission approved the draft language to amend the Community Development Code, and recommended adoption to the City Council; and

**WHEREAS**, the City Council held a Public Hearing on the issue of adopting the Code amendment ordinance on April 12, 2010; and

**WHEREAS**, the City Council makes the following findings in accordance with the criteria of CDC 8-6.176.060:

- A. The proposal complies with the Statewide Planning Goals and administrative rules as they relate to the proposal:

**FINDING:** The proposed change complies with the relevant Goals and rules in the following ways:

Goal 1 – Citizen Involvement – the proposal was subject to a public hearing as required by the Community Development Code. The proposal helps frame how citizen involvement takes place as part of planning applications and expands the responsibility to engage the public in the design and intent of major projects.

Goal 2 – Land Use Planning – the proposal was considered in accordance with the applicable procedures of the Community Development Code. The proposal clarifies procedural requirements and brings the process into alignment with applicable state law.

Goal 3 – Agriculture – the goal is not applicable because the change deals with procedure, not with specific land uses.

Goal 4 – Forestry – the goal is not applicable because the change deals with procedure, not with specific land uses.

Goal 5 - Natural Resources, Scenic and Historic Areas, and Open Spaces – the goal is not applicable as the change deals with procedure, not with specific land uses.

Goal 6 - Air, Water and Land Resources Quality – the goal is not applicable as the change deals with procedure, not with specific land uses.

Goal 7 - Areas Subject to Natural Hazards - the goal is not applicable as the change deals with procedure, not with specific land uses.

Goal 8 – Recreational Needs - the goal is not applicable as the change deals with procedure, not with specific land uses.

Goal 9 – Economic Development – the goal is not applicable as the change deals with procedure, not with specific land uses.

Goal 10 – Housing – the goal is not applicable as the change deals with procedure, not with specific land uses.

Goal 11 - Public Facilities and Services – the goal is not applicable as the change deals with procedure, not with specific land uses.

Goal 12 – Transportation - the goal is not applicable as the change deals with procedure, not with specific land uses.

Goal 13 – Energy Conservation - the goal is not applicable as the change deals with procedure, not with specific land uses.

Goal 14 – Urbanization – the goal is not applicable as the change deals with procedure, not with specific land uses.

Goals 15-19 – these goals are not applicable as they deal exclusively with other regions of the State

B. The proposal complies with the Comprehensive Plan goals, policies, and implementation strategies:

1 – Policies on Natural Resources and Hazards

FINDING: These policies are not applicable as the change deals with procedure, not with specific land uses.

2 – Infrastructure and Public Services

FINDING: These policies are not applicable as the change deals with procedure, not with specific land uses.

3 – Economy –this goal is not applicable as the change deals with procedure, not with specific land uses.

- C. Be internally consistent with related Comprehensive Plan or Development Code provisions

FINDING – The proposed amendment fits directly into the structure of the Development Code by adding language specific to the requirement for an applicant sponsored meeting prior to filing an application. It does not impact the balance of the Code or the Comprehensive Plan.

- D. Promote provision of adequate public facilities and services for the community

FINDING – The policy is not applicable as the change deals with procedure, not with specific land uses.

**NOW THEREFORE:**

**THE CITY OF CASCADE LOCKS, HOOD RIVER COUNTY, OREGON,  
ORDAINS AS FOLLOWS:**

**SECTION 1. Section 8-6.24.010.** Chapter 8-6.24 of the Community Development Code is amended by adding a new Section 8-6.24.025 – Pre-Application Applicant Sponsored Public Meeting, as listed in Attachment A to this ordinance.

**SECTION 2. Severability.** Should any section, subsection, paragraph, sentence, clause or phrase of this ordinance be declared invalid, such declaration shall not affect the validity of any other section, subsection, paragraph, sentence, clause, or phrase; and if this ordinance, or any portion thereof, should be held to be invalid on one ground but valid on another, it shall be construed that the valid ground is the one upon which said ordinance, or such portion thereof, was enacted.

**SECTION 3. Effective Date.** This ordinance shall become effective thirty (30) days after adoption by the City Council and approval by the Mayor.

**ADOPTED** by the City Council this 12th day of April, 2010.

**APPROVED** by the Mayor this 12th day of April, 2010.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

First Reading Approved: April 12, 2010; Ayes 7 ; Nays 0

Second Reading Approved: April 12, 2010; Ayes 7 ; Nays 0

Proposed Code Amendment to Require Developer-Sponsored Public Meetings

**Chapter 8-6.24**

**PROCESSING DEVELOPMENT ACTIONS**

Sections

8-6.24.010	Initiation and Withdrawal of Action
8-6.24.020	Pre-Application Conference
8-6.24.025	Pre-application applicant sponsored meeting
8-6.24.030	Application
8-6.24.040	Application Submittal and Acceptance
8-6.24.050	Notice of Development Actions
8-6.24.060	Staff Report
8-6.24.070	Decisions
8-6.24.080	Burden of Proof
8-6.24.090	Vested Rights

8-6.24.010 Initiation and Withdrawal of Action

- A. Development actions may be initiated only by:
1. Application by all the owners or all the contract purchasers of the subject property, or any person authorized in writing to act as agent of the owners or contract purchasers. Contract purchasers shall indicate in writing that the contract vendor(s) has been notified of the application;
  2. The City Council;
  3. The Planning Commission; or
  4. The City Administrator.
- B. No application shall be deemed complete and further processed if it is determined that any necessary authorization to file has not been obtained.
- C. The City Administrator may withdraw any application, petition for review, or motion for reconsideration at the request of the applicant or petitioner. Once accepted as complete, however, the applicant or petitions shall be entitled to withdraw by right only if the City Administrator determines that written consent to withdraw an application has been obtained from a majority of the owners or contract purchasers or the majority interest holders in the property, or all signers of the petition for review.
- D. If an application, petition for review, or motion for reconsideration is withdrawn after public notice has been provided and the approval authority has not rendered a decision, the City Administrator shall provide written notification of the withdrawal to all persons that were entitled to be mailed a public notice of pending review and all persons who submitted written comments.
- E. Fees for applications and petitions for review, withdrawn at the request of the applicant shall be refunded, less the actual costs incurred by the City.
- F. The city shall take final action on permit applications which are subject to this chapter, including resolution of all appeals, within 120 days from the date the application is deemed as complete. Any exceptions to this rule shall conform to state and local regulations.
- G. In computing any period of time prescribed or allowed by this chapter, the day of the act or event from which the designated period of time begins to run shall not be included.

Proposed Code Amendment to Require Developer-Sponsored Public Meetings

The last day of the period so computed shall be included, unless it is a Saturday or legal holiday, including Sunday, in which event, the period runs until the end of the next day which is not a Saturday or legal holiday.

8-6.24.020 Pre-Application Conference

- A. No application for a City Administrator, Planning Commission, or City Council action shall be received by the Administrator unless the applicant or the applicant's representative has:
  - 1. Attended a pre-application conference with the City Administrator; or
  - 2. Signed a waiver, on a written statement prepared by the City Administrator, waiving the pre-application conference requirement.
- B. The purpose of the pre-application conference is to acquaint the applicant or representative with the requirements of this title, the Comprehensive Plan and other relevant criteria. It is designed to assist the applicant. The applicant assumes the risk for delays or other problems caused by failure to attend. It is impossible, however, for the conference to be an exhaustive review of all potential issues and failure of the City Administrator to provide any information required by this title shall not constitute a waiver of the policies, standards, or criteria relevant to the application.
- C. Pre-application conferences shall be scheduled by the City Administrator at the earliest reasonable time.
- D. Information given by the City Administrator and/or staff to the applicant during the preapplication conference is valid for no longer than 6 months. Another preapplication conference is required if an application is submitted more than 6 months after the preapplication conference is held.

8-6.24.025 Pre-application applicant sponsored meeting

- A. No application for a land use approval that requires a hearing and decision by the Planning Commission, not including action on appeal of a City Administrator decision, shall be received by the Administrator unless the applicant or the applicant's representative has held a public meeting inviting all property owners, residents, and business owners within the applicable notification area for the required public hearing. Pre-application meetings will be held no more than six months in advance of the filing of the subject application.
- B. The purpose of the Pre-application meeting is to allow the applicant to present the proposed land use action to those owning or residing in the notification area, answer questions from those in attendance, learn from those in attendance about concerns, issues, and ideas about the proposed land use action, and work toward agreement on any points of concern. It is not a requirement of this Code Section to require agreement amongst the parties on points of concern, but rather to require that the meeting is held so the public and the applicant can understand the proposal and the issues.
- C. Written notification of the public meeting will be provided to all property owners, residents, and business owners within the applicable notification area for the required public hearing. The meeting must be open to all who choose to attend, including those outside the notification area. A written record of the major points of the discussion, along with a list of those in attendance, will be created and preserved. An audio or video recording will be made that successfully creates a record of the entire meeting.
- D. Pre-application meetings will be held at a reasonable time and at a reasonable place so as to allow the greatest possibility of participation by those in the notification area. The City

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Proposed Code Amendment to Require Developer-Sponsored Public Meetings

Administrator will judge the reasonableness of the timing and place of the meeting in reviewing the application for completeness and can reject the application if a finding is made demonstrating the lack of reasonableness in holding the meeting.

- E. The applicant or applicant's representative will facilitate the public meeting. Nothing in this Code section precludes the applicant or applicant's representative from ejecting a participant who is disruptive to the ability of the rest of the participants to listen and participate.
- F. The City will have no role in sponsoring, convening, or facilitating a Pre-application meeting. City participation is at the discretion of the City Administrator. A Pre-application meeting is not an official part of the land use process.

8-6.24.030 Application

- A. Applications for development actions shall be submitted in accordance with the format and upon such forms as may be established by the City Administrator.
- B. A complete application is one which contains the information required to address the relevant standards of the Comprehensive Plan and this title. It shall consist of the following:
  - 1. A completed original application form, signed by all persons required for initiating an application under Section 8-6.24.010;
  - 2. A current Hood River County tax map(s) showing the subject property(ies) and all properties within 250 feet of the subject property;
  - 3. Relevant public facilities information;
  - 4. Additional information required by other provisions of this title and the Comprehensive Plan;
  - 5. Additional information directly related to the applicable standards of this title or the Comprehensive Plan as deemed essential by the City Administrator to evaluate adequately the specific application for compliance with those criteria and standards; and
  - 6. The applicable fees adopted by the City Council are hereby incorporated by reference as the fees herein. These fees may be amended by resolution and order by the Council.
  - 7. When a Applicant Sponsored Pre-Application meeting has been held, copies of the Meeting Notice, distribution list for the notice, Meeting Record, and audio or video recording will be submitted with the land use application.

**STAFF REPORT**

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**Date Prepared: 02/28/2013**

**For City Council Meeting on: 03/11/2013**

**TO: Honorable Mayor and City Council**

**PREPARED BY:** Megan Webb, Deputy Recorder 

**APPROVED BY:** Gordon Zimmerman, City Administrator 

**SUBJECT:** Ordinance No. 422 amending the Community Development Code as adopted by Ordinance No. 350, by amending Article II, Chapter 8-6.20 and Article V, Development Standards.

**SYNOPSIS:** The Planning Commission proposes the amendment to Article II, Chapter 8-6.20 and Article V to state that the City shall use an Architectural Review Committee to ensure that site plans for new developments meet the required design criteria for that specific zone.

**CITY COUNCIL OPTIONS:**

1. Approve Ordinance No. 422 and have the first reading.
2. Take no action on this matter.

**RECOMMENDATION:** The City Council, by motion, approves Ordinance No. 422.

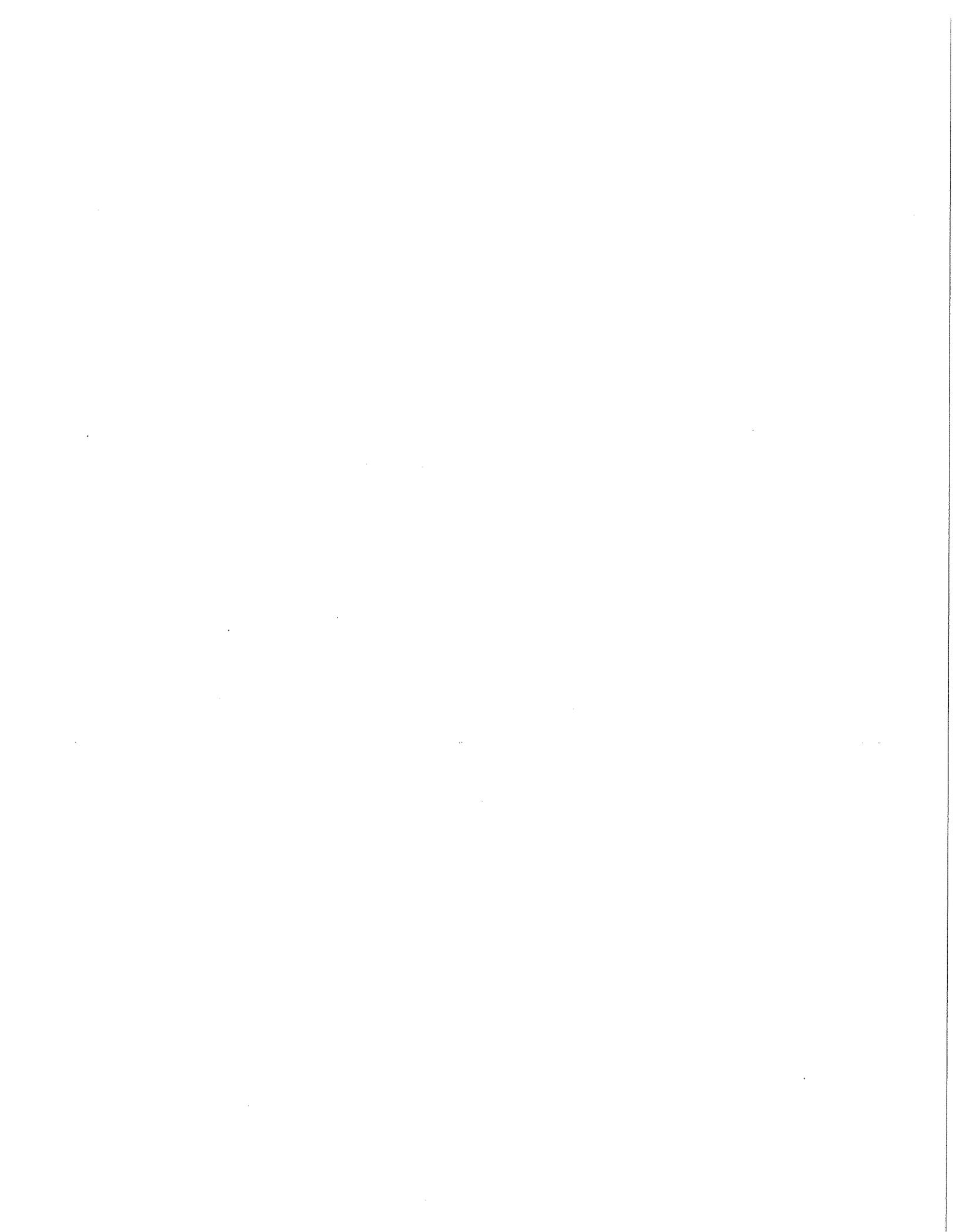
**Sample Motion:** I move to approve and have first reading of Ordinance No. 422 with the addition of revised language, to amend Article II, Chapter 8-6.20 and Article V, Development Standards, of the Community Development Code.

**Legal Review and Opinion:** N/A

**Financial review and status:** N/A

**Planning Review and Opinion:** The Planning Commission and Staff would like to amend Article II, Chapter 8-6.20 and Article V, Development Standards amended to state that the City shall approve and appoint a three-person voluntary citizen committee to act as the Architectural Review Committee (ARC). When a new site plan application has been submitted, the Planning Commission and Staff would utilize this committee to review the site plan and ensure that it meets all design requirements for the specified zone. The Planning Commission views this as a way to better involve the Community in new developments as well as tailoring our CDC to meet the needs of our City.

**BACKGROUND INFORMATION:** The Planning Commission has voted and approved the amendment to Article II, Chapter 8-6.20 and Article V, Development Standards, of the Community Development Code and has now brought it to the City Council for adoption.



**ORDINANCE NO. 422**

**AN ORDINANCE AMENDING THE COMMUNITY DEVELOPMENT CODE (CDC) AS ADOPTED BY ORDINANCE NO. 350, BY AMENDING ARTICLE II, CHAPTER 8-6.20 – ARTICLE V - DEVELOPMENT STANDARDS.**

**WHEREAS**, the City has prepared language to add provisions requiring an applicant to meet with the Architectural Review Committee when requesting development in the Downtown Zone; and

**WHEREAS**, the City's Planning Commission held a Public Hearing on the issue of adopting the amendments to the Development Standards Chapter of the Community Development Code; and

**WHEREAS**, the City's Planning Commission approved the draft language to amend the Community Development Code, and recommended adoption to the City Council; and

**WHEREAS**, the City Council held a Public Hearing on the issue of adopting the Code amendment ordinance on March 11, 2013; and

**WHEREAS**, the City Council makes the following findings in accordance with the criteria of CDC 8-6.176.060:

- A. The proposal complies with the Statewide Planning Goals and administrative rules as they relate to the proposal:

FINDING: The proposed change complies with the relevant Goals and rules in the following ways:

Goal 1 – Citizen Involvement – the proposal was subject to a public hearing as required by the Community Development Code. The proposal helps frame how citizen involvement takes place as part of planning applications.

Goal 2 – Land Use Planning – the proposal was considered in accordance with the applicable procedures of the Community Development Code.

Goal 3 – Agriculture – the goal is not applicable because the change deals with traffic impacts, not with specific land uses.

Goal 4 – Forestry – the goal is not applicable because the change deals with traffic impacts, not with specific land uses.

Goal 5 - Natural Resources, Scenic and Historic Areas, and Open Spaces – the goal is not applicable as the change deals with traffic impacts, not with specific land uses.

Goal 6 - Air, Water and Land Resources Quality – the goal is not applicable as the change deals with traffic impacts, not with specific land uses.

Goal 7 - Areas Subject to Natural Hazards - the goal is not applicable as the change deals with traffic impacts, not with specific land uses.

Goal 8 – Recreational Needs - the goal is not applicable as the change deals with traffic impacts, not with specific land uses.

Goal 9 – Economic Development – the goal is not applicable as the change deals with traffic impacts, not with specific land uses.

Goal 10 – Housing – the goal is not applicable as the change deals with traffic impacts, not with specific land uses.

Goal 11 - Public Facilities and Services – the goal is not applicable as the change deals with traffic impacts, not with specific land uses.

Goal 12 – Transportation - the proposed traffic impact analysis process is consistent with the Transportation Goal as it is intended to mitigate any potential traffic impacts of development, and to be the primary traffic management tool for the Forest Lane Interchange Area Management Plan.

Goal 13 – Energy Conservation - the goal is not applicable as the change deals with traffic impact, not with specific land uses.

Goal 14 – Urbanization – the goal is not applicable as the change deals with traffic impact, not with specific land uses.

Goals 15-19 – these goals are not applicable as they deal exclusively with other regions of the State

B. The proposal complies with the Comprehensive Plan goals, policies, and implementation strategies:

1 – Policies on Natural Resources and Hazards

The policy supports the placement of new structures in a manner which supports the overall goals, policies and strategies of the comprehensive plan

2 – Infrastructure and Public Services

The policy ensures that all development is consistent with the goals, policies and objectives of the development code as to the provision of public services from the city.

3 – Economy –

The policy support the sustainability of the local economy by allowing citizens to access the planning process with the least up-front expense to achieving their desired development. The policy supports the goals, policies and the implementation strategy of the comprehensive plan.

C. Be internally consistent with related Comprehensive Plan or Development Code provisions

FINDING – The proposed amendment fits directly into the structure of the Development Code by adding language specific to the site design review process. The policy incorporates the design review process into the citizen involvement objectives of the plan and places control over decisions on design in the hands of a local special formed committee.

D. Promote provision of adequate public facilities and services for the community

The policy implements key design objectives of the comprehensive plan and the downtown zone in a citizen control review process. The policy is consistent with the goals, policy and implementation strategy of the comprehensive plan.

**NOW THEREFORE:**

**THE CITY OF CASCADE LOCKS, HOOD RIVER COUNTY, OREGON, ORDAINS AS FOLLOWS:**

**SECTION 1. Chapter 8-6.20.** Chapter 8-6.20 of the Community Development Code is amended by adding a new Section 8-6.20.070 – Architectural Review Procedures that reads as follows:

**8.6.20.070 Architectural Review Procedures**

The City Council shall approve and appoint a three-person voluntary citizen committee to act as the Architectural Review Committee (ARC) when the code requires a site plan development review as preliminary to issuing a development permit. This committee will serve at the pleasure of the City Council and shall serve staggered two year terms subject to reappointment of the City Council after the completion of a twenty-four month period from the date of appointment. The ARC shall consist of three persons; one of whom is a sitting member of the City Planning Commission, one of whom is a representative of the Downtown Zone and one who is a design or building professional with knowledge of the construction trades. An ex-officio representative of the City staff shall be appointed by the City Administrator to assist in the processing of the application for design review on behalf of the ARC.

- a. Upon receiving notice of a request for a development permit in the affected zone the City shall advise the applicant of the requirements of the zone for a Design Review with the City's ARC. The applicant will be asked to identify a date of when they will be ready to submit preliminary design per Sections 8-6.148.040 to 8-6.148.100 as appropriate for the particular application.
- b. The applicant upon submitting design documents will be advised of a date not less than 7 days nor more than 14 days in which the applicant will meet with the ARC to review the proposed development.
- c. The ARC shall meet with the applicant to review the application and discuss the design features of the proposed development. Applying the specific criteria of the CDC, the ARC shall complete their review and submit a summary of their findings to the City staff to be included in the staff report provided to the City's Planning Commission. Specifically, the ARC shall determine whether the proposed development meets the standards of the CDC and if it does not, specify why the proposal fails to meet this criteria.
- d. The ARC may suggest or recommend modifications to the proposed development site plan to ensure compliance with the standards of the CDC. These proposed changes should be made prior to submission to the City Planning Commission or the ARC shall note that the applicant failed to modify the application to comply with the design standards of the zone.

**SECTION 2. Section 8-6.148.030.** Chapter 8-6.148 of the Community Development Code is amended with:

- A. A Site Plan Review requiring an Architectural analysis for the Downtown Zone shall be completed by the ARC as set forth in 8-6.070 (a) through (d).

**SECTION 3. Section 8-6.148.110.** Section 8-6.148.110 of the Community Development Code is amended by adding language to read:

**“The Planning Commission shall receive and Architectural Review Committee recommendation on a specific site design for all proposed developments in the Downtown Zone.”**

**SECTION 4. Severability.** Should any section, subsection, paragraph, sentence, clause or phrase of this ordinance be declared invalid, such declaration shall not affect the validity of any other section, subsection, paragraph, sentence, clause, or phrase; and if this ordinance, or any portion thereof, should be held to be invalid on one ground but valid on another, it shall be construed that the valid ground is the one upon which said ordinance, or such portion thereof, was enacted.

**SECTION 5. Effective Date.** This ordinance shall become effective thirty (30) days after adoption by the City Council and approval by the Mayor.

First Reading Approved: March 11, 2013;           Ayes   ; Nays

Second Reading Approved: March 25, 2013 ;       Ayes   ; Nays

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

**PROPOSED ADDITIONAL LANGUAGE UNDERLINED AND BOLD**

Chapter 8-6.20

**TYPES OF DEVELOPMENT ACTIONS  
AND DETERMINATION OF PROPER PROCEDURE**

Sections

- 8-6.20.010 Application Review Procedures
- 8-6.20.020 Administrative Actions
- 8-6.20.030 City Administrator Review
- 8-6.20.040 Planning Commission Review
- 8-6.20.050 City Council Review
- 8-6.20.060 Determination of Proper Procedure Type
- 8-6.20.070 Architectural Review Procedures**

Comment: Added wording

8-6.20.010 Application Review Procedures

Applications in this title will be processed as an Administrative, City Administrator, Planning Commission, or City Council action in accordance with the standards set forth in this chapter.

8-6.20.020 Administrative Actions

Administrative actions involve permitted uses or development governed by clear and objective review criteria. Administrative actions do not encompass discretionary land use decisions. Impacts have been recognized by the development and public facility standards. The intent and purpose of a zoning district is not a consideration for approving these uses.

8-6.20.030 to 8-6.20.060 (Remain unchanged)

8-6.20.070 Architectural Review Procedures

**The City Council shall approve and appoint a three-person voluntary citizen committee to act as the Architectural Review Committee (ARC) when the code requires a site plan development review as preliminary to issuing a development permit. This committee will serve at the pleasure of the City Council and shall serve staggered two year terms, subject to reappointment of the City Council after the completion of a twenty-four month period from the date of appointment. The Architectural Review Committee (ARC) shall consist of three persons; one of whom is a sitting member of the City Planning Commission, one of whom is a representative of the downtown zone and one who is a design or building**

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professional with knowledge of the construction trades. An ex-officio representative of the city staff shall be appointed by the City Administrator to assist in the processing of the application for design review on behalf of the ARC.

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a. Upon receiving notice of a request for a development permit in the affected zone The City shall advise the applicant of the requirements of the zone for a Design Review with the City Architectural Review Committee. The applicant will be asked to identify a date of when they will be ready to submit preliminary design per Sections 8-6.148.040 to 8-6.148.100 as appropriate for the particular application.

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b. The applicant upon submitting design documents will be advised of a date not less than seven days nor more than 14 days in which the applicant will meet with the ARC to review the proposed development.

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c. The ARC shall meet with the applicant to review the application and discuss the design features of the proposed development. Applying the specific criteria of the development code, the ARC shall complete their review and submit a summary of their findings to the City staff to be included in the staff report provided to the City's Planning Commission. Specifically, the ARC shall determine whether the proposed development meets the standards of the code and if it does not, specify why the proposal fails to meet this criteria.

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d. The ARC may suggest or recommend modifications to the proposed development site plan to ensure compliance with the standards of the code. These proposed changes should be made prior to submission to the City Planning Commission or the ARC shall note that the applicant failed to modify the application to comply with the design standards of the zone.

Comment: Added Wording

ARTICLE V  
DEVELOPMENT REVIEW  
Chapter 8-6.148

SITE PLAN AND DESIGN REVIEW

Sections

- 8-6.148.010 Purpose
- 8-6.148.020 Applicability of Provisions
- 8-6.148.030 Administration
- 8-6.148.040 Submittal Requirements
- 8-6.148.050 Site Conditions
- 8-6.148.060 Site Plan
- 8-6.148.070 Grading Plan
- 8-6.148.080 Architectural Drawings
- 8-6.148.090 Landscape Plans
- 8-6.148.100 Sign Plan
- 8-6.148.110 Approval Standards
- 8-6.148.120 Exceptions to Provisions
- 8-6.148.130 Agreement and Security
- 8-6.148.140 Maintenance

8-6.148.010 and 8-6.148.020 (Remain unchanged)

8-6.148.030 Administration

- A. Site Plan Review requiring an Architectural analysis for zones D- Downtown shall be completed by the Architectural Review Committee as set forth in 8.6.20.070 (a) through (d).
- B. Design and Site Plan Review applications and major modifications to existing development shall be administered and reviewed as a Planning Commission review in accordance with Article II, Procedures of this title.
- C. Minor modifications, as described in subsection 8-6.148.020 F, above, shall be administered and reviewed as a City Administrator decision in accordance with Article II, Procedures, of this title.
- D. Permits to construct a single family residence or duplex shall be administered and reviewed as an Administrative decision in accordance with Article II, Procedures, of this title.

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Comment: Added wording

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8-6.148.040 to 8-6.148.100 (Remain unchanged)

8-6.148.110 Approval Standards

The Planning Commission shall receive an Architectural Review Committee recommendation on a specific site design for all proposed developments in the Downtown Zone. The Planning Commission shall approve, approve with conditions or deny an application based on findings of fact with respect to the approval standards of this section.

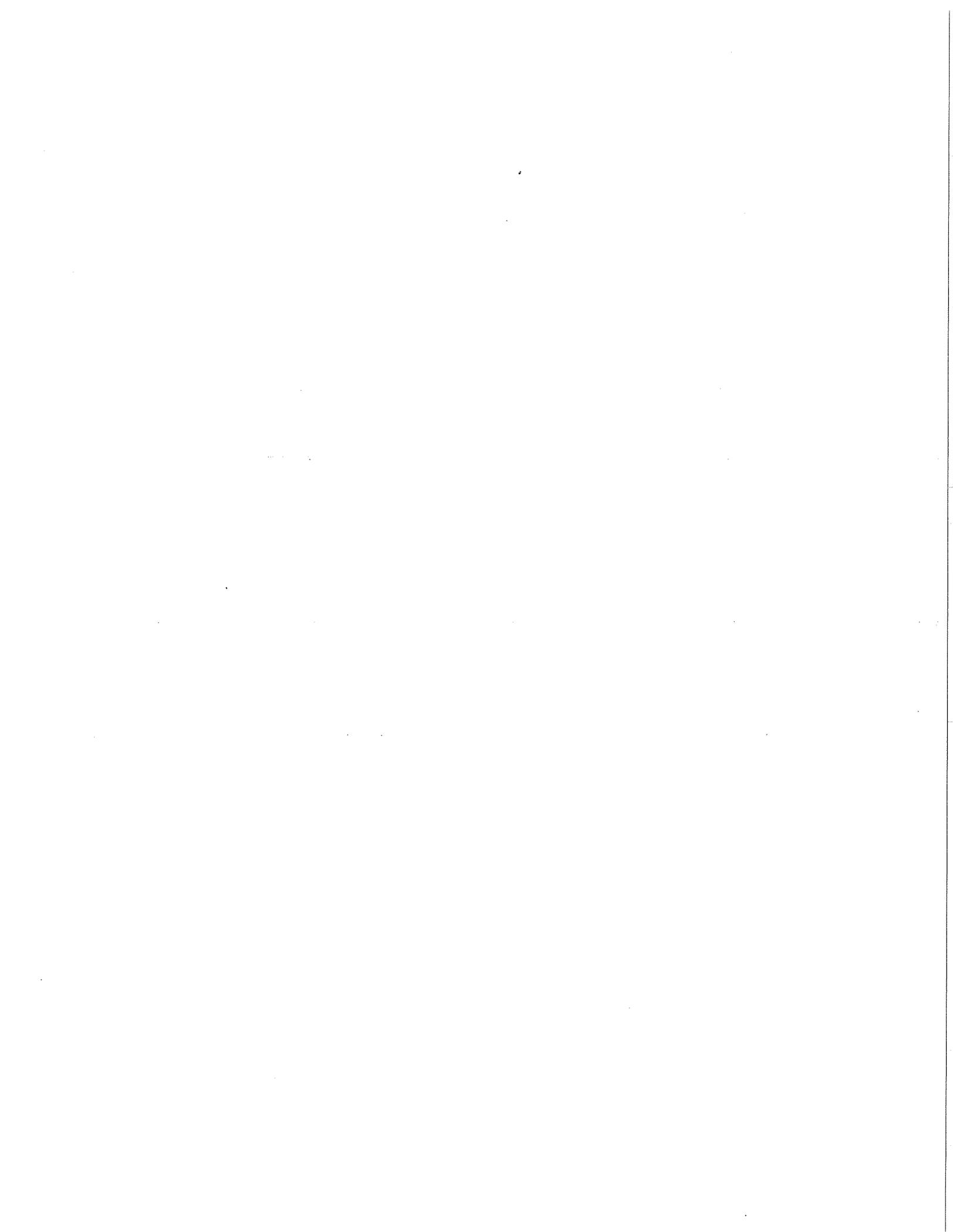
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Comment: Added wording

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- A. The applicable provisions of this title are:
1. Accessory structures - Chapter 8-6.164;
  2. Additional yard and setback requirements - Section 8-6.44.060;
  3. Base zone requirements - Chapters 8-6.44 through 8-6.96;
  4. Building height exceptions - Section 8-6.44.060;
  5. Circulation and access - Chapter 8-6.112;
  6. Landscaping and screening - Chapter 8-6.104;
  7. Parking and loading - Chapter 8-6.108;
  8. Public facility and service requirements;
  9. Flood Plain Overlay Zone - Chapter 8-6.120;
  10. Geologic Hazard Overlay Zone - Chapter 8-6.124;
  11. Airport Protection Overlay Zone - Chapter 8-6.132
  12. Downtown Design Overlay Zone - Chapter 8-6.136;
  13. Signs - Chapter 8-6.144;
  14. Vision clearance - Chapter 8-6.116;
  15. Wetland and Riparian Areas - Chapter 8-6.128; and
  16. Manufactured and Mobile Homes - Chapter 8-6.100.
  17. The Design Standard sections of the D, C, and RC zones.

8-6.148.120 to 8-6.148.140 (Remain unchanged)



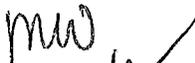
**STAFF REPORT**

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**Date Prepared: 02/28/2013**

**For City Council Meeting on: 03/11/2013**

**TO: Honorable Mayor and City Council**

**PREPARED BY:** Megan Webb, Deputy Recorder 

**APPROVED BY:** Gordon Zimmerman, City Administrator 

**SUBJECT:** Ordinance No. 423 amending the City of Cascade Locks Comprehensive Plan by adopting the “Connect Cascade Locks 2012”, a recreational trails plan for the economic development, as a detailed element of the plan.

**SYNOPSIS:** The Planning Commission proposes amending the Comprehensive Plan to include the “Connect Cascade Locks 2012” Trails Plan.

**CITY COUNCIL OPTIONS:**

1. Approve Ordinance No. 423 and have the first reading.
2. Take no action on this matter.

**RECOMMENDATION:** The City Council, by motion, approves Ordinance No. 423.

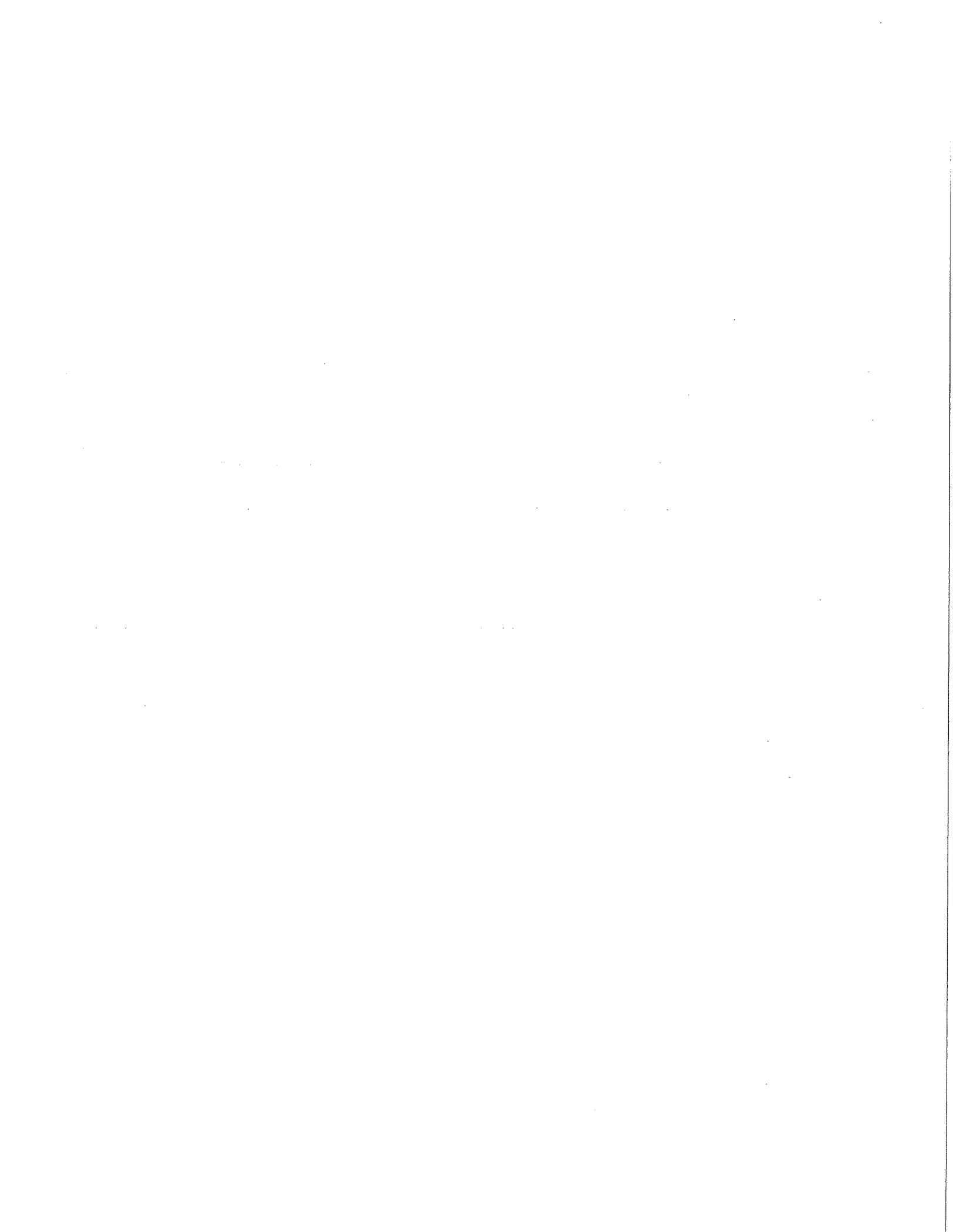
**Sample Motion:** I move to approve and have first reading of Ordinance No. 423 with the addition of the trails plan, to amend the Cascade Locks Comprehensive Plan by adopting the “Connect Cascade Locks 2012”, a recreational trails plan for economic development, as a detailed element of the plan.

**Legal Review and Opinion:** N/A

**Financial review and status:** Financial responsibility can not be determined at this time as we would not know the cost of each project until said project was implemented.

**Planning Review and Opinion:** The Planning Commission and Staff would like amend the City’s Comprehensive Plan to include the “Connect Cascade Locks 2012” trails plan. It is thought that not only would this plan, when implemented, be a boost to economic development in our City but would also enhance and grow the connection with tourism and economic development.

**BACKGROUND INFORMATION:** The Planning Commission has voted and approved to amend the City of Cascade Locks Comprehensive Plan to adopt the “Connect Cascade Locks 2012”, a recreational trails plan for the economic development, as a detail element of the plan.



**ORDINANCE NO. 423**

**AN ORDINANCE AMENDING THE CITY OF CASCADE LOCKS  
COMPREHENSIVE PLAN BY ADOPTING THE “CONNECT CASCADE LOCKS 2012”  
A RECREATIONAL TRAILS PLAN FOR ECONOMIC DEVELOPMENT, AS A  
DETAILED ELEMENT OF THE PLAN.**

**WHEREAS**, the CELILO Planning Studio, in partnership with the Port of Cascade Locks, completed a very extensive community outreach process to develop a comprehensive trails plan for the community; and

**WHEREAS**, there was a Cascade Locks Advisory Committee formed to ensure key community members and leaders were directly engaged in the process of completing the Trail Plan; and

**WHEREAS**, the Port of Cascade Locks, the Tourism Committee, the Downtown Revitalization Committee, the Planning Commission, and the City Council has adopted the Plan; and

**WHEREAS**, the City Council makes the following findings in accordance with the criteria of 8-6.176.050 Approval Criteria - Comprehensive Plan and Development Code Text Amendments:

An application to amend the text of the Comprehensive Plan and/or the Development Code text shall be found to:

- A. Comply with the Statewide Planning Goals and related administrative rules.

**FINDING:** The proposed change complies with the relevant Goals and rules in the following ways:

Goal 1 – Citizen Involvement – the proposal was subject to a public hearing as required by the Community Development Code.

Goal 2 – Land Use Planning – the proposal was considered in accordance with the applicable procedures of the Community Development Code.

Goal 3 – Agriculture – the goal is not applicable because it does not deal with agricultural land

Goal 4 – Forestry – the goal is not applicable because it does not deal with the forest lands

Goal 5 - Natural Resources, Scenic and Historic Areas, and Open Spaces – the goal is not applicable as the proposed text amendment does not directly impact any of the resources of the community

Goal 6 - Air, Water and Land Resources Quality – the goal is not applicable as the proposed text amendment does not directly impact any of the resources of the community

Goal 7 - Areas Subject to Natural Hazards - the goal is not applicable as the proposed text amendment does not directly impact any areas subject to mapped or identified natural hazards

Goal 8 – Recreational Needs - the goal is not applicable as the proposed text amendment does not directly impact any areas subject to recreation lands

Goal 9 – Economic Development – the goal is supported by the projection of community growth which then serves as the foundation of economic development planning

Goal 10 – Housing – the goal is supported by the projection of community growth which then serves as the foundation of housing planning

Goal 11 - Public Facilities and Services – the goal is supported by the projection of community growth which then serves as the foundation of public facility planning

Goal 12 – Transportation - the goal is supported by the projection of community growth which then serves as the foundation of transportation planning

Goal 13 – Energy Conservation - the goal is not applicable as the proposed text amendment does not relate to the conservation of energy

Goal 14 – Urbanization – the goal is supported by the projection of community growth which then serves as the foundation of land use planning

Goals 15-19 – these goals are not applicable as they deal exclusively with other regions of the State

B. The proposal complies with the Comprehensive Plan goals, policies, and implementation strategies:

1 – Policies on Natural Resources and Hazards

FINDING: These policies are not applicable as the proposed text amendment does not deal with, impact, nor is impacted by Natural Resources and Hazards

2 – Infrastructure and Public Services

FINDING: These policies shall be considered in all developments affecting public services and infrastructure to protect and enhance our alternative mode of transportation in the city.

3 – Economy

FINDING – The plan support an environmentally sustainable strategy for economic development which is consistent with the goals of the City of Cascade Locks.

- C. Be internally consistent with related Comprehensive Plan or Development Code provisions

FINDING – The “Connect Cascade Locks 2012” plan supports the comprehensive plan and development code by identifying strategic connections, interchanges and linkages to surrounding alternative mode transportation facilities.

- D. Promote provision of adequate public facilities and services for the community

FINDING – The proposed text amendment supports planning for public facilities.

**NOW THEREFORE:**

**THE CITY OF CASCADE LOCKS, HOOD RIVER COUNTY, OREGON,  
ORDAINS AS FOLLOWS:**

**SECTION 1.** The “Cascade Locks Comprehensive Plan,” Adopted May 2001, is amended by adoption of the “Connect Cascade Locks 2012” attached as Exhibit A, as a detailed element.

**SECTION 2. Severability.** Should any section, subsection, paragraph, sentence, clause or phrase of this ordinance be declared invalid, such declaration shall not affect the validity of any other section, subsection, paragraph, sentence, clause, or phrase; and if this ordinance, or any portion thereof, should be held to be invalid on one ground but valid on another, it shall be construed that the valid ground is the one upon which said ordinance, or such portion thereof, was enacted.

**SECTION 3. Effective Date.** This ordinance shall become effective thirty (30) days after adoption by the City Council and approval by the Mayor.

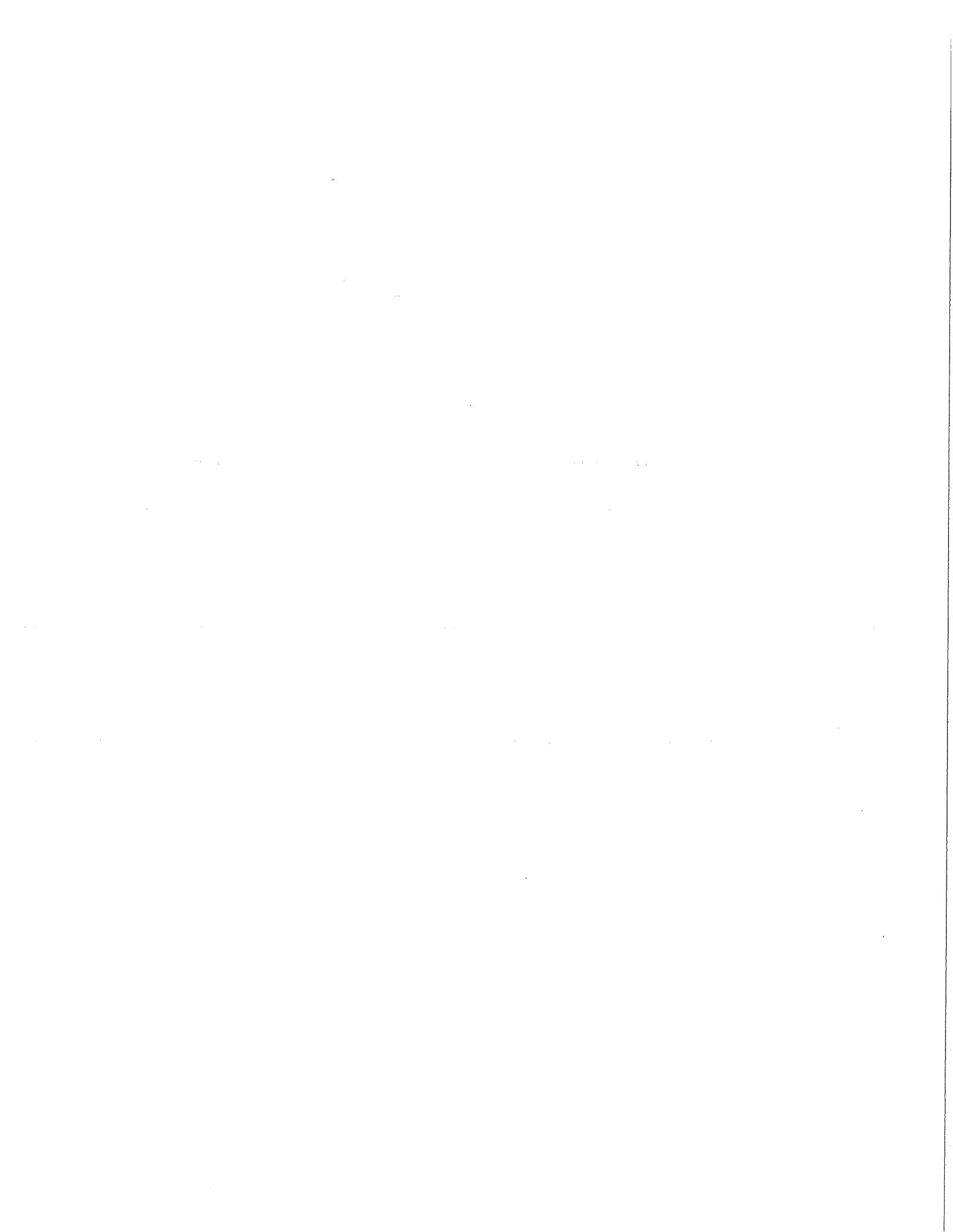
First Reading Approved: March 11, 2013; Ayes ; Nays

Second Reading Approved: March 25, 2013; Ayes ; Nays

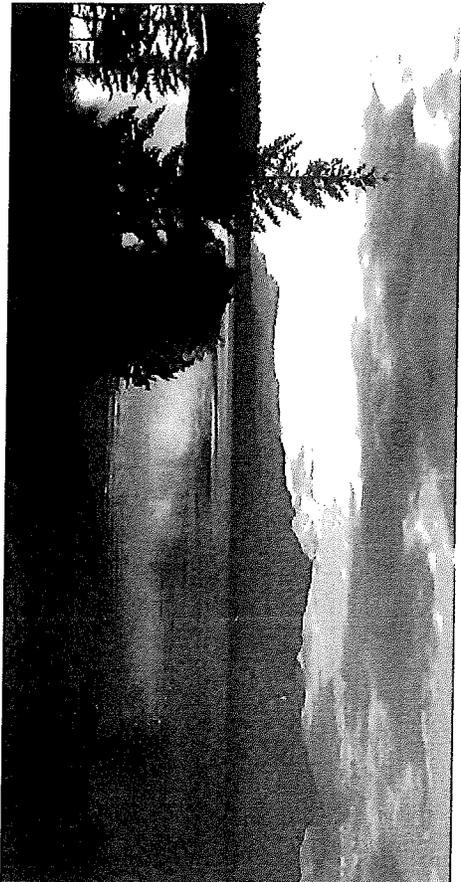
\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Recorder



## EXECUTIVE SUMMARY



*Cascade Locks can and should be a center of recreational activities.*

-Anonymous Trail User Survey Respondent

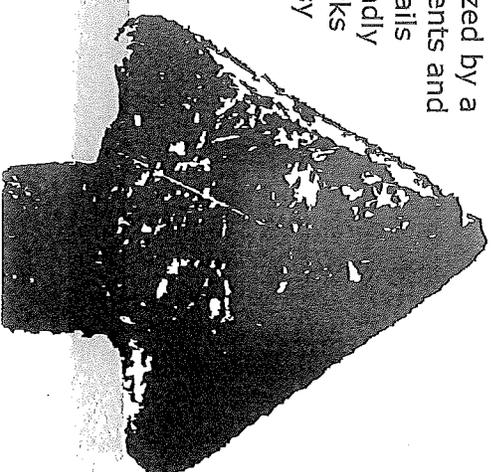
**I**n the spring of 2012, the Port of Cascade Locks partnered with Celilo Planning Studio to conduct *Connect Cascade Locks: A Recreational Trails Plan for Economic Development*. The purpose of *Connect Cascade Locks* was to identify strategies to increase the economic development prospects of the community of Cascade Locks through a regionally integrated recreational trails network.

### Why a Trails Plan?

Both residents and visitors have commented on the raw potential of Cascade Locks to become a destination for outdoor enthusiasts. In a community survey and workshops, residents consistently cited natural scenic beauty and proximity to regional trails as sources of pride for the community. Case studies of trail towns in Oregon and beyond have also illustrated the potential for outdoor recreation to stoke the fires of stagnant rural economies. The City and Port of Cascade Locks have engaged in other economic development strategies, and *Connect Cascade Locks* is not meant to replace them. Rather, the intent of this plan is to present a strategy for the community to capitalize on the incredible scenic beauty and proximity to popular regional trails that set this community apart.

### Why NOW?

*Connect Cascade Locks* was catalyzed by a fortunate convergence of many events and players. In 2011, the Northwest Trails Alliance (NWTA) built a family-friendly single track on Port of Cascade Locks property. The trail was named "Easy CLIMB" after a larger planned mountain bike trail network, the CLIMB (Cascade Locks International Mountain Bike) trail



# EXECUTIVE SUMMARY

system, a 25-mile mountain bike trail network just outside city limits. The US Forest Service will begin an Environmental Assessment of the CLIMB Trail for the Port in 2013. To the west, the Oregon Department of Transportation (ODOT) will complete a missing link in the Historic Columbia River Highway State Trail within the next year, connecting Cascade Locks to Troutdale and Portland. In addition, the City of Stevenson and the Port have partnered to contract a feasibility study for a dedicated bicycle, equestrian and pedestrian path across the Bridge of the Gods, the iconic waypoint where Pacific Crest Trail thru-hikers cross the Columbia River into Washington.

With these growing opportunities for trail users in the Cascade Locks area, the city needed to identify strategic steps the community could take to maximize the benefits of their growing trail network while improving the community for residents.

## Process Findings

Residents and regional stakeholders have demonstrated strong support for trail development in Cascade Locks. Through community and trail user surveys, workshops, interviews and an open house, Celilo Planning Studio asked local and regional stakeholders what could be improved about the Cascade Locks trail network, and what the town could do to become more attractive to trail users.

This public process revealed that the needs of trail users and community members in Cascade Locks are very similar. Both residents and visitors wanted more restaurants, a cafe and a brewery in Cascade Locks, and participants frequently identified wayfinding as a needed investment for improved trail access. Community members and trail users also expressed support for new trail and recreational development, including water sports, mountain biking, hiking and multi-use trails. However, an equally strong theme from both residents and trail users was the desire to protect the Gorge from over-development: trail-based economic development should not come at the expense of the rugged natural beauty that draws outdoor enthusiasts in the first place.

The trail user survey identified enormous market potential: trail users were more likely to stop in small towns than other sight-seers, and once they stopped they were more likely to purchase food and drinks. Cascade Locks was also the second most visited town in the Gorge after Hood River, demonstrating further potential for trail-oriented businesses such as breweries, cafes, a hostel or an outdoor gear shop.

These findings were supported by in-depth case studies of other small towns with growing or well-established trail-based economies. Studying other towns provided lessons and strategies for encouraging community trail stewardship, buffering the winter season, and

# EXECUTIVE SUMMARY

fundraising for capital projects.

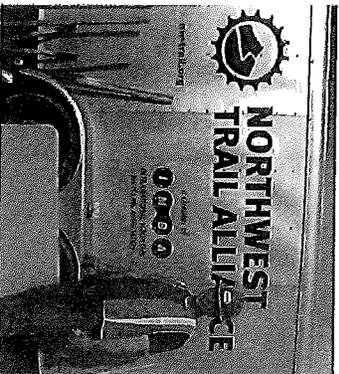
The public process also illuminated the opportunity for partnerships with other organizations and public agencies. Many Technical Advisory Committee members and workshop participants offered support for Cascade Locks in the form of cross promotion, information sharing or coordination on future regional trail development projects. *Connect Cascade Locks* has built a network of trail partners that will continue to assist the community during implementation.

## Recommendations

With input from trail users, community members and technical experts, Celilo Planning Studio developed a set of recommendations for the community of Cascade Locks to improve existing and new trail facilities, attract trail users to the commercial downtown and build a culture of trail stewardship. These recommendations are organized into three categories:

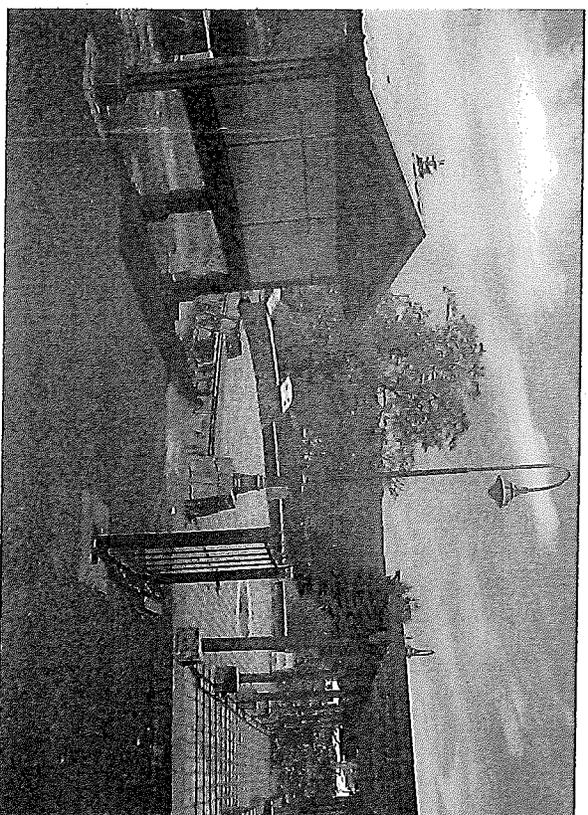
### Community Stewardship

Based on case study research and stakeholder input, Celilo Planning Studio recommends the formation of a non-profit Trail Care Group. This group will be open to all community members and trail enthusiasts, and will organize trail build and maintenance days as well as youth events.



### Trails and Trailhead Amenities

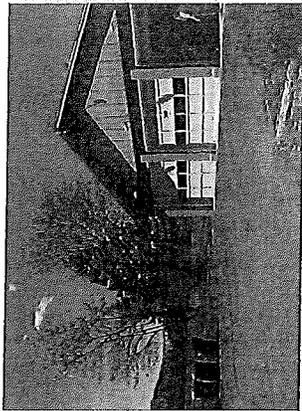
With the assistance of this newly formed group, the City of Cascade Locks, citizen committees and the Port of Cascade Locks will undertake new projects to improve and expand existing trails. Improvements include new trail maps and signs, a central Trail Hub for parking, information and public amenities, and improved bicycle and pedestrian access between the downtown commercial district and trailheads. Celilo Planning Studio also recommends that the community continue prioritizing the planning processes to develop new recreation opportunities such as the CLIMB Trail, improve beach access for water sports and develop a riverfront trail.



# EXECUTIVE SUMMARY

## Business and Marketing

In concert with these trail improvements, there are many opportunities to support existing businesses and recruiting new businesses to support trail users. New business opportunities such as a food cart pod or other incubator models, a permanent fish market, a bike and boat rental shop, and new restaurants all emerged as potentially fruitful enterprises. Existing businesses should also receive support from the city for marketing, customer service trainings and streetscape improvements, such as street trees and outdoor seating.



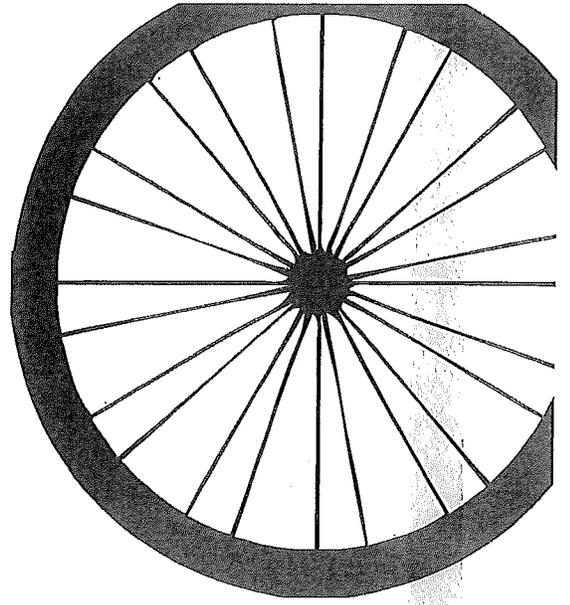
## How to Use This Plan

Cascade Locks has undergone many planning processes in the past but has limited human and financial capital to see them to fruition. *Connect Cascade Locks* bridges the gap between administration and action by taking recommendations one step further. Every recommendation is listed as an action item, assigned to a responsible group or agency. Community leaders can reference an Implementation Strategy with a complete list of all recommendations and lead assignments. The plan relies heavily on the active engagement of the Port of Cascade Locks, the City of Cascade Locks, the Tourism

and Downtown Revitalization Steering Committees, and the newly formed Trail Care Group.

To assist these groups with implementation, the plan includes several tools, including a trail map, a wayfinding plan, and a grant toolbox with instructions and resources for grant writing. The community should also take advantage of the numerous partnerships developed over the course of the planning process.

*Connect Cascade Locks* provides community leaders with the tools and strategies to implement the community vision of becoming a premiere destination for outdoor recreation in the Gorge. By investing strategically in trails and trail businesses as part of the city's multifaceted economic development strategy, Cascade Locks can become a more attractive community for residents and visitors alike.



**STAFF REPORT**

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**Date Prepared: 3/1/13**

**For City Council Meeting on: 3/11/13**

**TO: Honorable Mayor and City Council**

**PREPARED BY:** Marianne Bump, Finance Officer



**APPROVED BY:** Gordon Zimmerman, City Administrator



**SUBJECT:** Authorizing resolution No. 1259, making appropriations and expenditures from Capital Reserve Capital Outlay category to Capital Reserve Inter-fund Transfer category for 2012-2013 budget.

**SYNOPSIS:** After the adoption of FY 2012-2013 budget a clerical error was discovered. The funds to cover the CATV shortfall was budgeted in the incorrect category of the Capital Reserve Fund and before a transfer can be made the funds are required to be in the Inter-fund Transfer category of the Capital Reserve Fund. Transfers authorized by resolution can occur within a fund per ORS 294.463(3).

**CITY COUNCIL OPTIONS:**

1. Approve Resolution No. 1259 as presented.
2. Establish other direction for staff to proceed
3. Take no action

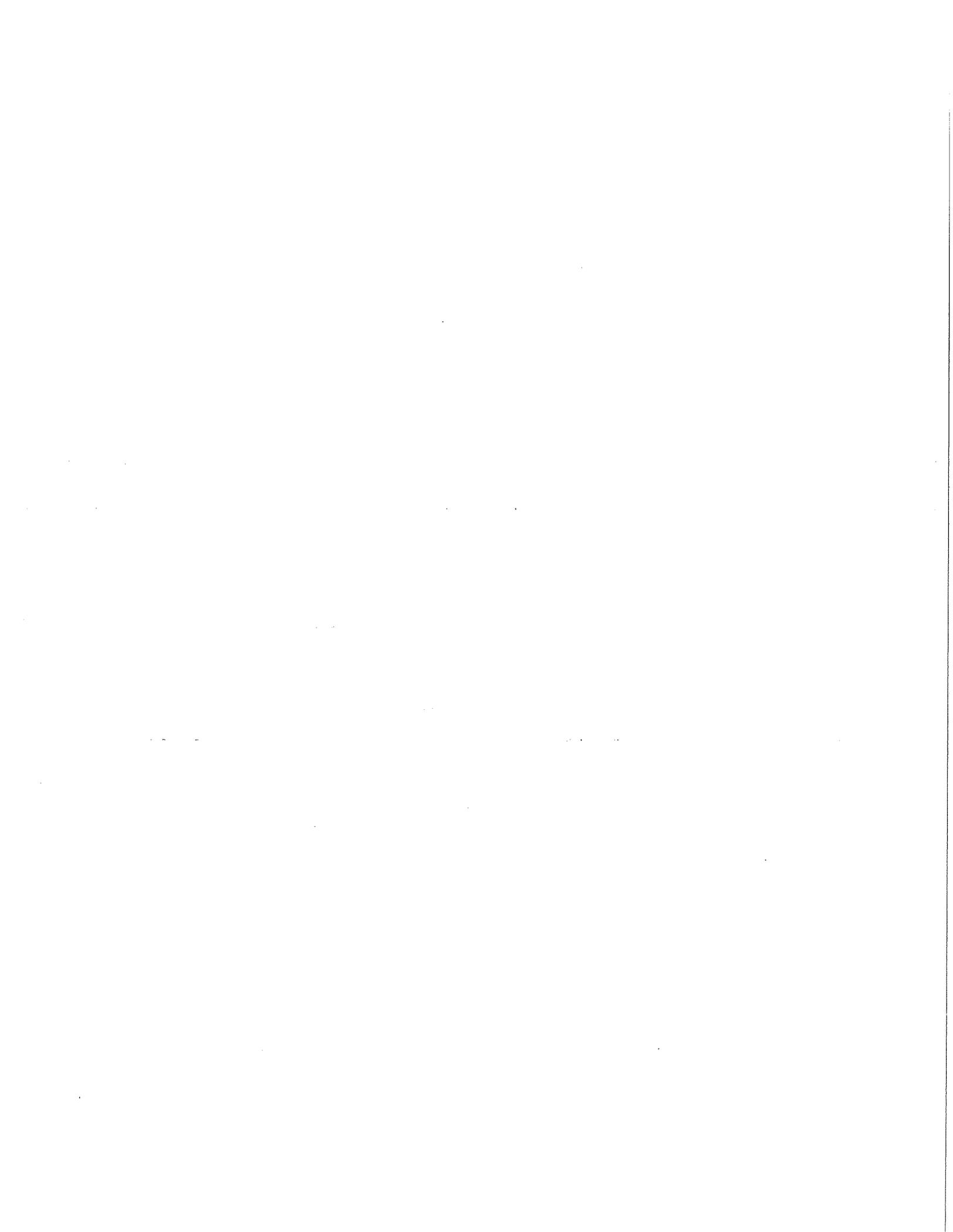
**RECOMMENDATION:** The City Council, by motion, approve Resolution No. 1259 authorizing the transfer of funds from Capital Reserve Capital Outlay to Capital Reserve Inter-fund Transfer, making appropriations and authorizing expenditures for the fiscal year ending June 30, 2013.

**Legal Review and Opinion:** N/A

**Financial review and status:** This transfer has no financial impact on the budget. The reallocation is necessary for Oregon Budget Law compliance.

**BACKGROUND INFORMATION:**

1. This is a reallocation of resources that can occur each year to correct the current budget before June 30, 2013.



**RESOLUTION NO. 1259**

**A RESOLUTION AUTHORIZING A BUDGET AMENDMENT TO ALLOCATIONS WITHIN THE CAPITAL RESERVE FUND FOR THE FISCAL YEAR 2012-2013 MAKING APPROPRIATIONS AND AUTHORIZING EXPENDITURES.**

**WHEREAS**, an unforeseen condition has occurred after the adoption of FY 2012-2013 budget, a mathematical error was discovered in the Capital Reserve Fund; and

**WHEREAS**, a planned expenditure of \$6,577 was budgeted to cover a shortfall in CATV; and

**WHEREAS**, the amount was allocated in the wrong category; and

**WHEREAS**, the amount required will need to be transferred from the Capital Outlay category expense line to the Inter-fund Transfer category expense line with in the Capital Reserve Fund; and

**WHEREAS**, transfers authorized by resolution can occur within a fund per ORS 294.463(3).

**NOW, THEREFORE, BE IT RESOLVED THAT THE FOLLOWING BUDGET AMENDMENT BETWEEN CATEGORIES OF THE CAPITAL RESERVE FUND ARE AUTHORIZED;**

**Section 1. Authorizing Budget Transfers.**

<u>FUND OR DEPT.</u>	<u>BUDGETED</u>	<u>RESOURCES NEEDED</u>	<u>REALLOCATED</u>
<b><u>Capital Reserve Fund</u></b>			
from Sys, Vehicle, Equip Upgrade/Repl.	579,577	573,000	-6,577
to Transfer to other funds	0	6,577	+6,577

**Section 2. Expiration.** This resolution shall remain in effect until completion and acceptance of the annual Audit for Fiscal Year 12/13.

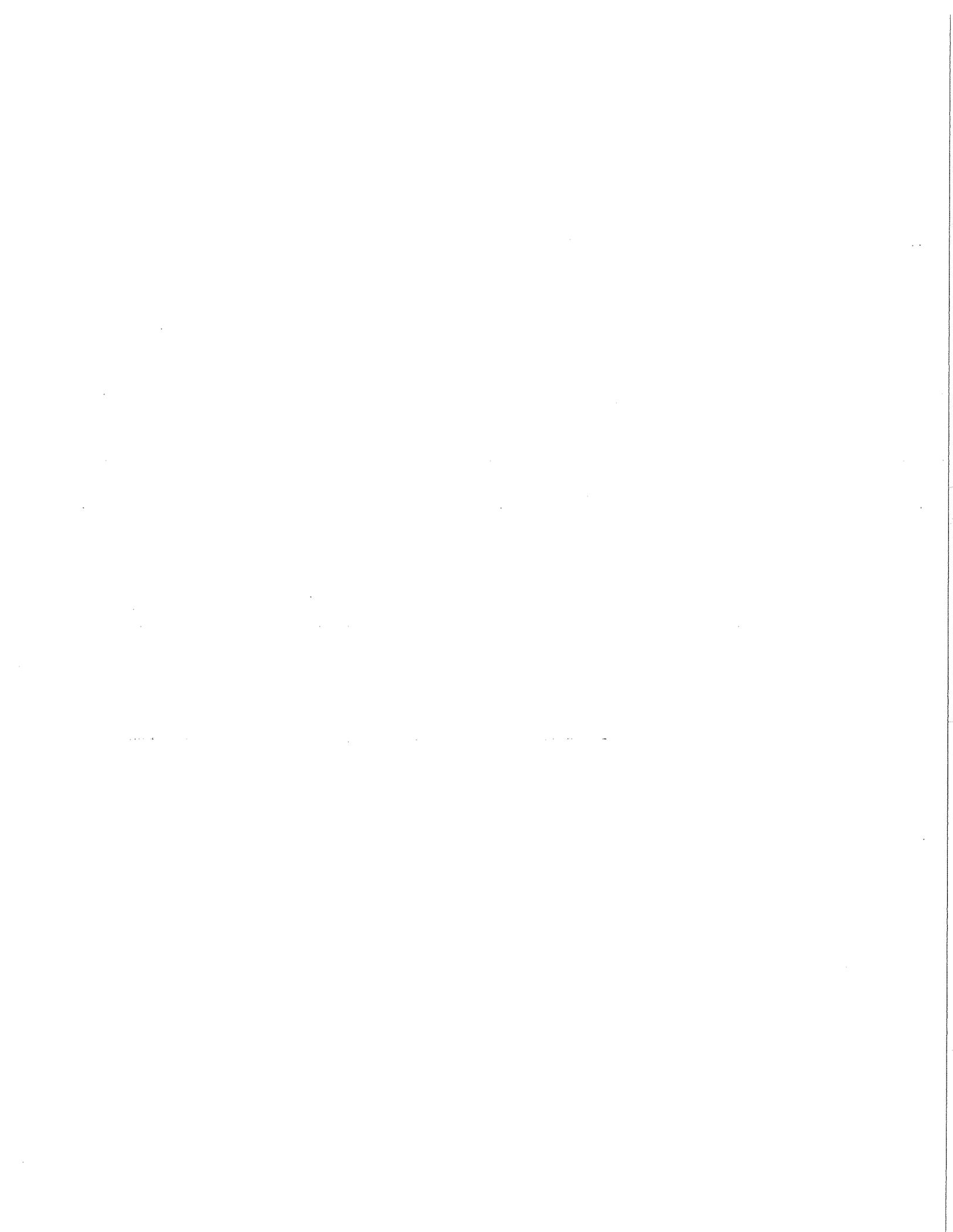
**Adopted** by the City Council this 11th day of March, 2013.

**Approved** by the Mayor this 11th day of March, 2013.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Recorder



#### **I. CALL TO ORDER/PLEDGE OF ALLEGIANCE**

Chairman Bob Walker called the meeting to order at 7:01 p.m. Planning Commissioner Chair Bob Walker, Planning Commission Members Nancy Renault, Rob Brostoff and Deanna Busdieker were present. Planning Commissioner Larry Cramblett was excused. Also present were City Planner Stan Foster, Deputy City Recorder Megan Webb, Camera Operator Betty Rush, Jason Seargent and Holly Howell.

#### **II. COMMISSIONERS NOTES AND OBJECTIONS - none**

#### **III. DECLARATION OF CONFLICT OF INTEREST AND EX-PARTE - none**

#### **IV. Approval of October 11, 2012 Planning Commission minutes**

**Motion:** PCM Busdieker moved, seconded by PCM Brostoff, to approve the Planning Commission minutes for October 11, 2012. The motion was passed unanimously by PCM Renault, PCM Brostoff, PCM Busdieker and PCC Walker.

#### **V. OLD BUSINESS**

##### **A. Presentation of Draft Ford Foundation Grant Application**

PC Foster gave an overview of the draft grant application. He said the Planning Commission will need to approve the application and recommend it to City Council for approval. PC Foster said we are asking for a \$5000 grant from the Ford Foundation, with a \$500 cash match and a \$1000 in kind match from the City. He said the purpose of this grant is to bring the community together with the Planning Commission to collaborate and address any issues or impediments to economic growth and development within the town.

PCC Walker asked why there is a need to hold five public meetings. PC Foster said those meetings would include Staff attending Port Commission meetings, DRC meetings and Tourism meetings to hear everyone's thoughts and concerns that the Planning Commission could address. He said there will be public meetings as well as meetings with the Planning Commission to discuss the issues and concerns heard from the various committees and the public. He said the Commissioners do not have to attend every single meeting, but would like to see them at a couple.

PCC Walker asked if there are any provisions to the grant. PC Foster said there are none. He said the Ford Foundation is a group that wants to see rural communities succeed, and they just want the City to do what we say we are going to do. He said we have to account for the money and do a close out report in the end. PCC Walker asked if there were any time constraints. PC Foster said they like to see grants closed out in four months, however, if we need more time, they will grant us more time. He said he hopes this process will not take longer than six months. PCC Walker said he is a little worried about over loading themselves with too much at one time. PC Foster said the earliest the decision will be made would be the first or second week in January. He said we would then have 30 days to initiate the process.

PC Foster wanted to add one thing in the Old Business. He said he wanted to assure the Commissioners that the Conditions of Approval that were agreed upon for the Jumpin Jax Java coffee shop were included in the Final Order.

#### **VI. NEW BUSINESS**

##### **A. Public Hearing to consider changes to Code Section 8-6.24.025 of the CDC - Pre-Application Applicant Sponsored Meeting.**

PCC Walker opened the Public Hearing at 7:27pm. He asked for any conflicts of interest or ex-parte, there was none. PC Foster expressed his concern with requiring a pre-application applicant sponsored meeting that could not be used as testimony in the Public Hearing. He explained what he proposed as a change in the language. He said he agrees with the fact that an applicant needs to speak with any neighbors that could be affected by their development. He said he would like to encourage the applicant to hold the meeting and allow the testimonies be used as long as they are signed and dated.

PCM Walker said he remembers when this issue came up that prompted this requirement to be added to the CDC. He said he thinks it is a good idea for the applicant to hold a public meeting. He said he doesn't feel it should be required by the City.

PCM Renault said she thinks it should be common sense for the applicant to talk to their neighbors. She said it should not be required but should be voluntary.

PCM Busdieker said she likes the proposed language. She said she also thinks that it should not be a required process but a voluntary process.

PCM Brostoff said he thinks it is an unnecessary process.

PCM Busdieker said she would like to add the word 'strongly' before the word 'encourage'. PC Foster said he would add that in the wording.

PCC Walker asked for any objections. There were none. PCC Walker closed the hearing at 7:47pm.

**Motion:** PCM Busdieker made a motion to recommend the proposed new code language on pre-application applicant sponsored meeting. The motion did not receive a second.

PCM Busdieker asked why the motion did not receive a second when her fellow commissioners agreed that the applicant sponsored meeting should not be required. PCM Brostoff said he did not understand her motion. **Motion:** PCM Busdieker motioned, seconded by PCM Renault, to reconsider the previous motion. The motion was passed unanimously by PCM Renault, Brostoff, Busdieker and PCC Walker. **Motion:** PCM Busdieker motioned, seconded by PCM Renault, to accept the proposed new code language for the pre-application applicant sponsored meeting saying that the City strongly encourages the applicant to hold the meeting. The motion was passed unanimously by PCM's Renault, Brostoff, Busdieker and PCC Walker.

**B. Public Hearing to consider changes to Code Section 8-6.20 - Types of Development Actions and Code Section Chapter 8-6.148 Development Review to establish a new Architectural Review Committee.**

PCC Walker opened the Public Meeting at 7:51pm. PC Foster gave an overview of the proposed changes to the wording of the Code and the Architectural Review Procedures. He said it will not change the criteria of the Architectural Review, it will just change the process of how it is addressed. He said he proposes the City Council to appoint a three person committee of a Planning Commissioner, a building professional, and a representative from the affected zone. He said those three would review an application and then make a recommendation to the Planning Commission and show in a written response how the applicant is meeting each design standard. He said this would cut the cost to the applicant by assuring that their design would meet the City's design standards before they got too far into their design process. He said this process would not delay the application process.

PCM Brostoff asked if there would be a fee attached to this. PC Foster said there will be no fee. He said there had been discussion of asking for a voluntary donation to the Downtown Revitalization Committee but nothing was

decided upon. He said part of creating this review committee was to create less fees by taking this process out of Staff's hands and asking a volunteer committee to review the application and that we should steer away from creating additional fees.

PCC Walker closed the meeting at 8:05pm.

PCM Renault thinks this is a good idea. She said more and more City's are going with design themes. She said those City's are bringing people in and getting them to stay.

PCM Busdieker agrees this is a good idea. She said she would like to see some of the wording changed. She asked if this committee would only apply to the downtown zone. PC Foster said yes because that is the only zone where there are currently design standards to be met. PC Foster made note of the changes PCM Busdieker would like to see in the proposed new language.

PCM Brostoff said he likes the idea and PCM Busdieker's edits. He said he would still like to see a charge for these services. **Motion:** PCM Brostoff motioned, seconded by PCM Busdieker, to accept the proposed new language for the ARC with PCM's Busdieker's changes and PCM Brostoff's recommendation to add a charge for these services. The motion was passed unanimously by PCM's Renault, Brostoff, Busdieker and PCC Walker.

PCC Walker asked to take a 10 minute break. The meeting was reconvened at 8:30pm.

### **C. Public Hearing to consider recommending Adoption of the Trail Plan into the City's Comprehensive Plan**

PCC Walker opened the hearing at 8:30pm. Holly Howell gave a power point presentation which gave a brief overview of the work done on the Trail Plan. She said the Trail Plan and final document can be found at [www.connectcascadelocks.com](http://www.connectcascadelocks.com). Ms. Howell said the Port of Cascade Locks, the Downtown Revitalization Committee and the Tourism Committee have already adopted the Trail Plan. She went over a list of projects that were recommended in the Plan and explained the projects that have already been started and are being worked on. PC Foster said if the Trail Plan were to be adopted by Council, the Planning Commission could look at adding Conditional Uses in specific zones such as Food Carts, the requirements of adding trail signage, and bike parking. He said he would recommend adding an overlay zone in those areas that may be affected when that time comes. He said the Commission will not be making decisions on those items tonight. He said tonight the Commission will just be making a decision to recommend the Council adopt the Trail Plan into the Comprehensive Plan.

PCM Busdieker asked if this was adopted into the Comprehensive Plan, which document will have precedence. PC Foster said the Comprehensive Plan is the controlling document. He said he would recommend identifying critical areas that we have to address and define those as a Trail Overlay Zone. He said he is specifically thinking of certain areas like the Bridge of the Gods with the connection of several trails in that area.

PCC Walker closed the hearing at 9:00pm.

PCM Renault said she would like to see the plan adopted.

PCM Brostoff said he likes what he sees.

PCM Busdieker said she thinks trails and bikes are a great addition to the town.

**Motion:** PCM Brostoff moved, seconded by PCM Busdieker, to recommend the Council adopt the Trail Plan into the City's Comprehensive Plan. The motion was passed unanimously by PCM's Renault, Brostoff, Busdieker and PCC Walker.

PC Foster asked if the Planning Commission meeting for December could be canceled as he will be out of the Country during most of the month of December. Everyone agreed that was ok with them. PCC Walker asked if PC Foster could put together a work plan. PC Foster said he would get everyone a 12 month work calendar to them in January.

PCC Walker adjourned the meeting at 9:04pm.

Prepared by:

Approved:

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Megan Webb  
Deputy City Recorder

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Bob Walker  
Planning Commission Chairman