



**CITY OF CARLTON  
CITY COUNCIL WORK SESSION AGENDA  
TUESDAY, NOVEMBER 7, 2023, 6:00 P.M. TO 7:30 PM  
VIA ZOOM & 945 WEST GRANT STREET, CARLTON OR 97111**

***The Mission of the City of Carlton is to safeguard and enhance the vitality and livability of the community by providing essential services with professionalism and integrity.***

	<u>Pages</u>
<b>1) CALL TO ORDER – ROLL CALL</b>	
A. Changes to the Agenda	
<b>2) WORK SESSION AGENDA ITEMS</b>	
A. Discussion and Review of Development Code Overview of Proposed Code updates	2
<b>3) ADJOURNMENT</b>	

**The public is invited to join the meeting virtually using Zoom, please follow the directions below:**

To join using a computer, please use the link:

<https://us02web.zoom.us/j/89628442450?pwd=WlJJSXRURFdEdkFhUjE5Z3JwZ3c3Zz09>

To join using a phone, please call: 1-253-215-8782 and enter Meeting ID: 896 2844 2450 and then enter Passcode: 307145



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**To:** The Mayor and Members of the City Council  
**From:** Aimee Amerson, City Recorder  
**Subject:** Development Code Update  
**Council Goal:** Goal 4: Good Governance  
**Date:** November 7, 2023

## **Background**

The development code is a substantial document and the updates have been through a thorough process. After consultation with 3J, the team has determined the most productive way to review the updates is by breaking the development code into sections. Starting in November, City Council work sessions will be dedicated to reviewing a section of the development code. It is anticipated that 4-5 work sessions will be needed to get through the code in its entirety.

These work sessions will be a combined session for the City Council, Planning Commission and Development Code Advisory committee to review, discuss, and modify the specified section reviewed at each meeting.

This process will allow Councilors, Committee members, and the public to focus on individual sections of the development code for the understanding of the changes and the impacts they will have on the community prior to Council adoption of the updates.



# MEMO

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**DATE:** October 30, 2023  
**TO:** Mayor Linda Watkin and City Councilors  
Envision Carlton Project Advisory Committee Members  
Planning Commissioners  
**FROM:** Elizabeth Decker, JET Planning  
**SUBJECT:** Overview of Proposed Carlton Code Updates

## PURPOSE & BACKGROUND

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The City of Carlton has been working on the Envision Carlton planning process for the past two years that includes two primary components:

- **Comprehensive Plan** update to set the long-term vision, goals, policies and specific objectives for the city; and
- **Development Code** updates to implement the policy direction from the Comprehensive Plan into standards applied to future development projects. The code updates also incorporate applicable changes to state law and clarifications to improve usability.

The draft Development Code updates have been developed by a consultant team hired by the City, 3J Consulting and JET Planning, and are based on interviews with stakeholders in the development community, an audit of the City's existing code, initial concept review with the Envision Carlton Project Advisory Committee, and review of code language with City staff. The core concepts in the draft code were reviewed at a public Open House on October 30<sup>th</sup>. Public input at this stage is critical to confirm or modify the proposed code direction to ensure it implements the City's long-term vision.

The purpose of the November 7<sup>th</sup> work session is to provide an overview of the proposed direction and concepts for the code updates and discuss key concepts flagged in this memo. Through an upcoming series of work sessions to review, refine and finalize the draft code language, we are working to ensure the code implements the City's long-term vision, and towards adoption of the updated Development Code in early 2024. The review schedule for the draft code includes:

- November 7, 2023: Review of key concepts (as outlined in this memo)
- December 5, 2023: Review of draft code for Division I (definitions and administration) and Division II (zoning districts)
- January 2, 2024: Review of draft code for Division III (development standards including streets and utilities, landscaping and design), Division IV (special uses including PUDs, vacation rentals)
- February 6, 2024: Review of draft code for Division V (general standards), Division VI (application requirements and review criteria) and Division VIII (administration)

Following the sequential review of the draft code, the City will begin the adoption process for the final code integrating ideas and comments raised during the work sessions.

## KEY CONCEPTS

### A. Permitting a Variety of Housing Types

There are five residential zones in Carlton that allow a range of intensity and uses. Proposed updates expand the variety of housing types that can be built in each zone: **Accessory dwelling units (ADUs)** are proposed in all zones, **duplexes** are expanded to more zones, and **cottage clusters** are proposed in all zones.

	R-1	R-2	R-3	MH	MX
Single-family detached home (includes manufactured home)	P	P	P	P	P
<b>Accessory dwelling unit</b>	<b>P</b>	<b>P</b>	<b>P</b>		<b>P</b>
Duplex ( <b>allow on same-size lot as single-family detached</b> )	<b>P</b> ( <del>corner lots</del> )	P	P		<b>P</b>
Townhouse (single-family attached)		P (2 units)	P ( <del>2 units</del> )		P
<b>Cottage cluster</b>	<b>P</b>	<b>P</b>	<b>P</b>		<b>P</b>
Planned unit development	P	P	P	P	
Multifamily (3+ units)			P		P
Manufactured home park			P	C	C

**New standards for ADUs** allow one ADU up to 800 SF with a single-family dwelling. The ADU may be a detached structure (including a converted garage) or attached as part of the dwelling (including an addition, or conversion of existing basement). ADUs must meet all the dimensional standards for the site, including height, setbacks and lot coverage. No additional

off-street parking is required with an ADU.<sup>1</sup> ADUs (can/cannot) be used as a vacation rental dwelling.

**Duplexes are proposed to be permitted on all lots** where single-family detached homes are permitted, subject to the same standards. In addition to meeting Carlton housing needs, this implements new statewide requirements.<sup>2</sup>

**Cottage cluster standards** define this use as a cluster of four or more small, detached dwellings arranged around a common courtyard. Cottages are limited to a footprint of 900 SF, up to two stories, and are allowed at greater density than single-family detached homes in the same zones. Site design standards require a common courtyard with at least half of the units fronting the courtyard. A minimum of one off-street parking space is required with each cottage, which can be provided in shared parking areas or individual garages or parking pads with each cottage.

**Discussion:** Do you support the proposed variety of housing options? What questions do you have about the proposed standards for ADUs and cottage clusters?

Proposed updates also implement **more consistent minimum lot sizes and minimum/maximum densities for each zone**, and adjusting the scale of development permitted to accommodate proposed new housing types. Adjustments in the R-1 and R-2 zones are limited to introducing new middle housing types consistent with the scale of the zone, including setting the same minimum lot size for single-family detached and duplex dwellings. The new minimum densities proposed for those zones are intended to promote efficient use of land within the UGB. Reduced lot sizes in R-3 and MX are intended to be consistent with the higher densities allowed in those zones, to offer a range of development intensities across the city.

	R-1	R-2	R-3	MH	MX <sup>1</sup>
Minimum lot size					
Single-family detached	7,500	6,000	<del>4,000-5,000</del> <b>3,000</b>	<del>7,500</del> <b>3,500</b>	<b>4,000</b>
Duplex	<del>9,000</del> <b>7,500</b>	<del>7,000</del> <b>6,000</b>	<del>8,000</del> <b>3,000</b>	--	<b>4,000</b>
Townhouse (interior)	--	2,400	<del>2,400</del> <b>2,000</b>	--	<b>2,000</b>

<sup>1</sup> Specifics of state statutes prohibit cities from requiring a discretionary review, owner occupancy requirements, or off-street parking with ADUs. (ORS 197.312(5)).

<sup>2</sup> Cities with a population over 2,500 are required to permit duplexes subject to the same terms as single-family homes. (HB 3395, 2023). Carlton is currently just shy of the 2,500 mark, but the changes are proposed with this batch of code updates to ensure future compatibility.

	R-1	R-2	R-3	MH	MX <sup>1</sup>
Townhouse (corner lot)		4,000	<del>5,000</del> 2,400		2,400
<b>Cottage cluster</b>	<b>15,000</b>	<b>12,000</b>	<b>6,000</b>	--	<b>8,000</b>
<b>Minimum density (units/net acre)</b>	<b>4.6</b>	<b>5.8</b>	<b>8</b> <b>12</b>	--	<b>8</b>
Maximum density (units/net acre)	Set by lot size	Set by lot size	32	--	<b>20</b>

- Existing standards reference an average density of 9 units/net acre, and a range of 6-9 units/net acre for single-family detached and 9-12 units/net acre for townhouses. Proposed standards expand the intensity of housing allowed, but not in a way that is directly comparable to the old standards.

**Discussion:** Do the proposed minimum lot sizes seem too large, too small or about right, given the intent of each zoning district and overall goal to provide a balance of housing options at different scales and price points, while using land efficiently? What questions do you have about the proposed lot sizes and densities to implement the proposed housing types?

## B. Simplifying Downtown Design Standards

The Downtown district allows a range of commercial uses, including retail, services and wineries with a production component, along with residential uses, within a walkable mixed-use environment built to pedestrian scale.

Revisions clarify the review process and the applicable standards, rather than significant changes to the design standards themselves. The proposed code clarifies that downtown development must comply with the **downtown design standards** (generally more prescriptive and specific, such as requiring a main entrance facing the street and awnings over all windows), OR comply with the more **discretionary design guidelines** (such as, whether the building enhance the pedestrian realm). This allows proposed development to choose one of two pathways to compliance, and provides flexibility for the City to review more creative projects.

Updates also include removing duplicate images and standards, especially standards for subdistricts that repeated the overall district standards.

**Discussion:** Do you support the proposed approach to reorganize and simplify the downtown design standards, while retaining the existing scope and content of the standards?

## C. Enhancing Agricultural Holding Zone Protections

The intent of the Agricultural Holding zone is to **preserve land for future urban-scale development**, and prevent premature development of areas without adequate public services. Existing standards, however, allowed residential development at densities similar to the R-1 district. Proposed changes increase the minimum lot size in the district from 7,500 SF to 3 acres, and prohibit land division until the property is rezoned to an urban zone.

Also added Comprehensive Plan policy to plan these areas and apply urban comprehensive plan designations to all agricultural areas within the UGB to provide greater certainty for future development. Agricultural uses would be allowed to continue until annexation and rezoning occurs.

**Discussion:** Do you support the proposed changes to enhance the holding functionality of the Agricultural Holding zone prior to development?

## D. Clarifications to Public Improvement Requirements

Public improvements standards require new **street, water, sewer and drainage improvements** with new development. The proposed updates enhance the usability of existing standards with clarifications, including removing some specific engineering details within code and instead referencing the City’s adopted Standard Specifications for Public Works Construction.

Updates also strengthen the storm drainage requirements to require detention and treatment of stormwater for new development, documented in storm drainage and erosion control plans required with land use applications.

There have been questions raised about modifying the existing cross-sections for streets based on concerns that some standards are too wide. However, the City will soon be starting a Transportation System Plan (TSP) update that will provide a more appropriate forum for detailed conversations on the variety and design of streets throughout the community.

## E. Parking Standards for Downtown and Residential Uses

**Minimum off-street parking standards** are not proposed to change for most existing uses, but new standards are proposed for the wider variety of residential uses. Existing single-family and multifamily ratios are unchanged. The reduction to off-street parking for duplexes and no off-street parking for ADUs directly implement state requirements. The proposed cottage cluster parking minimum is analogous to the multifamily requirement and consistent with the adopted state Model Code for cottage clusters.

Residential Use	Off-Street Minimum
Single-family detached and townhouses	2 spaces/dwelling unit
<b>Accessory dwelling unit</b>	<b>0 spaces<sup>1</sup></b>

Residential Use	Off-Street Minimum
Duplex	≥ 1 space/dwelling unit (2 total) <sup>2</sup>
<b>Cottage cluster</b>	<b>1 space/dwelling unit</b>
Multifamily dwellings	1 space/dwelling unit

1. As required by ORS 197.312(5)(b)(B)
2. As required by OAR 660-046-0120(5)(a)

No changes are proposed to the off-street parking requirements for downtown, but the code updates include clarification to **delineate the Downtown Parking District**, which exempts new and existing development from providing off-street parking in (nearly all) of the Downtown District.

**Discussion:** Do you support the proposed changes to residential off-street parking minimums or have any questions about them?

## F. Landscaping and Trees

**Landscaping standards** require 10-25% of development sites to be landscaped with trees, shrubs and ground cover, depending on the zone where the development is located, as well as screening to buffer portions of the site used for trash enclosures, parking lots, utility equipment, and similar. Landscaping standards do not reference preferred species, such as native species, or invasive species to avoid; reference to an external plant list similar to the Approved Street Tree List could implement a more specific direction for landscaping.

**Discussion:** Would you like to see more specific direction in code on plant species, such as a native and/or invasive species planting list, or maintain the current flexibility? Do you have other questions about landscaping requirements for private development?

Retaining **existing trees** and vegetation on private development sites can be counted towards required landscaping, but is not currently required. **Street trees** can be planted in planting strips along new streets, though there are not detailed planting requirements in the current code. The proposed code requires planting street trees species from the City’s adopted Approved Street Tree List.

**Discussion:** Do you support the current standard providing flexibility in retaining or replacing existing trees and vegetation, or would you like to see additional standards prioritizing preservation of (some) existing trees? If so, what priorities would you like to see for tree preservation and/or flexibility to replace or mitigate existing trees? Would you like to see specific street tree planting requirements for new developments, in addition to trees and landscaping on private development sites?



## G. Open Space and Riparian Corridors

**Open space, parks and trails** have been identified as community priorities, and all are addressed through policies in the Comprehensive Plan. The adopted Parks Development Plan (2019) is the guiding document for acquisition and development of park facilities. There are not detailed plans for open space or trail facilities. There are several mechanisms that can enhance creation of parks, trails and open space throughout the community, some of which could be implemented by Development Code and many of which require additional planning and funding.

- **Parks acquisition and development** is guided by the Parks Development Plan (PDP), and funded by System Development Charges (SDCs) paid by all new residential development as well as other local or grant sources. New subdivisions can propose to dedicate land to the city for public park facilities in lieu of paying Parks SDCs. New residential developments can sometimes be required to provide additional parks or open space within the development as a condition of subdividing, but great care is needed to calibrate the need for the dedication (for facilities not otherwise covered and planned for in the PDP and funded by SDCs) and the amount of the dedication to avoid legal challenges. Such dedications often take the form of smaller “tot lot” facilities due to the size of developments and the amount that can be required.

**Discussion:** Do you support using the adopted Parks Plan to guide parks acquisition, development and funding, or would you like to see additional mechanisms to require parks within new development even if they are relatively small?

- **Trails** are not detailed in the PDP, though they could be added. There is one north-south multimodal pathway identified in the Carlton TSP (Figure 4-4) that parallels the railroad tracks. Dedication and/or development of trail facilities in either the PDP or the TSP can generally be required at the time of site development, or otherwise developed with local or grant funds. We have heard interest in additional trail corridors along Hawn Creek and the North Yamhill River, portions of which cross through existing City parks. These could be added to either the upcoming TSP or further detailed in the PDP, but there is not a current mechanism to fund or require dedication and development of these trail corridors.

**Discussion:** Do you support adding additional trail corridors to future transportation or parks plans, along with funding plans, to expand the trail network? Do you have any other priorities for trails?

- **Open space** can be another type of environmental and recreational resource, that provides for undeveloped land to be preserved in a “natural” state, generally without improvements like a park. Open spaces can be identified as part of the PDP, or as

environmental resources based on scientific classification. Commonly protected open spaces include wetlands and riparian corridors along waterways, such as Hawn Creek and the North Yamhill River. Protection options depend in part on whether the primary goal is to limit development to protect the resource while property remains in private hands, or to publicly acquire the open space for protection, management and public access such as trails. Generally, resource protection can be required by development code provisions developed by resource specialists, but public acquisition of such land is better accomplished and funded through the PDP or other adopted master plan.

**Discussion:** What are your priorities for open space in terms of resource protection, which could remain in private hands, and/or public access and acquisition?

## H. Adding a Non-Discretionary Review Process

There are four types of **review for proposed land development**, which provide the process for applying all the various code standards. The existing code allows for a review by City staff for relatively minor actions like a sign permit, and requires a discretionary review with a public hearing in front of the Planning Commission for most new development. Such discretionary reviews can provide a broader forum to consider a development proposal with community input, but can also create greater uncertainty for developers about what standards they need to meet. State law on “clear and objective” pathways for housing, in particular, require that cities use a Type I or II non-discretionary review process for residential development.<sup>3</sup>

The proposed code allows for an **additional level of review, a Type II or Administrative review**, that is completed by staff applying the development code standards and providing for public notification and opportunity to submit written comments. This level of review is appropriate for residential development to ensure state law is met and can provide greater certainty for the City and developers about how standards will be applied to proposed development, while still allowing public engagement.

Land Use Review Type	Eligible Development Types <sup>1</sup>
<p><b>Type I – Ministerial</b></p> <ul style="list-style-type: none"> <li>• City staff review, no public notice issued.</li> <li>• Projects reviewed to determine if they meet clear and objective standards, no discretion involved</li> <li>• Decisions may be appealed to Planning Commission</li> </ul>	<ul style="list-style-type: none"> <li>• Minor modifications to existing development</li> <li>• Sign permits</li> </ul>

<sup>3</sup> ORS 197.307(4) requires that cities apply “only clear and objective standards, conditions and **procedures** regulating the development of housing.” (emphasis added)

Land Use Review Type	Eligible Development Types <sup>1</sup>
<p><b>Type II – Administrative</b></p> <ul style="list-style-type: none"> <li>• City staff review, public notice and comment period</li> <li>• Limited discretion to apply code standards</li> <li>• Can be appealed to Planning Commission</li> </ul>	<ul style="list-style-type: none"> <li>• New residential development, e.g., apartments and cottages</li> <li>• Vacation rental permits</li> <li>• Partitions (2-3 new lots)</li> </ul>
<p><b>Type III – Quasi-Judicial</b></p> <ul style="list-style-type: none"> <li>• Public hearing before Planning Commission</li> <li>• Discretionary criteria interpreted</li> <li>• Appeal to City Council</li> </ul>	<ul style="list-style-type: none"> <li>• New nonresidential development, e.g., downtown</li> <li>• Subdivisions</li> <li>• Conditional Uses</li> <li>• Variances</li> <li>• Site-specific rezones</li> </ul>
<p><b>Type IV – Legislative</b></p> <ul style="list-style-type: none"> <li>• Planning Commission hearing to develop recommendation to Council, Council hearing to consider adoption</li> <li>• Broader policy issues</li> <li>• No local appeal</li> </ul>	<ul style="list-style-type: none"> <li>• Comprehensive Plan amendment</li> <li>• Development Code amendment</li> <li>• Zoning Map amendment</li> </ul>

1. Examples, not an inclusive list.

**Discussion:** Do you support the introduction of a Type II review with public comment and staff review? Do you support the proposed levels of review, or are there specific actions that you would like to see with a different type of review?



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**CITY COUNCIL REGULAR SESSION AGENDA  
TUESDAY, NOVEMBER 7, 2023  
VIA ZOOM & 945 WEST GRANT STREET, CARLTON OR**

*The Mission of the City of Carlton is to safeguard and enhance the vitality and livability of the community by providing essential services with professionalism and integrity.*

**7:30 PM CITY COUNCIL REGULAR MEETING**

**Page**

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. CHANGES OR ADDITIONS TO THE AGENDA
5. CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS
6. CITIZEN COMMENTS

*This section of the agenda allows members of the public to address the City Council on any items off or on the agenda. When invited by the Mayor, members of the public shall come forward, state their name and street address, and direct all comments to the Mayor. Comments are typically limited to three (3) minutes unless additional time is allowed by the Mayor.*

- A. Items NOT on Agenda
- B. Items on the Agenda

**7. CONSENT AGENDA**

- |  |    |
|--|----|
| A. Meeting Minutes – Approve                                 |    |
| 1. City Council – October 5, 2023 (Work and Regular session) | 14 |
| B. Accounts Payable report                                   | 17 |
| C. Finance reports   | 20 |
| D. Upcoming Events update                                    | 27 |

**8. ORDINANCES/RESOLUTIONS/DISCUSSION/ACTION ITEMS**

- |  |    |
|--|----|
| A. 2024 Meeting dates proposal               | 28 |
| B. OR-47 discussion continued from 10/3/2023 | 29 |
| C. Civic Center Community Room Discussion    | 31 |

**9. ADJOURNMENT**

**The public is welcome to join the meeting virtually using Zoom, please follow the directions below:**

To join using a computer, please use the link:  
<https://us02web.zoom.us/j/89628442450?pwd=WlJJSXRURFdEdkFhUjE5Z3JwZ3c3Zz09>

To join using a phone, please call: **1-253-215-8782** and enter Meeting ID: **896 2844 2450** and then enter Passcode: **307145**



**City Council Work Session Minutes**  
**Tuesday, October 3, 2023**  
**Via Zoom and at 945 W Grant Street, Carlton, Oregon**

**WORK SESSION****6:00 PM****1. CALL TO ORDER and ROLL CALL****6:00 PM**

Mayor Linda Watkins called the meeting to order at 6:00 PM.

**ROLL CALL**

**Members Present:** Mayor Linda Watkins, Council President Shirley Ward-Mullen, Councilors Kevin Skipper, Grant Erickson, Guilherme Brandão, Carolyn Thompson-Rizer, and David Samuel Hill.

**Members Absent:** None.

**Staff Present:** Assistant City Manager Christy Martinez, City Recorder Aimee Amerson, Finance Specialist Morgan Shelton, and City Attorney Tyler Yeoman-Millette

**Others Present:** Michael Duncan with ODOT, Jenny, Robin Geck, Heather Miller, Betty Fitzgerald, Pam Robbins, Janni Gogolak, I4 YFPD, Mo, Tom, Marie Frugia

**2. WORK SESSION AGENDA ITEMS****6:01 PM****A. Transportation Plan process and update – Michael Duncan, ODOT.**

City Recorder Aimee Amerson introduced Michael Duncan with ODOT who gave a presentation about the Transportation and Growth Management (TGM) Program. Duncan discussed the background, and discussed the TGM grant awarded to the city, the project timeline, and presented the PowerPoint included in the October 3, 2023, City Council Work Session Agenda Packet. Councilors asked questions and discussed the presentation.

**3. FUTURE WORK SESSION AGENDA ITEMS**

None.

**4. ADJOURNMENT****7:00 PM**

The Work Session meeting adjourned at 7:00 PM.

**APPROVED** by the City of Carlton City Council on November 7, 2023.

ATTEST:

\_\_\_\_\_  
Morgan Shelton, Finance Specialist

\_\_\_\_\_  
Linda Watkins, Mayor



**City Council Minutes**  
**Tuesday, October 3, 2023**  
**Via Zoom and at 945 W Grant Street, Carlton, Oregon**

**REGULAR MEETING****7:05 PM****1. CALL TO ORDER**

Mayor Linda Watkins called the regular meeting to order at 7:05 PM.

**2. ROLL CALL**

**Members Present:** Mayor Linda Watkins, Council President Shirley Ward-Mullen, Councilors Kevin Skipper, Grant Erickson, Guilherme Brandão, Carolyn Thompson-Rizer, and David Samuel Hill.

**Members Absent:** None

**Staff Present:** Assistant City Manager Christy Martinez, City Recorder Aimee Amerson, Finance Specialist Morgan Shelton, and City Attorney Tyler Yeoman-Millette

**Others Present:** Jenny, Robin Geck, Heather Miller, Betty Fitzgerald, Pam Robbins, Janni Gogolak, I4 YFPD, Mo, Tom, Marie Frugia, and Laurie Busse.

**3. PLEDGE OF ALLEGIANCE****7:05 PM**

The Pledge of Allegiance was performed.

**4. CHANGES OR ADDITIONS TO THE AGENDA****7:06 PM**

Assistant City Manager Christy Martinez noted that the City had a comment to add after Citizen Comments.

**5. CERMIONIES, APPOINTMENTS, AND ANNOUNCEMENTS****7:06 PM**

None.

**6. CITIZEN COMMENTS****7:06 PM****A. Items NOT on the Agenda**

None.

**B. Items on the Agenda****7:07 PM**

None.

**7. CONSENT AGENDA****7:08 PM****A. Meeting Minutes – Approve**

- **City Council – September 5, 2023 (Work and Regular Session)**

**B. Accounts Payable report****C. Finance reports**

**MOTION: Thompson-Rizer/Hill:** to approve the consent agenda including City Council meeting minutes from September 5, 2023, the accounts payable report, and the financial reports as submitted. Motion Carried. (7 Yes/ 0 No / 0 Absent /0 Abstain).

A citizen, identified as Jenny, asked questions regarding the water/sewer billing error, specifications on water rates and what is included, and what the City is doing to help low-income families that may be struggling to pay the larger bill.

Mayor Watkins introduced Assistant City Manager Martinez who provided a statement which addressed the utility billing error, how it was corrected, customer notification efforts, the electronic programs associated with generating and sending the utility bills, and the City's methods for helping customers in need of assistance. Councilors discussed and asked clarifying questions.

**8. ORDINANCES/RESOLUTIONS/DISCUSSION/ACTION ITEMS****7:18 PM****A. Resolution No. 2023-347**

Assistant City Manager Martinez went over Scribner's error in the Water fund and asked for Council approval to authorize the budget adjustment needed to correct the error.

**MOTION: Thompson-Rizer/Hill:** That City Council approve and authorize the Mayor to sign Resolution No. 2023-347, authorizing budget adjustments for Fiscal Year 2023-24 Motion Carried. (7 Yes/ 0 No / 0 Absent /0 Abstain).

**B. Resolution No. 2023-348**

**7:20 PM**

Assistant City Manager Martinez asked for a budget and appropriation adjustment to receive revenue from a \$19,500 State of Oregon grant that was awarded to the Police Department for overtime enforcement of impaired driving, speeding, seatbelts, child safety, pedestrian safety, and distracted driving.

**MOTION: Hill/Ward-Mullen:** to approve and authorize the Mayor to sign Resolution No. 2023-348, authorizing budget adjustments for Fiscal Year 2023-24. Motion Carried. (7 Yes/ 0 No / 0 Absent /0 Abstain).

Councilors asked for updates on statistics and the success of enforcement arising from grant funding.

**C. Ordinance 2023-746**

**7:22 PM**

City Attorney Yeoman-Millette explained the requirement to read an Ordinance at two meetings. Councilors discussed and inquired about the receipt of citizen feedback of which there was none.

**MOTION: Skipper/Hill:** That the City Council authorize the reading of Ordinance 2023-746 adopting and establishing chapter 8.15 of the Carlton municipal code relating to the use of vehicles for shelter and/or sleeping, by title only. Motion Carried. (7 Yes/ 0 No / 0 Absent /0 Abstain).

Yeoman-Millette read the ordinance by title only.

**MOTION: Skipper/Thompson-Rizer:** that the City Council accept the 2nd reading of Ordinance 2023-746 adopting and establishing Chapter 8.15 of the Carlton Municipal Code relating to vehicle use for shelter and/or sleeping. Motion Carried via Roll Call Vote. (7 Yes/ 0 No / 0 Absent /0 Abstain).

**D. OR 47 Discussion**

**7:24 PM**

Mayor Watkins identified a meeting that she, Council President Ward-Mullen, City Manager Shannon Beaucaire, and various downtown business owners had with Dan Burden from Blue Zones to discuss a peer review reassessment of the Main Street Realignment Project. The meeting comprised how the updated Transportation Plan will affect any plans presented by ODOT. Burden suggested that the Council wait to seek his services until the TSP update is completed.

Mayor Watkins asked the Council for preference on whether or not to move forward with peer review. Council discussed and decided to table further discussion for the return of the City Manager.

**E. Financial audit update**

**7:37 PM**

Assistant City Manager Martinez went over the current status of the annual financial audit and steps taken by staff to maintain internal controls and corrective documentation. Martinez also discussed other audits the City is subject to and processes.

Councilors asked questions and discussed what financial information is audited and by what agencies, and policies followed when creating the City Budget.

**F. Development Code update**

**7:44 PM**

City Recorder Aimee Amerson gave an synopsis of the work done by staff and 3J Consultants on the Development Code. She announced the upcoming meetings to discuss the proposed Development Code to gain much-needed citizen input.

Council and staff discussed the recent clean-up day and progress made to continue work on the rail corridor, the possibility of another clean-up scheduled in December, and steps being taken by the County to add signage in the corridor to encourage upkeep.

**9. ADJOURNMENT**

**7:52 PM**

The Regular Session meeting adjourned at 7:52 PM.

**APPROVED** by the City of Carlton City Council on November 7, 2023.

ATTEST:

\_\_\_\_\_  
Morgan Shelton, Finance Specialist

\_\_\_\_\_  
Linda Watkins, Mayor



## Accounts Payable

## Checks by Date - Summary by Check Date

User: aamerson  
 Printed: 10/25/2023 12:17 PM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
60769	AndWin	Andy's Window Tinting & A.D	09/27/2023	890.00
60770	BotEqu	Botten's Equipment Rental	09/27/2023	59.00
60771	CasCol	Cascade Columbia Dist. Co.	09/27/2023	17,609.86
60772	Comcas	Comcast	09/27/2023	71.48
60773	CraRoc	Crabtree Rock Company, Inc.	09/27/2023	315.77
60774	DepEnv	Dept of Environmental Quality	09/27/2023	276.00
60775	EdgAna	Edge Analytical Inc	09/27/2023	184.00
60776	FarEle	Farnham Electric Co.	09/27/2023	1,010.00
60777	Holst	Holst	09/27/2023	10,053.33
60778	J&DAut	J&D Auto Repair & Detail	09/27/2023	368.19
60779	VolJak	Jake Volz	09/27/2023	1,200.00
60780	PorGen	Portland General Electric	09/27/2023	1,541.35
60781	UsaBlu	USABlueBook	09/27/2023	1,933.76
Total for 9/27/2023:				35,512.74
60788	BlaLar	Larry Blake	10/04/2023	500.00
60789	BotEqu	Botten's Equipment Rental	10/04/2023	74.00
60790	CenLin	CenturyLink	10/04/2023	612.79
60791	CIT	CIT First-Citizens Bank & Trust Co	10/04/2023	161.00
60792	CitSwe	City Sweepers, LLC.	10/04/2023	1,655.00
60793	Comcas	Comcast	10/04/2023	217.53
60794	DatPro	Dataprose	10/04/2023	684.10
60795	DavAut	Davison Auto Parts	10/04/2023	23.45
60796	EdgAna	Edge Analytical Inc	10/04/2023	1,701.00
60797	HawInc	Haworth Inc.	10/04/2023	189,847.05
60798	OnliNW	Hunter Communications	10/04/2023	491.25
60799	VolJak	Jake Volz	10/04/2023	975.00
60800	LakInd	Lakeside Industries, Inc.	10/04/2023	334.08
60801	LesSch	Les Schwab Tire Center	10/04/2023	1,160.28
60802	LowHom	LOWE'S Home Improvement	10/04/2023	361.25
60803	OreRevCT	Oregon Department Of Revenue	10/04/2023	500.00
60804	PorGen	Portland General Electric	10/04/2023	1,584.10
60805	RecWes	Recology Western Oregon	10/04/2023	539.39
60806	Reece	Reece Complete Security Solutions	10/04/2023	2,182.93
60807	SieSpr	Sierra Springs	10/04/2023	77.93
60808	TetTec	Tetra Tech, Inc	10/04/2023	39,606.61
60809	PfeTim	Tim Pfeiffer	10/04/2023	6,445.60
60810	UsBank	US Bank St. Paul	10/04/2023	6,860.00
60811	VerWir	Verizon Wireless	10/04/2023	775.61
60812	Ward J	Jill M Ward	10/04/2023	276.25
60813	WirWor	Wire Works LLC	10/04/2023	2,375.19
60814	YamShe	Yamhill County Sheriff's Office	10/04/2023	128.00
Total for 10/4/2023:				260,149.39
60782	9985	CIS	10/05/2023	29,750.87

Check No	Vendor No	Vendor Name	Check Date	Check Amount
60783	9981	EFTPS	10/05/2023	12,961.09
60784	OreRev	Oregon Dept. of Revenue	10/05/2023	3,860.46
60785	9100	PERS	10/05/2023	11,802.43
60786	10004	Attn: Voya Institutional Plan Services VOY	10/05/2023	1,300.00
60787	10005	Attention: Voya Institutional Plan Services	10/05/2023	925.76
Total for 10/5/2023:				60,600.61
60815	AmeAim	Aimee Amerson	10/10/2023	142.62
60816	BraJul	Julie Brandao	10/10/2023	11.71
60817	VinBou	Brian Richardson	10/10/2023	700.00
60818	CasInc	Caselle, Inc.	10/10/2023	340.00
60819	CIT	CIT First-Citizens Bank & Trust Co	10/10/2023	350.00
60820	DepVeh	Department of Transportation	10/10/2023	24.70
60821	EdgAna	Edge Analytical Inc	10/10/2023	51.00
60822	HerRen	Herc Rentals Inc.	10/10/2023	204.00
60823	VolJak	Jake Volz	10/10/2023	750.00
60824	LawCom	Lawrence Company	10/10/2023	50.00
60825	OreSta	Oregon Stationers	10/10/2023	449.50
60826	PorGen	Portland General Electric	10/10/2023	4,754.26
60827	SprBro	Springbrook Holding Company LLC	10/10/2023	7.50
60828	TranRis	Data Solutions, Inc TransUnion Risk and A	10/10/2023	75.00
60829	WilFar	Wilco Farmers	10/10/2023	4,004.67
60830	YamCom	Yamhill Communications Agency	10/10/2023	2,433.58
Total for 10/10/2023:				14,348.54
60836	3JCon	3J Consulting	10/18/2023	5,433.00
60837	AirNor	Airgas USA, LLC	10/18/2023	294.45
60838	BeaSha	Shannon Beaucaire	10/18/2023	2,513.06
60839	CarTes	Carlson Testing, Inc.	10/18/2023	549.00
60840	CarCor	Carlton Corner Service	10/18/2023	1,422.86
60841	CasCol	Cascade Columbia Dist. Co.	10/18/2023	5,758.96
60842	CenTru	Central Bank	10/18/2023	25,806.46
60843	Colvin	Chuck Colvin Ford Nissan	10/18/2023	1,040.81
60844	CitSwe	City Sweepers, LLC.	10/18/2023	1,405.00
60845	DepEnv	Dept of Environmental Quality	10/18/2023	2,748.00
60846	EdgAna	Edge Analytical Inc	10/18/2023	424.70
60847	FarEle	Farnham Electric Co.	10/18/2023	13,108.00
60848	VolJak	Jake Volz	10/18/2023	1,400.00
60849	NexCle	Nexus Commercial Cleaning LLC	10/18/2023	426.00
60850	NWLogg	NW Logging Supply	10/18/2023	237.58
60851	SieSpr	Sierra Springs	10/18/2023	82.93
60852	TraMtn	Trask Mountain Lock and Key	10/18/2023	30.00
60853	ZumInd	ZUMAR Industries	10/18/2023	1,180.52
Total for 10/18/2023:				63,861.33
60831	9981	EFTPS	10/20/2023	12,664.04
60832	OreRev	Oregon Dept. of Revenue	10/20/2023	3,769.35
60833	9100	PERS	10/20/2023	11,575.79
60834	10004	Attn: Voya Institutional Plan Services VOY	10/20/2023	1,300.00
60835	10005	Attention: Voya Institutional Plan Services	10/20/2023	925.76
Total for 10/20/2023:				30,234.94

**Check No    Vendor No    Vendor Name    Check Date    Check Amount**

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Report Total (85 checks):

464,707.55

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# General Ledger Expense vs Budget

User: aamerson  
 Printed: 10/25/2023 12:16:59 PM  
 Period 04 - 04  
 Fiscal Year 2024



Account Number	Description	Budget	Period Amt	End Bal	% Available
<b>001</b>	<b>General</b>				
001	Administrative				
-	Personal Services	63,352.00	5,245.20	20,898.71	67.01
-	Materials & Services	94,000.00	5,953.51	65,461.44	30.36
-	Transfers	<u>250,564.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>
001	Administrative	407,916.00	11,198.71	86,360.15	78.83
002	Finance				
-	Personal Services	124,180.00	8,218.11	40,861.06	67.10
-	Materials & Services	137,800.00	1,904.42	49,968.68	63.74
-	Capital Outlay	0.00	0.00	0.00	0.00
-	Contingencies	<u>246,266.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>
002	Finance	508,246.00	10,122.53	90,829.74	82.13
003	LandUse and Planning				
-	Personal Services	33,400.00	2,866.72	11,468.53	65.66
-	Materials & Services	<u>128,850.00</u>	<u>11,105.12</u>	<u>84,423.73</u>	<u>34.48</u>
003	LandUse and Planning	162,250.00	13,971.84	95,892.26	40.90
004	Police				
-	Personal Services	559,400.00	45,557.63	195,871.52	64.99
-	Materials & Services	153,500.00	4,828.65	43,209.81	71.85
-	Capital Outlay	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
004	Police	712,900.00	50,386.28	239,081.33	66.46
005	Municipal Court				
-	Personal Services	30,275.00	1,694.21	6,649.81	78.04

<u>Account Number</u>	<u>Description</u>	<u>Budget</u>	<u>Period Amt</u>	<u>End Bal</u>	<u>% Available</u>
	Materials & Services	<u>21,250.00</u>	<u>1,476.80</u>	<u>7,018.75</u>	<u>66.97</u>
005	Municipal Court	51,525.00	3,171.01	13,668.56	73.47
006	Parks	-	-	-	-
	Personal Services	34,550.00	4,787.58	18,989.12	45.04
-	Materials & Services	39,650.00	3,300.05	32,241.20	18.69
-	Capital Outlay	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
006	Parks	74,200.00	8,087.63	51,230.32	30.96
007	Pool	-	-	-	-
	Personal Services	56,060.00	0.00	55,352.34	1.26
-	Materials & Services	30,350.00	1,168.33	13,083.35	56.89
-	Capital Outlay	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
007	Pool	86,410.00	1,168.33	68,435.69	20.80
<b>001</b>	<b>General</b>	<b>2,003,447.00</b>	<b>98,106.33</b>	<b>645,498.05</b>	<b>67.78</b>
<b>005</b>	<b>Tourism</b>				
500	Tourism	-	-	-	-
	Materials & Services	<u>152,548.00</u>	<u>700.00</u>	<u>12,901.00</u>	<u>91.54</u>
500	Tourism	152,548.00	700.00	12,901.00	91.54
<b>005</b>	<b>Tourism</b>	<b>152,548.00</b>	<b>700.00</b>	<b>12,901.00</b>	<b>91.54</b>
<b>011</b>	<b>Street</b>				
110	Streets	-	-	-	-
	Personal Services	40,530.00	4,079.80	15,999.30	60.52
-	Materials & Services	134,160.00	6,839.39	26,682.76	80.11
-	Capital Outlay	10,000.00	0.00	0.00	100.00
-	Contingencies	176,473.00	0.00	0.00	100.00
-	Transfers	<u>53,800.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>
110	Streets	414,963.00	10,919.19	42,682.06	89.71
<b>011</b>	<b>Street</b>	<b>414,963.00</b>	<b>10,919.19</b>	<b>42,682.06</b>	<b>89.71</b>
<b>012</b>	<b>Water</b>				
120	Water	-	-	-	-

<u>Account Number</u>	<u>Description</u>	<u>Budget</u>	<u>Period Amt</u>	<u>End Bal</u>	<u>% Available</u>
-	Personal Services	533,325.00	40,844.77	167,141.81	68.66
-	Materials & Services	396,600.00	12,273.26	143,496.54	63.82
-	Capital Outlay	104,806.00	25,806.46	25,806.46	75.38
-	Contingencies	230,573.00	0.00	0.00	100.00
-	Transfers	<u>861,802.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>
120	Water	2,127,106.00	78,924.49	336,444.81	84.18
<b>012</b>	<b>Water</b>	<b>2,127,106.00</b>	<b>78,924.49</b>	<b>336,444.81</b>	<b>84.18</b>
<b>013</b>	<b>Sewer</b>				
130	Sewer				
-	Personal Services	465,300.00	40,250.57	159,378.46	65.75
-	Materials & Services	367,300.00	16,179.66	134,885.48	63.28
-	Capital Outlay	14,850.00	0.00	0.00	100.00
-	Contingencies	182,943.00	0.00	0.00	100.00
-	Transfers	<u>402,328.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>
130	Sewer	1,432,721.00	56,430.23	294,263.94	79.46
<b>013</b>	<b>Sewer</b>	<b>1,432,721.00</b>	<b>56,430.23</b>	<b>294,263.94</b>	<b>79.46</b>
<b>017</b>	<b>Capital Improvement</b>				
-	Transfers	0.00	0.00	0.00	0.00
170	Capital Improvements Expense				
-	Materials & Services	120,482.00	0.00	30,900.00	74.35
-	Contingencies	<u>1,837,832.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>
170	Capital Improvements Expense	1,958,314.00	0.00	30,900.00	98.42
171	FacilitiesSpecial Projects				
-	Capital Outlay	<u>7,070,000.00</u>	<u>202,678.15</u>	<u>1,164,093.03</u>	<u>83.53</u>
171	FacilitiesSpecial Projects	7,070,000.00	202,678.15	1,164,093.03	83.53
172	Parks Projects				
-	Capital Outlay	<u>30,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>
172	Parks Projects	30,000.00	0.00	0.00	100.00

<u>Account Number</u>	<u>Description</u>	<u>Budget</u>	<u>Period Amt</u>	<u>End Bal</u>	<u>% Available</u>
173	Transportation Projects	-	-	-	-
	Capital Outlay	<u>1,870,000.00</u>	<u>0.00</u>	<u>4,702.47</u>	<u>99.75</u>
173	Transportation Projects	1,870,000.00	0.00	4,702.47	99.75
174	Water Projects	-	-	-	-
	Capital Outlay	<u>3,020,000.00</u>	<u>12,326.06</u>	<u>23,219.65</u>	<u>99.23</u>
174	Water Projects	3,020,000.00	12,326.06	23,219.65	99.23
175	Sewer Projects	-	-	-	-
	Capital Outlay	<u>12,888,000.00</u>	<u>12,783.17</u>	<u>110,927.17</u>	<u>99.14</u>
175	Sewer Projects	12,888,000.00	12,783.17	110,927.17	99.14
176	Storm Water Projects	-	-	-	-
	Capital Outlay	<u>100,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>
176	Storm Water Projects	100,000.00	0.00	0.00	100.00
<b>017</b>	<b>Capital Improvement</b>	<b>26,936,314.00</b>	<b>227,787.38</b>	<b>1,333,842.32</b>	<b>95.05</b>
<b>020</b>	<b>SDC's</b>				
200	SDC Fund	-	-	-	-
	Materials & Services	240,000.00	0.00	998.81	99.58
-	Capital Outlay	2,380,441.00	16,489.09	68,370.38	97.13
-	Contingencies	775,000.00	0.00	0.00	100.00
-	Transfers	<u>150,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>
200	SDC Fund	3,545,441.00	16,489.09	69,369.19	98.04
<b>020</b>	<b>SDC's</b>	<b>3,545,441.00</b>	<b>16,489.09</b>	<b>69,369.19</b>	<b>98.04</b>
<b>024</b>	<b>Debt Service Pool Project</b>				
240	Capital Project Pool Bond	-	-	-	-
	Contingencies	3,228.00	0.00	0.00	100.00
-	Debt Service	<u>68,087.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>
240	Capital Project Pool Bond	71,315.00	0.00	0.00	100.00
<b>024</b>	<b>Debt Service Pool Project</b>	<b>71,315.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.00</b>
<b>026</b>	<b>Debt Service</b>				
260	Dept	-	-	-	-
	Contingencies	163,854.00	0.00	0.00	100.00

<u>Account Number</u>	<u>Description</u>	<u>Budget</u>	<u>Period Amt</u>	<u>End Bal</u>	<u>% Available</u>
-	Debt Service	<u>1,071,945.00</u>	<u>6,860.00</u>	<u>7,435.00</u>	<u>99.31</u>
260	Dept	1,235,799.00	6,860.00	7,435.00	99.40
<b>026</b>	<b>Debt Service</b>	<b>1,235,799.00</b>	<b>6,860.00</b>	<b>7,435.00</b>	<b>99.40</b>
<b>027</b>	<b>VERF</b>				
127	Reserves	-	-	-	-
	Capital Outlay	102,749.00	0.00	115,611.52	-12.52
-	Contingencies	<u>19,507.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>
127	Reserves	122,256.00	0.00	115,611.52	5.43
<b>027</b>	<b>VERF</b>	<b>122,256.00</b>	<b>0.00</b>	<b>115,611.52</b>	<b>5.43</b>
<b>070</b>	<b>Urban Renewal</b>				
700	Urban Renewal	-	-	-	-
	Materials & Services	6,500.00	0.00	0.00	100.00
-	Capital Outlay	536,477.00	0.00	9,237.50	98.28
-	Contingencies	160,000.00	0.00	0.00	100.00
-	Debt Service	<u>65,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>
700	Urban Renewal	767,977.00	0.00	9,237.50	98.80
<b>070</b>	<b>Urban Renewal</b>	<b>767,977.00</b>	<b>0.00</b>	<b>9,237.50</b>	<b>98.80</b>
<b>Expense Total</b>		<b>38,809,887.00</b>	<b>496,216.71</b>	<b>2,867,285.39</b>	<b>92.612</b>



# General Ledger Revenue vs Budget

User: aamerson  
 Printed: 10/25/2023 12:15:56 PM  
 Period 04 - 04  
 Fiscal Year 2024



Account Number	Description	Budget	End Bal	% AvailUncollect
<b>001</b>	<b>General</b>			
	Revenue	2,003,447.00	154,594.05	92.28
<b>001</b>	<b>General</b>	<b>2,003,447.00</b>	<b>154,594.05</b>	<b>92.28</b>
<b>005</b>	<b>Tourism</b>			
	Revenue	152,548.00	6,770.19	95.56
<b>005</b>	<b>Tourism</b>	<b>152,548.00</b>	<b>6,770.19</b>	<b>95.56</b>
<b>011</b>	<b>Street</b>			
	Revenue	414,963.00	78,965.29	80.97
<b>011</b>	<b>Street</b>	<b>414,963.00</b>	<b>78,965.29</b>	<b>80.97</b>
<b>012</b>	<b>Water</b>			
	Revenue	2,127,106.00	673,876.60	68.32
<b>012</b>	<b>Water</b>	<b>2,127,106.00</b>	<b>673,876.60</b>	<b>68.32</b>
<b>013</b>	<b>Sewer</b>			
	Revenue	1,432,721.00	457,273.68	68.08
<b>013</b>	<b>Sewer</b>	<b>1,432,721.00</b>	<b>457,273.68</b>	<b>68.08</b>
<b>017</b>	<b>Capital Improvement</b>			
	Revenue	26,936,314.00	692,792.68	97.43
<b>017</b>	<b>Capital Improvement</b>	<b>26,936,314.00</b>	<b>692,792.68</b>	<b>97.43</b>
<b>020</b>	<b>SDC's</b>			
	Revenue	3,545,441.00	145,372.62	95.90
<b>020</b>	<b>SDC's</b>	<b>3,545,441.00</b>	<b>145,372.62</b>	<b>95.90</b>
<b>024</b>	<b>Debt Service Pool Project</b>			
	Revenue	71,315.00	1,212.26	98.30
<b>024</b>	<b>Debt Service Pool Project</b>	<b>71,315.00</b>	<b>1,212.26</b>	<b>98.30</b>
<b>026</b>	<b>Debt Service</b>			
	Revenue	1,235,799.00	0.00	100.00
<b>026</b>	<b>Debt Service</b>	<b>1,235,799.00</b>	<b>0.00</b>	<b>100.00</b>
<b>027</b>	<b>VERF</b>			
	Revenue	122,256.00	0.00	100.00
<b>027</b>	<b>VERF</b>	<b>122,256.00</b>	<b>0.00</b>	<b>100.00</b>

<u>Account Number</u>	<u>Description</u>	<u>Budget</u>	<u>End Bal</u>	<u>% AvailUncollect</u>
070	Urban Renewal			
	Revenue	767,977.00	13,432.95	98.25
070	Urban Renewal	767,977.00	13,432.95	98.25
Revenue Total		38,809,887.00	2,224,290.32	94.2688



**To:** The Mayor and Members of the City Council  
**From:** Aimee Amerson, City Recorder  
**Subject:** Upcoming Events  
**Council Goal:** Goal 3: Citizen Involvement  
**Date:** November 7, 2023

## Background

The holidays bring many events and tourists to Carlton. This year is no different, the following events that have been confirmed and are in the process of completing the special event requirements. The events do not include any street closures needing Council approval. Feel free to join in on the fun!

### November

November 23<sup>rd</sup> - Thanksgiving Day Turkey Trot – *New event!*

This is a free event to the public. Event organizers are asking for a Canned food donation for Joseph's Storehouse.

### December

December 2<sup>nd</sup>- Annual tree lighting ceremony in Ladd Park from 4-7 PM

December 3<sup>rd</sup>- Annual Lighted Bike parade starting at Ken Wright Cellars depot at 4 PM

December 9<sup>th</sup>- Annual Santa Dash and Elf Dash starting at 9 AM at Soccer Arena on Monroe street.




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**To:** The Mayor and Members of the City Council  
**From:** Aimee Amerson, City Recorder  
**Subject:** 2024 City Council meeting dates  
**Council Goal:** Goal 4: Good Governance  
**Date:** November 7, 2023

### Recommendation

It is recommended that City Council adjust the following 2024 meeting dates to Tuesday, January 9<sup>th</sup>, Tuesday, August 13<sup>th</sup> and Tuesday, November 12<sup>th</sup> to avoid conflicting with holidays, National Night Out and Election Day.

It is also recommended that Council choose either January 20 or 27<sup>th</sup> for Goal Setting so that we can secure and finalize the date with the facilitator.

### Background

The current and proposed meeting City Council 2024 dates are as follows:

Month	Council (first Tuesday)	Planning Commission (second Monday)
January	Jan. 2 – Proposed 1/09	Jan. 8
	Goal Setting – Jan 20 <sup>th</sup> OR Jan 27 <sup>th</sup>	
February	Feb. 6	Feb. 12
March	Mar. 5	Mar. 11
April	Apr. 2	Apr. 8
May	May 7	May 13
June	June 4	June 10
July	July 2	July 8
August	Aug. 6 (NNO) Proposed 8/13	Aug. 12
September	Sept. 3	Sept. 9
October	Oct. 1	Oct. 14 (Columbus Day) 10/21 Proposed
November	Nov. 5 (Election Day) Proposed 11/12	Nov. 11 – (Veterans Day) 11/18 Proposed
December	Dec. 3	Dec. 9

*Planning Commission dates are included for Council's reference.*

**Alternatives:** Choose alternative dates other than the proposal above to meet.

**Fiscal Impact:** None

**Exhibits:** None

**The Mission of the City of Carlton is to safeguard and enhance the vitality and livability of the community by providing essential services with professionalism and integrity.**



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**To:** The Mayor and Members of the City Council  
**From:** Mayor Linda Watkins  
**Subject:** OR47 Discussion  
**Council Goal:** Goal 4: Good Governance  
**Date:** October 3, 2023

### **Recommended Council Action**

Please provide staff direction on the OR47 realignment project in context of the forthcoming TSP update.

### **Background and Discussion**

At its August 8, 2023 meeting Council heard an update on the financial issues with the OR47 realignment. At that meeting, the Mayor and City Council agreed to continue to find ways to respect the input from Carlton citizens during the 2022 public engagement process and continue work with ODOT to keep the safety enhancements desired by the Carlton community to address concerns about speed and community safety. It was also decided to work towards hiring a consultant to conduct a 2<sup>nd</sup> opinion of ODOT's design to determine if there were ways to achieve the desired results at a lower cost.

In subsequent discussion with a consultant, due to the current status of the TSP update, the consultant recommended that the Mayor and Council consider waiting to continue discussions with ODOT on any realignment of OR47 until the TSP was completed. Reasons to consider waiting for the completion of the TSP update are:

- Completion of the TSP will provide for a more informed discussion and a clearer path and timeline for a OR47 realignment discussion.
- The TSP will continue additional community engagement with discussions on multimodal (walking/biking) activities and how the existing and future transportation system meets the needs of its users.
- The current bypass discussion also must be informed by the soon to be launched TSP to reflect significant anticipated growth and change, and to include changing community priorities.
- The TSP should set the stage for a more complete discussion and approach to a future bypass.
- The success of the TSP will be measured on the quality, approach and holistic inclusiveness of public engagement. In the TSP process the community will become

**The Mission of the City of Carlton is to safeguard and enhance the vitality and livability of the community by providing essential services with professionalism and integrity.**



more fully aware of roles of transportation and land use planning to achieve livability, preservation of Carlton's charming small-town character, walkability, social and retail life of the downtown area.

Given the continued financial situation with the OR47 realignment, the additional time to complete the TSP allows for ODOT and the City to investigate other ways to finance a realignment of OR47.

The discussion for Mayor and Council is whether you wish to follow the recommendation that OR47 realignment discussions are deferred until the completion of the TSP update.

**Fiscal Impact**

None.

**Exhibits**

None.



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**To:** The Mayor and Members of the City Council  
**From:** Aimee Amerson, City Recorder  
**Subject:** Community Room Discussion  
**Council Goal:** Goal 3: Citizen Involvement  
**Date:** November 7, 2023

## Background

As the Civic Center building nears completion, it is time to continue the discussion about uses for the community room. Discussions have ranged from birthday parties to HOA meetings, trainings, and yoga space.

As the City Council defines community usage of the room, draft policies and rules can be created as well as a corresponding fee schedule. The building is currently estimated for completion in May 2024. By starting the discussion now, over the next few months, we can have continuous discussions of:

1. Uses for the room,
2. Policies and regulations for room use,
3. Fees,
4. Content of application for use,

In November we will begin discussion of how City Council envisions the use of the room. We will continue that discussion in December and thereafter until we are ready to move onto policies and regulations. Council's discussion of room use will assist staff in drafting policies for Council review and consideration. Subsequently, we will move onto the conversation on fees and then the modified event application. Each conversation will build upon the previous discussion and help staff provide outlines as starting points for the next discussion with the goal of completing all aspects of the discussion by the building opening.

Example of items to consider when determining suitable uses of the room:

- Capacity
- Security
- Non-Profit versus for Profit use
- Availability or use of additional accessory or amenities (chairs, tables, etc.)
- Damage or cleaning deposit

- Prohibited activities/uses
- Prohibited items
- Food service allowed?
- Use of kitchen space for event available?

We have included examples amenity descriptions of surrounding rental facilities to start the November discussion.

### **Exhibits**

- Yamhill County rental- Leslie Lewis Pavilion
- City of McMinnville rental- Community Center rooms
- Chehalem Park and Rec rentals- Various locations





## LESLIE LEWIS PAVILLION

The Leslie Lewis Pavilion is 75'L x 100'W with the use capacity of 300 (round tables) or 375 (combo tables or all 8' tables) for banquets or 700 for conference seating. It has a small prep kitchen along with Men's and Women's restrooms with showers and dressing rooms. Commercial kitchen w/ dishes available.

Total Sq Feet

**75'L x 100'W**

### PRIVATE OR CORPORATE EVENT RENTAL INFORMATION:

- Full Day for non-alcohol event
- Full Day for alcohol event (by invitation only - \*requires security)
- ½ Day (non-alcohol)
- ½ Day (\*alcohol event)
- Hourly Rate (minimum 2hr – up to 5 hrs.)

### COMMERCIAL EVENT RENTAL INFORMATION:

- Full day rental
- Half-day rental
- \*Call for pricing



- \*Call for pricing
- \*if alcohol is served at an event, a security company MUST be hired. You must contract through pre-approved, by the Fair Board, companies. Information is available upon request. Security will verify the number of guests – charges will be added if over contract. Law enforcement will be called if needed, if over contracted time and/or if intoxicated drivers.

#### **COMMERCIAL KITCHEN RENTAL:**

- Includes some cookware, but we recommend you bring your own
- \*Call for pricing

#### **PRE-EVENT SET-UP & BREAK DOWN:**

- a set-up activity is any, that is not the main event, performed by the sponsoring private organizations or individual that precludes the YCFG from utilizing the facility
- \*Call for pricing

#### **RENTAL USE INCLUSIONS:**



- up.
- Used of 18'x20' prep kitchen with ovens and range for maintaining hot food, refrigerators, freezers, and food service area. Includes sink with hot and cold water.
  - Prep kitchen is not for cooking (much use commercial kitchen for cooking). Kitchen is not stocked; please provide your own needs.

## Join our E-Club

Subscribe to our newsletter to get the latest news, special discounts, exclusive concert pre-sales and more!

Email Address





McMinnville Community Center  
 600 NE Evans St, McMinnville, OR 97128  
 (503) 434-7310  
[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

### Making a Reservation:

All reservations require submission of a Room Reservation form. The person signing the application **must be present** at the function and will be **responsible** for ensuring the room use policies and procedures are followed. Applicants must be 21 years of age or older. The completed room reservation form and rental fee(s) must be received a minimum of fourteen (14) business days prior to the requested rental date. When required, the refundable security deposit(s) is also due a minimum of fourteen (14) business days in advance of the rental date.

### Community Center Rental Fees:

The rental rates shown are hourly rates. Fees charged will be based on one (1) hour increments. The minimum reservation period is three (3) hours, *excluding Tiny Tots which is a 3 hour maximum reservation time*. Your reservation is based on the time that you are IN THE ROOM including setup and cleanup.

Rooms	Capacity**	Group 1 Hourly Rates	Group 2 Hourly Rates
Room 201	Dining: 30 Classroom: 40	\$22.00	\$32.00
Room 203	Dining: 80 Classroom: 110	\$30.00	\$40.00
B-3, B-4 (Tiny Tots)	25	\$20	\$30
Auditorium*	Dining: 350 Theatre: 800 (551 Theatre seats)	Banquet Set-up: \$145.00 Theatre Set-up: \$170.00 Bare Floor: \$60.00	\$160.00 \$185.00 \$70.00

\*For rental of the Auditorium, a maximum of six (6) hours will be charged for events spanning 6-10 hours. All events in the auditorium that exceed a ten (10) hour timeframe will be assessed an additional \$300.00 fee.

\*\*Capacities may be limited by the facility depending on the situation.

\*\*\*Kitchen fees dependent on event.

### Community Center Deposit Fees:

Tiny Tots	\$75.00
Room (201, 203)	\$250.00
Auditorium	\$500.00
Alcohol Usage Fee	\$125.00/2 hours

### Other Fees:

Staff Fee*	\$15.00/hr/staff
Security Fee	\$22.00/hr/guard
Police Fee	\$75.00/hr/officer
Equipment Fee	See List

\*Additional staff fees may occur if event is outside of regular business hours or extra setup/teardown/event staffing is required.

### Group Classifications:

#### Group 1: McMinnville Residents and Resident Non-Profit Organizations

For purposes of determining group classification,

- Resident: An individual whose primary residence is within the city limits of McMinnville.
- An incorporated legal non-profit organization whose business office is located within the city limits of McMinnville.

#### Group 2: General Public

Individuals and profit organizations located outside of the city limits of McMinnville.



**Submitting an Application:**

The application, room rental fee, and security deposit must be turned into the Community Center at least fourteen (14) days prior to your event. Cash, Check, Visa or Mastercard may be used to make a rental fee payment. Only cash or check will be accepted for the security deposit. Please make checks available to City of McMinnville.

**Cancellations:** Please submit cancellations no less than 5 business days prior to the scheduled event. A \$10.00 service charge will be retained for each cancellation. Room rental fees will be forfeited if an event is cancelled with less than five (5) business days notice.

**Security Deposit:**

A refundable security deposit is required for all events. The deposit is due a minimum of fourteen (14) business days in advance of the rental date and must be accompanied by the completed and signed room reservation forms. Refund of the security deposit is based on whether ALL policies and procedures have been followed.

Community Center management will determine the amount of the security deposit to be refunded based on the applicant's checklist and input from the City of McMinnville staff, janitorial service provider, security and/or police that were present at the event. If the City of McMinnville keeps any portion of the deposit, a listing of how the deposit was applied will be provided to the renter along with the remaining balance of the deposit should there be any. Deposits will be refunded within three (3) weeks of the event or within three (3) weeks of cleaning and repairs being completed.

**General Information/Security Deposit Refund:**

**All conditions must be followed for continuation of room use privileges and /or security deposit refund:**

1. We prohibit nailing, tacking, taping or stapling to any walls or surfaces. All decorations and rental items must be removed at the end of an event. We are not responsible for items left behind.
2. Rice, birdseed, glitter, or confetti type products are not allowed.
3. The reservation is only for the approved room or space. This does not include additional areas, i.e. lobby, adjoining rooms, etc.
4. Use of open flames and candles are not allowed.
5. Red colored food or beverages may not be served in carpeted areas.
6. Smoking is not permitted in the facility or within ten (10) feet of any opening, door, or window.
7. Alcoholic beverages may be consumed on premises with prior authorization and fee payment. Alcohol usage form is required.
8. Rentals may not end later than 12:00 midnight.
9. Amplified sound is not permitted outside of the building. Amplified sounds may be used within the building but must not disturb other Community Center users.
10. Facilities must be cleaned immediately following the event. The facility must be left undamaged. The facility, including flooring, must be left clean and the furniture in the original configuration and condition. For complete information refer to your rental and cleanup agreement form.



Organization/ Individual Requesting Use: \_\_\_\_\_

Event Date: \_\_\_\_\_ Day of Week: \_\_\_\_\_

Event Title: \_\_\_\_\_

Hours of Reservation: \_\_\_\_\_ to \_\_\_\_\_ **(Must include set-up and clean-up)**

Actual Event Start/End Time: \_\_\_\_\_ to \_\_\_\_\_

Room(s) Requested: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**FOOD SERVICE AND ALCOHOL:**

Is food being served? \_\_\_YES \_\_\_NO If yes, will the event be catered? \_\_\_YES \_\_\_NO

**\*If your event is catered, contact the Community Center for more information.**

Is alcohol being served? \_\_\_YES \_\_\_NO

If yes, you must complete and sign a separate alcohol contract and pay the Alcohol Usage Fee.

**ROOM SET UP:**

Will you be doing your own set up? \_\_\_ YES \_\_\_NO

Contact the Community Center for room layout (s).

Signature of Renter: \_\_\_\_\_ Date: \_\_\_\_\_

Group 1: \_\_\_\_\_ Group 2: \_\_\_\_\_

**Summary of Charges:**

CC Auditorium Deposit: \_\_\_\_\_

CC Room Deposit: \_\_\_\_\_

CC Kitchen Deposit: \_\_\_\_\_

Room Charges: \_\_\_\_\_

Staff: \_\_\_\_\_

Security: \_\_\_\_\_

Police: \_\_\_\_\_

Equipment: \_\_\_\_\_

Alcohol: \_\_\_\_\_

TOTAL: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

Staff Notes:



I understand and agree that I may forfeit my deposit if it is necessary for City of McMinnville Staff or janitorial service, to extensively clean or repair facilities following our facility use, or if during the course of my rental I fail to enforce facility policies stated and those that may be presented to me by City of McMinnville Staff during my event. I understand that variations in rental times and room requests, needs, or uses, may necessitate rental fee adjustments. I agree to assume full responsibility for the conduct of my guests, members and employees or third parties hired to provide services to my group or myself. I understand that my event must be conducted in accordance with the regulations set forth in these documents and if a violation is to occur that all violators may be required to leave and my event may be terminated immediately in its entirety. I further agree to indemnify, defend and hold harmless City of McMinnville for any damage, injury, suits, or claims which may arise from intentional acts, negligence or omissions of the group, its guests, members, employees or third parties hired to provide services for the group.

#### **RENTAL CLEAN-UP AGREEMENT**

In order to receive full refund of the cleaning deposit(s), the rented area(s) will be left free of debris. The floor will be swept and free of food. Spills will be wiped up before leaving. All tables and chairs will be wiped down and cleaned. All bottles, cans and trash will be removed from the facility at the end of the event. There are recycling bins and trash cans just outside the back of the facility. McMinnville Community Center and Senior Center prohibits nailing, tacking, taping or stapling to any of the walls or surfaces. City of McMinnville is not responsible for items left behind. All decorations and rental items must be removed from the facility immediately following the event. This includes flowers, votives, and cake stands. Please be aware that there is an additional charge for damage done to any surfaces, equipment, or flooring and is subject to additional charges and loss of deposit(s). This is a smoke free facility. Please make guests aware they must go outside to smoke.

The contents of the above arrangements meet with my approval. I consider our contract definite and confirmed.

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Facility Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Please attach layout to completed form. Request blank room layout forms from Community Center Front Desk.**

**\* No equipment or furniture shall under any circumstances be removed from the facility.**

## Chehalem Armory Center

**620 N. Morton Street  
Newberg, OR 97132**

<u>Room</u>	<u>Capacity</u>	<u>Non-Profit</u>	<u>Private Use</u>
Classroom	54 seated	\$ 17.00/hr	\$ 25.00/hr
Main Hall/Exclusive use	250 seated	640.00/day	\$ 1,000/day
Kitchen (one time use fee)		23.00/use	\$ 46.00/us
Stage Set-up (one time use fee)		25.00/use	25.00/use
Alcohol use fee (one time use fee)		86.00 /use	86.00/use

Dance Room in unavailable for rent.

- **When serving alcohol, a \$2,000,000 alcohol liability insurance rider is required listing both the “Person in Charge” and CPRD as additional insured.**

\*\*\*Building rent from time of decoration to building cleaned and closed or by midnight.

**Standard Deposits** for all rentals due at time of key pickup.

Key deposit \$150.00 given back to renter when key is returned

- Key must be returned within 72 hours to receive deposit refund

Cleaning deposit, no alcohol \$300.00 given back to renter 10 days after rental

Cleaning deposit, with alcohol \$600.00 given back to renter 10 days after rental

\*\*\*\*\*

**Event Security:**

- Required with alcohol and crowds.
- Security fees are \$65.00/hr for two security personnel

**Facts:** The center was built in the 1950's with concrete tilt up construction. The building was converted from a National Guard Armory into an attractive center in 1998. The ceiling of the main hall is twenty feet high and all other rooms have an eight foot high ceiling. Adjacent to the center is a neighborhood park with a playground.

**Building Square Footage:**

- Total square footage for the Main Hall is 5,370 sq. ft.
- Capacity of 250 people seated at tables

**Tables and chairs:**

- Approximately ten 6' x 30" rectangular tables
- Approximately thirty 60" round tables
- Approximately 240 chairs
- Tablecloths, dishes and flatware are not provided.

**Cleaning Requirements:**

- The building should be left in the same or better condition than what you found it.
  - A percentage of your building cleaning deposit will be deducted if extra cleaning is required.
- Tables/chairs should be wiped after use and stored away with chairs stacked according to outline printed on the cart.
- The floors should be swept with the brooms that are provided and mopped if necessary.
- All other cleaning equipment and supplies will need to be provided by you.
- Specific cleaning instructions are provided inside the janitorial closet.
- Trash cans must be emptied and a new liner replaced
- Garbage needs to be placed in the outside dumpster before you leave.

**Armory (Con't)**



**Parking:**

- 98 fully-lighted parking spaces are available for use at the center.
- In fairness to the neighborhood
  - all rentals are asked to use the parking lot
  - do not use street parking.
- The parking lot is fully lit.

**Accessibility:**

- Fully accessible with entrances at both the front and rear of the building.
- ADA parking is available at the rear of the building.
- Restrooms meet all ADA requirements

**Flooring:** The main hall has a special multipurpose padded rubber floor that is easy to clean and comfortable to walk on.

- The floor coloring in this room is an attractive blue.
- To protect the floor against cuts, do not drag chairs or other equipment across the floor.
- Do not try to take up gum etc. with any type of solvent.
- Classroom is carpeted.

**Stage:**

- For an additional fee, the 12' X 16' stage can be lowered for use during rentals.

**Lighting, electrical & heating:** The main hall has lighting that will depend on the mood you would like to set.

- 6 rows of lights can be turned on one bank at a time and may take a while to warm up and come on.
- The stage has separate lighting of its own.
- The main breakers for the building are located at the southwest corner of the room and are marked with white tape on the panel.
- Classroom has fluorescent lights that turn on with sensors on either side of the moveable curtain.
- The building has electrical outlets with 110 and 220 amps available.
- The heating in the main hall can be turned on with a wall switch,
  - Body heat is usually enough to heat the main hall.
  - Heating in the classroom is turned on by manual thermostat at the heaters.

**Exterior Doors:** All exterior doors are to remain unlocked while the building is in use.

- Street side doors unlock with a key, except the one set of double doors, which use a screwdriver under the panic hardware to keep the door open.
- Parking lot doors open with a key, but an Allen wrench used under the panic hardware will keep the doors open.
- All doors must be back to original locked-in-place status before leaving.

**Kitchen:**

- 4 burner stove, cabinets and counter space are available.
- 22 cubic foot refrigerator that can be used.
- Must be cleaned and empty when you leave.
- All left over food must be taken away and trash thrown in the outside dumpster.

**Emergency Information:** If you have an emergency or a serious question during your rental, the following people can be contacted:

Office (503) 537-2909, Bryan Stewart, Park & Facilities Supervisor 971-832-2344, Jim Bernard, Park Coordinator (503) 209-0794 and Casey Creighton, Assistance District Superintendent (503) 519-6154.

# CHEHALEM YOUTH CENTER

**620 N. Morton Street**

**Newberg, OR 97132**

<u>Room</u>	<u>Capacity</u>	<u>Non-Profit</u>	<u>Private Use</u>
Multi-purpose Room	100 seated	\$ 40.00/hr	\$ 65.00/hr
15+ Hour Rental, same date		450.00/day	650.00/day
Alcohol use fee (one time use fee)		86.00 /use	86.00/use

- **When serving alcohol, a \$2,000,000 alcohol liability insurance rider is required listing both the “Person in Charge” and CPRD as additional insured**

\*\*\*Building rent from time of decoration to building cleaned and closed or by midnight

**Standard deposits** for all rentals due at time of key pickup:

Key deposit \$150.00 given back to renter when key is returned

- Key must be returned within 72 hours to receive deposit refund

Cleaning deposit, no alcohol 300.00 given back to renter 10 days after rental

Cleaning deposit, with alcohol 600.00 given back to renter 10 days after rental

Alcohol use fee (one time use fee) 86.00 non-refundable

\*\*\*\*\*

**Event Security:**

- Required with alcohol and crowds.
- An extra fee will be added
  - Security fee: \$65.00/hr for two security personnel

**Facts:** The Youth Center was completed in May of 2000 to be used for classes, youth activities, rentals, etc.

**Building Square Footage:** 1,922 sq feet.

**Chairs and tables:**

- Approximate 20, 6’ x 30” rectangular tables
- Approximately 125 chairs.
- Tables and chairs may not be removed from the youth center for any reason.
- Tablecloths are not provided.
- Dishes and flatware are not provided.

**Cleaning Requirements:**

- The building should be left in the same or better condition than what you found it.
- A percentage of your building cleaning deposit will be deducted if extra cleaning is required.
- Tables and chairs should be cleaned after use.
- All cleaning equipment and supplies will need to be provided by you.
- Trash cans must be emptied and a new liner replaced
- Garbage needs to be placed in the outside dumpster before you leave

**Parking:**

- Ninety eight parking spaces are available for use at the center.
- In fairness to the neighborhood, all rentals are asked to use the parking lot
- Do not the use street parking.
- The parking lot is fully lit.

**Youth Center (con't)**

**Accessibility:**

- Fully accessible with entrances at both the front and rear of the building.
- Restrooms meet all ADA requirements and ADA parking is available at the rear of the building.

**Flooring:**

- Linoleum

**Door Locks:** One key will open the exterior entrance doors as well as the storage room doors where the tables and chairs are located. Doors are to remain unlocked during use by using an allen wrench to keep the door continually unlocked.

**Kitchen:** This facility does not have a full kitchen.

- A sink is available for use in the kitchen area
- 21 cubic foot refrigerator is located in the storage room.
- Serving window is available to serve food from the kitchen into the activity room.
- All left over food must be thrown away.

**Emergency Information:** If you have an emergency or a serious question during your rental, the following people can be contacted:

Office (503) 537-2909, Bryan Stewart, Park & Facilities Supervisor 971-832-2344, Jim Bernard, Park Coordinator (503) 209-0794 and Casey Creighton, Assistance District Superintendent (503) 519-6154.

**CHEHALEM COMMUNITY CENTER**  
**502 E. Second Street**  
**Newberg, OR 97132**

<u>Room</u>	<u>Capacity</u>	<u>Non-Profit</u>	<u>Private Use</u>
Main Hall	75 seated	400.00/day	650.00/day
Activity Room	not available for rental		
Kitchen (one time use fee)		\$ 23.00/use	\$ 46.00/use

**No alcohol or tobacco** allowed at the Community Center.

**Standard Deposits** due at the time of key pickup.

Key deposit \$150.00 given back to renter when key is returned

- Key must be returned within 72 hours to receive deposit refund

Cleaning deposit \$300.00 given back to renter 10 days after rental

\*\*\*\*\*

**Facts:** The center is used for weekend rentals as well as recreation classes throughout the week. This is also our daycare facility and rentals for weekdays can be scheduled after 6:30 pm Monday thru Friday and weekends.

**Building Square Footage:** Main Hall 1,838 sq feet.

**Tables and Chairs:**

- Approximately ten 6' x 30" rectangular tables are available for use as well as
- Approximately 100 chairs.
- Tables are located on a cart in the lobby and the chairs are located in the banquet storage area.
- Do not stack chairs over 5 ft. in height.
- Table cloths, dishes and flatware are not provided.

**Parking:** A large parking lot is located across the street from the center. Parking is limited on the street beside the center.

**Accessibility:** One ADA entrance is available and the ADA restroom is located in the front of the building.

**Flooring:** The main hall has a good dance floor with a linoleum covered wood base.

**Lighting, electrical & heating:** Light switches are located next to the doors as you enter the room. Electrical hookups are limited to 110 watts.

**Exterior doors:** The front door is keyed different than the rest of the building.

- If your key does not work on the front door, try the side court yard door.
- The main hall can be entered from 2<sup>nd</sup> Street or from the lobby door.
- The activity room can be entered from the lobby door or from the back alley behind the building.

**Community Center (con't)**

Kitchen: Counter space is available Two stoves with four burners each are available along with a 22 cubic refrigerator.

- Please clean the stove and the refrigerator after your rental.
- All left over food and trash must be thrown away outside.
- Bring your own kitchen and serving utensils and equipment.

**Cleaning Requirements:**

- The building should be left in the same or better condition than what you found it.
- A percentage of your building cleaning deposit will be deducted if extra cleaning is required.
- Tables and chairs must be cleaned and returned to storage after use.
- All cleaning equipment and supplies will need to be provided by you.

**Emergency Information:** If you have an emergency or a serious question during your rental, the following people can be contacted:

Office (503) 537-2909, Bryan Stewart, Park & Facilities Supervisor 971-832-2344, Jim Bernard, Park Coordinator (503) 209-0794 and Casey Creighton, Assistance District Superintendent (503) 519-6154.

## CHEHALEM SENIOR CENTER

### 101 Foothills Drive Newberg, OR 97132

<u>Room</u>	<u>Capacity</u>	<u>Non-Profit</u>	<u>Private Use</u>
Multi-purpose	100 seated	\$40.00/hr	\$65.00/hr
<ul style="list-style-type: none"> <li>• Piano, carpet, access to kitchenette</li> </ul>			
Meeting/Exercise Room	20 seated	15.00/hr	25.00/hr
<ul style="list-style-type: none"> <li>• Carpeted w/mirrors</li> </ul>			
Meeting/Craft Room	20 seated	15.00/hr	25.00/hr
<ul style="list-style-type: none"> <li>• Linoleum floor</li> </ul>			
Exclusive use (all three rooms)		53.00/hr	75.00/hr

Exam room and library are not available for rental.

**No alcohol or tobacco** allowed at the Senior Center.

**Standard Deposits** due at the time of key pickup.

Key deposit \$150.00 given back to renter when key is returned

- Key must be returned within 72 hours to receive deposit refund.

Cleaning deposit \$300.00 given back to renter 10 days after rental

\*\*\*\*\* **Facts:**

The Chehalem Senior Center was constructed in 1996 and is used for youth and senior activities, meetings and rentals. The building is unique in that it is connected to an elementary school where seniors and young children interact in many activities.

**Square footage:**

- Meeting 432 sq feet
- Craft 504 sq feet
- Multipurpose 1,540 sq feet

**Parking:** Parking is abundant at the center except when large activities are taking place at the school.

**Chairs and Tables:**

- Twenty round tables and ten rectangular tables are available
- Approximately 120 chairs.
- Tables and chairs must be returned to their original position according to the posted seating chart on the wall of the multi-purpose room.
- No tablecloths, dishes or flatware are provided.

**Kitchen:** This facility does not have a full kitchen.

- Senior Center office must be advised in advance if you wish to use the kitchenette and refrigerator.
  - A sink and dishwasher are available for use in the kitchen area
  - Refrigerator is located in hallway closet.
  - Small microwave in the hallway.
  - All left over food must be thrown away.
  -

**Cleaning Requirements:** The building should be left in the same or better condition than what you found it.

- A percentage of your building cleaning deposit will be deducted if extra cleaning is required.
- Tables and chairs must be cleaned after use.
- All cleaning equipment and supplies will need to be provided by you.

**Emergency Information:** If you have an emergency or a serious question during your rental, the following people can be contacted: Office (503) 537-2909, Bryan Stewart, Park & Facilities Supervisor 971-832-2344, Jim Bernard, Park Coordinator (503) 209-0794 and Casey Creighton, Assistance District Superintendent (503) 519-6154.

Please read and initial the following statements about using the Center.

- \* I understand that I am responsible for setting up and taking down tables and chairs. If I require additional table and/or chairs, I will need to make my own arrangements. The park district does not provide tablecloths, dishes or catering equipment.
- \* When decorating, I understand that I may not use anything which will remove paint from or leave holes in the walls. Tape is not permitted to be placed on the floor. Duct tape is not permitted.
- \* I understand that in order to receive my entire cleaning/security deposit back, the facility must be left clean and ready for the custodian to sanitize the restrooms and clean the floors. Any additional custodial including stain removal, cleaning chairs or replacing tables due to damage will be deducted from my deposit.
- \* I understand that it is my responsibility to complete any applications for permits by the City of Newberg, Yamhill County or State of Oregon if required (alcohol, dance or sound permits). I also agree to abide by all city ordinances.
- \* I understand that if I am using amplified music, all doors and windows must remain closed and sound is to be turned down beginning at 10:00 p.m. so as not to disturb people living in the neighborhood.
- \* I understand that if alcohol is served or if security is required that said function will end at 10:00p.m. and building vacated by 12:00 midnight. This rule will strictly be enforced. If an organization or individual would like to rent the facility later into the evening, I will need to appeal in writing to the District Superintendent.
- \* I understand that security personnel hired by the park district have the right to monitor the behavior of myself and my guests. Security has the right to ask any individual or group that creates a public disturbance to leave or security will close down the entire rental. If a rental is closed, deposits will be forfeited.
- \* I understand that I may apply to use the facility no later than seven (7) calendar days before availability. All fees and deposits are due with the exception of permits at the time of application. Permits are due seven (7) calendar days prior to the event. Applications that do not abide by these deadlines are subject to cancellation.
- \* I understand that I must be 18 years or older to sign an application and that I may be asked for proof of age.

The Chehalem Park and Recreation District and Individual or Organization named herein agrees as follows:

1. Said organization, individual, etc., has read, understands and agrees and will abide by the Chehalem Park and Recreation Facility Use Policy Manual. They understand that the violation of any of the rules that govern the Chehalem Park and Recreation District programs, facility use and/or assistance to organizations, etc., would be the cause for the organization, etc, to be barred from program participation, use of facility or park and for termination of this agreement.
2. Reservation and permit applications are to be filled out completely.
3. All fees are due and payable at the time of reservation.
4. If requested, prior to negotiating the contract, the organization or individual must furnish the Chehalem Park and Recreation District with any additional evidence required to document nondiscriminatory practices.
5. Said organization, etc. has received a copy and agrees to abide by the regulations and policies described and understand that the violation of any of the following attached regulations or policies would cause for the organization or individual to be made to pay for damages, and/or be barred from the use of the facility or park. The organization further understands that this contract is binding.
6. The organization, etc. also agrees to pay fees as prescribed in the policy statement upon application. If the application is refused for any reason prior to use, the money will be refunded.
7. Each organization or individual using this facility will be held responsible for cleaning up and leaving the area used in good order or forfeiture of cleaning deposit may result.
8. The organization or individual agrees to pay for all damages to any property of the Chehalem Park and Recreation District and/or surrounding property caused by the organization, individual, or persons in connection.
9. The organization or individual will hold harmless the Chehalem Park and Recreation District from and against any and all liability which may be imposed on them for any injury to persons or property caused by the organization or any persons in connection.
10. It is understood that the district assumes no responsibility whatsoever for any for any property placed in a district facility or park in connection with the organization's use, and the district hereby is expressly released from any and all liability and for any loss, injury or damage to persons or property which may be sustained by reason of group use.
11. Permission to use the Chehalem Park and Recreation District facilities should not be in any way construed to mean the district's endorsement of a given organization's policies or beliefs.
12. It is the organization's responsibility to comply with all city codes and ordinances governing the event.

**Park Rental Fee, All Shelters**                      **\$70.00/day or length of time reserved**

- All Parks are open from 10:00 am to dusk.
- Reservations for the current year will be taken from January 2 thru September 30 of that year.
- Parks are available for use from May 1 through September 30.
- These are public parks, you will be reserving the shelter and the remainder of the park is open to the public during your rental.

**Babe Nicholas Pool Park:**

Location: 1802 Haworth, Newberg, Oregon.

Capacity: 75, with 25 tables

Amenities: children's playground, basketball court, drinking fountain, restrooms are located in the Aquatic Center building and are available only during Aquatic Center open hours. There is no shelter building at this park.

**Dundee Billick Park:**

Location: 320 5<sup>th</sup> Street, Dundee, Oregon

Capacity: 75, with 24 tables

Amenities: Shelter, electricity, 2 softball fields, playground equipment, 2 tennis courts, restrooms, walking paths, water.

**Crabtree Park:**

Location: about 9409 NE Worden Hill Rd, Dundee, Oregon, (turn off Hwy 99 W onto 9<sup>th</sup> St)

Capacity: 100, with 20 tables

Amenities: Shelter w/barbeque, electricity, horseshoe court, children's playground, portable toilets, walking paths

- There is **no drinking water** at Crabtree Park.
- Authorization must be acquired from District Superintendent before alcohol use is available in Crabtree Park.
- **When serving alcohol, a \$1,000,000 alcohol liability insurance rider is required listing both the "Person in Charge" and CPRD as additional insured (section 5).**
- A Yamhill County Alcohol Permit must be filed at the Sheriff's Office in McMinnville along with a fee paid to the county.
- Copies of the insurance and permit must be on file with the reception desk at the Aquatic and Fitness Center on Haworth Street prior to rental date.



## **Jaquith Park Large & Small Shelters:**

Location: 1215 S. College, Newberg, Oregon

Amenities: two shelter buildings (only the large shelter has electricity), basketball court, horseshoe court, 2 Little League fields, 2 Youth softball fields, 4 tennis courts, children's playground, restrooms, water is available.

- **Large Shelter** capacity: 125, with 25 tables, closest to the children's playground
- **Small Shelter** capacity: 30, with 4-6 tables, on the east side of the tennis courts

When reserving, please specify which shelter you prefer.

## **Memorial Park & Gazebo:**

Location: S. Blaine & S. Howard Streets

Capacity: 75, with 20 tables

Amenities: Shelter building, electricity, counter with sink, water, restrooms, children's playground, rentable gazebo.

- At time of reservation, inform personnel that you will be using the sink as the hardware must be attached.
- Use of gazebo is included in park rental.

**Gazebo:** \$20 exclusive use rental fee (**without** park rental)

- Capacity: 10
- Amenities: painted white with rail and bench. Ideal for wedding ceremonies.

**Scout House:** \$55/3 hours, \$100/day

- Capacity: 25
- Tables: 6, with chairs
- Restroom located outside the building
- All deposits apply
- No kitchen facilities
- Rented on a case by case basis

## **PARK RULES & REGULATIONS**

### **General Use of Park and Recreation Areas:**

1. A person or persons shall not use abusive, threatening, boisterous, vile, obscene or indecent language or gestures.
2. Plants, wildlife and facilities are to be protected and no person shall deface, destroy or damage a District Park & Recreation Area.
3. Motorized vehicles are restricted to parking areas.
4. All litter must be placed in receptacles provided. If receptacles are not available, personal trash shall be carried away from the park.
5. Drinking of alcoholic beverages or use of drugs is prohibited in parks.
6. Park and Recreation areas are closed from 10:00 p.m. through 7:00 a.m. except with the **written authorization of the District Superintendent.**
7. Persons under the influence of alcohol or drugs are prohibited from the park.
8. No smoking or tobacco products allowed around District youth activities and all sport facilities.
9. No smoking is allowed in any district park or facilities.
10. No firearms are allowed on Park District property.

### **Animals:**

1. No horses allowed.
2. Dogs must be kept on a leash and you must clean up after your dog and dispose of feces properly.

### **Enforcement of Rules:**

1. The Superintendent or any employee of the Chehalem Park and Recreation District, and City, County, and State officers are vested with the authority to enforce these rules and regulations.
2. A person shall not interfere with any authorized person in enforcing these rules and regulations.
3. A person shall leave any District Park and Recreation area upon being directed to leave by any employee of the Chehalem Park and Recreation District, or any peace officer.
4. Violation of these rules and regulations is a misdemeanor punishable upon conviction by a fine not to exceed \$100 or imprisonment not to exceed five days or both.

ORS266.450

# CHEHALEM PARK & RECREATION DISTRICT

## Administration Office Rental Facilities

**125 S. Elliott Road  
Newberg, OR 97132**

<u>Room</u>	<u>Capacity</u>	<u>Non-Profit</u>	<u>Private Use</u>
Falconcrest Room	50 seated	\$ 22.00/hr	\$ 29.00/hr
White Oak Room	20 seated	14.00/hr	18.00/hr

**No alcohol or tobacco** allowed at the District Office.

**Standard Deposits** due at the time of key pickup.

Key deposit                                 \$150.00     given back to renter when key is returned

- Key must be returned within 72 hours to receive deposit refund.

Cleaning deposit                         \$300.00     given back to renter 10 days after rental

\*\*\*\*\*

**Square footage:**

- Falconcrest, 47 x 20', approximately 940 sq. ft
- White Oak, 19 x 24', approximately 456 sq. ft.

**Parking:** Parking is immediately outside the doors of the building that houses both rooms.

**Falconcrest Room:**

- 10 rectangular tables are available
- Approximately 40 chairs.
- Tables and chairs must be returned to their original position after your rental in complete.
- No tablecloths, dishes or flatware are provided.
- Falconcrest Room has a small kitchenette with refrigerator, microwave, and sink.
- Clean out microwave and refrigerator when finished and all left over food must be thrown away.
- Restroom access is within the room.

**White Oak Room:**

- 4 rectangular tables are available
- Approximately 20 chairs.
- Tables and chairs must be returned to their original position after your rental in complete.
- No tablecloths, dishes or flatware are provided. No kitchenette.
- Restroom access in the in outer hallway.

**Cleaning Requirements:** The building should be left in the same or better condition than what you found it.

- A percentage of your building cleaning deposit will be deducted if extra cleaning is required.
- Tables and chairs must be cleaned after use.
- All cleaning equipment and supplies will need to be provided by you.

Emergency Information: If you have an emergency or a serious question during your rental, the following people can be contacted: Office (503) 537-2909, Jim McMaster, Park & Facilities Supervisor (503) 209-2222, Jim Bernard, Park Coordinator (503) 209-0794 and Don Clements, District Superintendent (503) 537-4165.