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GARIBALDI CITY COUNCIL REGULAR MEETING

Via Zoom	https://us02web.zoom.us/j/81746530876	Meeting ID:	817 4653 0876
Via Phone	253-215-8782	Password:	074091

FRIDAY, MAY 16, 2025: 12:00 PM

AGENDA SESSION – Informal question and answer session with the City Manager. Members of the public are invited to attend and participate. (A quorum of the City Council may be present, but no vote will be taken, decision made, nor deliberation held on any City matter at this meeting.)

MONDAY, MAY 19, 2025: 5:30 PM

A. CONVENING OF MEETING/PLEDGE OF ALLEGIANCE

B. PRESENTATIONS

1. Middle Housing Presentation and Worksession (3J Consulting)

C. ITEMS TO BE ADDED TO THE AGENDA

D. PUBLIC HEARINGS

E. CONSENT CALENDAR

1. City Council Meeting Minutes
 - a. March 31, 2025, City Council Worksession
 - b. April 21, 2025 Regular City Council Meeting
2. Checks issued.

F. PUBLIC COMMENTS ON AGENDA ITEMS – Members of the public will each get up to three minutes (maximum may be lowered with Council approval) to comment on items on this agenda (except for public hearing items, which may only receive comment at that public hearing). The Council will not engage in back-and-forth conversation during this meeting. If you wish to speak, please sign up on the provided roster.

G. OLD BUSINESS

1. Planning Commission Appointments

H. NEW BUSINESS

1. Executive Session held pursuant to ORS 192.660(2)(f) to consider information or

records that are exempt by law from public inspection.

2. Resolution Delegating Public Meetings Law Grievance Response Authority to City Manager

I. ITEMS REMOVED FROM CONSENT AGENDA

J. CITY MANAGER'S REPORT

1. City Manager
2. Finance
3. Sheriff
4. Public Works
5. Fire
6. Planning
7. Library

K. COUNCIL REPORTS AND COMMENTS

- L. PUBLIC COMMENTS ON NON-AGENDA ITEMS** – Members of the public will each get up to three minutes (maximum may be lowered with Council approval) to comment on items not appearing on this agenda (except for public hearing items, which may only receive comment at that public hearing). The Council will not engage in back-and-forth conversation during this meeting. If you wish to speak, please sign up on the provided roster.

M. ADJOURNMENT



Garibaldi Middle Housing Overview Memo

BACKGROUND

The City of Garibaldi is working to implement middle housing code updates to fully meet state requirements for duplexes, triplexes, quadplexes, townhouses and cottage clusters. Garibaldi, like all Tillamook County jurisdictions, must take action to amend the development code and Comprehensive Plan policies by June 30, 2025 as directed by Senate Bill (SB) 406. The bill directs cities and unincorporated communities within Tillamook County served by water and sewer to permit all forms of middle housing—duplexes, triplexes, quadplexes, townhouses, and cottage clusters—in zones where single family dwellings are permitted, consistent with the state’s adopted rules for Middle Housing in Large Cities, which are implemented through state rules (OAR Division 660-046) and the Middle Housing Model Code (adopted by reference).

Proposed updates to the Garibaldi Municipal Code (GMC) have been developed based on a code audit and review that bring the City’s existing code into compliance with applicable state requirements and reflect the City’s preferred direction on key concepts. Minor text amendments to the City’s Comprehensive Plan are also proposed that align with the proposed code updates and support middle housing development.

CODE AUDIT & CONCEPTS

The code audit was the first step in identifying the needed Comprehensive Plan and municipal code updates and policy options for the City to consider how best to meet the state regulations. The audit was intended to identify areas where updates are needed to fully meet the state rules. The audit was refined with input from City officials, City staff, and stakeholder interviews with local developers.

The code audit reviewed zoning standards for middle housing in the City’s only residential zone, the Medium Density Residential (R-1) zone. The R-1 zone currently allows single-family dwellings and some middle housing: duplexes are permitted uses and multifamily developments, including triplexes, quadplexes, and potentially townhouses and cottage



May 12, 2025

clusters, are permitted conditionally. Because middle housing types were largely not defined or permitted specifically in the existing code, the main focus for code updates was to add middle housing standards subject to a combination of the City's existing standards for single-family dwellings and state standards specific to individual middle housing types.

City input and direction was required on a range of policy options. Each consideration, organized by code concept, is provided below.

Duplex, Triplex, Quadplex Configurations. *Consider permitting attached and detached duplexes to allow two structures on a lot, especially to create flexibility for existing homes. Consider allowing only attached triplexes and quadplexes, and allowing 3-4 detached units through the cottage cluster option instead, which would ensure site design standards like open space and circulation are addressed.*

Lot Coverage Standards. *Consider introducing a higher lot coverage standard for townhouses to reflect zero-lot line configurations.*

Number of Townhouses. *Consider allowing up to four attached townhouses to establish parity with scale of quadplexes and to focus on projects most able to be built by local contractors.*

Size of Cottage Clusters. *Consider setting a minimum of three cottages, with a moderate maximum of eight cottages.*

Size of Cottages. *Consider allowing two stories and setting a maximum floor area of 1,400 SF for flexibility and to allow cottages to serve the needs of first-time homebuyers, seniors and smaller households.*

Design Standards. *Consider adopting the Model Code design standards specific to middle housing, which have been vetted to be clear and objective and to address common design issues for middle housing.*



May 12, 2025

PROPOSED CHANGES

The following table summarizes the proposed Municipal Code and Comprehensive Plan changes to implement the middle housing code audit findings and direction on key concepts provided by the City. Please see the attached documents to review all track changes.

Summary of Proposed Code and Plan Changes

Code Section	Key Changes
GMC Chapter 17.00 Expedited and Middle Housing Land Divisions (NEW)	<ul style="list-style-type: none"> Added a new chapter. The chapter included a purpose; applicability; procedures; criteria of approval for expedited land division; criteria of approval for middle housing land division; conditions of approval for both expedited and middle housing land division; and the final plat for both expedited and middle land division.
GMC Ch. 17.25 General Regulations and Design Standards	<p>17.25.050 Building sites.</p> <ul style="list-style-type: none"> Access standards to townhouses updated. Townhouse lots shall abut upon a street for a width of at least 20 feet.
GMC Ch. 18.05 Introductory Provisions	<p>18.05.030 Definitions.</p> <ul style="list-style-type: none"> Updated definitions for middle housing terms and related residential dwelling terms, including ‘sufficient infrastructure’ and ‘townhouse project’.
GMC Ch. 18.15 Medium Density Residential Zone R-1	<p>18.15.010 Purpose.</p> <ul style="list-style-type: none"> Clarify purpose statement for the R-1 zone to expand residential types and densities allowed in zone. <p>18.15.020 Uses permitted outright.</p> <ul style="list-style-type: none"> Removed reference to ‘family’ throughout plan chapters. Permitted triplex, quadplex, townhouse, and cottage cluster dwellings. Removed ‘accessory dwelling’ definition. <p>18.15.040 Standards and criteria.</p>



May 12, 2025

Code Section	Key Changes
	<ul style="list-style-type: none"> Added new minimum lot sizes specific to quadplexes, cottage clusters and townhouses.
GMC Ch. 18.25 Commercial Zone C-1	<p>18.25.030 Conditional uses permitted.</p> <ul style="list-style-type: none"> Added quadplex as a conditional use. <p>18.25.040 Standards.</p> <ul style="list-style-type: none"> Added quadplex standards and updated unit amount to ‘four’.
GMC Ch. 18.90 Access Requirements	<p>18.90.010 Access requirements.</p> <ul style="list-style-type: none"> Added access requirements to townhouses. Townhouse lots shall abut upon a street, lane, or alley for a width of at least 20 feet.
GMC Ch. 18.110 Multifamily, Triplex, Quadplex, Townhouse and Cottage Cluster Standards	<p>18.110.010 Multifamily standards</p> <ul style="list-style-type: none"> Removed ‘condominium’ or ‘apartment structure’ from multifamily dwelling introduction. <p>18.110.020 Triplex and quadplex standards.</p> <ul style="list-style-type: none"> Included design standards for entry orientation, minimum window coverage, and garage and driveway widths, with accompanying graphics from Model Code. Added standards to allow conversions of existing dwellings into triplexes and quadplexes. <p>18.110.030 Townhouse standards.</p> <ul style="list-style-type: none"> Added standards for ‘sufficient infrastructure’, common area maintenance, and attachment maximum. Included design standards for entry orientation, minimum window coverage, and garage and driveway widths, with accompanying graphics from Model Code. <p>18.110.040 Cottage cluster standards.</p>



May 12, 2025

Code Section	Key Changes
	<ul style="list-style-type: none"> • Refined existing cottage cluster standards to better reference existing local code standards, add specificity to some generic Model Code language. • Added Model Code graphics to illustrate standards.
GMC Ch. 18.125 Automobile Parking Standards	18.125.030 Vehicle parking – Minimum standards by use. <ul style="list-style-type: none"> • Clarified existing minimum of one space per unit applies to all middle housing types.
GMC Ch. 18.135 Accessory Structures	18.135.010 Accessory structures. <ul style="list-style-type: none"> • Clarified short-term rental requirements of an accessory structure. • Removed minimum parking requirements for accessory structures.
Garibaldi Comprehensive Plan VI.B.5.a Housing Findings Policies	<ul style="list-style-type: none"> • Updated future housing types to include single-unit, duplex, triplex, quadplex, townhouse, cottage cluster, multi-family, and manufactured dwellings.



MEMO

DATE: February 18, 2025
TO: City of Garibaldi
FROM: Elizabeth Decker, JET Planning
SUBJECT: Middle Housing Code Analysis (Final)
ATTACHED: Comparative Review of State Rules and City Development Code

I. PURPOSE & BACKGROUND

This analysis is developed to inform the City of Garibaldi's actions to implement middle housing code updates to fully meet state requirements for duplexes, triplexes, quadplexes, townhouses and cottage clusters. The City and all Tillamook County jurisdictions must take action to amend the development code and Comprehensive Plan policies by June 30, 2025 as directed by Senate Bill (SB) 406. The bill, adopted in 2023, includes several provisions expand housing options within Tillamook County by permitting middle housing and planning comprehensively for housing needs. The bill directs cities and unincorporated communities within Tillamook County served by water and sewer to permit all forms of middle housing—duplexes, triplexes, quadplexes, townhouses, and cottage clusters—in residential zones where single family dwellings are permitted, consistent with the state's adopted rules for Middle Housing in Large Cities which are implemented through state rules (OAR Division 660-046) and Middle Housing Model Code adopted by reference.

This code audit is the first step to identify needed Comprehensive Plan and zoning code updates and policy options for City to consider how best to meet the state regulations. This audit is intended to identify areas where updates are needed to fully meet the state rules. This final code audit incorporates code concepts to meet the middle housing rules that reflect the preferred direction of City officials, City staff and stakeholders engaged in the process to date.

This project is partially funded by a grant from the Department of Land Conservation and Development (DLCD) financed in part by State of Oregon funds. The contents of this document do not necessarily reflect views or policies of the State of Oregon.

II. KEY AUDIT FINDINGS

The code audit reviewed zoning standards for middle housing in the City's only residential zone, the Medium Density Residential (R-1) zone. The R-1 zone currently allows single-family dwellings and some middle housing: duplexes are permitted uses and multifamily developments, including triplexes, quadplexes, and potentially townhouses and cottage clusters, are permitted conditionally. Full findings are detailed in Attachment A, and Table 1 summarizes the key findings for each middle housing type. Because middle housing types are largely not defined or permitted specifically in the existing code, the main focus for code updates will be to add middle housing standards subject to a combination of the City's existing standards for single-family dwellings and state standards specific to individual middle housing types.

Table 1: Summary of Middle Housing Audit Findings

	Duplex	Triplex	Quadplex	Cottage Cluster	Townhouses
Definitions	Meets	Not defined ¹	Not defined ¹	Not defined	Not defined
Uses Permitted	Allowed	Allowed conditionally (as multifamily)	Allowed conditionally (as multifamily)	Not allowed, allow outright	Not allowed, allow outright
Minimum Lot Size	Reduce from 7,500 SF to 5,000 SF, same as single-family	Reduce from 10,000 SF to 5,000 SF	Reduce from 11,500 SF to 7,000 SF	Not specified; adopt 7,000 SF standard	Not specified; adopt 1,500 SF standard
Density maximums	N/a, no maximum densities applied in zone				Can apply max equal to 4x single-family ²
Setbacks	Single-family setbacks apply	Apply existing single-family setbacks rather than multifamily setbacks	Apply existing single-family setbacks rather than multifamily setbacks	Apply single-family standards	Apply single-family standards, with 0-ft interior side setback
Maximum Height	Apply single-family standard, 24 ft	Can apply same 24-ft height through exception ²		Apply single-family standard, 24 ft, or introduce lower height	Apply 24-ft single-family standard, or increase to 35 ft if ground-floor garage required

	Duplex	Triplex	Quadplex	Cottage Cluster	Townhouses
Off-Street Parking	Reduce 3 spaces per duplex to 2	Replace multifamily standard based on bedrooms (1-2 spaces per unit) with 1 space per dwelling standard			
Design Standards	N/a, none apply to single-family	Exempt from multifamily design standards			
		Opportunity to add Model Code standards specific to each type (See Section III below)			
Key:	Meets rules	Partially meets rules	Does not meet rules or new standards needed	Local policy option	

1. Falls under broader definition of “Dwelling, multifamily,” any use with three or more dwellings, but not defined separately.
2. While a 1,500-SF minimum average lot size must technically be permitted, the City can also apply a maximum density that effectively allows four townhouse lots per single-family lot (or a max of 1,750 SF, whichever is greater) and thus increases the effective minimum lot size. For the R-1, effective townhouse minimum average lot sizes could be set at 1,750 SF.

III. POLICY & IMPLEMENTATION OPTIONS

Code updates to fully implement middle housing requirements will be developed to address the audit findings. The audit findings noted opportunities to address the minimum compliance standards in OAR Chapter 660, Division 46, and in some cases, to exceed those rules by incorporating aspects of the Model Code, or other options in between. Planning Commission provided initial policy direction on some code concepts at their October 28, 2024, meeting as noted below, and further discussions can refine outstanding code concepts to ensure that implementation meets local priorities. Consultant recommendations are provided on each topic that ensure minimum compliance, reflect Planning Commission feedback where provided, and highlight potential further refinement if desired.

- **Duplex, Triplex, Quadplex Configurations.** Duplexes, triplexes and quadplexes have traditionally required all units to be part of a single structure, in a “attached” configuration. Optionally, allowing “detached” configurations with 2-4 separate structures on a lot could provide greater flexibility particularly for lots with an existing single-family home, however, it could create overlap between different types of middle housing where, for example, a detached quadplex is difficult to distinguish from a four-unit cottage cluster.
 - **Recommendation:** Allow attached structures to minimize overlap with other middle housing types with initial implementation, unless there is strong interest to explore

*detached options. The City could specifically consider permitting attached and detached duplexes to allow two structures on a lot, especially to create flexibility for existing homes. **Option for further City discussion and refinement.***

- **Lot Coverage Standards.** Maximum lot coverage standards can address overall building massing as well as limiting impervious surfacing. The City permits a uniform 50% lot coverage for all R-1 development. The City can retain a single lot coverage standards that applies to single family dwellings as well as middle housing, or apply differentiated lot coverage standards with greater coverage permitted for middle housing, particularly townhouses where 50% of a 1,500-SF lot allows only 750 SF coverage for all impervious surfaces. Allowing greater lot coverage for middle housing can increase development feasibility and serve as an incentive to develop additional units, especially given that the City's lot coverage definition includes not just building coverage but all impervious surfaces such as driveways.
 - **Recommendation:** *Apply the existing 50% maximum lot coverage standard to all middle housing, which partially addresses Planning Commission concerns about stormwater runoff by not permitting larger structures than single-family dwellings.*
- **Number of Townhouses:** A minimum of four attached townhouses must be permitted; four townhouses can be built under the single-family residential building code rather than the more complex specialty building code, which makes four-unit structures a more common type. Additionally, cities can permit greater than four attached townhouses, in some or all zones, or have no maximum number specified in code for greater flexibility.
 - **Recommendation:** *Allow up to four attached townhouses to establish parity with scale of quadplexes and to focus on projects most able to be built by local contractors. No additional Planning Commission feedback provided.*
- **Townhouse Height:** There are two options for townhouse maximum height standards. Townhouses must either be subject to the same 24-foot (two-story) height limit that applies to single-family dwellings with no garage requirement, or be allowed up to a maximum of 35 feet (three stories) with a requirement for a ground-floor garage.
 - **Recommendation:** *Planning Commission voiced support for ground-floor parking requirements, which can be specifically applied to townhouses if additional height is permitted. **Planning Commission should provide further direction on whether to pursue the higher height; otherwise, apply existing 24-foot height maximum.***
- **Size of Cottage Clusters.** Cottage clusters can require a minimum of three, four, or five cottages within each cluster; allowing clusters as small as three cottages would add a clear option for three or more detached homes on a lot or alternatively, requiring a minimum of five can eliminate any overlap with triplexes and quadplexes. Cottage

clusters must allow at least eight cottages per common courtyard, with multiple clusters allowed on a site. A jurisdiction can allow a greater number of cottages such as 12 or 16 clustered around a common courtyard, or can set no regulatory maximum in favor of allowing flexibility on the site. The site design logistics of arranging cottages to front on to the common courtyard tends to create natural limits to the number of cottages per cluster, but there can be variation depending on the site geometry.

- **Recommendation:** *Set a minimum of three cottages, with a maximum of eight cottages. Planning Commission noted that there are few larger sites available, and would support a lower maximum number of cottages in line with smaller lots.*
- **Size of Cottages.** The state rules establish a 900-SF maximum building footprint for cottages, with flexibility for jurisdictions to limit total size to one-story/900 SF or to allow two stories/up to 1,800 SF, or somewhere in between. For example, the state Model Code allows a maximum average size of 1,400 SF per cottage for more flexibility with some larger and some smaller cottages, and other communities have picked a maximum or maximum average size of 1,200 or 1,600 SF which can provide more flexibility to add units with several bedrooms and/or a mix of cottage sizes.
 - **Recommendation:** *Allow two stories and set the maximum floor area at 1,400 SF, in line with smaller scale of homes in Garibaldi as noted by Planning Commission.*
- **Design Standards.** The City does not have any existing residential building design standards beyond limited siting standards for multifamily or apartment developments. There are two categories of design standards that can be applied to middle housing: Model Code standards for triplexes, quadplexes, townhouses and cottage clusters, and any clear and objective design standards that apply to single-family dwellings. The standards for triplexes, quadplexes and townhouses address entry orientation, unit definition, minimum window coverage, garages and off-street parking area size and location. The standards for cottage clusters address site design issues including provision of open space, orientation to the open space, pedestrian connectivity, and parking lot location and screening.
 - **Recommendation:** *Adopt the Model Code design standards specific to middle housing, which have been vetted to be clear and objective and to address common design issues for middle housing.*

IV. FUTURE DIRECTION

This final analysis will inform the draft code updates in line with City direction. The draft code updates will be discussed at an upcoming City work session in April to confirm direction and further refine the City's preferred approach to middle housing implementation.

Attachment A: Middle Housing Code Analysis for Garibaldi

The following table details how the state rules for middle housing (OAR 660-046) and middle housing land division (ORS 92.031) intersect with the City of Garibaldi’s existing residential zoning code standards in Titles 17 and 18 of the Garibaldi Municipal Code (GMC). There are also aspects of the Large Cities Middle Housing Model Code noted where they are referenced in the state rules, or provide an alternative to the rules for City consideration. Analysis also addresses the existing Comprehensive Plan policies to identify any conflicts with the proposed code changes. The table details whether changes to the code and policies are needed to implement the state rules, including alternatives for how to meet applicable rules for the City’s consideration.

The code audit findings are color coded as follows:

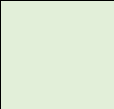

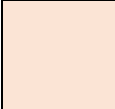

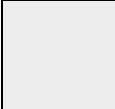
	Meets rule		Partially meets rule; additional factors for consideration		Does not meet rule		Policy direction needed to consider alternatives		Further analysis needed
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Table A: Land Use Requirements for Middle Housing

Rule	City Code & Policies	Analysis
1. DEFINITIONS		
Family definitions , if used, cannot impose occupancy limits based on the familial or nonfamilial relationship status of occupants. <i>ORS 90.112</i>	Family is defined as: “an individual or two or more persons related by blood, marriage, legal adoption, guardianship, or one or more persons living together as one housekeeping unit, using one kitchen, and providing meals or lodging.” <i>GMC 18.05.030</i>	Recommend deleting ‘family’ definition and amended all dwelling definitions to refer to the number of dwelling units rather than number of families.
--	Dwelling Unit defined as: “one or more rooms in a building that are designed for occupancy by one family and that have cooking and sanitary facilities, but not including space in a structure or vehicle	Definition refers to “occupancy by one family,” which is problematic. Recommend replacing with “one or more rooms in a building that a designed for occupancy by one or more persons...” for compliance with above.

Rule	City Code & Policies	Analysis
	designed for camping or other temporary occupancy such as a hotel, motel, or recreational vehicle.” <i>GMC 18.05.030</i>	
Define single-family dwelling as a single dwelling unit on a lot or parcel. <i>OAR 660-046-0020(5)</i>	Dwelling, Single Family defined as: “a detached building containing one dwelling unit and designed for occupancy by one family only.” <i>GMC 18.05.030</i>	Occupancy refers to one “family,” which is tied to problematic definition. Recommend defining as a single dwelling unit rather than referencing family occupancy.
Define duplex as two dwelling units on a lot or parcel, either limited to attached units or allowing two detached units. <i>OAR 660-046-0020(6)</i>	Dwelling, Two Family (Duplex) defined as: “a detached building containing two dwelling units and designed for occupancy by two families.” <i>GMC 18.05.030</i>	Occupancy refers to two “families,” which is tied to a problematic definition. Recommend defining it as two dwelling units rather than referencing family occupancy. Add clarification that duplex is exclusive of a single-family dwelling with an accessory dwelling unit.
		Option for City to consider permitting detached units as well as attached units.
Define triplex as three dwelling units on a lot or parcel, either limited to attached units or allowing three detached units. <i>OAR 660-046-0020(19)</i>	Not separately defined, falls under Dwelling, Multifamily definition.	Does not meet, add triplex-specific definition consistent with statute.
		Option for City to consider permitting detached units as well as attached units.
Define quadplex as four dwelling units on a lot or parcel, either limited to attached units or allowing four detached units. <i>OAR 660-046-0020(14)</i>	Not separately defined, falls under Dwelling, Multifamily definition.	Does not meet, add quadplex-specific definition consistent with statute.
		Option for City to consider permitting detached units as well as attached units.

Rule	City Code & Policies	Analysis
--	“Dwelling, Multifamily” means a building, or portion thereof, designed for occupancy by three or more families living independently of each other. <i>GMC 18.05.030</i>	Overlaps with definitions for triplexes and quadplexes; revise to reference five or more units. Occupancy refers to number of families, which is tied to problematic definition. Recommend defining by the number of dwelling units rather than number of families.
Define townhouse as a dwelling unit that is part of a row of two or more attached dwelling units, where each unit is located on an individual lot or parcel and shares at least one common wall with an adjacent unit. <i>OAR 660-046-0020(17)</i>	Not defined.	Does not meet, add definition consistent with statute.
Define townhouse project as one or more townhouse structures constructed, or proposed to be constructed, together with the development site where the land has been divided, or is proposed to be divided, to reflect the townhouse property lines and any commonly owned property. <i>OAR 660-046-020(18)</i>	Not defined.	Does not meet, add definition consistent with statute.
Define cottage cluster as a grouping of no fewer than four detached dwelling units per acre with a footprint of	Not defined.	Does not meet, add definition consistent with statute.

Rule	City Code & Policies	Analysis
less than 900 square feet each that includes a common courtyard, that may be located on a single lot or parcel, or on individual lots or parcels. <i>OAR 660-046-0020(2)</i>		
Define middle housing to include duplexes, triplexes, quadplexes, cottage clusters and townhouses. <i>OAR 660-046-0020(12)</i>	Not defined.	Does not meet, add definition consistent with statute.
Define sufficient infrastructure to include public sewer and water systems, public or private street access, and storm drainage facilities capacity of meeting established service levels. <i>OAR 660-046-0020(16)</i>	Not defined.	Does not meet, add definition consistent with statute.
Define middle housing land division as a partition or subdivision of a lot or parcel on which the development of middle housing is allowed under ORS 197.758(2) or (3). <i>ORS 92.031(1)</i>	Not defined.	Does not meet, add definition consistent with statute.
2. ALLOWED USES & LAND USE DISTRICTS		
Duplexes must be permitted on residential-	Single family and duplex uses permitted outright in the Medium Residential Zone (R-1). <i>GMC 18.15.020</i>	Meets rules.

Rule	City Code & Policies	Analysis
<p>zoned lots that permit single-family dwellings. OAR 660-046-0105(1) Cities must apply the same approval process to duplexes as applies to single family dwellings in the same zone. OAR 660-046-0115</p>		
<p>Triplexes, quadplexes, townhouses and cottage clusters must be permitted in residential zones that permit single-family dwellings. OAR 660-046-0205(2) Cities must apply the same approval process to middle housing as applies to single family dwellings in the same zone. OAR 660-046-0215</p>	<p>Multifamily uses, which include triplexes and quadplexes, permitted conditionally in the Medium Residential Zone (R-1). GMC 18.15.030(A)</p>	<p>Does not meet, triplexes, quadplexes, townhouses and cottage clusters should be permitted outright, the same as single family.</p> <p>Note: ORS 197A.400(1) requires that city apply only “clear and objective” standards and procedures to residential uses, thus multifamily uses must be permitted outright rather than conditionally. The City should review multifamily standards separate from this project.</p>
--	<p>Purpose of the R-1 zone is described as providing “an area of primarily single-family homes, duplexes and manufactured homes, with apartments allowed as a conditional use.” GMC 18.15.010</p>	<p>Recommend listing middle housing among the types of activities permitted. See above note about allowing multifamily without conditional review.</p>
--	<p>Duplex, triplex or multifamily dwellings are permitted conditionally in Commercial Zone (C-1) GMC 18.25.030</p>	<p>While the middle housing requirements do not apply to commercial zones, the proposed revisions to the multifamily definition to add separate triplex and quadplex definitions would</p>

Rule	City Code & Policies	Analysis
		necessitate expanding this use category to include quadplexes.
3. SITING STANDARDS		
Minimum lot size for a duplex cannot be any larger than that required for a single-family dwelling in the same zone. <i>OAR 660-046-0120(1)</i>	R-1: The minimum lot size for single family dwellings is 5,000 square feet, while the minimum lot size for duplexes is 7,500 square feet. <i>GMC 18.15.040</i>	Does not meet, apply the same 5,000-SF minimum lot size for single-family dwellings to duplexes.
Minimum lot size for a triplex cannot be any larger than that required for a single-family dwelling in the same zone, or 5,000 SF, whichever is greater. <i>OAR 660-046-0220(2)(a)(A)</i>	R-1: The minimum lot size for a triplex is 10,000 square feet., compared to 5,000 square feet for single-family dwellings. <i>GMC 18.15.040</i>	Does not meet, apply the same 5,000-SF minimum lot size for single-family dwellings to triplexes.
Minimum lot size for a quadplex cannot be any larger than that required for a single-family dwelling in the same zone, or 7,000 SF, whichever is greater. <i>OAR 660-046-0220(2)(a)(B)</i>	R-1: The minimum lot size for multifamily dwellings (four or more dwelling units) is 10,000 square feet for the first three dwelling units and 1,500 square feet for each dwelling unit thereafter, so 11,500 for a quadplex. <i>GMC 18.15.040</i>	Does not meet, add 7,000-SF minimum lot size specific to quadplexes. Revise language for multifamily dwellings to remove “structures containing four or more dwelling units”
Minimum average lot size for a townhouse cannot be greater than 1,500 SF. Separate minimums may apply to internal, external and corner lots if they average 1,500 SF or less. <i>OAR 660-046-0220(3)(a)</i>	R-1: The minimum lot size for a triplex shall be 10,000 square feet. The minimum lot size for multifamily dwellings, structures containing four or more dwelling units shall be 10,000 square feet for the first three dwelling units and 1,500 square feet for each dwelling unit thereafter. <i>GMC 18.15.040</i>	Does not meet, introduce new minimum lot size of 1,500 SF or less for townhouses.

Rule	City Code & Policies	Analysis
Minimum lot size for a cottage cluster cannot be any larger than that required for a single-family dwelling in the same zone, or 7,000 SF, whichever is greater. <i>OAR 660-046-0220(4)(a)</i>	R-1: The minimum lot size for a triplex shall be 10,000 square feet. The minimum lot size for multifamily dwellings, structures containing four or more dwelling units shall be 10,000 square feet for the first three dwelling units and 1,500 square feet for each dwelling unit thereafter. <i>GMC 18.15.040</i>	Does not meet, introduce 7,000-SF minimum lot size requirement specific to cottage clusters.
Minimum street frontage for townhouse lots may not exceed 20 feet. <i>OAR 660-046-0220(3)(b)</i>	R-1: The minimum lot width shall be 30 feet. <i>GMC 18.15.040</i> Every lot shall abut a street, lane, or alley for at least 25 feet, or have vehicular access or easement. <i>GMC 18.90.010</i> Each lot or parcel must abut a street or alley for at least 25 feet. <i>GMC 17.25.050(B)</i>	Does not meet rule. Introduce either a minimum lot width of 20 ft for townhouses, or a more precise minimum street frontage of 20 ft in the R-1 and subdivision standards.
Minimum lot width for a cottage cluster cannot be greater than required for a single family dwelling in the same zone. <i>OAR 660-046-0220(4)(b)</i>	R-1: The minimum lot width shall be 30 feet. <i>GMC 18.15.040</i>	Meets rule.
Density maximums cannot be applied to a duplex, a triplex or quadplex, or a cottage cluster. <i>OAR 660-046-0120(2), 660-046-0220(2)(b), 660-046-0220(4)(c)</i>	R-1: Not specified.	Meets rule; continue to rely on minimum lot sizes to address intensity of development rather than densities.

Rule	City Code & Policies	Analysis
Density maximums for townhouses must be at least four times the maximum density permitted for single-family dwellings in the same zone, or 25 units per acre, whichever is less. <i>OAR 660-046-0220(3)(c)</i>	R-1: Not specified.	Meets rule. Along with new townhouse minimum lot size in GMC 18.15.040, add standard that, “The maximum density for townhouses shall not exceed four dwelling units per 7,000 square feet.” (equivalent to 25 units per acre)
Cottage clusters must meet a minimum density of four units per acre. <i>OAR 660-046-0220(4)(c)</i>	R-1: Not specified.	Does not meet rule; introduce new minimum density for cottages.
Setbacks for a duplex, triplex or quadplex cannot be any greater than those required for a single-family dwelling in the same zone. <i>OAR 660-046-0120(3), 660-046-0220(2)(c)</i>	R-1: Setbacks of 10 feet for the front yard and 5 feet for the side and rear except on street side that will be 10 feet. <i>GMC 18.15.040</i> Multifamily setbacks of 5-15 feet apply to triplexes and quadplexes. <i>GMC 18.110.010(E)</i>	Meets rule for duplexes. Does not meet rule for triplexes and quadplexes, which should be subject to same single-family setbacks.
Setbacks for a townhouse cannot be any greater than those required for a single-family dwelling in the same zone and must allow 0-ft side setbacks where townhouses are attached. <i>OAR 660-046-0220(3)(d)</i>	R-1: Setbacks of 10 feet for the front yard and 5 feet for the side and rear except on street side that will be 10 feet. <i>GMC 18.15.040</i>	Meets rule. Does not meet rule for 0-ft interior side setbacks, which should be added.

Rule	City Code & Policies	Analysis
Setbacks for a cottage cluster cannot be any greater than those required for a single-family dwelling in the same zone and no perimeter setback can be greater than 10 ft. <i>OAR 660-046-0220(4)(d)</i>	R-1: Setbacks of 10 feet for the front yard and 5 feet for the side and rear except on street side that will be 10 feet. <i>GMC 18.15.040</i>	Meets rule, apply existing setbacks to cottage clusters.
Maximum height standard for a duplex cannot be any lower than that required for a single-family dwelling in the same zone. <i>OAR 660-046-0120(4)</i>	R-1: Maximum height of 24 ft is the same for all residential development. <i>GMC 18.15.040 (H)</i>	Meets rule, apply existing height limit to duplexes.
Maximum height standard for a triplex or quadplex cannot be any lower than that required for a single-family dwelling in the same zone, or 25 ft or two stories, whichever is greater. <i>OAR 660-046-0220(2)(d)</i>	R-1: Maximum height of 24 ft is the same for all residential development. <i>GMC 18.15.040 (H)</i>	Meets rule, with additional findings in adoption staff report to support 24-ft height as an alternative siting and design standard under <i>OAR 660-046-0235</i> .
Maximum height standard for a townhouse cannot be any lower than that required for a single-family dwelling in the same zone, and must allow at least two stories or at least three stories if covered or structured parking is required. <i>OAR 660-046-0220(3)(e)</i>	R-1: Maximum height of 24 ft is the same for all residential development. <i>GMC 18.15.040 (H)</i> . Parking in a garage or carport is not required for dwellings. <i>GMC 18.125.090 (A)</i>	Meets rule, 24 ft allows two stories. Option for City to consider increasing maximum height to 35 ft (three stories) with requirement for parking in a garage or carport.

Rule	City Code & Policies	Analysis
Maximum height standard for a cottage cluster not regulated. <i>OAR 660-046-0220(4)</i> Model Code allows 25 ft or two stories, whichever is greater. <i>Section 5(B)(6)</i>	R-1: Maximum height of 24 ft is the same for all residential development. <i>GMC 18.15.040 (H)</i>	Meets rule and Model Code to apply existing height standard.
Lot coverage for a duplex, triplex or quadplex, or townhouse cannot be any less than that required for a single-family dwelling in the same zone. <i>OAR 660-046-0120(6), 660-046-0220(2)(f), 660-046-0220(3)(g)</i>	R-1: The total amount of the lot on which structures and other impervious surfaces may be constructed shall not exceed 50 percent. <i>GMC 18.15.040(I)</i> “Lot area coverage” means the maximum amount of the lot which can be covered with structures, including carports, porches and other attachments, but not parking areas, patios, decks or other surface-level improvements. <i>GMC 18.06.040</i>	Meets rule.
No minimum lot coverage can be applied to cottage clusters. <i>OAR 660-046-0220(4)(g)</i>	R-1: The total amount of the lot on which structures and other impervious surfaces may be constructed shall not exceed 50 percent. <i>GMC 18.15.040(I)</i>	Does not meet rule; cottages should be exempt from maximum lot coverage standard.
At least two attached townhouses must be required and at least four attached townhouses must be allowed. <i>OAR 660-046-0205(4)c)</i>	There are no townhouse standards in code.	Does not meet rule, add standard allowing a minimum of two and a maximum of four attached townhouses.

Rule	City Code & Policies	Analysis
The minimum number of cottages in a cluster can be three, four or five, or no minimum. <i>OAR 660-046-0205(4)(d)(A)</i>	There are no cottage cluster standards in code.	Add standard establishing a minimum of three cottages per cluster, or as otherwise directed by City.
The maximum number of cottages per common courtyard cannot be less than eight, or no maximum. <i>OAR 660-046-0205(4)(d)(B)</i>	There are no cottage cluster standards in code.	Add standard establishing a maximum of eight cottages per common courtyard, or as otherwise directed by City.
A maximum building footprint of 900 SF must apply to cottages , and a maximum dwelling size may also apply. Up to 200 SF may be exempted from the maximum building footprint for an attached garage, and no detached garages or other structures may be included in the footprint calculation. <i>OAR 660-046-0220(4)(e)</i>	There are no cottage cluster standards in code.	Does not meet rule; introduce new maximum building footprint of 900 SF for cottages, with allowed garage area exemption, and a maximum floor area of 1,400 SF, or as otherwise directed by City.
4. PARKING & ACCESS STANDARDS		
No more than two total parking spaces can be required for duplexes. <i>OAR 660-046-0120(5)</i>	3 spaces required per duplex. <i>GMC 18.125.030</i>	Does not meet rule; revise standard to two total spaces per duplex.
No more than three total parking spaces can be required for triplexes , on lots 5,000 SF and larger.	1 space per studio or 1-bedroom unit 1.5 spaces/unit per 2-bedroom unit 2 spaces/unit per 3-bedroom or larger unit <i>GMC 18.125.030</i>	Does not meet rule; introduce triplex standard of three total spaces regardless of unit size.

Rule	City Code & Policies	Analysis
<i>OAR 660-046-0220(2)(e)(A)(iii)</i>		
No more than four total parking spaces can be required for quadplexes , on lots 7,000 SF and larger, or fewer spaces on smaller lots. <i>OAR 660-046-0220(2)(e)(B)</i>	1 space per studio or 1-bedroom unit 1.5 spaces/unit per 2-bedroom unit 2 spaces/unit per 3-bedroom or larger unit <i>GMC 18.125.030</i>	Does not meet rule; introduce quadplex standard of four spaces regardless of unit size.
Triplex and quadplex parking may be allowed but cannot be required to be provided in a garage or carport . <i>OAR 660-046-0220(2)(e)(D)</i>	There are no requirements for triplex and quadplex parking to be provided in a garage or carport. <i>GMC 18.125.030</i>	Meets rule.
Triplex and quadplex driveway widths may be limited to the same width as single-family dwelling driveways, or allowed up to 32 feet combined width across one or more driveways. <i>OAR 660-046-0225(1)(c), Model Code Section 3(C)(5)</i>	There are no driveway widths specific to the type of residential use; all driveways must meet the parking design standards. <i>GMC 18.125.090</i>	Meets rule, but does not provide meaningful driveway standards. Consider adding Model Code provisions for driveway widths and number of driveways per lot for triplexes and quadplexes.
No more than one parking space can be required per townhouse . <i>OAR 660-046-0220(3)(f)(A)</i>	Townhouse parking ratio is not specified. <i>GMC 18.125.030</i>	Does not meet, add parking standard for one space per townhouse.
A maximum of one driveway, which may but cannot be required to a	There are no driveway widths specific to residential uses; all driveways must meet the parking design standards. <i>GMC 18.125.090</i>	Meets rule, but does not provide meaningful driveway standards.

Rule	City Code & Policies	Analysis
shared driveway, must be permitted per townhouse. Townhouse driveway maximum width may be limited to 12 ft or the same width as single-family dwelling driveways, whichever is less. <i>OAR 660-046-0225(1)(c), Model Code Section 4(C)(4)(a)</i>		Consider adding Model Code provisions for 12-ft wide driveways for townhouses. Note: Alley access or consolidated driveways cannot be required for townhouses unless the minimum lot frontage is less than 15 feet. <i>Model Code Section 4(C)(4)(b)</i>
The same off-street parking, surfacing, dimensional, landscaping, access, and circulation standards must be applied to triplexes, quadplexes and townhouses as apply to single family dwellings. <i>OAR 660-046-0220(2)(e)(E), 660-046-0220(3)(f)(C)</i>	All off-street parking spaces shall be improved to conform to city standards for surfacing, storm water management, and striping. <i>GMC 18.125.090</i> Every lot shall abut a street, lane, or alley for at least 25 feet, or have vehicular access or easement. <i>GMC 18.90.010</i> Access. Each lot and parcel shall abut upon a street other than an alley for a width of at least 25 feet. <i>GMC 17.25.050.B</i>	Substantially meets rule. Add exception for maximum 20-ft townhouse lot frontage standard as noted in Section 3.
No more than one parking space can be required per cottage in a cluster. <i>OAR 660-046-0220(4)(f)(A)</i>	Cottage cluster parking ratio is not specified. <i>GMC 18.125.030</i>	Does not meet, add parking standard for one space per cottage in a cluster.
Cottage parking may be allowed but cannot be required to be provided in a garage or carport. <i>OAR 660-046-0220(4)(f)(B)</i>	Mandates for construction of a garage or carport for cottage parking are not specified.	Meets rule.
Parking design standards for cottages may regulate clustered parking, parking	General parking standards address lighting and screening for all uses; there are no	Consider adding Model Code standards for cottage parking lot design.

Rule	City Code & Policies	Analysis
location and access, screening, garages and carports. <i>Model Code Section 5(C)(6)</i>	parking design standards specified for cottage clusters. <i>GMC 18.125.080</i>	
On-street parking may be counted towards required parking for all middle housing types. <i>OAD 660-046-0120(5), 660-046-0220(2)(e)(C), 660-046-0220(3)(f)(B), 660-046-0220(4)(f)(C)</i>	On-street parking may be counted towards the minimum parking standards for all uses. <i>GMC 18.125.050</i>	Meets rule, would allow on-street parking for middle housing to count toward required minimums.
5. DESIGN STANDARDS		
Only the same clear and objective design standards that are applied to single family dwellings may be applied to duplexes , if any. <i>OAD 660-046-0125(1)</i>	None specified for single-family dwellings or duplexes. <i>GMC 18.15.040</i>	Meets rule.
Model Code design standards for entry orientation, minimum window coverage, garages and off-street parking areas may be applied to triplexes and quadplexes , or the same clear and objective design standards that are applied to single family dwellings, if any. <i>OAD 660-046-0225(1), Model Code Section 3(C)</i>	No design standards specified for single-family dwellings or for triplexes and quadplexes. <i>GMC 18.15.040, 18.110.010</i>	Meets rule. Consider adopting some or all of the Model Code design standards specific to triplexes and quadplexes.

Rule	City Code & Policies	Analysis
<p>Model Code design standards for entry orientation, unit definition, and minimum window coverage may be applied to townhouses, or the same clear and objective design standards that are applied to single family dwellings, if any. <i>OAR 660-046-0225(1), Model Code Section 4(C)</i></p>	<p>No design standards specified for single-family dwellings or townhouses. <i>GMC 18.15.040</i></p>	Meets rule.
		Consider adopting some or all of the Model Code design standards specific to townhouses.
<p>Model Code design standards for cottage orientation, common courtyards, community buildings, pedestrian access, windows, parking design and existing structures may be applied to cottages, or the same clear and objective design standards that are applied to single family dwellings, if any. <i>OAR 660-046-0225(1), Model Code Section 5(C)</i></p>	<p>No design standards specified for cottage clusters. <i>GMC 18.15.040</i></p>	Meets rule.
		Consider adopting some or all of the Model Code design standards for cottage clusters.

Rule	City Code & Policies	Analysis
6. PROTECTIVE MEASURES FOR GOAL-PROTECTED RESOURCES		
Protective measures adopted pursuant to Goal 7 for Special Flood Hazard Areas may apply to middle housing to restrict use, density and occupancy. <i>OAR 660-046-0010(3)(c)(A)</i>	Subdivision or partition of any portion of a property within the flood plain may be prohibited by the Planning Commission, for any type of development. <i>GMC 17.25.120</i> All residential development in areas of special flood hazard is required to meet residential construction standards to minimize potential flood damage. <i>GMC 16.05.175</i>	Meets rule; any middle housing proposed within the special flood hazard area will be required to meet residential construction standards and will be subject to the same subdivision review criteria as other residential development.
Protective measures adopted pursuant to Goal 7 for Geologic Hazards Areas may apply if middle housing presents a greater risk to life or property than detached single family. <i>OAR 660-046-0010(3)(c)(B)</i>	Geologic conditions must be analyzed for any property located in the Hillside Overlay zone. <i>GMC 18.80.050</i> Planning Commission may limit subdivision on land “unsuitable” due to steep slopes, adverse soil conditions or topography, unless “adequate methods are formulated by the developer and approved by the planning commission.” <i>GMC 17.25.050</i>	Meets rule; middle housing proposed in a hazard area will require geologic hazard review. Consider whether to clarify that compliance with the Hillside Overlay Zone standards constitutes “adequate methods” to address geologic hazards.
Middle housing may be prohibited in Goal 16 estuarine resource areas in the same manner as detached single family. <i>OAR 660-046-0010(3)(g)</i>	No residential uses are permitted in the estuary zones. <i>GMC 18.55.010</i> The Planning Commission may limit subdivision and development of land within an estuary or drainage course. <i>GMC 17.25.120</i>	Meets rule; no residential uses are permitted in the estuary zones.
Within shorelands subject to Goal 17 , apply the same regulations to middle housing as apply to detached single family. <i>OAR 660-046-0010(3)(h)</i>	Estuary and shoreline standards are not applicable to residential uses. <i>GMC 18.160</i>	Meets rule.

Rule	City Code & Policies	Analysis
7. NONCONFORMING USES & CONVERSIONS		
Conversion of existing single-family dwelling to a duplex or other middle housing is allowed provided the conversion does not increase nonconformance with applicable clear and objective standards. <i>OAR 660-046-0130, -0230(1)</i>	No such nonconforming development may be enlarged or altered in a way that increases its nonconformity, but any development or portion thereof may be enlarged or altered in a way that satisfies the current requirements of this code or will decrease its nonconformity. <i>GMC 18.195.030</i>	Meets rule for nonconforming structures, as middle housing types would be permitted under the “current requirements of the code.” Could add specific standard that conversion of existing dwellings to middle housing is permitted.
Design standards cannot be applied to middle housing created through conversion. <i>OAR 660-046-0125(2), -0225(2)</i>	Design standards are not specified for single-family or middle housing types. <i>GMC 18.15.040</i>	If any middle housing design standards are added, conversions should be clearly exempted.
Minimum parking requirements cannot be applied to triplexes and quadplexes created through conversions. <i>OAR 660-046-0220(2)(e)(F)</i>	There is no exception to the minimum parking standards for conversions of single-family dwellings. Modifications of nonconforming structures are not explicitly exempt from compliance.	Does not meet rule, conversions to triplexes or quadplexes should be exempted from minimum parking standards.
A preexisting single family dwelling may be incorporated into a cottage cluster that may be nonconforming relative to existing standards, and that may exceed the cottage cluster size limit. <i>OAR 660-046-0230(3)</i>	No specific standard relevant to conversion to a cottage cluster.	Does not meet rule; add cottage cluster standard permitting conversions.

Rule	City Code & Policies	Analysis
8. PUBLIC WORKS IMPROVEMENTS		
Any exceptions for public works standards for single family dwellings must allow be applied to duplexes and for middle housing created through conversion of an existing single family-dwelling. <i>OAR 660-046-0120(7), -0230(2)</i>	Streets within or adjacent to a development shall be improved in accordance with the transportation system plan and the provisions of the code, with site-specific variances and exceptions allowed based on property characteristics but no reference to the type of development. <i>GMC 17.25.020</i> Sewer, water and drainage improvements are required within all subdivisions, irrespective of the proposed dwelling types. <i>GMC 17.30.020.</i>	Meets rule: the only exceptions to required transportation improvements are site specific and would apply the same to single family dwellings and duplexes. Subdivision improvements for public utilities apply to all developments.
Sufficient infrastructure (water, sewer and storm drainage meeting established service levels and transportation meeting adopted emergency access standards) must be provided , or will be provided, to serve a triplex or quadplex, townhouse, or cottage cluster. <i>OAR 660-046-0220(2)(g), -0220(3)(h), -0220(4)(i)</i>	General infrastructure improvement standards apply to new lots created through a subdivision irrespective of development type. <i>GMC 17.25.020</i> However, no existing standards require sufficient infrastructure for middle housing on existing lots.	Does not meet, add requirement for sufficient infrastructure for middle housing development on existing or proposed lots.
9. MIDDLE HOUSING LAND DIVISIONS		
Approve tentative plans for middle housing land divisions where criteria are met for middle housing that results in one unit per resulting lot, separate	Partitions, subdivisions, and planned developments are permitted. <i>Title 17</i>	Does not meet, new middle housing land division option should be added that fully complies with statute.

Rule	City Code & Policies	Analysis
utilities for each unit, necessary easements, <i>ORS 92.031(2)</i>		
Expedited land division procedures under ORS 197.360 shall apply to middle housing land divisions. <i>ORS 92.031(4)</i>	There is no procedure for expedited land divisions.	Does not meet, add procedure for expedited land division to apply to middle housing land division in full or by reference to ORS.

Table B: Comprehensive Plan Policies Related to Middle Housing

The Comprehensive Plan policies must be consistent with permitting middle housing in residential zones in a manner that meets rules detailed in Table A above.

Comprehensive Plan Policy	Analysis
Chapter IV Housing Goals a. Provide opportunities for development of housing in a range of types and price ranges to meet the needs of future residents.	Supports middle housing rules by encouraging a range of types and price ranges.
b. Support maintenance and rehabilitation of the community's existing housing stock.	Supports middle housing conversion.
c. Support the efficient development of housing and land to minimize environmental impacts and provide public services in a cost-effective manner.	Supports middle housing by encouraging efficient development of land.
Chapter IV Housing Policies a. Zone adequate land to meet identified future housing needs for a broad range of housing types, including single-family attached and detached homes, manufactured homes, duplexes and multi-family dwellings.	Supports middle housing, consider revising housing type reference to include triplexes, quadplexes, and cottage clusters, or middle housing more generally.
Chapter IV Housing Strategies f. Monitor public facility capacity to ensure that proposed new housing can be adequately served by water, sewer, transportation, drainage and other public facilities.	Supports middle housing served by sufficient infrastructure.

17.00 Expedited and Middle Housing Land Divisions

17.00.010 Purpose

The purpose of the expedited and middle housing land division process is to implement requirements in ORS 197.360 to 197.380 for expedited land divisions in residential districts, and ORS 92.031 regarding middle housing land divisions, in order to create homeownership opportunities.

17.00.020 Applicability

- A. Expedited Land Division Applicability. The procedures of this chapter are applicable to partitions and subdivisions within a residential zone as provided in ORS 197.365.
- B. Middle Housing Land Division Applicability. The procedures of this chapter are applicable to the following middle housing projects, or proposed middle housing projects, on an existing lot within a residential zone:
 - 1. A duplex.
 - 2. A triplex.
 - 3. A quadplex.
 - 4. A cottage cluster.
- C. Townhouses, by definition, are already on their own lots, so a middle housing land division is not applicable to townhouse developments. Lots for townhouses shall be created through subdivision or partition, Chapter 17.15 or 17.20.

17.00.030 Procedures

An Expedited Land Division or Middle Housing Land Division is not a land use procedure subject to Chapter 17.15 or 17.20. The following procedure for an Expedited Land Division or Middle Housing Land Division shall be followed:

- A. Application Requirements. Applicants shall submit materials required by Section 17.10.010, Initial submission.
- B. Completeness Review. The city shall review the application submittal and advise the applicant in writing whether the application is complete or incomplete within 21 calendar days after the City receives the application submittal.
 - 1. If the application for a land division is incomplete, the local government shall notify the applicant of exactly what information is missing within 21 days of receipt of the application and allow the applicant to submit the missing information. For purposes of computation of time under this section, the application shall be deemed complete on the date the applicant submits the requested information or refuses in writing to submit it.

2. If the application was complete when first submitted or the applicant submits the additional information within 180 days of the date the application was first submitted, approval or denial of the application shall be based upon the standards and criteria that were in effect at the time the application was first submitted.
3. If an application is incomplete, the completeness notice shall list what information is missing and allow the applicant to submit the missing information. The completeness notice shall include a form, designed to be returned to the City Planner, or his or her designee, by the applicant, indicating whether or not the applicant intends to amend or supplement the application.

C. Notification.

1. The City Planner, or his or her designee, shall provide written notice of the receipt of the completed application for a Middle Housing Land Division or Expedited Land Division to all of the following:
 - a. The applicant and/or authorized representative;
 - b. The owner(s) of record of the subject property;
 - c. Any City-recognized neighborhood association whose boundaries include or are within 100 feet of the subject property;
 - d. Owners of record within 100 feet of the perimeter of the subject property; and
 - e. Any state agency, local government or special district responsible for providing public facilities or services to the development.
2. The notice shall state:
 - a. The street address or other easily understood geographical reference to the subject property;
 - b. The place, date and time that comments are due;
 - c. A time and place where copies of all evidence submitted by the applicant will be available for review;
 - d. The applicable criteria for the decision;
 - e. The name and telephone number of a local government contact person;
 - f. A brief summary of the local decision-making process for the Middle Housing Land Division or Expedited Land Division;
 - g. The deadline for submitting written comments;

- h. That issues that may provide the basis for an appeal to the hearings officer must be raised in writing prior to the expiration of the comment period; and
 - i. That issues must be raised with sufficient specificity to enable the local government to respond to the issue.
 - 3. After notification according to the procedure set out above, the City Planner, or his or her designee, shall provide a 14-day period for submission of written comments prior to the decision.
 - D. Decision. The city shall make a decision to approve or deny the application within 63 days of receiving a completed application, based on whether it satisfies the applicable requirements of this chapter.
 - 1. Approval may include conditions to ensure that the application meets the applicable regulations.
 - 2. For Middle Housing Land Division and Expedited Land Division applications, the City Planner, or his or her designee:
 - a. Shall not hold a hearing on the application; and
 - b. Shall issue a written determination of compliance or noncompliance with applicable land use regulations that includes a summary statement explaining the determination.
 - 3. The decision shall include a statement of the facts upon which the decision authority relied to determine whether the application satisfied or failed to satisfy each applicable approval.
 - 4. Notice of the decision shall be provided to the applicant and to those who received notice under subsection 17.00.030.D within 63 days of the date of a completed application. The notice of decision shall include:
 - a. The summary statement included with the written decision; and
 - b. An explanation of appeal rights under ORS 197.375 (Appeal of decision on application for expedited land division).
 - E. Appeals. An appeal of a decision made under this section shall not be subject to Section 18.210.060 Request for review of a decision (appeals). Any appeal of an Expedited Land Division or Middle Housing Land Division must be as provided in ORS 197.375.
 - F. Expiration. The tentative approval of a Middle Housing Land Division or Expedited Land Division is void if a final plat is not recorded within three years of the tentative approval.

17.00.040 Criteria of Approval – Expedited Land Division.

- A. The city will approve or deny an application for Expedited Land Division based on whether it satisfies the applicable criteria of approval. The city may approve the land division with conditions to ensure the application meets the applicable land use regulations.
- B. The land subject to the application is zoned for residential uses.
- C. The land will be used solely for residential uses, including recreational or open space uses that are accessory to residential use.
- D. The land division does not provide for dwellings or accessory buildings to be located on land that is specifically mapped and designated in the comprehensive plan and land use regulations for full or partial protection of natural features under the statewide planning goals that protect:
 - 1. Open spaces, scenic and historic areas and natural resources;
 - 2. Estuarine resources;
 - 3. Coastal shorelands; and
 - 4. Beaches and dunes.
- E. The land division satisfies the minimum street and right-of-way connectivity standards of Chapter 17.25, General Regulations and Design Standards.
- F. The land division satisfies the following development standards:
 - 1. Applicable use standards of Chapter 18, Division III. Use Zones; and
 - 2. Applicable development standards of Chapter 18, Division IV. Supplemental Provisions.
- G. The land division will result in development that either:
 - 1. Creates enough lots to allow building residential units at 80 percent or more of the maximum net density permitted by the dimensional standards of the site; or
 - 2. Will be sold or rented to households with incomes below 120 percent of the median family income for the county in which the project is built.

17.00.050 Criteria of Approval – Middle Housing Land Division.

The city will approve a tentative plan for Middle Housing Land Division based on whether it satisfies the following criteria of approval:

- A. The application provides for the development of middle housing in compliance with the Oregon residential specialty code and the applicable middle housing regulations in this code.

- B. Separate utilities will be provided for each dwelling unit.
- C. Easements will be provided as necessary for each dwelling unit on the site for:
 - 1. Locating, accessing, replacing and servicing all utilities;
 - 2. Pedestrian access from each dwelling unit to a private or public road;
 - 3. Any common use areas or shared building elements;
 - 4. Any dedicated driveways or parking; and
 - 5. Any dedicated common area.
- D. Exactly one dwelling unit on each resulting lot, except for lots, parcels or tracts used as common areas.
- E. The applicant demonstrates that buildings or structures on a resulting lot will comply with applicable building codes provisions relating to new property lines and, notwithstanding the creation of new lots, that structures or buildings located on the newly created lots will comply with the Oregon residential specialty code.
- F. The original lot dedicated and improved the abutting street right-of-way sufficient to comply with minimum right-of-way and improvement standards of Chapter 17.25, General Regulations and Design Standards, or dedication and/or improvements of the abutting street right-of-way are proposed that meet the standards of Chapter 17.25.
- G. The type of middle housing developed on the original lot shall not be altered by a Middle Housing Land Division. For example, cottages withing a cottage cluster do not become single-unit dwellings after a Middle Housing Land Division.

17.00.060 Conditions of Approval – Expedited Land Division and Middle Housing Land Division.

The city may add conditions of approval of a tentative plan for a Middle Housing Land Division or Expedited Land Division as necessary to comply with the applicable criteria of approval. Conditions may include but are not limited to the following:

- A. A condition to prohibit the further division of the resulting lots or parcels.
- B. A condition to require that a notation appear on the final plat indicating that the approval was given under ORS 92.031 as a Middle Housing Land Division.
- C. A condition to require recording of easements required by the tentative plan on a form acceptable to the City, as determined by the City Attorney.

17.00.070 Final Plat for Expedited Land Division and Middle Housing Land Division.

- A. The final plat shall comply with the Middle Housing Land Division or Expedited Land Division conditions of approval.
- B. The following data requirements, if applicable, shall also be shown on the final plat:
 - 1. All tracts of land intended to be deeded or dedicated for public use;
 - 2. Street names as approved by the city; and
 - 3. Any non-access strips.
- C. Approval Criteria. The city shall approve or deny the final plat for the Middle Housing Land Division or Expedited Land Division, based on whether it conforms with the tentative plan, with all changes permitted and all requirements imposed as a condition of acceptance. Final plat approval shall only take place after installation of improvements, or filing of an agreement and bond to that effect. After approval of the final plat, filing of an agreement and bond or installation of improvements, the applicant shall obtain the signature of the City Manager or designee, and record the plat within 90 days after the last signature has been obtained.
- D. A notice of middle housing land division for each middle housing lot shall be recorded with the County recorder that states:
 - 1. The middle housing lot may not be further divided.
 - 2. No more than one unit of middle housing may be developed on each middle housing lot.
 - 3. The dwelling developed on the middle housing lot is a unit of middle housing and is not a single-unit dwelling, or any other housing type.
- E. No plat shall have any force or effect and no title to any property shall pass until the final plat has been recorded; however, a final plat is not required prior to issuance of building permits for middle housing proposed with a Middle Housing Land Division.

Chapter 17.25

GENERAL REGULATIONS AND DESIGN STANDARDS

Sections:

[17.25.010 Principles of acceptability.](#)

[17.25.020 Streets.](#)

[17.25.030 Pedestrian and bicycle access and circulation.](#)

[17.25.040 Utility easements.](#)

[17.25.050 Building sites.](#)

[17.25.060 Access management.](#)

[17.25.070 Blocks.](#)

[17.25.080 Large building sites.](#)

[17.25.090 Watercourses.](#)

[17.25.100 Land for public purposes.](#)

[17.25.110 Unsuitable land.](#)

[17.25.120 Wetlands and areas subject to inundation.](#)

[17.25.130 Solar access.](#)

17.25.010 Principles of acceptability.

A land division, whether by a subdivision, creation of a street, or partitioning, shall conform to any development plans, shall take into consideration any preliminary plans made in anticipation thereof, and shall conform to the design standards established by this chapter. [Ord. 291 § 1, 2006; Ord. 215 § 39, 1994.]

17.25.020 Streets.

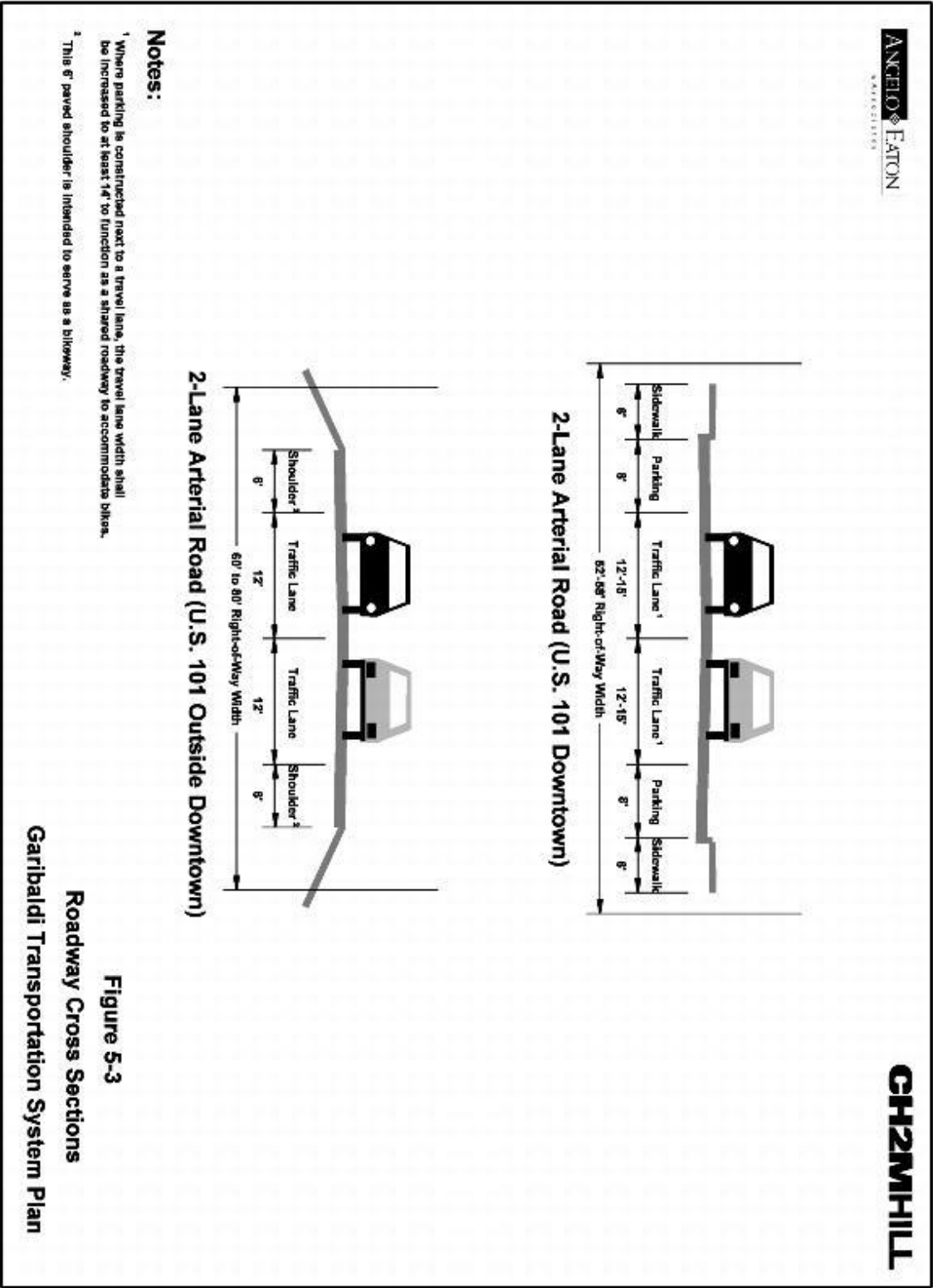
A. General. The location, width and grade of streets shall be considered in their relation to existing and planned streets, to topographical conditions, to public convenience and safety, and to the proposed use of land to be served by the streets. The street system shall assure an adequate traffic circulation system with intersection angles, grades, tangents and curves appropriate for the traffic to be carried considering the terrain. Where location is not shown in a development plan, the arrangement of streets shall:

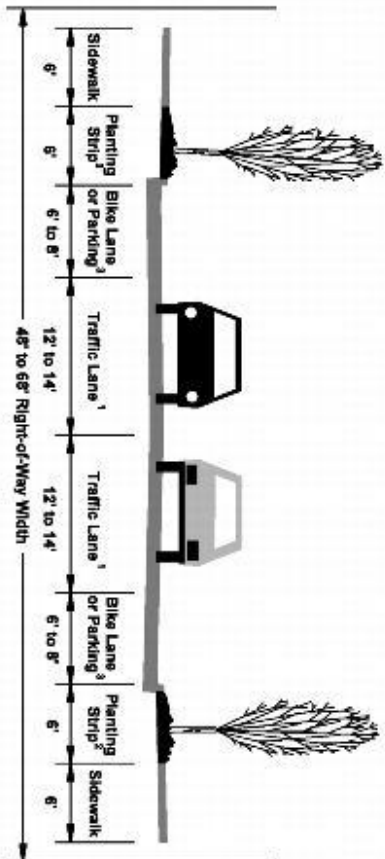
1. Provide for the continuation or appropriate projection of existing streets in surrounding areas; and

2. Block lengths shall conform to GMC [17.25.070](#), Blocks, or shall conform to a plan for the neighborhood approved or adopted by the planning commission to meet a particular situation where topographical or other conditions make continuance or conformance to existing block lengths, street connectivity and street development standards impractical.

B. Street Widths. Street widths shall conform to the cross sections, Figures A through D, as follows:

1. Standards and Specifications, Figure A, Two-Lane Arterial Road Cross Section.





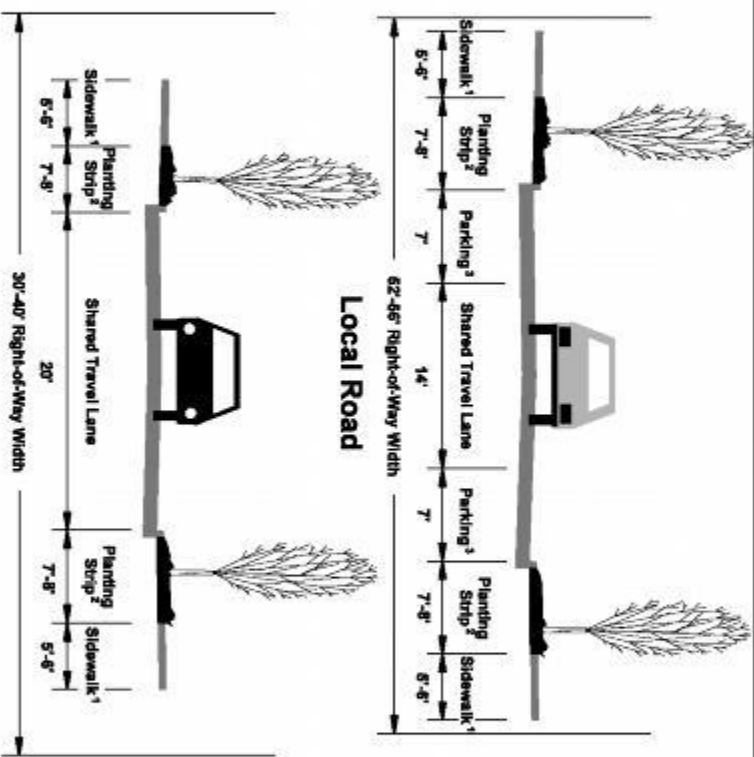
Notes:

- ¹ Where parking is constructed next to a travel lane, the travel lane width shall be increased to 14' to function as a shared roadway and accommodate bikes.
- ² Optional Feature
- ³ Width for parking shall be 8' wide. Width for bike lane shall be 6' wide.

Figure 5-3A
Roadway Cross Sections
Garibaldi Transportation System Plan

2. Standards and Specifications, Figure B, Collector Road Cross Section.

3. Standards and Specifications, Figure C, Local Road Cross Section, and Standards and Specifications, Figure D, Alternative Local Road Cross Section.



Notes:

¹ If sidewalks are not provided, a separated pedestrian walkway (eg. crushed aggregate separated by curb stops) is required on at least one side of the street.

² Optional Feature

³ Where appropriate, parking may be provided on one side only, for a paved width of 24' (7' parking + 17' travel lane).

⁴ The alternative local road standard may be used when approved by the City of Garibaldi. The standard is intended to apply under one of the following circumstances:

1. The local road will serve 18 or fewer dwelling units upon buildout of adjacent property.
2. The ADT volume of the road is less than 250 vehicles/day.
3. Significant topographical or environmental constraints are present.

The alternative local road standard may be used provided:

- A. Use of the alternative local road standard will not create gaps in connectivity or roadway standards with adjacent roadway sections (i.e. sidewalk, parking, travel lane widths).
- B. The City of Garibaldi and Emergency Service Providers have reviewed and accepted usage of the alternative local roadway standard.

Figure 5-4

Roadway Cross Sections
Garibaldi Transportation System Plan

Unless otherwise indicated on any master plan or by proceeding initiated by the city council, or approved by the city council upon initiation by other legally constituted governmental bodies, widths shall conform with city standards, except where it can be shown by the land divider, that the number of lots or parcels served and the probable future traffic development are such as to unquestionably justify a narrower width. Increased widths may be required where streets are to serve commercial property, or where probable traffic conditions warrant. Approval or determination of street classification shall be made by the planning commission taking into consideration the zoning designations imposed by the zoning ordinance, the present use and development of the property in the area, the logical and reasonable prospective development for the area based upon public needs and terms, and the public safety and welfare.

C. Alignment. As far as is practical, streets shall be in alignment with existing streets by continuations of the center lines thereof. Staggered street alignment resulting in "T" intersections shall, wherever practical, leave a minimum distance of 200 feet between the center lines of streets having approximately the same direction, and in no case shall be less than 100 feet.

D. Future Street Extension. Where necessary to give access to, or permit a satisfactory future division of adjoining land, streets shall extend to the boundary of the subdivision or partition, and the resulting dead-end streets may be approved without a turnaround. Reserve strips, including street plugs, may be required to preserve the objectives of street extensions.

E. Intersection Angles. Streets shall be laid out to intersect at angles as near to right angles as practical except where topography requires a lesser angle, but in no case shall the acute angle be less than 80 degrees unless there is a special intersection design or the corner radius is increased to allow for safe turning. An arterial or collector street intersecting with another street shall have at least 100 feet of tangent adjacent to the intersection unless topography or other unusual circumstances require a lesser distance. Other streets, except alleys, shall have at least 50 feet of tangent adjacent to the intersection unless topography or other unusual circumstances requires a lesser distance. Intersections which contain an acute angle of less than 80 degrees or which include an arterial street shall have a minimum corner radius sufficient to allow for a roadway radius of 20 feet and maintain a uniform width between the roadway and the right-of-way line. Ordinarily, the intersection of more than two streets at any one point will not be approved.

F. Existing Streets. Whenever existing streets adjacent to or within a tract are of inadequate width, additional right-of-way shall be provided at the time of the land division.

G. Reserved Strips. No reserved strips controlling the access to public ways will be approved unless the strips are necessary for the protection of the public welfare, and in these cases they may be required. The control and disposal of the land comprising the strips shall be placed within the jurisdiction of the city under conditions approved by the planning commission.

H. Half Streets. Half streets only may be approved where essential to the reasonable development of the subdivision or partitions when in conformity with the other requirements of these regulations, and when the planning commission finds it will be practical to require the dedication of the other half when the adjoining property is divided. Whenever a half street is adjacent to a tract to be divided, the other half of the street shall be platted within the tract. Reserve strips may be required to preserve the objectives of half streets.

I. Cul-De-Sac.

1. Cul-de-sacs shall only be allowed when one or more of the following conditions exist:

- a. Physical or topographic conditions make a street connection impracticable. Such conditions include but are not limited to freeways, railroads, steep slopes (greater than 20 percent grade), wetlands or other bodies of water where a connection could not reasonably be provided;
- b. Buildings or other existing development on adjacent lands physically preclude a connection now or in the future considering the potential for redevelopment; or
- c. Where streets would violate provisions of leases, easements, covenants, restrictions or other agreements existing as of the date of adoption of the city's transportation system plan, which precluded a required street connection.

2. Standards. A cul-de-sac shall terminate in a circular turnaround with a minimum radius of 40 feet, or a hammerhead with a length of at least 40 feet. Cul-de-sacs or dead-end hammerhead streets shall be connected with walking or bicycle paths in accordance with GMC [17.25.030](#), Pedestrian and bicycle access and circulation.

J. Alleys. When any lots or parcels are proposed for commercial or industrial usage, alleys at least 20 feet in width may be required at the rear thereof with adequate ingress and egress for truck traffic unless alternative commitments for off-street service truck facilities without alleys are approved. Intersecting alleys shall not be permitted.

K. Grades and Curves. Grades shall not exceed six percent on arterials, 10 percent on collector streets, or 12 percent on other streets. Grades in excess of these requirements require approval of the planning commission. Center line radii of curves shall not be less

than 300 feet on major arterials, 200 feet on secondary arterials, or 100 feet on other streets, and shall be to an even 10 feet. Where existing conditions, particularly the topography, make it otherwise impractical to provide buildable sites, the planning commission may accept steeper grades and sharper curves. In flat areas, allowance shall be made for finished street grades having a minimum slope, preferably, of at least 0.5 percent.

L. Marginal Access Streets. Where a land division abuts or contains an existing or proposed arterial street, the planning commission may require marginal access streets, reverse frontage lots with suitable depth, screen planting contained in a nonaccess reservation along the rear or side property line, or other treatment necessary for adequate protection of residential properties and to afford separation of through and local traffic.

M. Street Names. All street names shall be approved by the planning commission for conformance with the established pattern and to avoid duplication and confusion.

N. Private Streets. The design and improvement of any private street shall be subject to all requirements prescribed by this chapter for public streets. The land divider shall provide for the permanent maintenance of any street required for access to property in a private street subdivision or a major partition.

O. Pedestrian and Bicycle Paths. These pathways shall facilitate safe and convenient pedestrian and bicycle trips to meet local travel needs in developed areas.

P. Streets within or adjacent to a development shall be improved in accordance with the transportation system plan and the provisions of this section. [Ord. 291 § 1, 2006; Ord. 273 §§ 4, 5, 6, 2003; Ord. 215 § 40, 1994.]

17.25.030 Pedestrian and bicycle access and circulation.

A. Purpose. The primary pedestrian and bicycle circulation plan is addressed in the city's adopted transportation system plan (TSP). The TSP provides for a pedestrian system plan and a bicycle system plan to ensure safe, direct and convenient pedestrian and bicycle circulation. New streets should be constructed to the standards specified in the TSP to allow for pedestrian and bicycle access. Pedestrian circulation shall be provided for neighborhood activity centers including schools, shopping areas, parks, employment centers and transit facilities. The system of pathways shall be designed based on the standards in subsections B and C of this section.

B. Safe, Direct, and Convenient Pathways. The following developments shall provide safe, reasonably direct and convenient connections between primary building entrances, and all adjacent streets:

1. New subdivisions;
2. Multifamily developments;
3. Planned developments;
4. Shopping centers;
5. Commercial districts adjacent to residential areas and transit stops;
6. Neighborhood activity centers such as schools, parks, shopping areas, transit stops or employment centers.

C. The requirement for “safe, reasonably direct and convenient connections” in subsection B of this section is based on the following definitions:

1. “Reasonably direct” means a route that does not deviate unnecessarily from a straight line or a route that does not involve a significant amount of out-of-direction travel for likely users.
2. “Safe and convenient” means bicycle and pedestrian routes that are reasonably free from hazards and provide a reasonably direct route of travel between destinations. [Ord. 291 § 1, 2006; Ord. 273 § 7, 2003; Ord. 215 § 40A, 1994.]

17.25.040 Utility easements.

Easements for sewers, drainage, water mains, public utility installations, including overhead or underground systems, and other like public purposes shall be dedicated, reserved or granted by the land divider in widths not less than 10 feet on each side of rear lot or parcel lines, alongside lot or parcel lines and in planting strips wherever necessary; provided, that easement of lesser width, such as for anchorage, may be allowed when the purposes of easements may be accomplished by easements of lesser width as approved by the city. [Ord. 291 § 1, 2006; Ord. 215 § 41, 1994.]

17.25.050 Building sites.

A. Size and Shape. The size, width, shape and orientation of building sites shall be appropriate for the location of the land division considering all environmental features and for the type of development and use contemplated, and conform to the standards of the zone in which they are located.

B. Access. Each lot and parcel shall abut upon a street other than an alley for a width of at least 25 feet, except that townhouse lots shall abut upon a street for a width of at least 20 feet.

C. Through Lots and Parcels. Through lots and parcels shall be avoided except where they are essential to provide separation of residential development from major traffic arteries or adjacent non-residential activities or to overcome specific disadvantages of topography and orientation.

D. Lot and Parcel Side Lines. The lines of lots and parcels, as far as is practicable, shall run at right angles to the street upon which they face, except that on curved streets they shall be radial to the curve.

E. Character of the Land. Land which the planning commission finds to be unsuitable for subdivision or partitioning due to flooding, improper drainage, steep slopes, adverse soil conditions or topography, utility easements, or other features which will reasonably be harmful to the safety, health, and general welfare of the present or future inhabitants of the subdivision or partition and/or its surrounding areas, shall not be subdivided or partitioned unless adequate methods are formulated by the developer and approved by the planning commission, upon recommendation of the city staff, to solve the problems created by the unsuitable land conditions. Such land shall be set aside for uses as shall not involve such a danger. [Ord. 291 § 1, 2006; Ord. 215 § 42, 1994.]

17.25.060 Access management.

A. Access shall be managed to maintain an adequate “level of service” and to maintain the “functional classification” of roadways as required by the city of Garibaldi transportation system plan. Major roadways, including arterials and collectors, serve as the primary system for moving people and goods within and through the city. “Access management” is a primary concern on these roads. Local streets and alleys provide access to individual properties. If vehicular access and circulation are not properly designed, these roadways will be unable to accommodate the needs of development and serve their transportation function.

B. The regulations in this section further the orderly layout and use of land, protect community character, and conserve natural resources by promoting well-designed road and access systems and discouraging the unplanned subdivision of land.

C. Traffic Impact Study Requirements. The city or other agency with access jurisdiction may require a traffic impact study pursuant to GMC [18.210.110](#) prepared by a qualified professional to determine access, circulation and other transportation requirements.

D. The city or other agency with access permit jurisdiction may require the closing or consolidation of existing curb cuts or other vehicle access points, recording of reciprocal access easements (i.e., for shared driveways), development of a frontage street, installation of traffic control devices, and/or other mitigation as a condition of granting an

access permit, to ensure the safe and efficient operation of the street and highway system. Access to and from off-street parking areas shall not permit backing onto a public street.

E. Access to U.S. 101. All new or existing development proposing new or revised access to U.S. 101 requires an access permit from ODOT, subject to the access control standards of OAR 734-051, and the standards and policies contained in the Oregon Highway Plan, Goal 3. Access Spacing standards can be found in OAR 734-051-0190, "Access Management Spacing Standards for Approaches." [Ord. 291 § 1, 2006; Ord. 273 § 8, 2003; Ord. 215 § 42A, 1994.]

17.25.070 Blocks.

A. General. In general, the shape of blocks shall take into account street width, circulation patterns and conformity with the topography of the site. Block length shall not exceed 800 feet. Block perimeter shall not exceed 2,400 feet.

B. Exceptions.

1. An exception to block size may be granted when blocks are divided by one or more pathway(s), in conformance with the provisions of GMC [17.25.030](#). Pathways shall be located to minimize out-of-direction travel by pedestrians and may be designed to accommodate bicycles.

2. Streets and pathways need not be required if (a) physical or topographical conditions make a street or pathway impracticable, (b) buildings or other existing development on adjacent lands physically preclude a connection, or (c) where streets or pathways would violate provisions of leases, easements, covenants, or restrictions. [Ord. 291 § 1, 2006; Ord. 273 § 9, 2003; Ord. 215 § 43, 1994.]

17.25.080 Large building sites.

In dividing tracts into large lots or parcels which at some future time are likely to be redivided, the planning commission may require that the blocks be of such size and shape, to be so divided into building sites and contain such site restrictions as will provide for extension and opening of streets at intervals which will permit a subsequent division of any tract into lots or parcels of smaller size. [Ord. 291 § 1, 2006; Ord. 215 § 44, 1994.]

17.25.090 Watercourses.

The land divider shall, subject to riparian rights, dedicate a right-of-way for storm drainage purposes, conforming substantially with the lines of any natural watercourse or channel, stream or creek that traverses the subdivision or partitions, or, at the option of the land

divider, provide, by dedication, further and sufficient easement or construction, or both to dispose of the surface and storm waters. [Ord. 291 § 1, 2006; Ord. 215 § 45, 1994.]

17.25.100 Land for public purposes.

The planning commission may require the reservation for public acquisition, at a cost not to exceed acreage values in the area prior to subdivision, of appropriate areas within the subdivision for a period not to exceed one year, providing the city or another public agency has expressed an interest in acquiring those areas for a public purpose, and has given substantial assurance that positive steps will be taken in the reasonable future for the acquisition. [Ord. 291 § 1, 2006; Ord. 215 § 46, 1994.]

17.25.110 Unsuitable land.

The planning commission may refuse to approve a subdivision or partition when the only practical use which can be made of the property proposed to be subdivided or partitioned is a use prohibited by this code or law, or, if the property is deemed unhealthful or unfit for human habitation or occupancy, by the county or state health authorities. [Ord. 291 § 1, 2006; Ord. 215 § 47, 1994.]

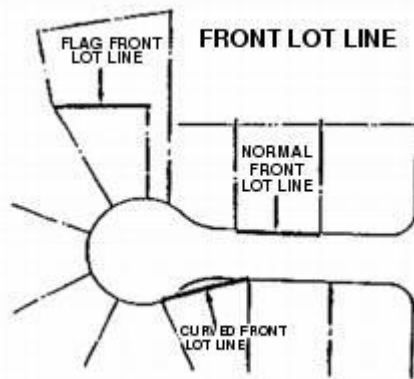
17.25.120 Wetlands and areas subject to inundation.

The planning commission may, when it deems it necessary for the health, safety, or welfare of the present and future population of the area and necessary for conservation of water quality, drainage, and sanitary facilities, prohibit the subdivision or partition of any portion of the property which lies within the flood plain or wetlands of any stream, creek, estuary or drainage course. These areas shall be preserved from any and all destruction or damage resulting from clearing, grading, or dumping of earth, waste materials, or stumps, except as may be permitted by state or federal agencies with appropriate mitigation. [Ord. 291 § 1, 2006; Ord. 215 § 48, 1994.]

17.25.130 Solar access.

- A. All subdivisions and partitions in applicable zones shall orient the lots so that a minimum of 80 percent of all buildable sites shall have a north-south dimension of 90 feet or more, and the front lot line shall be oriented within 30 degrees of a true east-west axis.
- B. For the lots which meet the standard in subsection A of this section, they shall have a minimum distance of 45 feet from the adjacent sites to the north or south.
- C. The development is exempt from subsections A and B of this section if one or more of the following conditions apply to the site:

1. Slopes of 20 percent or greater in a direction greater than 45 degrees, east or west of true south, based on a topographic survey by a licensed professional land surveyor.
 2. The site or portion of the site for which the exemption is sought is within the shadow pattern of off-site features, such as, but not limited to, structures, topography, or vegetation, which will remain after development occurs on the site from which the shade is originating.
 3. The development will be designed and built so that the long axis or wall of the structures will have unrestricted solar exposure to the south, in that they will be within 30 degrees of the true east-west axis. Such restrictions shall be enforceable through private covenants, including vegetation management provisions.
- D. Any tree to be planted as part of a partition or subdivision shall be from a list of approved trees maintained by the city recorder, or will be certified by a licensed landscape contractor not to have a mature height exceeding the building height allowed in the hillside



overlay zone.

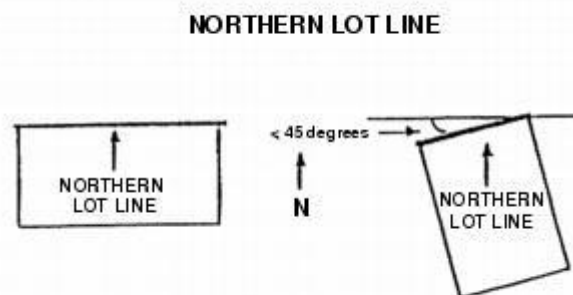
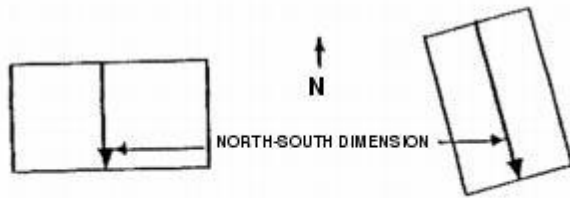


Figure 17.25.130(1)

Figure 17.25.130(2)

NORTH-SOUTH DIMENSION OF THE LOT



SHADE REDUCTION LINE

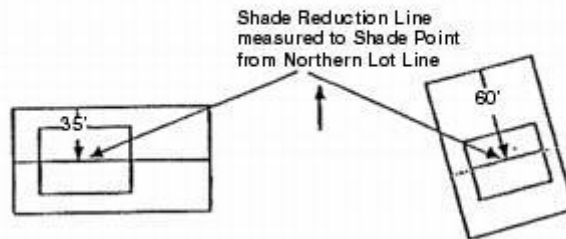


Figure 17.25.130(3)

SOLAR LOT OPTION 1: BASIC REQUIREMENTS

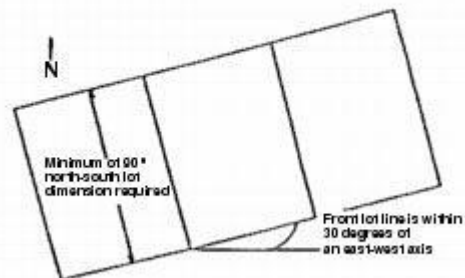


Figure 17.25.130(4)

Figure 17.25.130(5)

Division I. Introductory Provisions

Chapter 18.05

INTRODUCTORY PROVISIONS

Sections:

18.05.010 Title.

18.05.020 Purpose.

18.05.030 Definitions.

18.05.040 Estuarine and coastal shoreland definitions.

18.05.010 Title.

This title shall be known as the Garibaldi zoning ordinance. [Ord. 290 § 3(1.010), 2006.]

18.05.020 Purpose.

The purpose of this title is: to encourage the orderly development of the city; to promote appropriate uses of land; to conserve and stabilize the value of property; to provide adequate light and air; to lessen congestion; to prevent undue concentration of population; to facilitate adequate provisions for community facilities such as water supply and sewerage; to protect and enhance the appearance of the city; and in general to promote the public health, safety, convenience, and general welfare. The city has prepared a comprehensive plan and zoning ordinance to encourage orderly growth and to promote the public health, safety convenience, and public welfare. [Ord. 290 § 3(1.020), 2006.]

18.05.030 Definitions.

As used in this title, the following words and phrases shall mean:

“Access.” Access to property is described as normal vehicular access, by which normal ingress and egress by automobiles or other vehicles and pedestrians may be obtained to private property from public or private rights-of-way.

“Accessory use and structure” means a use or structure incidental and subordinate to the main use of the property and located on the same lot as the main use.

“Aquaculture” means the propagation, planting, feeding, or growing and harvesting of fish, shellfish, plankton or aquatic plants.

“Bed and breakfast” means an owner-occupied dwelling where no more than four rooms are available for transient lodging and where a morning meal is provided.

“Bicycle facilities” means a general term denoting improvements and provisions made to accommodate or encourage bicycling, including parking facilities and all bikeways.

“Bikeway” means any road, path or way that is in some manner specifically open to bicycle travel, regardless of whether such facilities are designated for the exclusive use of bicycles or are shared with other transportation modes. The five types of bikeways are:

1. “Multi-use path” means a paved way (typically 10 to 12 feet wide) that is physically separated from motorized vehicular traffic, typically shared with pedestrians, skaters, and other non-motorized users.
2. “Bike lane” means a portion of the roadway (typically four to six feet wide) that has been designated by permanent striping and pavement markings for the exclusive use of bicycles.
3. “Shoulder bikeway” means the paved shoulder of a roadway that is four feet or wider, typically shared with pedestrians in rural areas.
4. “Shared roadway” means a travel lane that is shared by bicyclists and motor vehicles.
5. “Multi-use trail” means an unpaved path that accommodates all-terrain bicycles; typically shared with pedestrians.

“Bridge crossing support structures” means piers, pilings, and similar structures necessary to support a bridge span, but not including fill for causeways or approaches.

“Bridge crossings” means the portion of a bridge spanning a waterway, not including support structures or fill located in the waterway or adjacent wetlands.

“Building” means a structure, other than a manufactured home, built for the support, shelter or enclosure of persons, animals, or property of any kind, and having a fixed base on or fixed connection to the ground.

“City” means the city of Garibaldi, Oregon.

“Commission” means the city planning commission.

“Cottage cluster” means a grouping of three to eight detached dwelling units, with an average footprint of no more than 1,400 square feet, located on a single lot or parcel that includes a common courtyard. Cottage clusters are subject to GMC 18.110.030.

“Council” means the city council.

“Daycare center” means a facility, other than the residence of the daycare provider, which receives three or more children for part of the 24 hours of the day for the purpose of providing care and board apart from the children’s parents or guardians.

“Dock” means a pier, piling, or secured floating platform for marine craft tie-up in association with one or more private residences.

“Dredge disposal” means the deposition of material obtained from dredging.

“Dwelling, accessory” means a small, secondary unit on a lot or parcel with a primary single-unit dwelling. The accessory dwelling unit (ADU) can be a detached cottage, a unit attached to a garage or in a portion of the existing house. ADUs are subject to GMC 18.135.

“Dwelling, duplex ~~or two-family~~” means an attached or detached building containing two dwelling units on one lot or parcel, and designed for occupancy by two families. In instances where a development can meet the definition of a duplex and also meets the definition of a single-unit dwelling with an accessory dwelling unit (ADU), the applicant shall specify at the time of application review whether the development is considered a duplex or a single-unit dwelling unit with an ADU.

“Dwelling, multifamily” means a building, or portion thereof, containing five or more dwelling units on one lot or parcel. Multifamily dwellings are subject to GMC 18.110.010. designed for occupancy by three or more families living independently of each other.

“Dwelling, quadplex” means an attached building containing four units on one lot or parcel. Quadplexes are subject to GMC 18.110.020.

“Dwelling, single-~~unit~~ ~~family or one-family~~” means a detached building containing one dwelling unit on one lot or parcel, and designed for occupancy by one family only.

“Dwelling, townhouse” means a dwelling unit constructed in a row of two or more attached units, where each dwelling is located on an individual lot or parcel and shares at least one common wall with an adjacent unit. Townhouse dwellings are subject to GMC 18.110.020.

“Dwelling, triplex” means an attached building containing three units on one lot or parcel. Triplexes are subject to GMC 18.110.020.

“Dwelling unit” means one or more rooms in a building that are designed for occupancy by one or more persons family and that have cooking and sanitary facilities, but not including space in a structure or vehicle designed for camping or other temporary occupancy such as a hotel, motel, or recreational vehicle.

“Estuarine enhancement” means an action which results in a long-term improvement of existing estuarine functional characteristics and processes that is not the result of a creation or restoration action.

“Family” means an individual or two or more persons related by blood, marriage, legal adoption, guardianship, or one or more persons living together as one housekeeping unit, using one kitchen, and providing meals or lodging.

“Family daycare center” means a daycare facility where care is provided in a dwelling the home of the provider, in the family living quarters, to fewer than 13 children no more than 16 children, including children of the provider, regardless of full- or part-time status and is certified under ORS 329A.280 or is registered under ORS 329A.330.

“Fence” means a barrier consisting of wood, metal, vinyl, masonry or other engineered material placed or constructed for the purpose of obstructing movement or vision, or to enclose an open area.

“Fill” means the placement by man of sand, sediment, dredged material or other material which results in the replacement of an aquatic area with dry land, a change in the bottom elevation of a water body (in estuarine waters, intertidal areas or tidal wetlands) or an increase in the elevation of land (on shorelands). The placement of riprap is excluded from this category.

“Grade (ground level)” means the average elevation of the existing grade or ground at the centers of all walls of a building.

“Hedge” means a combination of nonannual plantings intended to form an obstruction to ingress or egress and/or vision, where such plantings provide, or are intended to provide, no physical space between individual plantings.

“Height of building” means the vertical distance from the grade to the highest point of the roof, excluding chimneys, aerials and similar extensions.

“Home occupation” means a lawful occupation carried on by a resident of a dwelling as an accessory use on the same property, in connection with which there is no person employed other than a person residing on the premises; and there is no activity conducted in such manner as to give an outward appearance of a business in the ordinary meaning of the term, or disruption of the neighborhood.

“Incidental alcohol service” means alcohol service when not more than 35 percent of food and beverage sales, measured over any relevant period of 30 days or more, are from sales of beverages containing alcohol.

“Kennel” means a lot or building in which four or more dogs, cats or at least four animals of four months of age or older are kept commercially for board, propagation, training or sale.

“Land use zone (district).” The term “district” is often interchanged with the term “zone” when referencing boundaries for the city’s various land use areas.

“Lot” means a parcel or tract of land.

“Lot area” means the total horizontal area within the lot lines of a lot, exclusive of public and private streets and easements of access to other property.

“Lot area coverage” means the maximum amount of the lot which can be covered with structures, including carports, porches and other attachments, but not parking areas, patios, decks or other surface-level improvements.

“Lot corner” means a lot abutting on two or more dedicated streets at their intersection.

“Lot depth” means the average horizontal distance between the front lot line and the rear lot line.

“Lot line” means the property line bounding a lot.

“Lot line, front” means the lot line separating the lot from the street, and in the case of a corner lot, the shortest lot line along a street.

“Lot line, rear” means the lot line which is opposite and most distant from the front lot line. In the case of an irregular, triangular, or other shaped lot, a line 10 feet in length within the lot parallel to and at a maximum distance from the front lot line.

“Lot line, side” means any lot line not a front or rear lot line.

“Lot width” means the average horizontal distance between the side lot lines, ordinarily measured parallel to the front lot line.

“Manufactured dwelling” means:

1. A residential trailer, a structure constructed for movement on the public highways, that has sleeping, cooking and plumbing facilities, that is intended for human occupancy, is being used for residential purposes and was constructed before January 1, 1962.
2. A mobile house, a structure constructed for movement on the public highways, that has sleeping, cooking and plumbing facilities, that is intended for human occupancy, is being used for residential purposes and was constructed between January 1, 1962, and June 15, 1976, and met the construction requirements of Oregon mobile home law in effect at the time of construction.
3. A manufactured home, a structure constructed for movement on the public highways, that has sleeping, cooking and plumbing facilities, that is intended for human occupancy,

is being used for residential purposes and was constructed in accordance with federal manufactured housing construction and safety standards regulations in effect at the time of construction. “Manufactured dwelling” does not mean any building or structure subject to the Structural Specialty Code adopted pursuant to ORS [455.100](#) through [455.450](#).

“Manufactured dwelling park” means any place where four or more manufactured dwellings are located within 500 feet of one another on a lot, tract or parcel of land under the same ownership, the primary purpose of which is to rent space or keep space for rent to any person for a charge or fee paid or to be paid for the rental or use of facilities or to offer space free in connection with securing the trade or patronage of such person.

“Manufactured dwelling park” does not include a lot or lots located within a subdivision being rented or leased for occupancy by no more than one manufactured home per lot if the subdivision was approved by the city of Garibaldi.

“Marina” means publicly or privately owned commercial facilities that provide berthing, launching, storage, supplies, and a variety of services of recreational, commercial fishing and charter fishing marine craft. Marinas are differentiated from moorages by their larger scale, the provision of significant accessory landside services and/or the use of solid breakwater (rock, bulkheading, etc.).

“Middle housing” means duplexes, triplexes, quadplexes, cottage clusters and townhouses.

“Middle housing land division” means a partition or subdivision of a lot or parcel on which the development of middle housing is allowed under ORS 197.758(2) or (3). Middle housing land divisions are subject to GMC Chapter 17.00.

“Minor navigation improvement” means alterations necessary to provide water access to existing or permitted uses in conservation management units including dredging for access channels and for maintaining existing navigation but excluding fill and in-water navigational structures other than floating breakwaters or similar permeable wave barriers.

“Mitigation” means the creation, restoration, or enhancement of an estuarine area to maintain the functional characteristics and processes of the estuary, such as its natural biological productivity, habitats, and species diversity, unique features and water quality (ORS [541.626](#)).

“Mitigation site” means an area identified in the mitigation/restoration plan element of the Tillamook County comprehensive plan as a potential site for estuarine creation, restoration or enhancement, subject to applicable state and federal standards.

“Modular housing” means a dwelling unit manufactured off-site, built to be used for permanent residential occupancy, to be set on a permanent foundation and conforming to the Uniform Building Code.

“Nonconforming structure or use” means a lawful existing structure or use at the time this title or any amendment thereto becomes effective, which does not conform to the requirements of the zone in which it is located.

“Open space” means that portion of a lot or parcel of property which is left uncovered by structures, parking, patios, and other impervious surfaces; it is area devoted primarily to landscaping or natural vegetation, although the use of decks is allowed, and lands which remain substantially undeveloped for one or more of the following reasons:

1. Public or private outdoor recreation;
2. Public health or safety;
3. Managed resource preservation;
4. Managed resource production; and
5. Separation between other uses.

“Owner” means an owner of property or the authorized agent of an owner.

“Parking space” means an enclosed or unenclosed surface area permanently reserved for the temporary storage of one automobile and connected with a street or alley that affords ingress and egress for automobiles.

“Pedestrian facilities” means improvements and provisions made to accommodate or encourage walking, including sidewalks, access ways, crosswalks, ramps, paths, and trails.

“Permit” means discretionary approval of a proposed development of land under ORS [227.215](#).

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

“Property, downslope” means a lot or parcel of land that is located below, or at a lower elevation than, the adjacent street, road, or vehicular access way, including easements. A lot or parcel that runs between two parallel streets shall be considered downslope property for purposes of building height.

“Public utility” means a private business or organization such as a public service corporation, performing some public service and subject to governmental regulation, or a governmental agency performing similar public services. Such services shall include but are not limited to electric, gas, power or telephone.

“Recreation vehicle” means a vacation trailer or other unit with or without motive power which is designed for human occupancy and to be used temporarily for recreation or emergency purposes and has a gross floor space of less than 400 square feet.

“Recreational vehicle” includes camping trailers, motor homes, park trailers, bus conversions, van conversions, tent trailers, travel trailers, truck campers and any vehicle converted for use or partial use as a recreational vehicle. The unit shall be identified as a recreational vehicle by the manufacturer.

“Recreation vehicle park” means a lot that is operated on a fee or other basis as a place for the parking of occupied recreation vehicles.

“Residential facility” means a facility licensed by or under the authority of the Department of Human Resources under ORS [443.400](#) through [443.460](#) that provides residential care alone or in conjunction with training or treatment or a combination thereof for six to 15 individuals who need not be related. Staff required to meet Department of Human Resources licensing requirements shall not be counted in the number of facility residents, and need not be related to each other or to any resident of the residential facility.

“Residential home” means a home licensed by or under the authority of the Department of Human Resources under ORS [443.400](#) through [443.825](#) that provides residential care alone or in conjunction with training or treatment or a combination thereof for five or fewer individuals who need not be related. Staff required to meet Department of Human Resources licensing requirements shall not be counted in the number of facility residents, and need not be related to each other or to any resident of the residential home.

“Resource capability” means the measure of an area, or the biological communities within an area, to withstand alteration. A use or activity is considered to be consistent with the resource capabilities of an area if the level of use proposed can be accommodated without producing significant adverse impacts to biological productivity or to the quality of air, land and water resources within the area.

“Restoration” means replacing or restoring original attributes or amenities such as natural biological productivity and aesthetic or cultural resources which have been diminished or lost by past alterations, activities, or catastrophic events. For the purposes of Goal 16, “estuarine restoration” means to revitalize or reestablish functional characteristics and processes of the estuary diminished or lost by past alterations, activities or catastrophic

events. A restored area must be a shallow subtidal or an intertidal or tidal marsh area after alteration work is performed, and may not have been a functioning part of the estuarine system when alteration work began.

1. “Active restoration” means the use of specific positive remedial action, such as removing fills, dredging of shoaled navigation channels, installing water treatment facilities, or rebuilding deteriorated urban waterfront areas.

2. “Passive restoration” means the use of natural processes, sequences, and timing that occur after removal or reduction of adverse stresses without other specific positive remedial action.

“Shoreline stabilization structures” means the protection of the banks of tidal or nontidal streams or rivers, estuarine waters or coastal lakes from flooding or erosion by vegetative means, or by structural means such as riprap, groins, bulkheads, or dikes.

Sign or Sign-Related Definitions.

1. “Abandoned sign” means a sign pertaining to a use or lot where the message of the sign no longer pertains to a use or activity occurring on the lot.

2. “Awning sign” means a sign that is placed on a temporary or moveable shelter supported entirely from the exterior wall of the building.

3. “Bench sign” means a sign painted on or attached to a bench.

4. “Incidental sign” means a sign, other than a temporary or lawn sign, which does not require a permit.

5. “Lawn sign” means a temporary freestanding sign made of rigid materials.

6. “Permanent sign” means a sign attached to a building, structure or the ground in some manner, having a sign face area of four square feet or more and made of materials intended for more than short-term use.

7. “Projecting sign” means a sign attached to and projecting out from a building face or wall and generally at right angles to the building.

8. “Readerboard sign” means a sign that can accommodate changeable copy.

9. “Sandwich board sign” means a sign not supported by a structure in the ground, nor attached to or erected against a structure, and capable of being moved.

10. “Sign” means any identification, description, illustration, symbol or device which is affixed upon a building, structure or land and whose primary purpose is to convey a message.

11. “Site frontage” means the length of the property line parallel to and along each public right-of-way.

12. “Temporary” means a sign not permanently attached to a building, structure or the ground, and is intended to be displayed not more than 90 days in a calendar year.

13. “Undeveloped site” means a lot with no permanent structure that contains a use permitted by the zone in which it is located.

14. “Wall sign” or “wall graphics” means a sign attached to or erected against the wall of a building with the sign face in a parallel plane to the building wall, including a painting or other graphic art technique that is applied directly to the wall or the face of a building or structure.

15. “Window sign” means a sign permanently affixed to the windowpanes of a building.

16. “Portable” means a sign that is not permanent and intended to be displayed more than 90 days in a calendar year.

“Staff” means most commonly the planner, administrator, and/or public works director or their assigns.

“Street” means the entire width between the right-of-way lines of every way for vehicular and pedestrian traffic and includes the terms “road,” “highway,” “lane,” “place,” “avenue,” “alley,” and other similar designations.

“Structural alteration” means any change to the supporting members of a structure including foundations, bearing walls or partitions, columns, beams, girders, or any structural change in the roof or exterior walls.

“Structure” means something constructed or built, or any piece of work artificially built up or composed of parts joined together in some definite manner.

“Sufficient infrastructure” means the following level of public services to serve new middle housing:

- Connection to a public sewer system capable of meeting established service levels.
- Connection to a public water system capable of meeting established service levels.
- Access via public or private streets meeting Chapter 17.25, General Regulations and Design Standards.

- Storm drainage facilities capable of meeting established service levels.

“Telecommunication facility” means a facility designed and used for the purpose of transmitting, receiving, and relaying voice and data signals from various wireless communication devices including transmission towers, antennas and ancillary facilities. For purposes of this section, amateur radio transmission facilities and facilities used exclusively for the transmission of television and radio signals are not “telecommunication facilities.”

“Temporary alteration” means dredging, filling, or another estuarine alteration occurring over a specified short period of time which is needed to facilitate a use allowed by an acknowledged plan. Temporary alterations may not be for more than three years and the affected area must be restored to its previous condition. Temporary alterations include:

1. Alterations necessary for federally authorized navigation projects (e.g., access to dredged material disposal sites by barge or pipeline and staging areas or dredging for jetty maintenance);
2. Alterations to establish mitigation sites, alterations for bridge construction or repair and for drilling or other exploratory operations; and
3. Minor structures (such as blinds) necessary for research and educational observation.

“Transportation facilities” means the physical improvements used to move people and goods from one place to another; i.e., streets, sidewalks, pathways, bike lanes, airports, transit stations and bus stops, etc. Transportation facilities include the following:

1. Normal operation and maintenance;
2. Installation of improvements within the existing right-of-way;
3. Projects identified in the adopted transportation system plan not requiring future land use review and approval;
4. Landscaping as part of a transportation facility;
5. Emergency measures;
6. Street or road construction as part of an approved subdivision or partition;
7. Transportation projects that are not designated improvements in the transportation system plan; and
8. Transportation projects that are not designed and constructed as part of an approved subdivision or partition.

“Townhouse project” means one or more townhouse structures constructed, or proposed to be constructed, together with the development site where the land has been divided, or is proposed to be divided, to reflect the townhouse property lines and any commonly owned property.

“Use” means the purpose for which land or a structure is designed, arranged, or intended, or for which it is occupied or maintained.

“Water-dependent” means uses and activities which can be carried out only on, in or adjacent to water because the water location or access is needed for one of the following:

1. Water-borne transportation (navigation, moorage, fueling and servicing of ships or boats, terminal and transfer facilities, resource and material receiving and shipping); or
2. Recreation (active or passive recreation such as viewing and walking); or
3. A source of water (energy production, cooling of industrial equipment or wastewater, other industrial processes, aquaculture operations); or
4. Marine research or education (viewing, sampling, recording information, conducting experiments, teaching).

“Water-oriented” means a use whose attraction to the public is enhanced by a view of or access to coastal waters.

“Water-related” means uses and activities that do not require direct water access (are not water-dependent), but that:

1. Provide goods and/or services that are directly associated with other water-dependent uses (supplying materials to, or using products of, water-dependent uses); and
2. If not located near the water, would experience a public loss of quality in the goods and services offered (evaluation of public loss of quality shall involve a subjective consideration of economic, social and environmental consequences of the use.)

“Wetlands” means land areas where water is the dominant factor determining the nature of soil development and the types of plant and animal communities living at the soil surface. Wetland soils retain sufficient moisture to support aquatic or semi-aquatic plant life. In marine and estuarine areas, wetlands are bounded at the lower extreme by extremely low water; in nontidal areas by a depth of six feet. The areas below wetlands are submerged lands.

“Yard” means an open space on a lot that is unobstructed from the ground upward except as otherwise provided in this title.

“Yard, front” means a yard between the side lot lines and measured horizontally at right angles to the front lot line from the front lot line to the nearest point of a building or other structure. Any yard meeting this definition and abutting a street shall be considered a front yard.

“Yard, rear” means a yard between side lot lines and measured horizontally at right angles to the rear lot line to the nearest point of a building or other structure.

“Yard, side” means a yard between the front and rear measured horizontally at right angles from the side lot line to the nearest point of a building or other structure.

“Yard, street side” means a yard adjacent to a street between the front yard and rear lot line measured horizontally and at right angles from the side lot line to the nearest point of a building or other structure. [Ord. 321 § 1, 2014; Ord. 319 §§ 2, 3, 2013; Ord. 290 § 3(1.030), 2006.]

18.05.040 Estuarine and coastal shoreland definitions.

The definitions in the Tillamook County land use code for estuary zones, shorelands overlay zone and water-dependent development zone are adopted by reference. The definitions contained therein shall be applied in the following zones where there is no appropriate definition in GMC [18.05.030](#): estuary natural zone, estuary conservation 1 zone, estuary conservation 2 zone, dredge material disposal site protection overlay zone, water-dependent development zone and waterfront mixed-use zone. [Ord. 319 § 4, 2013; Ord. 290 § 3(1.035), 2006.]

Division III. Use Zones

Chapter 18.15

MEDIUM DENSITY RESIDENTIAL ZONE (R-1)

Sections:

18.15.010 Purpose.

18.15.020 Uses permitted outright.

18.15.030 Conditional uses permitted.

18.15.040 Standards and criteria.

18.15.010 Purpose.

The R-1 zone is intended to provide an area of primarily residential uses, including a mixture of housing types and densities. The R-1 zone is intended secondarily to provide an area for public and institutional uses such as parks, schools, places of worship and utilities. ~~single-family homes, duplexes and manufactured homes, with apartments allowed as a conditional use.~~ [Ord. 290 § 3(3.010), 2006.]

18.15.020 Uses permitted outright.

In an R-1 zone, the following uses are permitted outright, subject to the standards and criteria of GMC 18.15.040:

A. Single-~~unit family~~ dwellings, including modular housing.

B. Duplex ~~es or two-family~~ dwellings.

C. Triplex dwellings, subject to GMC 18.110.020.

D. Quadplex dwellings, subject to GMC 18.110.020.

E. Townhouse dwellings, subject to GMC 18.110.030.

F. Cottage clusters, subject to GMC 18.110.040.

C. Manufactured dwelling.

D. Home occupations.

E. Public parks and playgrounds.

F. Family daycare center.

G. Residential home.

H. Manufactured dwelling or recreational vehicle used during the construction of a permitted use for which a building permit has been issued, but not to exceed six months' duration.

I. Certain transportation facilities as defined in GMC [18.05.030](#), specifically:

1. Normal operation and maintenance of transportation facilities;
2. Installation of transportation improvements within the existing right-of-way;
3. Projects identified in the adopted transportation system plan not requiring future land use review and approval;
4. Landscaping as part of a transportation facility;
5. Emergency transportation facility measures;
6. Street or road construction as part of an approved subdivision or partition.

J. Storage of up to two boats and associated trailers, or two utility trailers, or a combination of one utility trailer and one boat with trailer, licensed by the property owner can be stored on a R-1 zoned lot if they:

1. Are placed on the portion of the lot farthest from the street;
2. Are placed on material such as a concrete pad, bark dust, gravel or similar packed material to assist with drainage;
3. Do not contain or are not used to store any hazardous materials (except gasoline in the primary tank);
4. Are not used for permanent or temporary habitation;
5. Are no longer than 24 feet;
6. Are removed from the property for repair;
7. The storage site and vehicles are approved by staff prior to use via a permit application. The use must be reviewed on an annual basis.

K. Accessory Dwelling. **An accessory dwelling is a small, secondary unit on a single-family lot, usually the size of a studio apartment. The additional unit can be a detached cottage, a unit attached to a garage, or in a portion of the existing house. See GMC 18.135.010 for standards pertaining to accessory dwellings.**

L. Vacation rental dwellings established prior to February 11, 2008, and located south of Garibaldi Avenue (U.S. 101) or accessed privately from Garibaldi Avenue (U.S. 101). [Ord. 304 Art. III(1), 2008; Ord. 290 § 3(3.010(1)), 2006.]

18.15.030 Conditional uses permitted.

In an R-1 zone, the following uses are permitted subject to the provisions of Chapter [18.185](#) GMC and GMC [18.15.040](#):

A. Multifamily dwellings.

B. Manufactured dwelling parks.

C. Schools, churches and community buildings.

D. Planned unit developments in accordance with Chapter [18.205](#) GMC.

E. Bed and breakfast meeting the requirements of GMC [18.145.010](#).

F. Public utility structure.

G. Government structure.

H. Daycare center.

I. Residential facility.

J. Telecommunication facilities.

K. Certain transportation facilities as defined in GMC [18.05.030](#), specifically:

1. Transportation projects that are not designated improvements in the transportation system plan; and

2. Transportation projects that are not designed and constructed as part of an approved subdivision or partition.

L. Vacation rental dwellings located south of Garibaldi Avenue (U.S. 101) or accessed privately from Garibaldi Avenue (U.S. 101). [Ord. 304 Art. III(2), 2008; Ord. 290 § 3(3.010(2)), 2006.]

18.15.040 Standards and criteria.

In an R-1 zone, the following standards and criteria shall apply to all uses:

A. The minimum lot size for single-**unit family** dwellings, **duplexes, triplexes**, modular housing and manufactured dwellings shall be 5,000 square feet.

B. The minimum lot size for ~~duplexes~~ quadplexes shall be ~~7,500~~ 7,000 square feet.

C. ~~The minimum lot size for a triplex shall be 10,000 square feet.~~ The minimum lot size for multifamily dwellings, structures containing ~~four~~ five or more dwelling units, shall be 10,000 square feet for the first ~~three~~ five dwelling units and 1,500 square feet for each dwelling unit thereafter.

D. The minimum lot size for cottage clusters shall be 7,000 square feet.

E. The minimum lot size for individual townhouses shall be 1,500 square feet, provided the average minimum lot size for all units in a townhouse project shall be 1,742 square feet.

D. The minimum lot width shall be 30 feet, except that the minimum lot width for townhouses shall be 20 feet.

E. The minimum front yard shall be 10 feet.

F. The minimum rear yard shall be five feet.

G. The minimum side yard shall be five feet, except on a street side it shall be 10 feet and on the side where a townhouse is attached to another townhouse it shall be zero feet.

H. The maximum building height shall be ~~24 feet~~ 25 feet, except that the maximum height for a townhouse with a garage shall be 35 feet.

I. The total amount of the lot on which structures and other impervious surfaces may be constructed shall not exceed 50 percent (except there is no maximum for cottage clusters and the maximum for townhouse lots is 75%).

J. Manufactured dwellings shall meet the requirements of GMC 18.155.010.

K. Parking requirements of Chapter 18.125 GMC shall be adhered to.

L. A clear vision area on corner lots shall be provided and maintained pursuant to GMC 18.95.010.

M. Accessory uses and structures shall comply with GMC 18.135.010. [Ord. 304 Art. III(2), 2008; Ord. 290 § 3(3.010(3)), 2006.]

Chapter 18.25

COMMERCIAL ZONE (C-1)

Sections:

18.25.010 Purpose.

18.25.020 Uses permitted outright.

18.25.030 Conditional uses permitted.

18.25.040 Standards.

18.25.010 Purpose.

The C-1 zone is intended to allow certain additional uses not allowed along U.S. Highway 101 in the D-1 zone, and to maintain primary commercial uses such as stores, banks and offices beyond the limits of the downtown zone. Large land users and automobile-oriented drive-through uses are intended to be located in the commercial zone. [Ord. 321 § 2, 2014; Ord. 290 § 3(3.030), 2006.]

18.25.020 Uses permitted outright.

In a C-1 zone, the following uses and their accessory uses are permitted outright, subject to the standards of GMC [18.25.040](#):

- A. Primary retail activities, such as shops or stores engaged in the sale of retail merchandise, except establishments selling automobiles, manufactured dwellings or other large merchandise.
- B. Consumer services such as banks, barber and beauty shops, repair shops, printing shops, laundries.
- C. Eating and drinking establishments with no more than incidental alcohol service, including those that provide outdoor seating.
- D. Indoor amusement activities and bowling alleys.
- E. Business, government and professional offices.
- F. Residential uses may be permitted within the commercial zone only when approved as part of a mixed use development. Mixed use developments may include housing above nonresidential uses (e.g., apartment lofts above offices), or housing side-by-side with nonresidential uses. All mixed use developments shall comply with the following standards:

1. No more than 50 percent of the ground floor space on each lot or parcel may be used for housing. A greater percentage may be approved for housing as part of a master planned development when the master plan provides for development of more than one lot/parcel, and the overall percentage of ground floor space does not exceed 50 percent residential use for the entire site.

G. Motels, hotels and tourist housing.

H. Churches, libraries or community meeting halls.

I. Health facilities such as clinics, nursing homes.

J. Arts and crafts studios or galleries.

K. Bus depot.

L. Parks and publicly owned recreation areas.

M. Family daycare center and daycare center.

N. Single-family residences established prior to July 1, 1996, and in a dwelling unit or structure originally permitted and constructed for that use.

O. Accessory structures.

P. Certain transportation facilities as defined in GMC [18.05.030](#), specifically:

1. Normal operation and maintenance of transportation facilities;
2. Installation of transportation improvements within the existing right-of-way;
3. Projects identified in the adopted transportation system plan not requiring future land use review and approval;
4. Landscaping as part of a transportation facility; and
5. Emergency transportation facility measures.

Q. Street or road construction as part of an approved subdivision or partition.

R. Car wash.

S. Attended fueling stations established prior to July 1, 2007.

T. Special Events. As used in this section, “special event” means a community-oriented and endorsed gathering or celebration intended for recreation, entertainment, fundraising, or other similar purposes. Special events are allowed when:

1. The special event is limited to no more than seven days per calendar year; and
2. The special event organizer obtains approval from the Oregon Liquor Control Commission to serve alcohol at the event and otherwise meets all lawful requirements for alcohol sales and consumption outdoors; and
3. The special event organizer obtains the written permission of the city manager authorizing the outdoor sale and consumption of alcohol at the event. [Ord. 321 §§ 3 – 7, 2014; Ord. 319 § 1, 2013; Ord. 290 § 3(3.030(1)), 2006.]

18.25.030 Conditional uses permitted.

In a C-1 zone, the following conditional uses and accessory uses are permitted, subject to the requirements of GMC [18.25.040](#) and Chapter [18.185](#) GMC:

A. Service or fueling stations, car lots, lumber yards, manufactured dwellings dealerships, public or private parking facilities, boat dealers, farm equipment dealers, nurseries, and other uses where outdoor sales and storage are associated with the use.

B. Cabinet or woodworking shops, plumbing, heating, electrical, paint or other contractor storage, repair or sales shops.

C. Wholesale warehouse or distribution establishments.

D. Tire retreading, welding or machine shops.

E. Recreational vehicle parks.

F. Mini-storage establishments.

G. Duplex, triplex, **quadplex** or multifamily dwellings, subject to GMC [18.110.010](#).

H. Telecommunication facilities.

I. Certain transportation facilities as defined in GMC [18.05.030](#), specifically:

1. Transportation projects that are not designated improvements in the transportation system plan; and
2. Transportation projects that are not designed and constructed as part of an approved subdivision or partition.

J. Residential uses converted from commercial uses.

K. Eating and drinking establishments with more than incidental alcohol service. [Ord. 321 §§ 8 – 10, 2014; Ord. 290 § 3(3.030(2)), 2006.]

18.25.040 Standards.

In a C-1 zone, the following standards shall apply:

A. Minimum lot size: none.

B. Yards and Setbacks. For residential uses, the requirements shall be the same as in the R-1 zone. The minimum yard depth for portions of the property abutting a residential zone will be 15 feet. The Uniform Fire Protection Code shall govern adjacent commercial uses. The minimum setback requirements for commercial structures shall be established by applicable building codes.

C. Building Height. Maximum building height shall be 30 feet. Maximum building height allowed outright shall be 30 feet. Any building exceeding 30 feet in height shall be reviewed following the standards and procedures for conditional uses under Chapter [18.185](#) GMC.

D. Outdoor sales and service areas not requiring conditional use approval shall be approved by the planning commission. Such areas shall not exceed 400 square feet. The planning commission may require that such areas be enclosed by fencing or landscaping where appropriate.

E. All uses shall meet the parking and sign requirements of this title.

F. The minimum lot size for a triplex [or quadplex](#) shall be 10,000 square feet. The minimum lot size for multifamily dwellings (four dwelling units or more) shall be 10,000 for the first [three](#) [four](#) units and 1,500 for each unit thereafter. The planning commission may allow up to 50 percent additional dwelling units (up to 39 dwelling units per acre) for senior citizen or adult disabled housing.

G. There shall be no minimum yard requirements for housing developments in the C-1 zone. Senior citizens and/or adult disabled housing shall provide a minimum of 10 percent of the lot area in maintained landscaping. Family-oriented housing developments shall provide a minimum of 20 percent of the lot area in maintained landscaping. In addition, such developments shall provide a fenced playground which, in the view of the planning commission, is capable of serving the number of projected children. [Ord. 321 §§ 11 – 14, 2014; Ord. 290 § 3(3.030(3)), 2006.]

Division IV. Supplemental Provisions

Chapter 18.90

ACCESS REQUIREMENTS

Sections:

18.90.010 Access requirements.

18.90.010 Access requirements.

Every lot shall abut a street, lane, or alley for at least 25 feet (except townhouse lots shall abut a street, lane, or alley for at least 20 feet), or have vehicular access or easement. A lot which has not met this requirement may not be created or reconfigured through a partition, property line adjustment or subdivision, or through the annexation of contiguous parcels or lots of land into the city limits. [Ord. 319 § 17, 2013; Ord. 290 § 3(4.010), 2006.]

Chapter 18.110

MULTIFAMILY, TRIPLEX, QUADPLEX, TOWNHOUSE AND COTTAGE CLUSTER STANDARDS OR APARTMENT SITING CRITERIA

Sections:

18.110.010 Multifamily standards. or apartment siting criteria.

18.110.010 Multifamily standards. or apartment siting criteria.

In any zone where a multifamily dwelling, condominium or apartment structure is proposed, the planning commission shall review the plans under the following criteria:

A. The placement of the structure takes advantage of natural features such as streams, shorelines, or hillsides. Existing trees are retained whenever feasible.

B. Ingress and egress points shall be located so as to minimize impact on any adjacent residential uses. In the downtown area, access shall be limited wherever possible to side streets, rather than Garibaldi Avenue.

C. Parking areas are located to minimize impact on any adjacent residential uses. Parking areas that provide for eight or more vehicles shall be screened from adjacent residential uses by means of a fence or sight-obscuring hedge.

D. In the R-1 zone, a minimum of 25 percent of the lot area shall be devoted to natural open space or landscaping. In the C-1 zone, a minimum of 20 percent of the lot area shall be devoted to natural open space or landscaping for family-oriented developments, and 10 percent of the lot area shall be devoted to natural open space or landscaping for senior citizen/adult handicapped housing. A fenced playground shall be provided for all family-oriented developments.

E. Where the proposed structure is located in a residential zone or abuts a residential zone, the following setbacks shall be met:

1. Front yard: one-story structure, 10 feet; two-story structure, 15 feet;
2. Rear yard: one-story structure, 10 feet; two-story structure, 15 feet;
3. Side yard: one-story structure, five feet; two-story structure, 10 feet.

F. In the downtown core area, multifamily or apartment complexes shall include a commercial use with frontage on U.S. 101.

G. Vegetation that attains a mature height of six feet may be required in order to screen the development from adjacent dwellings. [Ord. 290 § 3(4.042), 2006.]

18.110.020 Triplex and quadplex standards.

A. Applicants must demonstrate that Sufficient Infrastructure, as defined in Chapter 18.05.030, is provided, or will be provided, upon submittal of a triplex or quadplex development application.

B. Design Standards. New triplexes and quadplexes shall meet the following standards:

1. Entry Orientation. At least one main entrance for each triplex or quadplex structure shall be within eight feet of the longest street-facing wall of the dwelling unit; and the entrance must either:

a. Face the street (Figure 1);

b. Be at an angle of up to 45 degrees from the street (Figure 2);

c. Face a common open space that is adjacent to the street and is abutted by dwellings on at least two sides (Figure 3); or

d. Open onto a porch that is at least 25 square feet in area, and that must have at least one entrance facing the street or have a roof (see Figure 4).

Figure 1

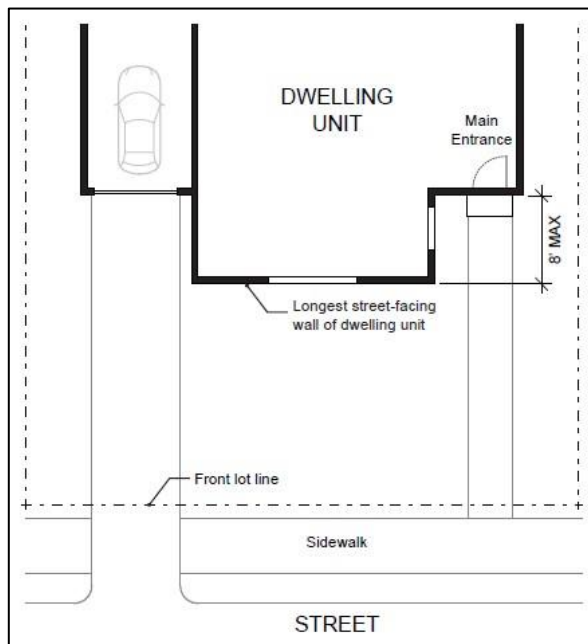


Figure 2

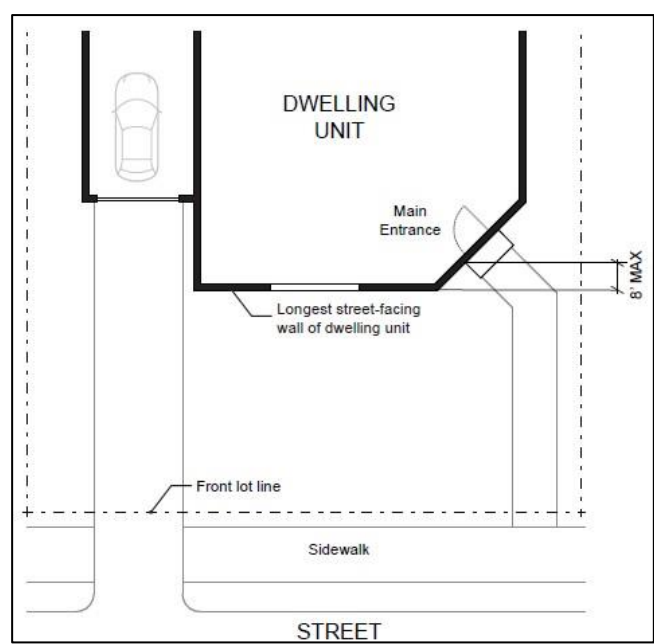


Figure 3

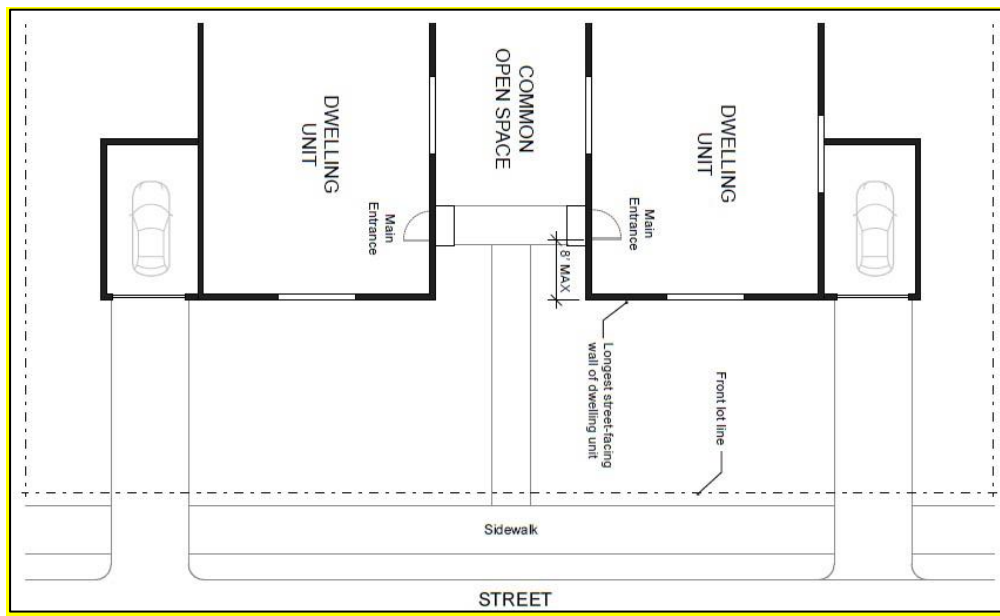


Figure 4

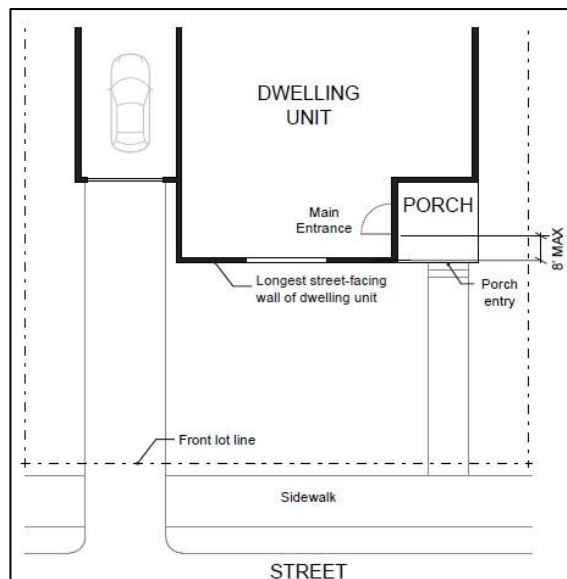
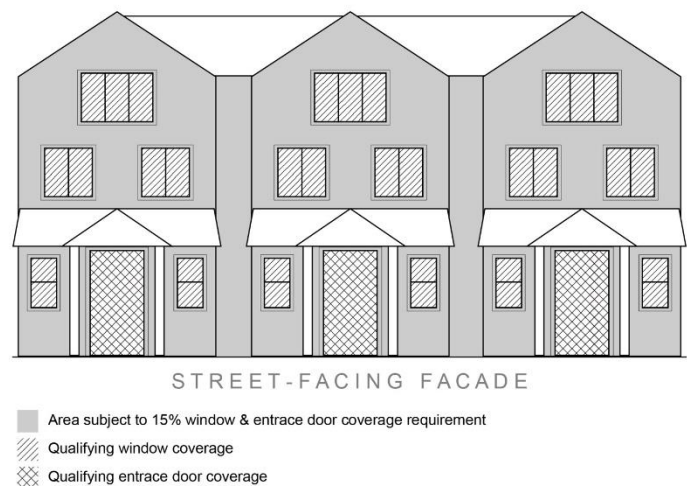


Figure 5



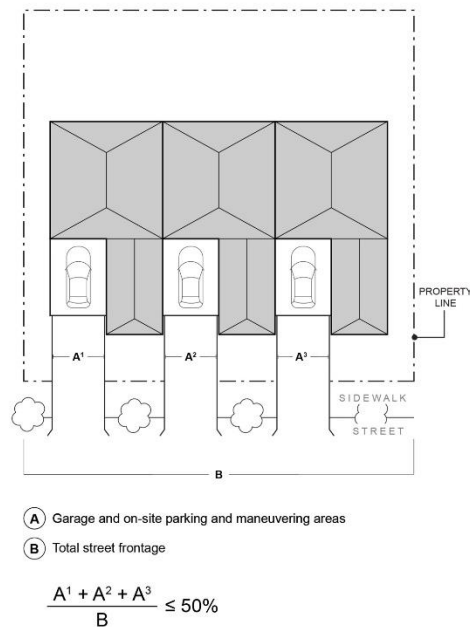
2. Windows. A minimum of 15 percent of the area of all street-facing facades must include windows or entrance doors. Facades separated from the street property line by a dwelling are exempt from meeting this standard. See Figure 5.

3. Garages, Carports and Off-Street Parking Areas. Garages, carports and off-street parking areas shall not be located between a building and a public street (other than an alley), except where they comply with the following standards:

a. The garage, carport or off-street parking area is separated from the street property line by a dwelling; or

b. The combined width of all garages and outdoor on-site parking and maneuvering areas does not exceed a total of 50 percent of the street frontage (see Figure 6).

Figure 6



4. Driveway Approach. Driveway approaches must comply with the following:

A. The total width of all driveway approaches must not exceed 32 feet per frontage, as measured at the property line (see Figure 7).

b. Driveway approaches may be separated when located on a local street (see Figure 7).

c. In addition, lots with more than one frontage must comply with the following:

(1) Lots must access the street with the lowest transportation classification for vehicle traffic. For lots or parcels abutting an improved alley, access must be taken from the alley (see Figure 8).

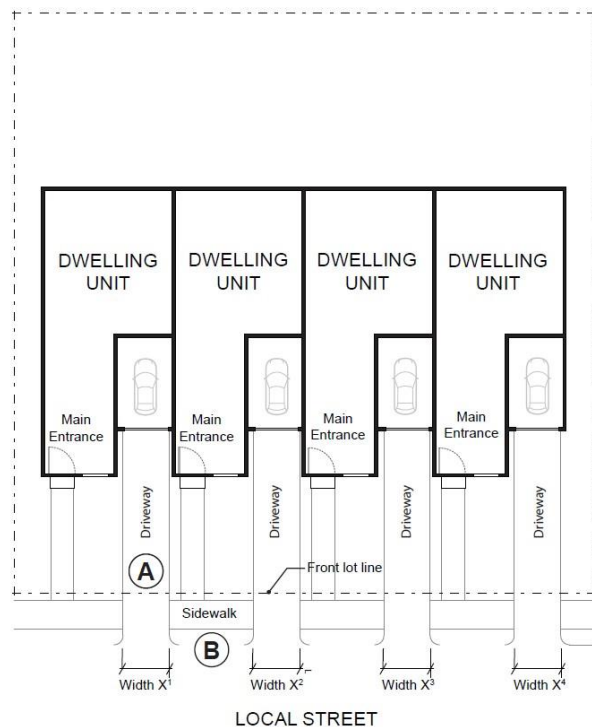
(2) Lots or parcels with frontages only on collectors and/or arterial streets must meet the access standards applicable to collectors and/or arterials.

(3) Triplexes and quadplexes on lots or parcels with frontages only on local streets may have either:

(a) Two driveway approaches not exceeding 32 feet in total width on one frontage; or

(b) One maximum 16-foot-wide driveway approach per frontage (see Figure 9).

Figure 7



- A** $X^1 + X^2 + X^3 + X^4$ must not exceed 32 feet per frontage,
- B** Driveway approaches may be separated when located on a local street

Figure 8

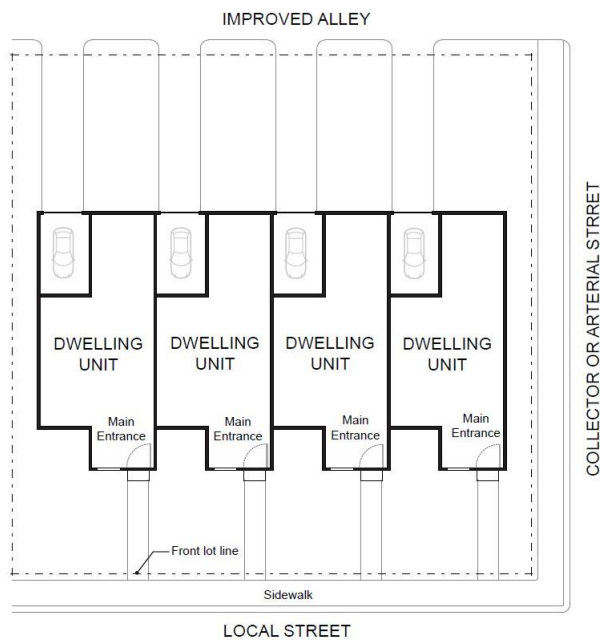
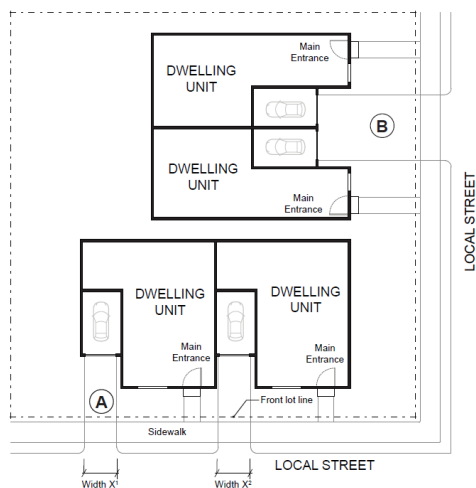


Figure 9



Options for site with more than one frontage on local streets:

- A** Two driveway approaches not exceeding 32 feet in total width on one frontage (as measured $X^1 + X^2$); or
- B** One maximum 16-foot-wide driveway approach per frontage.

(Note: Both options are depicted here for illustrative purposes only. The standards do not allow both Options A and B on the same site.)

C. Conversions. Internal conversion of an existing detached single-unit dwelling or duplex to a triplex or quadplex are exempt from the Triplex and Quadplex standards of Section 18.110.020A. and B. and are exempt from the minimum parking requirements in Section 18.125.030.

18.110.030 Townhouse standards.

A. Applicants must demonstrate that Sufficient Infrastructure, as defined in Chapter 18.05.030, is provided, or will be provided, upon submittal of a townhouse development application.

B. Common areas must be maintained by a homeowners association or other legal entity. A homeowners association may also be responsible for exterior building maintenance. A copy of any applicable covenants, restrictions and conditions must be recorded and provided to the jurisdiction prior to issuance of a building permit.

C. A maximum of four attached townhouses is permitted.

D. Design Standards. New townhouses shall meet the following standards:

1. Entry Orientation. The main entrance of each townhouse shall be within eight feet of the longest street-facing wall of the dwelling unit; and the entrance must either:

a. Face the street (Figure 1);

b. Be at an angle of up to 45 degrees from the street (Figure 2);

c. Face a common open space that is adjacent to the street and is abutted by dwellings on at least two sides (Figure 3); or

d. Open onto a porch that is at least 25 square feet in area, and that must have at least one entrance facing the street or have a roof (see Figure 4).

2. Unit Definition. Each townhouse must include at least one of the following on at least one street-facing façade (see Figure 10):

a. A roof dormer a minimum of four feet in width, or

b. A balcony a minimum of two feet in depth and four feet in width and accessible from an interior room, or

c. A bay window that extends from the façade a minimum of two feet, or

d. An offset of the façade of a minimum of two feet in depth, either from the neighboring townhouse or within the façade of a single townhouse, or

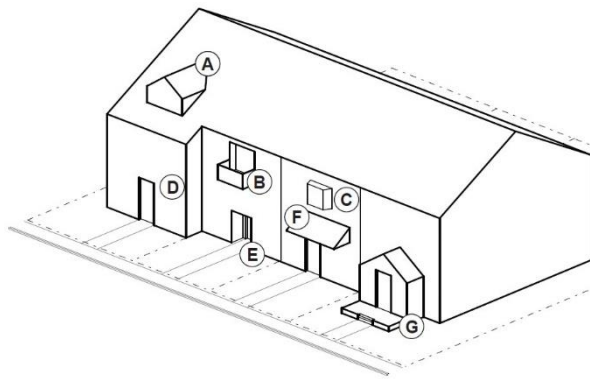
e. An entryway that is recessed a minimum of three feet, or

f. A covered entryway with a minimum depth of four feet, or

g. A porch meeting the standards of subsection 18.110.030.D.1.d.

h. Balconies and bay windows may encroach into a required setback area.

Figure 10.



- (A) Roof dormer, minimum of 4 feet wide
- (B) Balcony, minimum 2 feet deep and 4 feet wide. Accessible from interior room.
- (C) Bay window extending minimum of 2 feet from facade
- (D) Facade offset, minimum of 2 feet deep
- (E) Recessed entryway, minimum 3 feet deep
- (F) Covered entryway, minimum of 4 feet deep
- (G) Porch, meets standards of subsection (1)(b)(iv) of section (C)

3. Windows. A minimum of 15 percent of the area of all street-facing facades on each individual unit must include windows or entrance doors. Half of the window area in the door of an attached garage may count toward meeting this standard. See Figure 5.

4. Driveway Access and Parking. Townhouses with frontage on a public street shall meet the following standards:

a. Garages on the front façade of a townhouse, off-street parking areas in the front yard, and driveways in front of a townhouse are allowed if they meet the following standards (see Figure 11):

(1) Each townhouse lot has a street frontage of at least 20 feet on a local street.

(b) A maximum of one driveway per lot is allowed that does not exceed 12 feet wide, or 50 percent of the lot street frontage, whichever is greater. For two abutting lots in the same townhouse project, driveways are encouraged to be paired and abut along the lot line to create one shared driveway approach.

(c) The garage width does not exceed 12 feet wide, as measured from the inside of the garage door frame.

Figure 11

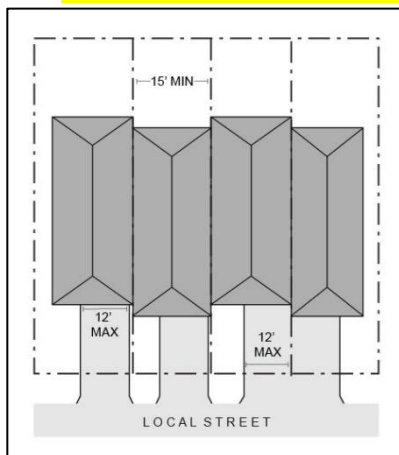


Figure 12

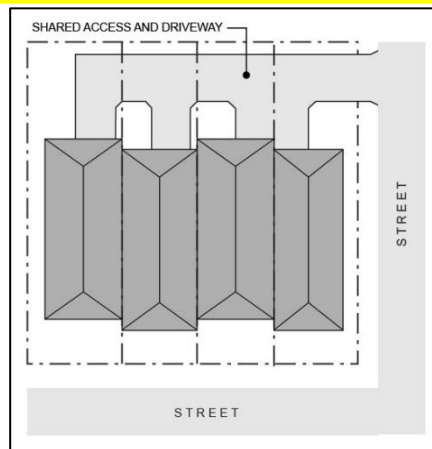
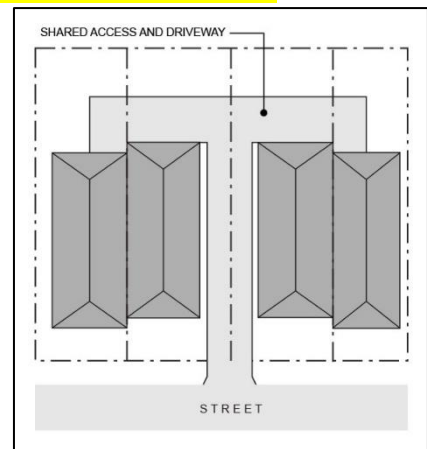


Figure 13



b. The following standards apply to driveways and parking areas for townhouse projects that do not meet all of the standards in subsection 18.110.030.D.4.a:

(1) Off-street parking areas shall be accessed on the back façade or located in the rear yard. No off-street parking shall be allowed in the front yard or side yard of a townhouse.

(2) A townhouse project that includes a corner lot shall take access from a single driveway approach on the side of the corner lot. See Figure 12.

(3) Townhouse projects that do not include a corner lot shall consolidate access for all lots into a single driveway. The driveway and approach are not allowed in the areas directly between the front façade and the front lot line of any of the townhouses. See Figure 13.

(4) A townhouse project that includes consolidated access or shared driveways shall grant access easements to allow normal vehicular access and emergency access.

(5) Townhouse projects in which all units take exclusive access from a rear alley are exempt from compliance with subsection 18.110.030.D.4.

18.110.040 Cottage cluster standards.

A. Applicants must demonstrate that Sufficient Infrastructure, as defined in Chapter 18.05.030, is provided, or will be provided, upon submittal of a townhouse development application.

B. All cottage cluster developments shall meet the following standards:

1. There shall be between three and eight detached dwelling units per cottage cluster.

2. A minimum density of four units per net acre shall apply to all cottage clusters.

3. Each cottage dwelling unit shall have a maximum footprint of 900 square feet, with an additional 200 square feet permitted for an attached garage.

4. Each cottage dwelling unit shall have a maximum total floor area of 1,400 square feet.

5. Cottages shall be separated by a minimum distance of six feet. The minimum distance between all other structures, including accessory structures, shall be in accordance with building code requirements.

6. No maximum lot coverage shall apply to cottage clusters.

7. Each cottage cluster development shall have a minimum of one common courtyard (see Figure 14).

8. Cottages must be clustered around a common courtyard, meaning they abut the associated common courtyard or are directly connected to it by a pedestrian path, and must meet the following standards:

a. A minimum of 50 percent of cottages within a cluster must be oriented to the common courtyard and must:

(1) Have a main entrance facing the courtyard;

(2) Be within 10 feet of the common courtyard, measured from the façade of the cottage to the nearest edge of the common courtyard; and

(3) Be connected to the common courtyard by a pedestrian path.

b. Cottages within 20 feet of a street property line may have their entrances facing the street.

c. Cottages not facing the common courtyard or the street must have their main entrances facing a pedestrian path that is directly connected to the common courtyard.

9. Common courtyards shall:

a. Be a single, contiguous piece that measures no less than 150 square feet per cottage, is 15 feet at its narrowest dimension and has abutting cottages on at least two sides.

b. Be developed with a mix of landscaping, lawn area, pedestrian paths, and/or paved courtyard area, and may also include recreational amenities.

c. Impervious elements of the common courtyard shall not exceed 75 percent of the total common courtyard area.

d. Pedestrian paths must be included in a common courtyard. Paths that are contiguous to a courtyard shall count toward the courtyard's minimum dimension and area. Parking areas, required setbacks, and driveways do not qualify as part of a common courtyard.

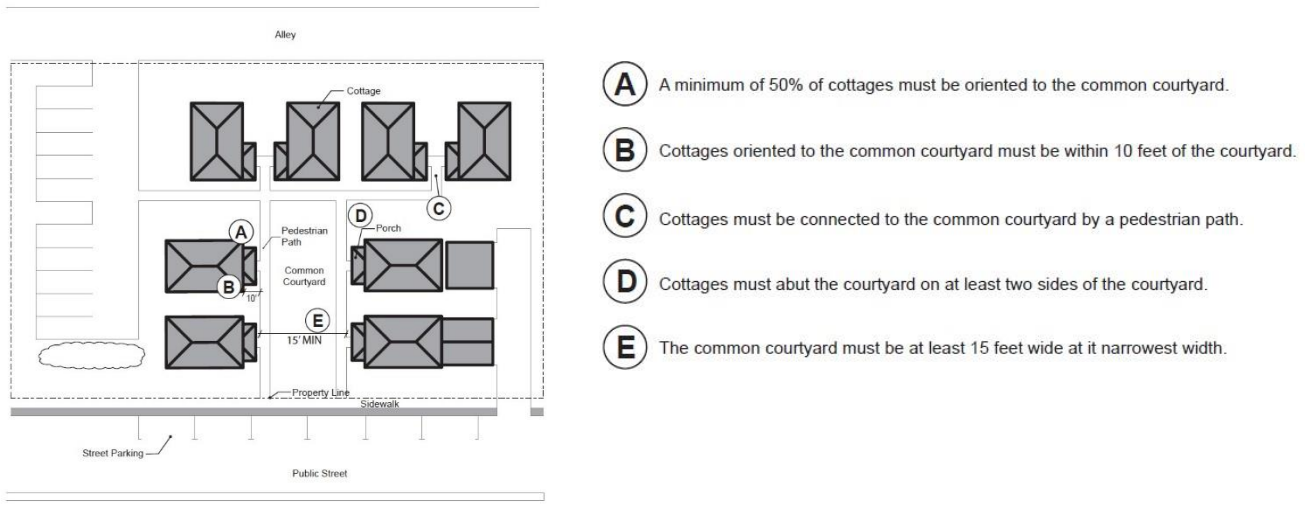
10. Community buildings may be included for the shared use of residents that provide space for accessory uses such as community meeting rooms, guest housing, exercise rooms, day care or common eating areas. Community buildings may not exceed a footprint of 900 square feet.

11. An minimum four-foot-wide, hard-surfaced accessible pedestrian path must be provided that connects the main entrance of each cottage to the common courtyard, shared parking areas, community buildings and sidewalks or public rights-of-way abutting the site.

12. Accessory structures, including garages, are permitted and may not exceed 400 square feet in total floor area.

13. Existing structures on a lot or parcel to be used for a cottage cluster may remain within the cottage cluster project area, may be nonconforming with respect to the requirements of this code and may be expanded up to a maximum of 900 square feet.

Figure 14.



8. Parking in cottage clusters (see Figure 15):

a. Off-street parking is permitted in clusters of up to five spaces. Parking clusters shall be separated from other clusters by a minimum of four feet of landscaping.

b. Off-street parking and vehicle maneuvering areas shall not be located:

(1) Within 10 feet from any street property line, except alley property lines; and

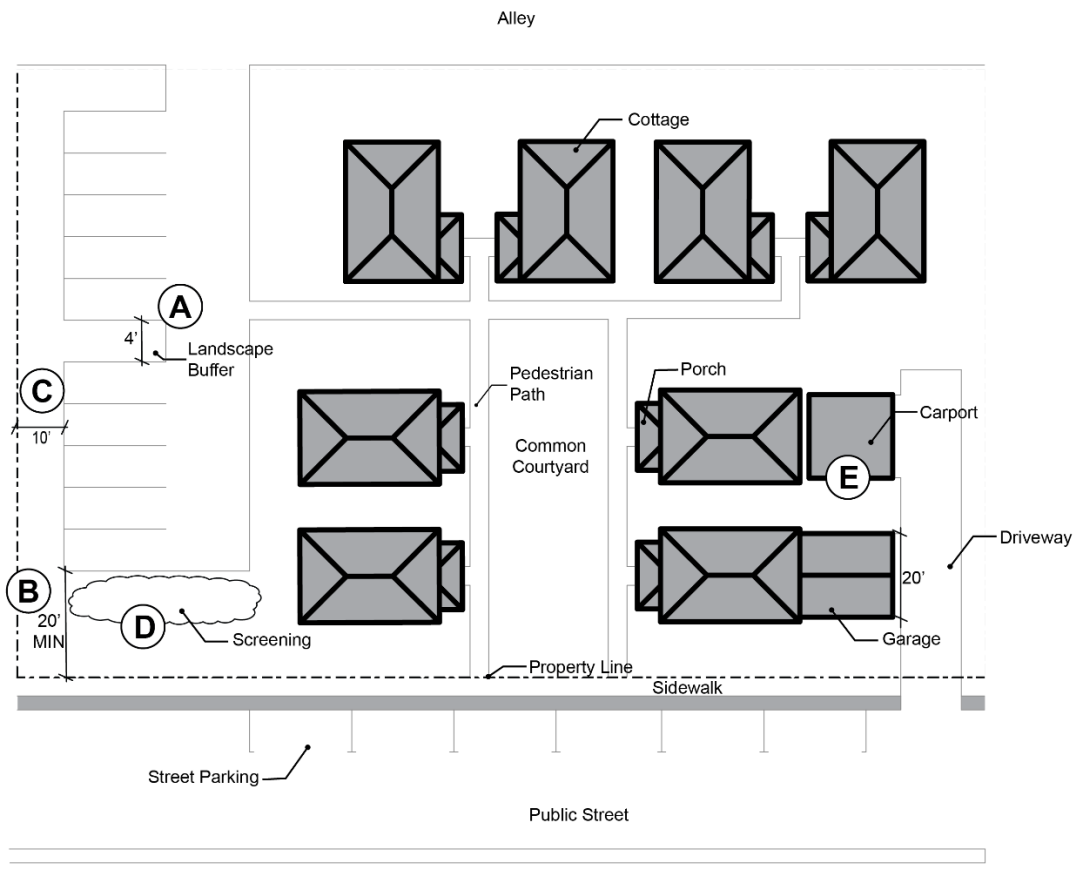
(2) Between a street property line and the front facades of cottages located closest to the street property line. This standard does not apply to alleys.

c. Off-street parking spaces shall not be located within 10 feet of any property line, except alley property lines. Driveways and drive aisles are permitted within 10 feet of other property lines.

d. Landscaping, fencing or walls at least three feet tall shall separate parking areas and parking structures from common courtyards, public streets and adjoining properties.

e. Garages and carports may not abut common courtyards.

Figure 15.



- (A)** Parking allowed in clusters of up to 5 spaces. Clusters separated by minimum 4 feet of landscaping.
- (B)** No parking or vehicle area within 20 feet from street property line (except alley).
- (C)** No parking within 10 feet from other property lines (except alley). Driveways and drive aisles permitted within 10 feet.
- (D)** Screening required between clustered parking areas or parking structures and public streets or common courtyards.
- (E)** Garages and carports must not abut common courtyards. Garage doors for individual garages must not exceed 20 feet in width.

Chapter 18.125

AUTOMOBILE PARKING STANDARDS

Sections:

Article I. Generally

18.125.010 Purpose.

18.125.020 Applicability.

Article II. Automobile Parking Standards

18.125.030 Vehicle parking – Minimum standards by use.

18.125.040 Vehicle parking – Minimum accessible parking.

18.125.050 On-street parking.

18.125.060 Shared parking.

18.125.070 Off-site parking.

18.125.080 General parking standards.

18.125.090 Parking stall design and minimum dimensions.

18.125.100 Important cross-references.

Article III. Bicycle Parking Requirements

18.125.110 Background.

18.125.120 Minimum required bicycle parking spaces.

18.125.130 Exemptions.

18.125.140 Location and design.

18.125.150 Visibility and security.

18.125.160 Options for storage.

18.125.170 Lighting.

18.125.180 Reserved areas.

18.125.190 Hazards.

Article IV. Loading Areas

18.125.200 Background.

18.125.210 Purpose.

18.125.220 Applicability.

18.125.230 Number of loading spaces.

18.125.240 Size of spaces.

18.125.250 Placement, setbacks, and landscaping.

Article I. Generally

18.125.010 Purpose.

The purpose of this chapter is to provide basic and flexible standards for the development of vehicle and bicycle parking. The design of parking areas is critical to the economic viability of some commercial areas, pedestrian and driver safety, the efficient and safe operation of adjoining streets, and community image and livability. Historically, some communities have required more parking than is necessary for some land uses, paving extensive areas of land that could be put to better use. Because vehicle parking facilities occupy large amounts of land, they must be planned and designed carefully to use the land efficiently, minimize storm water runoff, and maintain the visual character of the community. This chapter recognizes that each development has unique parking needs and provides a flexible approach for determining parking space requirements (i.e., “minimum” and “performance-based” standards). This chapter also provides standards for bicycle parking because many people use bicycles for recreation, commuting, and general transportation. Children as well as adults need safe and adequate spaces to park their bicycles throughout the community. [Ord. 290 § 3(4.060(1)), 2006.]

18.125.020 Applicability.

All development subject to review including development of parking facilities, shall comply with the provisions of this chapter. [Ord. 290 § 3(4.060(2)), 2006.]

Article II. Automobile Parking Standards

18.125.030 Vehicle parking – Minimum standards by use.

The number of required off-street vehicle parking spaces shall be determined in accordance with the standards in Table 18.125.030, Minimum Required Parking by Use, or alternatively, through a separate parking demand analysis prepared by the applicant and subject to a land use review. Where a use is not specifically listed in this table, parking requirements are determined by finding that a use is similar to one of those listed in terms

of parking needs, or by estimating parking needs individually using the demand analysis option described above. Parking that counts toward the minimum requirement includes parking in garages, carports, parking lots, bays along driveways, shared parking, and designated on-street parking.

Table 18.125.030 – Minimum Required Parking by Use

Use Categories	Minimum Parking per Land Use (fractions rounded down to the closest whole number)
<i>Residential Categories</i>	
Household Living	
Accessory Dwelling	None
Single- Unit Family Dwelling	2 spaces
Duplex, Triplex, Quadplex, Townhouse or Cottage Cluster	3 spaces per duplex <u>1 space per dwelling unit</u>
Multifamily	1 space per studio or 1-bedroom unit
	1.5 spaces/unit per 2-bedroom unit
	2 spaces/unit per 3-bedroom or larger unit
Group Living, such as nursing or convalescent homes, rest homes, assisted living, congregate care, and similar special needs housing	0.5 space per 4 bedrooms
Commercial Categories	
Drive-Up/Drive-In/Drive-Through (drive-up windows, kiosks, ATMs)	No requirement.
Bed and Breakfast Inn	1 space per bedroom

Table 18.125.030 – Minimum Required Parking by Use

Use Categories	Minimum Parking per Land Use (fractions rounded down to the closest whole number)
Educational Services, not a school (e.g., tutoring or similar services)	2 spaces per 1,000 sq. ft. floor area
Entertainment, Major Event	Per CU review
Offices	2 spaces per 1,000 sq. ft. floor area
Outdoor Recreation, Commercial	Per CU review
Parking Lot (when not an accessory use)	Per CU review
Quick Vehicle Servicing or Vehicle Repair (See also Drive-Up/Drive-In/Drive-Through Uses)	2 spaces, or per CU review
Retail Sales and Service (See also Drive-Up Uses)	Retail: 2 spaces per 1,000 sq. ft., except bulk retail (e.g., auto, boat, trailers, nurseries, lumber and construction materials, furniture, appliances, and similar sales) 1 space per 1,000 sq. ft.
	Restaurants and Bars: 8 spaces per 1,000 sq. ft. floor area
	Health Clubs, Gyms, Continuous Entertainment (e.g., bowling alleys): 3 spaces per 1,000 sq. ft.
	Lodging (hotels, motels, inns), (see also Bed and Breakfast Inns): 0.75 space per rentable room; for associated uses, such as restaurants, entertainment uses, and bars, see above
	Theaters and Cinemas: 1 space per 6 seats

Table 18.125.030 – Minimum Required Parking by Use

Use Categories	Minimum Parking per Land Use (fractions rounded down to the closest whole number)
Self-Service Storage	No standard
Industrial Categories	
Industrial Service (See also Drive-Up Uses)	1 space per 1,000 sq. ft. of floor area
Manufacturing and Production	1 space per 1,000 sq. ft. of floor area
Warehouse and Freight Movement	0.5 space per 1,000 sq. ft. of floor area
Waste-Related	Per CU review
Wholesale Sales	
– fully enclosed	1 space per 1,000 sq. ft.
– not enclosed	Per CU review
Institutional Categories	
Basic Utilities	None
Colleges	Per CU review
Community Service	1 space per 200 sq. ft. of floor area
Daycare, adult or child daycare; does not include Family Daycare (12 or fewer children) under ORS 657A.250	1 space per 500 sq. ft. of floor area
Parks and Open Space	Determined per CU review for active recreation areas, or no standard

Table 18.125.030 – Minimum Required Parking by Use

Use Categories	Minimum Parking per Land Use (fractions rounded down to the closest whole number)
Religious Institutions and Houses of Worship	1 space per 75 sq. ft. of main assembly area; or per CU review, as applicable
Schools	Grade, elementary, middle, junior high schools: 1 space per classroom, or per CU review
	High schools: 7 spaces per classroom, or per CU review
Other Categories	
Accessory Uses (with a permitted use)	No standard, except some uses may be required to provide parking under the minimum standards for primary uses, as determined by the decision body through land use review, conditional use permit review, or site design review
Agriculture – Animals	None, or per CU review
Agriculture – Nurseries and similar horticulture	See Retail Sales and Wholesale Sales, as applicable
Mining	Per CU review
Radio Frequency Transmission Facilities	None
Rail Lines and Utility Corridors, except those existing prior to effective date of Development Code are allowed	None
Transportation Facilities (operation, maintenance, preservation, and	None

Table 18.125.030 – Minimum Required Parking by Use

Use Categories	Minimum Parking per Land Use (fractions rounded down to the closest whole number)
construction [in accordance with the City's Transportation System Plan])	

[Ord. 319 § 20, 2013; Ord. 304 Art. IV(2), 2008; Ord. 290 § 3(4.060(3)(A)), 2006.]

18.125.040 Vehicle parking – Minimum accessible parking.

A. Accessible parking shall be provided for all uses in accordance with the standards in Table 18.125.030; parking spaces used to meet the standards in Table 18.125.040, Minimum Number of Accessible Parking Spaces, shall be counted toward meeting off-street parking requirements in Table 18.125.030;

B. Such parking shall be located in close proximity to building entrances and shall be designed to permit occupants of vehicles to reach the entrance on an unobstructed path or walkway;

C. Accessible spaces shall be grouped in pairs where possible;

D. Where covered parking is provided, covered accessible spaces shall be provided in the same ratio as covered nonaccessible spaces;

E. Required accessible parking spaces shall be identified with signs and pavement markings identifying them as reserved for persons with disabilities; signs shall be posted directly in front of the parking space at a height of no less than 42 inches and no more than 72 inches above pavement level. Van spaces shall be specifically identified as such.

Table 18.125.040 – Minimum Number of Accessible Parking Spaces

Source: ADA Standards for Accessible Design 4.1.2(5)

Total Number of Parking Spaces Provided (per lot)	Total Minimum Number of Accessible Parking Spaces (with 60" access aisle, or 96" aisle for vans*)	Van Accessible Parking Spaces with min. 96" wide access aisle	Accessible Parking Spaces with min. 60" wide access aisle
	<i>Column A</i>		
1 to 25	1	1	0
26 to 50	2	1	1
51 to 75	3	1	2
76 to 100	4	1	3
101 to 150	5	1	4
151 to 200	6	1	5
201 to 300	7	1	6
301 to 400	8	1	7
401 to 500	9	2	7
501 to 1,000	2% of total parking provided in each lot	1/8 of Column A**	7/8 of Column A***
1,001 or more	20 plus 1 for each 100 over 1,000	1/8 of Column A**	7/8 of Column A***
<p>*vans and cars may share access aisles</p> <p>**1 out of every 8 accessible spaces</p> <p>***7 out of every 8 accessible parking spaces</p>			

[Ord. 290 § 3(4.060(3)(B)), 2006.]

18.125.050 On-street parking.

On-street parking shall conform to the following standards:

A. Dimensions. The following constitutes one on-street parking space:

1. Parallel parking, each 22 feet of uninterrupted curb;
2. Forty-five or 60 degree diagonal, each with 10 to 12 feet of curb;
3. Ninety degree (perpendicular) parking, each with 12 feet of curb.

B. Location. Parking may be counted toward the minimum standards in Table 18.125.030 when it is on the block face abutting the subject land use. An on-street parking space must not obstruct a required clear vision area and it must not violate any law or street standard.

C. Public Use Required for Credit. On-street parking spaces counted toward meeting the parking requirements of a specific use may not be used exclusively by that use, but shall be available for general public use at all times. Signs or other actions that limit general public use of on-street spaces are prohibited. [Ord. 304 Art. IV(3), 2008; Ord. 290 § 3(4.060(3)(C)), 2006.]

18.125.060 Shared parking.

Required parking facilities for two or more uses, structures, or parcels of land may be satisfied by the same parking facilities used jointly, to the extent that the owners or operators show that the need for parking facilities does not materially overlap (e.g., uses primarily of a daytime versus nighttime nature; weekday uses versus weekend uses), and provided that the right of joint use is evidenced by a recorded deed, lease, contract, or similar written instrument establishing the joint use. The city may approve owner requests for shared parking through land use review. [Ord. 290 § 3(4.060(3)(D)), 2006.]

18.125.070 Off-site parking.

Except for single-family dwellings, the vehicle parking spaces required by this section may be located on another parcel of land, provided the parcel is within 500 feet of the use it serves and the city has approved the off-site parking through land use review. The distance from the parking area to the use shall be measured from the nearest parking space to a building entrance, following a sidewalk or other pedestrian route. The right to use the off-site parking must be evidenced by a recorded deed, lease, easement, or similar written instrument. [Ord. 304 Art. IV(4), 2008; Ord. 290 § 3(4.060(3)(E)), 2006.]

18.125.080 General parking standards.

A. Location. Parking is allowed only on streets, within garages, carports, and other structures, or on driveways or parking lots that have been developed in conformance with this code. Street parking spaces shall not include space in a vehicle travel lane (including emergency or fire access lanes), public right-of-way, pedestrian accessway, landscape, or other undesignated area.

B. Mixed Uses. If more than one type of land use occupies a single structure or parcel of land, the total requirements for off-street automobile parking shall be the sum of the requirements for all uses, unless it can be shown that the peak parking demands are actually less (i.e., the uses operate on different days or at different times of the day). The city may reduce the total parking required accordingly through land use review.

C. Availability of Facilities. Owners of off-street parking facilities may post a sign indicating that all parking on the site is available only for residents, customers, and/or employees. Signs shall conform to the standards of Chapter [18.120 GMC](#).

D. Lighting. Parking areas shall have lighting to provide at least two foot-candles of illumination over parking spaces and walkways. Light standards shall be directed downward only and shielded to prevent lighting spillover into any adjacent residential district or use.

E. Screening of Parking Areas. Parking spaces shall be located or screened so that headlights do not shine onto adjacent residential uses. [Ord. 290 § 3(4.060(3)(F)), 2006.]

18.125.090 Parking stall design and minimum dimensions.

All off-street parking spaces shall be improved to conform to city standards for surfacing, storm water management, and striping. Standard parking spaces shall conform to the following standards and the dimensions in Figure 18.125.090(1), Parking Area Layout, and Figure 18.125.090(2), Disabled Person Parking Requirements, and Table 18.125.120, Minimum Required Bicycle Parking Spaces:

A. Motor vehicle parking spaces shall measure eight feet, six inches wide by 18 feet long or by 16 feet long, with not more than a two-foot overhang when allowed;

B. All parallel motor vehicle parking spaces shall measure eight feet, six inches by 22 feet;

C. Parking area layout shall conform to the dimensions in Figures 18.125.090(1) and (2), and Table 18.125.090, Parking Area Layout, below;

D. Parking areas shall conform to Americans With Disabilities Act (ADA) standards for parking spaces (dimensions, van accessible parking spaces, etc.). Parking structure

vertical clearance, van accessible parking spaces, should refer to federal ADA guidelines; and

E. Bicycle parking shall be on a two-foot by six-foot minimum concrete pad per bike, or within a garage or patio of residential use.

Figure 18.125.090(1) – Parking Area Layout

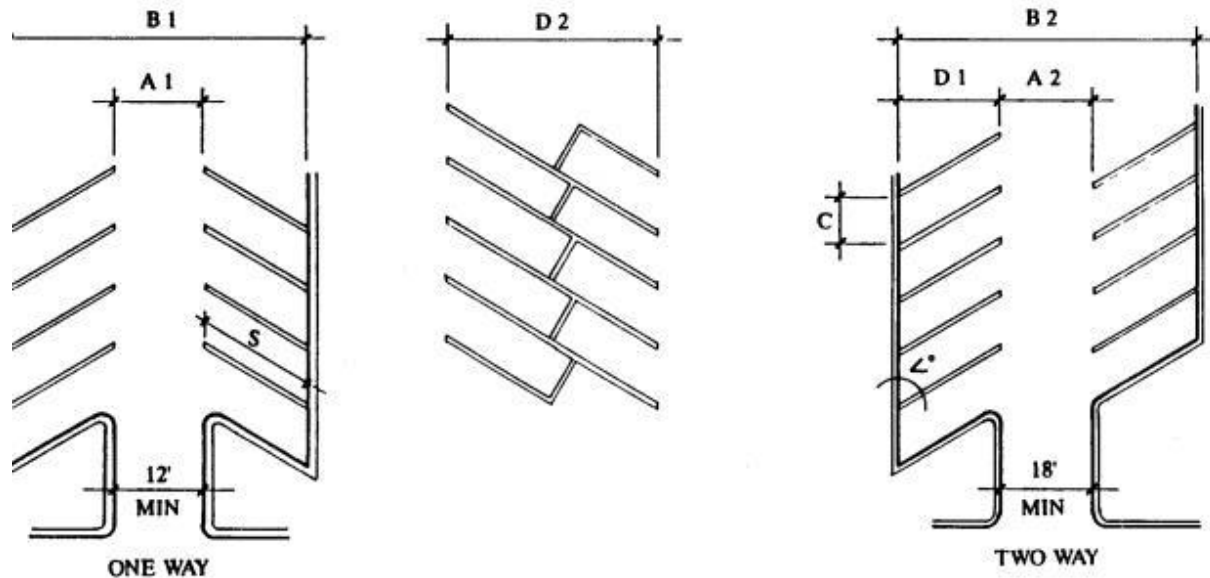


Figure 18.125.090(2) – Disabled Person Parking Requirements

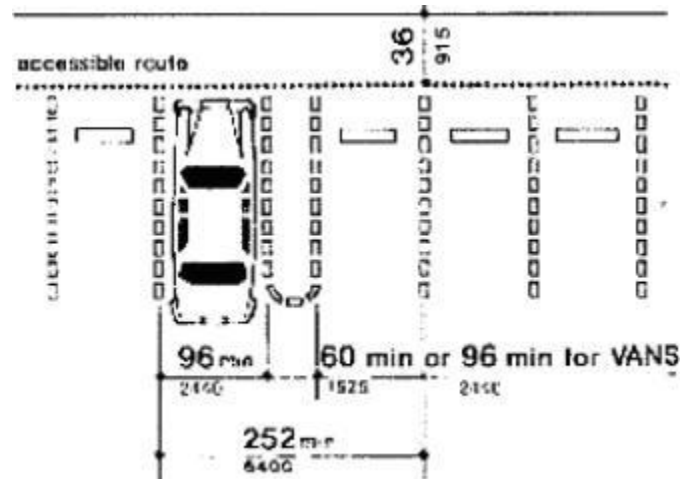


Table 18.125.090 – Parking Area Layout

Standard	Parking Angle <°	Curb Length	Stall Depth		Aisle Width		Bay Width		Stripe Length
			Single D1	Double D2	One-Way A1	Two-Way A2	One-Way B1	Two-Way B2	
Space	90°	8'-6"	18'	36'	23'	23'	59'	59'	18'
(See Figure 18.125.090(2) for ADA space requirements)	60°	10'	20'	40'	17'	18'	57'	58'	23'
	45°	12'	18'-6"	37'	13'	18'	50'	55'	26'-6"
	30°	17'	16'-6"	33'	12'	18'	45'	51'	32'-8"
	0°	22'	8'-6"	17'	12'	18'	29'	35'	8'-6"

[Ord. 290 § 3(4.060(3)(G)), 2006.]

18.125.100 Important cross-references.

See also Section 2, Land Use District standards, for parking location requirements for some multifamily and commercial land uses; Section 3.1, Access and Circulation, for driveway standards; Section 3.2, Landscaping; and Section 3.5, Surface Water Management. [Ord. 290 § 3(4.060(3)(H)), 2006.]

Article III. Bicycle Parking Requirements

18.125.110 Background.

This article implements part of the Transportation Planning Rule, which requires bicycle parking. (OAR 660-012-0045)

All uses that are subject to site design review shall provide bicycle parking, in conformance with the standards in Table 18.125.120, and GMC [18.125.120](#) through [18.125.190](#). [Ord. 290 § 3(4.060(4)), 2006.]

18.125.120 Minimum required bicycle parking spaces.

Uses shall provide long- and short-term bicycle parking spaces, as designated in Table 18.125.120. Where two options are provided (e.g., two spaces, or one per eight bedrooms), the option resulting in more bicycle parking is used.

Table 18.125.120 – Minimum Required Bicycle Parking Spaces

Use Categories	Specific Uses	Long-term Spaces (covered or enclosed)	Short-term Spaces (near building entry)
Residential Categories			
Household Living	Multifamily	1 per 4 units	2, or 1 per 20 units
Group Living		2, or 1 per 20 bedrooms	None
	Dormitory	1 per 8 bedrooms	None
Commercial Categories			
Retail Sales and Service		2, or 1 per 12,000 sq. ft. of floor area	2, or 1 per 5,000 sq. ft. of floor area
	Lodging	2, or 1 per 20 rentable rooms	2, or 1 per 20 rentable rooms
Office		2, or 1 per 10,000 sq. ft. of floor area	2, or 1 per 40,000 sq. ft. of floor area
Commercial Outdoor Recreation		8, or 1 per 20 auto spaces	None
Major Event Entertainment		8, or 1 per 40 seats, or per CU review	None
Industrial Categories			
Manufacturing and Production		2, or 1 per 15,000 sq. ft. of floor area	None
Warehouse and Freight Movement		2, or 1 per 40,000 sq. ft. of floor area	None

Table 18.125.120 – Minimum Required Bicycle Parking Spaces

Use Categories	Specific Uses	Long-term Spaces (covered or enclosed)	Short-term Spaces (near building entry)
Institutional Categories			
Basic Utilities	Bus transit center	8	None
Community Service		2, or 1 per 10,000 sq. ft. of floor area	2, or 1 per 10,000 sq. ft. of floor area
	Park and ride	8, or 5 per acre	None
Parks (active recreation areas only)		None	8, or per CU review
Schools	Grades 2 – 5	1 per classroom, or per CU review	1 per classroom, or per CU review
	Grades 6 – 12	2 per classroom, or per CU review	4 per school, or per CU review
Colleges	Excluding dormitories (see Group Living, above)	2, or 1 per 20,000 sq. ft. of net building area, or per CU review	2, or 1 per 10,000 sq. ft. of net building area, or per CU review
Medical Centers		2, or 1 per 70,000 sq. ft. of net building area, or per CU review	2, or 1 per 40,000 sq. ft. of net building area, or per CU review
Religious Institutions and Places of Worship		2, or 1 per 4,000 sq. ft. of net building area	2, or 1 per 2,000 sq. ft. of net building area
Daycare		2, or 1 per 10,000 sq. ft. of net building area	None
Other Categories			

Table 18.125.120 – Minimum Required Bicycle Parking Spaces

Use Categories	Specific Uses	Long-term Spaces (covered or enclosed)	Short-term Spaces (near building entry)
Other Categories	Determined through land use review, site design review, or CU review, as applicable		

[Ord. 290 § 3(4.060(4)(A)), 2006.]

18.125.130 Exemptions.

This article does not apply to single-family and multifamily housing (attached, detached, or manufactured housing), home occupations, agriculture and livestock uses. [Ord. 290 § 3(4.060(4)(B)), 2006.]

18.125.140 Location and design.

Bicycle parking should be no farther from the main building entrance than the distance to the closest vehicle space, or 50 feet, whichever is less. Long-term (i.e., covered) bicycle parking should be incorporated whenever possible into building design. Short-term bicycle parking, when allowed within a public right-of-way, should be coordinated with the design of street furniture, as applicable. [Ord. 290 § 3(4.060(4)(C)), 2006.]

18.125.150 Visibility and security.

Bicycle parking for customers and visitors of a use shall be visible from street sidewalks or building entrances, so that it provides sufficient security from theft and damage. [Ord. 290 § 3(4.060(4)(D)), 2006.]

18.125.160 Options for storage.

Long-term bicycle parking requirements for multiple family uses and employee parking can be met by providing a bicycle storage room, bicycle lockers, racks, or other secure storage space inside or outside of the building. [Ord. 290 § 3(4.060(4)(E)), 2006.]

18.125.170 Lighting.

For security, bicycle parking shall be at least as well lit as vehicle parking. [Ord. 290 § 3(4.060(4)(F)), 2006.]

18.125.180 Reserved areas.

Areas set aside for bicycle parking shall be clearly marked and reserved for bicycle parking only. [Ord. 290 § 3(4.060(4)(G)), 2006.]

18.125.190 Hazards.

Bicycle parking shall not impede or create a hazard to pedestrians. Parking areas shall be located so as to not conflict with vision clearance standards (Section 3.1, Access and Circulation). [Ord. 290 § 3(4.060(4)(H)), 2006.]

Article IV. Loading Areas

18.125.200 Background.

The loading area provisions are typical, except that GMC [18.125.250](#) allows for the use of a street right-of-way loading area under certain conditions. This exception is meant to conserve land for employment uses, particularly in the downtown and main street zones. Some cities' codes prohibit vehicles backing onto a public right-of-way (except single-family uses), so it is important to check for that restriction and allow reasonable exceptions. [Ord. 290 § 3(4.060(5)), 2006.]

18.125.210 Purpose.

The purpose of this article is to provide standards (1) for a minimum number of off-street loading spaces that will ensure adequate loading areas for large uses and developments, and (2) to ensure that the appearance of loading areas is consistent with that of parking areas. [Ord. 290 § 3(4.060(5)(A)), 2006.]

18.125.220 Applicability.

This article applies to residential projects with 50 or more dwelling units, and nonresidential and mixed-use buildings with 20,000 square feet or more total floor area. [Ord. 290 § 3(4.060(5)(B)), 2006.]

18.125.230 Number of loading spaces.

A. Residential Buildings. Buildings where all of the floor area is in residential use shall meet the following standards:

1. Fewer than 50 dwelling units on a site that abuts a local street: No loading spaces are required.
2. All other buildings: One space.

B. Nonresidential and Mixed-Use Buildings. Buildings where any floor area is in nonresidential use shall meet the following standards:

1. Less than 20,000 square feet total floor area: No loading spaces required.
2. Twenty thousand to 50,000 square feet of total floor area: One loading space.
3. More than 50,000 square feet of total floor area: Two loading spaces. [Ord. 290 § 3(4.060(5)(C)), 2006.]

18.125.240 Size of spaces.

Required loading spaces shall be at least 35 feet long and 10 feet wide, and shall have a height clearance of at least 13 feet. [Ord. 290 § 3(4.060(5)(D)), 2006.]

18.125.250 Placement, setbacks, and landscaping.

Loading areas shall conform to the setback and perimeter landscaping standards in Divisions II and III of this title. Where parking areas are prohibited between a building and the street, loading areas are also prohibited. The decision body may approve a loading area adjacent to or within the street right-of-way through site design review or conditional use permit review, as applicable, where it finds that loading and unloading operations are short in duration (i.e., less than one hour), do not obstruct traffic during peak traffic hours, or interfere with emergency response service. [Ord. 290 § 3(4.060(5)(E)), 2006.]

Chapter 18.135

ACCESSORY STRUCTURES

Sections:

18.135.010 Accessory structures.

18.135.010 Accessory structures.

A. In the medium density residential zone (R-1), detached accessory structures used as garages, tool and storage sheds, playhouses and similar uses are allowed:

1. These accessory structures shall not be used for human habitation.
2. The maximum square footage for these accessory structures shall be limited to 975 square feet or 75 percent of the total building footprint of the primary residential use, whichever is greater. An accessory structure that exceeds this limit shall require conditional use review and approval in accordance with Chapter [18.185](#) GMC.
3. The height of accessory structures shall be limited to 15 feet for sidewall height and a maximum overall height of 19 feet to the roof peak.
4. These accessory structures, including all projections, shall not be closer than six feet from any other building.
5. These accessory structures shall be located to the side or the rear of the primary structure, except that they may not be located on the street side of a primary structure.
6. These accessory structures shall meet all setback and lot coverage requirements.
7. No unpainted metal or corrugated metal siding material shall be permitted on accessory structures.
8. For the purpose of this section, breezeways and decks do not serve as attachments to the primary use.

B. Accessory dwelling units shall comply with the following standards, which are intended to control the size and number of accessory dwellings on individual lots, ensure compatibility with existing uses and ensure that accessory dwellings are for the use of permanent or long-term residents, rather than short-term rental use.

1. The structure complies with applicable building codes.
2. If used for short-term rental, the ~~The~~ primary residence shall be owner-occupied. Alternatively, the owner may appoint a family member as a caretaker of the principal house and manager of the accessory dwelling.

3. A maximum of one accessory dwelling unit is allowed per lot.

4. The maximum floor area of the accessory dwelling shall not exceed 33 percent of the living area of the primary structure house or 600 square feet, whichever is less, and may not exceed 15 percent of the entire area of the site.

5. The accessory dwelling shall meet the setback, placement and design requirements of the R-1 zone and meet all the requirements of any associated overlay zones.

~~6. In addition to the parking required for the primary dwelling, a minimum of one space shall be provided for the accessory dwelling.~~

7. The accessory dwelling shall remain in the same ownership as the primary dwelling. The accessory dwelling shall not be sold as a separate real or personal property.

C. All accessory structures shall comply with the standards of the zone in which they are located and with applicable building codes.

D. In the commercial (C-1) and downtown (D-1) zones, accessory structures shall not be used for human habitation. [Ord. 319 § 21, 2013; Ord. 304 Art. V(6), 2008; Ord. 290 § 3(4.080), 2006.]

City of Garibaldi Comprehensive Plan

VI. Housing

B. Findings

5. POLICIES

a. Zone adequate land to meet identified future housing needs for a broad range of housing types, including single-unit, duplex, triplex, quadplex, townhouse, cottage cluster, multi-family and manufactured ~~single-family attached and detached homes, manufactured homes, duplexes and multi-family~~ dwellings.

CITY COUNCIL WORKSESSION MINUTES

Monday, March 31, 2024 – 1:00 p.m.

Meeting Hall, Garibaldi City Hall, 107 6th Street, Garibaldi, OR 97118 and via Zoom

The worksession convened at 1:00 p.m. Present were Mayor Katie Findling and Counselors Linda Bade, Norman “Bud” Shattuck, Cheryl Gierga, and Sandra Tyrer. Also in attendance was City Manager Jake Boone.

The Council made the following list of potential goals:

- Master Planning (including infrastructure Project list)
- Comprehensive Plan
- Inflow and Infiltration (I&I)
- Undergrounding neighborhood utilities
- Current disaster plan (inc. infrastructure vulnerabilities/supplies)
- Oxygen-dependency list; medicine req. refrigeration
- Water/freeze dried food supplies
- Audits
- Rates and Fees
- Internal Controls
- Street Maintenance Funding
- SDC Update Process – existing percentage over time
- Improved Accounting Software
- Full code audit
- Accessory Dwelling Unit/Short Term Rental Code Updates
- Nuisance Codes
- Event Funding Guidelines
- Expressly allow golf cart street use
- Coast Guard Building(s)
- Upgrade City Hall kitchen
- Wayfinding Signs
- “G” accessible pathway – safety
- ADA Accessibility for City Hall
- EV chargers
- Bike racks
- Warming Shelter Prep
- Downtown Park Upgrade (benches, gazebo, tables, wifi, etc.)
- Planted Christmas Tree
- More dog poop stations near garbage cans

- Critter-resistant trash can lids
- Fixing fire hydrants vs. parking spaces issues
- Website Upgrade
- Enhanced law enforcement
- City Flag
- Business recruiting (bank, specifically)
- Fiber internet encouragement
- City Swag (shirts, hats, keychains, mugs, etc.)
- Burma Shave style signs near the train route
- Review urban growth boundary
- Explore Rockaway intertie possibility
- Bike Rentals/scooters

Katie Findling, Mayor

ATTEST:

Jake Boone, City Manager

REGULAR CITY COUNCIL MEETING MINUTES

Monday, April 21, 2025 – 5:30 p.m.

A. CONVENING OF MEETING/PLEDGE OF ALLEGIANCE

Mayor Findling called the meeting to order at 5:30 p.m. Present were Mayor Katie Findling and Councilors Linda Bade, Norman “Bud” Shattuck, Cheryl Gierga and Sandy Tyrer. Staff members present were City Manager Jake Boone, Finance Officer Becca Harth, Public Works Superintendent Nick Theoharis, and Fire Chief Jay Marugg.

B. PRESENTATIONS - None

C. ITEMS TO BE ADDED TO THE AGENDA

City Manager Jake Boone said there are no items to be added to the agenda, but there is one item to be pulled from the agenda. The minutes from the March 31, 2025 work session are being removed from the consent calendar as a council member has asked for the council goals to be added, they will be on the consent calendar next month.

D. PUBLIC HEARINGS – None

E. CONSENT CALENDAR

1. City Council Meeting Minutes
 - a. March 17, 2025, Regular City Council Meeting
 - b. March 31, 2025, City Council Work session – **REMOVED FROM CONSENT CALENDAR**
2. Checks issued

MOTION made by Cn Tyrer to pull the Work session minutes from the Consent Calendar and approve the Consent Calendar as amended. Seconded by Cn Gierga. Motion passed unanimously.

F. PUBLIC COMMENTS ON AGENDA ITEMS

Mayor Findling explained how the public comment process works.

David Laine - Started to talk about items not on the agenda, Mayor Findling offered to add him to the public comment list for items not on the agenda. Stated he does not believe the ordinance and resolutions should be on the agenda and recommended the council does not adopt them tonight.

Judy Riggs –She hopes the Council seriously notices how many people are in the room and have an interest in proposals brought to the Council tonight. She discussed the street maintenance fee, talked about at Friday’s agenda session, and the senior discount program, she hopes the Council considers not passing the ordinances and resolutions until they have more information and time.

Tim Hall – He sent an email March 24th asking to be appointed to the Budget Committee, he did not hear from anyone and requests that tonight when they discuss the appointment that he be considered. He discussed his ideas on some changes that could be made concerning the city's finances.

Dan Muckle – Through Zoom he voiced his concerns on a text message he received from a neighbor saying the water rates were going up 30%. He thinks it is sad that there has been no communication with the citizens.

Ryan Corey – He supports the City Manager and thanked Council for all they do. He would like them to think of the people who cannot afford the increases. It doesn't need to be done tonight, and he believes there is data or discussions that can happen that could help support Garibaldi.

G. OLD BUSINESS - None

H. NEW BUSINESS

1. Ordinance Establishing a Street Maintenance Fee

CM said this is needed to help keep our streets as they are now. This creates a framework on which a Street Maintenance Fund Resolution can be set. Discussion followed on where the money for streets come from now. Councilor Shattuck expressed his opinion and past experience on this fund.

Councilor Bade said she has concerns about not having enough time for public comment on any of these ordinances. She would like these to go to the budget committee.

The Budget Committee timeline was discussed. Mayor Findling thought 1, 2, 3, and 5 could wait until the May meeting. She would like clarity on the calendar and the budget. CM Boone said they can wait until the May meeting and explained the options.

Finance Officer Harth explained that she will have her computer at the budget committee meeting and will be able to punch in other numbers to show different scenarios if changes are made.

Councilor Tyrer said she agrees with what has been said about waiting, but asked why they would put one ordinance through tonight and wait on the other items. CM Boone explained that the city's insurance carrier has asked for the Responsibility for Sewer Line Maintenance Ordinance.

MOTION made by Cn Bade to move new business items 1, 3, 4, and 5 to the May 2025 City Council Meeting. Seconded by Cn Gierga. Motion passed unanimously.

2. Ordinance 338 Establishing Responsibility for Sewer Line Maintenance

Cn Bade asked if there was any idea how much it would cost to maintain the current way versus changing this. At this point they do not know what the difference in insurance cost would be. Cn Shattuck shared his experience when his line was put in. Cn Bade asked if SDC fund played a part in this. Cn Tyrer asked PW Superintendent Theoharis for clarification on where the line runs and what a homeowner would be responsible for.

MOTION made by Cn Tyrer to move Ordinance 338 to the May meeting. Seconded by Cn Bade. Vote: Gierga – aye; Tyrer – aye; Bade – aye; Findling – aye; Shattuck – Nay. Motion carried.

3. Resolution Establishing a Street Maintenance Fee
4. Resolution Setting Rates and Charges Relating to Water Sewer
5. Resolution Setting Rates and Charges Relating to Sewer Service

6. Council Goals Discussion

CM Boone stated the council had a goal setting work session and made a list of potential goals on May 31. He asked the Council to decide which goals should be prioritized for the coming year. His hope is to establish a list of the top three to five goals that they care about the most. They Councilors each gave a list of their top goals. CM Boone then asked for specific items under the categories they chose.

The Council's top four goals were Finance audits, full code audit, current disaster planning including infrastructure vulnerabilities and supplies, and master planning including infrastructure project list.

MOTION made by Cn Gierga to make the list the Council's top four goals. Seconded by Cn Bade. Motion passed unanimously.

7. Budget Committee Appointment

CM Boone said one committee members term has expired, and when he wrote the memo he stated staff had not been able to reach Mr. Kopacek. Since that time Mr. Kopacek has confirmed that he is willing to continue in his spot. The Council can reappoint him to the same position or they can declare a vacancy and go through the process of officially noticing a vacancy and have people turn in applications then have a special meeting before the budget meeting to appoint someone to the committee.

MOTION made by Cn Tyrer to reappoint Mr. Kopacek to the budget committee. Seconded by Cn Shattuck. Motion passed unanimously.

I. ITEMS REMOVED FROM CONSENT AGENDA - None

J. CITY MANAGER'S REPORT

1. City Manager

Very proud of hardworking staff. The proposed budget will be available on Thursday. There will be a special agenda session at noon on Monday, April 28 for the public to ask budget questions. Care program issues have been resolved and letters should be going out to citizens tomorrow who are on the existing program. Staff will be available to help anyone who is having problems navigating that process. Three applications were turned in for the Planning Commission on Friday afternoon. They were received too late to be on this month's agenda but will go before Council next month along with any others received between now and then. Participated as a panelist for the City of Tillamook city manager.

Planning for Garibaldi Days has been taken on by the Garibaldi Business Association. The City and Port will be taking supporting roles. The city has been receiving phone calls and visits about postings on facebook reporting inaccurate information. He cautions people about believing what they read online and encourages people to check with the city.

2. Finance

Finance Officer Harth said she is hoping the 2020/21 audit will be back to her by the end of this month or beginning of May. Once that is complete, she has all the documents ready for the next audit which she will send to the auditor. She is hoping the next couple of years will go a lot quicker, it is just finding the documents which are in random boxes or not filed correctly. It is time consuming. Her goal is to be almost caught up by the end of this year. She has also been checking financial statements to ensure things are being coded correctly.

3. Sheriff

Nothing significant to note this month.

4. Public Works

PW Superintendent Theoharis said the PFAS Report with Civil West Engineering is complete. There is not any type of PFAS contaminate in our water. The report has been submitted to the Oregon Health Authority. Wastewater Master Plan is 96% complete, it should be available by the end of this week to submit to the DEQ. Once the DEQ signs, it will come before the Council for approval, then they will have the ability to use SDC funds to improve the wastewater and collection systems. This month five manholes were sealed.

5. Fire

This month is National Fallen Firefighter Month. They will be putting red lights around the fire doors. Cm Shattuck asked where the tender is. Chief Marugg said it is housed at the Port.

6. Planning - None

7. Library - None

K. COUNCIL REPORTS AND COMMENTS

Shattuck – A map was given to him showing all the SCA's and he gave a history of the SCA's the City has gotten. He asked why we are looking for more money when we can do our streets with an SCA. He has not seen anything come through and asked if we are doing the grants right. He talked about streets the city owned and streets at the Old Mill. CM Boone asked him if he would come in and talk to him and Cn Shattuck said no. It is CM Boones job to go to the county and find out who owns the streets.

Bade – She is done with taxes. She thanked the staff and volunteers for everything they do and said she really appreciates it.

Tyrer – Cn Tyrer asked Chief Marugg for clarification on the water rescues mentioned in his report and if it was the city's boat that did those rescues. She said she also appreciates all the

staff. She told CM Boone she appreciates what he is doing and thanked him.

Gierga – Cn Gierga read a statement she had prepared before the meeting.

Findling – Mayor Findling said she appreciates everyone in the community who gave them calls and talked about their individual situations and things they knew about to help guide Council. She also thanked staff for knowing the timelines they have to hit so things can be done correctly this year. She thanked Councilor Bade for all help she gives with the Tax Aide Program and thanked CM Boone.

L. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Mel Elmore – Talked about the Sheriff's contract and code enforcement.

Michele Aeder – She thanked the Council and audience for being thoughtful and kind and letting everyone do what they needed to do at the meeting.

Shirley Peters – She asked for school, slow, or speed limit signs for 6th street.

Tim Hall – Explained that there are 3 pipes that hook to the sewer system. He recommended Dennis & Amanda Cavitt as Grand Marshals for Garibaldi Days. He expressed his disappointment, he heard the City of Garibaldi denied the sponsorship of the Crab Races.

Judy Riggs – She talked about the canceling of the Sheriff's contract. She feels things like the street fee, 30% increase in water, and the cancellation of the Sheriff's contract are things that should come before the people. She does not think the people are getting the information and that there is enough transparency. She asked if City employees are trained on computer security on an annual basis. She thanked PW Superintendent Theoharis for following up on Friday.

David Laine – He talked about an email to the Sheriff's office. CM Boone asked him to read the entire email, he did not. He then talked about the GURA budget committee. Lastly, he said the Coast Guard building was not on the agenda.

M. EXECUTIVE SESSIONS - none

N. ADJOURNMENT

Mayor Findling adjourned the meeting at 7:16 p.m.

Katie Findling, Mayor

ATTEST:

Jake Boone, City Manager

5/7/2025
2:26 PM

General Fund, GURA Debt Service Fund, GURA General Fund, Parks SDC Fund,
Payments Journal
4/1/2025 to 4/30/2025

Account Number	Account	Amount
1050 1st Security Checking		
4/1/2025 Check / Ref #: Payee: EFTPS		
	EFTPS Payable	62.27
	Check Amount	\$62.27
4/1/2025 Check / Ref #: 20309 Payee: O'Reilly Auto Parts		
6330	Equipment Repair	73.95
	Check Amount	\$73.95
4/1/2025 Check / Ref #: 20310 Payee: Alexin Analytical		
6640	Testing & Sampling	80.00
	Check Amount	\$80.00
4/1/2025 Check / Ref #: 20311 Payee: Centerlogic, Inc.		
6400	IT Services	72.50
	Check Amount	\$72.50
4/1/2025 Check / Ref #: 20312 Payee: 3J Consulting, Inc.		
6305	Contracted Services	3,809.90
	PLANNER	
	Check Amount	\$3,809.90
4/1/2025 Check / Ref #: 20313 Payee: Rosenberg Builders Supply		
6260	Building & Grounds	31.32
	Maint.	
6560	PW Shop Supplies,	33.17
	Tools. etc.	
6610	Supplies & Services	60.95
6620	System	218.66
	Maintenance & Repair	
	Check Amount	\$344.10
4/3/2025 Check / Ref #: 20314 Payee: Tillamook County Sheriff		
6315	Contracted Services	10,173.80
	POLICE	
	Check Amount	\$10,173.80
4/8/2025 Check / Ref #: Payee: EFTPS		
6010	Personnel Costs	160.10
	Check Amount	\$160.10
4/8/2025 Check / Ref #: EFT Payee: CIS Trust		
	CIS Payable	18,818.21
	Check Amount	\$18,818.21
4/9/2025 Check / Ref #: Payee: OR State Transit Tax		
	OR State Transit	1.05
	Tax	
	Check Amount	\$1.05
4/9/2025 Check / Ref #: Payee: OR State Workers Comp		
	Workers Benefit	0.80
	Fund Pavable	
	Check Amount	\$0.80
4/9/2025 Check / Ref #: Payee: OR State Withholding Tax Division		
	OR State Taxes	75.03
	Check Amount	\$75.03
4/9/2025 Check / Ref #: Payee: OR Unemployment Department		
	OR SUTA Taxes	24.07
	Check Amount	\$24.07
4/9/2025 Check / Ref #: Payee: Meritain Health, Inc.		
6010	Personnel Costs	2,500.00
	Check Amount	\$2,500.00
4/9/2025 Check / Ref #: 20315 Payee: Correct Equipment		

5/7/2025
2:26 PM

General Fund, GURA Debt Service Fund, GURA General Fund, Parks SDC Fund,
Payments Journal
4/1/2025 to 4/30/2025

6610	Supplies & Services	995.88
	Check Amount	\$995.88
4/9/2025 Check / Ref #: 20316 Payee: Wave		
6400	IT Services	100.00
	Check Amount	\$100.00
4/9/2025 Check / Ref #: 20317 Payee: HASCO Stations, LLC		
6380	Fuel & Oil	655.49
	Check Amount	\$655.49
4/9/2025 Check / Ref #: 20318 Payee: Tillamook PUD		
6590	Street Lighting	36.00
6680	Utilities	3,467.24
	Check Amount	\$3,503.24
	Check Amount	\$55.00
4/9/2025 Check / Ref #: 20320 Payee: Tillamook County Sheriff		
6315	Contracted Services	10,900.50
	POLICE	
	Check Amount	\$10,900.50
4/9/2025 Check / Ref #: 20321 Payee: Hallowell Logging Supply		
6610	Supplies & Services	51.00
	Check Amount	\$51.00
4/9/2025 Check / Ref #: 20322 Payee: Orkin		
6260	Building & Grounds	330.00
	Maint.	
	Check Amount	\$330.00
4/9/2025 Check / Ref #: 20323 Payee: USA BlueBook		
6330	Equipment Repair	526.91
6640	Testing & Sampling	151.42
	Check Amount	\$678.33
4/9/2025 Check / Ref #: 20324 Payee: Centerlogic, Inc.		
6400	IT Services	1,027.60
	Check Amount	\$1,027.60
4/9/2025 Check / Ref #: 20325 Payee: Civil West Engineering Services, Inc.		
6705	Grants	6,574.25
6750	Grants Expenses	418.25
	Check Amount	\$6,992.50
4/9/2025 Check / Ref #: 20326 Payee: Mikael Hesse		
6455	Janitorial Services	1,750.00
	Check Amount	\$1,750.00
4/10/2025 Check / Ref #: Payee: 1st Security Bank		
6240	Auditing &	100.33
	Accounting Services	
	Check Amount	\$100.33
4/11/2025 Check / Ref #: Payee: EFTPS		
	EFTPS Payable	17,758.45
	Check Amount	\$17,758.45
4/11/2025 Check / Ref #: 20352 Payee: OR PERS		
	PERS Payable	16,928.29
	Check Amount	\$16,928.29
4/15/2025 Check / Ref #: 20327 Payee: Sierra Springs		
6500	Office Supplies	11.99
	Check Amount	\$11.99
4/15/2025 Check / Ref #: 20328 Payee: Underground Tech		
6820	Inflow/Infiltration	20,143.75
	Control	
	Check Amount	\$20,143.75

5/7/2025
2:26 PM

General Fund, GURA Debt Service Fund, GURA General Fund, Parks SDC Fund,
Payments Journal
4/1/2025 to 4/30/2025

4/15/2025 Check / Ref #: 20329 Payee: One Call Concepts

6320	Dues, Licenses & Subscriptions	98.56
Check Amount		\$98.56

4/15/2025 Check / Ref #: 20330 Payee: USA BlueBook

6640	Testing & Sampling	635.30
Check Amount		\$635.30

4/15/2025 Check / Ref #: 20331 Payee: Correct Equipment

6610	Supplies & Services	1,005.88
Check Amount		\$1,005.88

4/15/2025 Check / Ref #: 20332 Payee: Pacific Office Automation

6470	Minor Equipment	929.28
Check Amount		\$929.28

4/15/2025 Check / Ref #: 20333 Payee: Ferrellgas

6680	Utilities	342.69
Check Amount		\$342.69

4/15/2025 Check / Ref #: 20334 Payee: Verizon

6630	Telephone/VOIP	406.79
Check Amount		\$406.79

4/17/2025 Check / Ref #: Payee: Cardmember Service

6320	Dues, Licenses & Subscriptions	1,420.77
6610	Supplies & Services	40.86
6630	Telephone/VOIP	229.20
Check Amount		\$1,690.83

4/19/2025 Check / Ref #: Payee: 1st Security Bank

6400	IT Services	166.97
6500	Office Supplies	199.97
Check Amount		\$366.94

4/19/2025 Check / Ref #: Payee: 1st Security Bank

6650	Travel & Training	64.50
Check Amount		\$64.50

4/19/2025 Check / Ref #: Payee: 1st Security Bank

6610	Supplies & Services	941.37
6650	Travel & Training	290.00
Check Amount		\$1,231.37

4/19/2025 Check / Ref #: Payee: 1st Security Bank

6650	Travel & Training	925.00
Check Amount		\$925.00

4/19/2025 Check / Ref #: Payee: 1st Security Bank

6650	Travel & Training	21.95
Check Amount		\$21.95

4/24/2025 Check / Ref #: 20335 Payee: Charter Communications

6400	IT Services	170.00
Check Amount		\$170.00

4/24/2025 Check / Ref #: 20336 Payee: Centurylink

6630	Telephone/VOIP	66.92
Check Amount		\$66.92

4/24/2025 Check / Ref #: 20337 Payee: Melora Hitchman

6500	Office Supplies	36.99
Check Amount		\$36.99

4/24/2025 Check / Ref #: 20338 Payee: Coastal Health Center, PC

6650	Travel & Training	210.00
Check Amount		\$210.00

5/7/2025
2:26 PM

General Fund, GURA Debt Service Fund, GURA General Fund, Parks SDC Fund,
Payments Journal
4/1/2025 to 4/30/2025

4/24/2025 Check / Ref #: 20339 Payee: HASCO Stations, LLC

6380	Fuel & Oil	679.00
	Check Amount	\$679.00

4/24/2025 Check / Ref #: 20340 Payee: Life-Assist, Inc

6610	Supplies & Services	302.95
	Check Amount	\$302.95

4/29/2025 Check / Ref #: 20342 Payee: Department of Justice

	Dept of Justice	885.00
	(Paulsen)	
	Check Amount	\$885.00

4/29/2025 Check / Ref #: 20343 Payee: Oregon AFSCME

	OR AFSCME Payable	83.70
	Check Amount	\$83.70

4/29/2025 Check / Ref #: GJ-00020 Payee: Interfund Payroll Entries

2050	Payroll Due to	23,093.49
	General Fund	
	Check Amount	\$23,093.49

4/29/2025 Check / Ref #: GJ-00022 Payee: Interfund Payroll Entries

2050	Payroll Due to	21,226.26
	General Fund	
	Check Amount	\$21,226.26

4/29/2025 Check / Ref #: GJ-00023 Payee: Interfund Payroll Entries

2050	Payroll Due to	11,268.49
	General Fund	
	Check Amount	\$11,268.49

4/29/2025 Check / Ref #: GJ-00025 Payee: Interfund Payroll Entries

2050	Payroll Due to	7,719.27
	General Fund	
	Check Amount	\$7,719.27

1050 1st Security Checking Totals	\$241,669.47
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Report Totals	\$242,446.02
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Records included in total = 87

Report Options

Check Date: 4/1/2025 to 4/30/2025

Display Notation: No

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AGENDA ITEM

TO: Mayor and City Council
FROM: Jake Boone, City Manager
SUBJECT: **Planning Commission Appointments**
DATE: 13 May 2025

BACKGROUND

The Garibaldi Planning Commission has had several vacancies for some time. This lack of members has resulted in an inability to achieve quorum, and therefore an inability to perform the actions associated with that body.

Garibaldi Municipal Code 2.20.030 covers qualifications of members of the Planning Commission:

- A. No more than two commissioners shall be engaged principally in the buying, selling or developing of real estate for profit as individuals or be members of any partnership or be officers or employees of any corporation that is engaged principally in the buying, selling or developing of real estate for profit.
- B. No more than one commissioner shall live outside the city limits or urban growth boundary; however, a commissioner living outside the city limits or urban growth boundary must be listed as a property owner within the city limits or urban growth boundary according to the county tax assessor.
- C. Commissioners shall serve on no more than one other city committee and not be members of the city council.

The City has received four applications for the Planning Commission. One applicant has since withdrawn their application; there are therefore three applications attached.

RECOMMENDATION

Staff recommends that Council consider the provided applications and then either appoint nobody or, by motion, appoint some combination of Paul Daniels, Carolee North, and/or Lawrence Oswald to the Garibaldi Planning Commission.

COST

None.

A handwritten signature in dark ink, appearing to read 'JB', is written over a horizontal line.

Jake Boone, City Manager



City of Garibaldi
Application for Committee Appointment

To: The City of Garibaldi

I, Paul Daniels hereby apply for appointment to serve on the following:

- ☐ City Council
☐ Budget Committee
☒ Planning Commission
☐ Garibaldi Urban Renewal Agency

What is your interest in applying for this position?

Make sure our future growth follows the GMC.

What experience or qualifications do you have for this position?

Real Estate Developer

How much time could you give to serving on this committee?

Weekly ☐ Monthly ☐ Quarterly ☐

As req'd per planning commission work load.

Full Name: (print)

Paul A. Daniels

Date: *4-18-25*

Address:

*106 Keenan Dr
Garibaldi, OR 97118*

Mailing Address:

PO Box 736

Occupation

Real Estate Developer

Phone:

503.812.8909

Email:

danielspaul353@yahoo.com

Return to: City of Garibaldi 107 6th St./P.O. Box 708 Garibaldi, OR 97118



City of Garibaldi
Application for Committee Appointment

To: The City of Garibaldi

I, Carolee North hereby apply for appointment to serve on the following:

- ☐ City Council
☐ Budget Committee
☒ Planning Commission
☐ Garibaldi Urban Renewal Agency

What is your interest in applying for this position? The future development of Garibaldi

What experience or qualifications do you have for this position? I have been on Planning Commission several years in the past.

How much time could you give to serving on this committee?

Weekly ☐ Monthly ☒ Quarterly ☐

Full Name: (print) Carolee Ann North

Date: 4-17-25

Address: 503 E. Garibaldi Ave

Mailing Address: P.O. Box 545

Garibaldi, OR 97118

Occupation RV Owner

Phone: 503-812-5007 Email: Caroleenorth@gmail.com

Return to: City of Garibaldi 107 6th St./P.O. Box 708 Garibaldi, OR 97118



City of Garibaldi
Application for Committee Appointment

To: The City of Garibaldi

I, LAWRENCE D. OSWALD hereby apply for appointment to serve on the following:

- ☐ City Council
☐ Budget Committee
☒ Planning Commission
☐ Garibaldi Urban Renewal Agency

What is your interest in applying for this position?

LARGE CITY AND LOCAL BUILDING
AND LAND DEVELOPMENT
CHAIR - CITY TILLAMOOK PLANNING COM.

What experience or qualifications do you have for this position?

COAST COMPANY OWNER PARK MANAGER
NEVADA AND OREGON - LOCAL BUILDING BACKGROUND

How much time could you give to serving on this committee?

Weekly ☐ Monthly ☒ Quarterly ☐

Full Name: (print) LAWRENCE D. OSWALD Date: 4/29/2025

Address: 410 GARIBALDI AVE - GARIBALDI 97118

Mailing Address: 6880 Hwy 101 W. Tillamook 97141

Occupation: TWINS RANCH Phone: 702-576-2814 Email: MAX11777@Live.com

Return to: City of Garibaldi 107 6th St./P.O. Box 708 Garibaldi, OR 97118

AGENDA ITEM

TO: Mayor and City Council
FROM: Jake Boone, City Manager
SUBJECT: **Resolution Delegating Public Meeting Grievance Response Authority to the City Manager**
DATE: 13 May 2025

BACKGROUND

In 2023, the State of Oregon amended ORS 192.685 and 192.705, which cover the process by which grievances about public meetings must be handled. Part of this change included a 21-day deadline by which a public body must tender a response to a complainant.

The Garibaldi City Council, generally, meets once each month, meaning that a grievance could be filed shortly after a Council meeting, and the deadline would pass before the next regular Council meeting. Additionally, due to other provisions in Oregon public meeting law, the Council is largely prohibited from working together to create its own response outside of a public meeting and without calling a special meeting for the purpose. This creates something of a procedural Catch-22.

As a result, it would likely prove more efficient for the Council to delegate the responsibility to respond within 21 days to the City Manager, who is better situated to provide relevant information in a timely manner.

RECOMMENDATION

Staff recommends that Council adopt Resolution 2025-05.

COST

None.



Jake Boone, City Manager

CITY OF GARIBALDI

RESOLUTION NO. 2025-05

A RESOLUTION DELEGATING PUBLIC MEETING GRIEVANCE RESPONSE AUTHORITY TO THE CITY MANAGER

WHEREAS, Section 24 of the 1992 City of Garibaldi Charter (City Charter) establishes the office of the City Manager as the administrative head of the City government and delegates the authority to administer all City business, including enumerated duties and “other duties as directed by the Council”; and

WHEREAS, in 2023, the Oregon legislature amended ORS 192.685 and 192.705 to establish a written grievance process by which written complaints of public meeting law violations are submitted to the City; and

WHEREAS, a public body receiving a written grievance that alleges a public meetings law violation must provide a written response to the complainant within 21 days of its receipt; and

WHEREAS, for the city purposes, ORS 192.610(6) defines the term “public body” as a city or its council; and

WHEREAS, the Garibaldi City Council (Council) meets only once a month, making a timely response issued directly by the Council difficult, if not impossible; and

WHEREAS, the Council finds that its City Manager is best situated to provide accurate, timely written responses to complainants and the Oregon Government Ethics Commission, given the Manager’s expertise in and knowledge of City public meetings;

NOW, THEREFORE, THE COMMON COUNCIL OF THE CITY OF GARIBALDI RESOLVES AS FOLLOWS:

1. **Findings.** The above recitals are adopted by the Council as support for the Council’s delegation of authority to the City Manager herein.

2. Delegation of Authority. The City Council for the City of Garibaldi hereby delegates all authority to the City Manager to respond to written grievances received pursuant to ORS 192.705.

3. Effective Date. This Resolution shall take full force and effect upon adoption and signature by the Mayor.

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR, this ____ day of _____, 2025.

Katie Findling, Mayor

ATTEST:

Jake Boone, City Manager

DEPARTMENTAL REPORT

TO: Mayor and City Council
FROM: Jake Boone, City Manager
SUBJECT: May City Manager Report
DATE: 13 May 2025

CITY MANAGER'S REPORT

The Budget Process

The Budget Committee – a body comprised of both the City Council and an equal number of citizen members – met on May 5 and 6. After a public hearing and wide-ranging discussion, the proposed budget was amended and will next go to the City Council's June meeting for another public hearing, further Council discussion, and eventual adoption. State law requires that the City adopt a balanced budget each year.

Best Practices Insurance Meeting

The City Manager and Finance Director met with representatives from City/County Insurance Services (CIS) to go over operational best practices to keep our insurance rates as low as possible. CIS was impressed with the proactive steps the City has already taken; thanks go to Becca, our Finance Director, for the work she's done to stay ahead of changing requirements.

ODOT Update

The Highway 101 project is still running ahead of schedule, which is good news for residents and businesses alike. While no promises can be made yet (freak weather events, supply line disruptions, or just plain bad luck could throw off any solid predictions), K&E Excavation estimates that major construction *could* be largely complete at some point in early July, leaving mostly landscaping and similar, less traffic-obstructive tasks left to do. In the meanwhile, Garibaldi businesses are still up and running, though the construction is hitting them hard. Please take whatever opportunities you can to support our local economy during this difficult time.

Planning Department Logging

The City's planning permit process is clunky and slow. Staff is now testing out a new logging process to try and speed up approvals and to maintain full visibility over every step of the process. This is relatively boring inside-baseball stuff for most people, but the hope is that it will result in more responsiveness from the City and fewer points of frustration or delay for future applicants.

We Smell a Rat

Garibaldi City Hall has been infiltrated by rodents many times over the years, and is, these days, thoroughly appointed with traps and poisons. Recently, one particular rat appears to have succumbed to poison, found a place to hide, and then died. The natural decomposition process then made entering City Hall a somewhat *breathtaking* experience. Massive kudos are due to Brayden of our Public Works team, who went above and beyond the call of duty to locate, extract, and dispose of the offending remains. City Hall is once again a much less aromatic place.



Jake Boone, City Manager

DEPARTMENTAL REPORT

TO: Mayor and City Council
FROM: Becca Harth, Finance Director
SUBJECT: April Finance Report
DATE: May 12, 2025

Budget

I worked with Jake on preparing a balanced budget to present to the budget committee for the May 5th and 6th budget meetings.

Audit

I received the draft audit for fiscal year 2020/2021, I am hoping to have the hard copies within the next few weeks.

Becca Harth

Becca Harth, Finance Director

General Fund
Statement of Revenue and Expenditures

Account Number		Current Period Apr 2025 Apr 2025 Actual	Year-To-Date Jul 2024 Apr 2025 Actual	Annual Budget Jul 2024 Jun 2025	Annual Budget Jul 2024 Jun 2025 Variance	Jul 2024 Jun 2025 Percent of Budget
Revenue & Expenditures						
Revenue						
Resources						
4000	Available Cash on Hand	0.00	0.00	907,766.00	907,766.00	0.00%
4240	Business Licenses & Permits	195.00	9,194.00	13,000.00	3,806.00	70.72%
4570	DLCD Planning Staff Grants	0.00	0.00	1,000.00	1,000.00	0.00%
4110	FD Levy - Current Year	1,317.56	182,642.62	163,116.00	(19,526.62)	111.97%
4180	Fines & Forfeitures	0.00	603.50	4,000.00	3,396.50	15.09%
4230	Franchise Fees	7,656.02	70,963.39	85,000.00	14,036.61	83.49%
4740	From TRT to Gen.Fund	0.00	46,340.50	74,145.00	27,804.50	62.50%
4750	Grants - Fire Dep	0.00	0.00	35,000.00	35,000.00	0.00%
4370	GURA Contract	0.00	22,012.00	22,147.00	135.00	99.39%
4420	Hall Rent	0.00	450.00	500.00	50.00	90.00%
4470	Interest	2,423.15	26,552.75	28,248.00	1,695.25	94.00%
4440	Misc. Revenues	15.00	8,497.37	1,000.00	(7,497.37)	849.74%
4005	OSFM Recievables	0.00	131,066.39	78,000.00	(53,066.39)	168.03%
4220	Planning Fees	1,660.00	5,450.00	8,500.00	3,050.00	64.12%
4100	Property Taxes - Current Year	1,607.06	304,700.70	450,000.00	145,299.30	67.71%
4120	Property Taxes - Prior Years	629.10	6,116.05	6,713.00	596.95	91.11%
4380	Rural Fire District Contract	51,272.16	168,744.16	131,000.00	(37,744.16)	128.81%
4300	State Cigarette Tax Share	25.79	400.97	800.00	399.03	50.12%
4310	State Liquor Revenue Share	692.34	11,759.54	13,270.00	1,510.46	88.62%
4350	State Marijuana Tax Share	323.11	957.62	1,126.00	168.38	85.05%
4320	State Revenue Sharing	0.00	8,073.19	13,500.00	5,426.81	59.80%
	Transfer from LGIP to bank	0.00	250,000.00	0.00	(250,000.00)	0.00%
Revenue		\$67,816.29	\$1,254,524.75	\$2,037,831.00	\$783,306.25	
Gross Profit		\$67,816.29	\$1,254,524.75	\$2,037,831.00	\$0.00	
Expenses						
Administrative						
6030	Admin. Assistant I/II/III	2,175.27	20,984.64	33,081.00	12,096.36	63.43%
6240	Auditing & Accounting Services	0.00	10,373.25	28,587.00	18,213.75	36.29%
6250	Bank Charges & Fees	776.55	9,433.35	3,000.00	(6,433.35)	314.45%
6060	City Manager	2,500.00	28,845.50	30,000.00	1,154.50	96.15%
6310	Council Expense	0.00	665.00	3,000.00	2,335.00	22.17%
6320	Dues, Licenses & Subscriptions	65.97	4,143.56	6,500.00	2,356.44	63.75%
6070	Finance Director/Assn. Manager	2,018.25	19,773.00	23,826.00	4,053.00	82.99%

General Fund Statement of Revenue and Expenditures

		Current Period Apr 2025 Apr 2025 Actual	Year-To-Date Jul 2024 Apr 2025 Actual	Annual Budget Jul 2024 Jun 2025	Annual Budget Jul 2024 Jun 2025 Variance	Jul 2024 Jun 2025 Percent of Budget
Account Number						
6390	Insurance	0.00	12,178.79	13,300.00	1,121.21	91.57%
6400	IT Services	708.59	9,847.88	18,500.00	8,652.12	53.23%
6455	Janitorial Services	1,750.00	12,496.26	20,400.00	7,903.74	61.26%
6410	Legal Services	0.00	7,283.80	30,000.00	22,716.20	24.28%
6460	Meeting Expense/Admin Supplies	0.00	0.00	2,000.00	2,000.00	0.00%
6470	Minor Equipment	696.96	8,831.58	4,500.00	(4,331.58)	196.26%
6490	Office Equipment Repair	0.00	49.99	500.00	450.01	10.00%
6760	Office Equipment/Software	0.00	0.00	5,000.00	5,000.00	0.00%
6500	Office Supplies	248.95	6,552.56	7,000.00	447.44	93.61%
6010	Personnel Costs	4,241.44	40,209.22	52,814.00	12,604.78	76.13%
6510	Postage & Shipping Costs	0.00	954.30	1,500.00	545.70	63.62%
6520	Printing, Advertising & Notice	0.00	396.56	1,200.00	803.44	33.05%
6630	Telephone/VOIP	0.00	1,192.24	3,500.00	2,307.76	34.06%
6650	Travel & Training	21.95	4,492.21	4,000.00	(492.21)	112.31%
6200	Workers Comp	0.00	942.80	627.00	(315.80)	150.37%
Fire & Rescue						
6260	Building & Grounds Maint.	0.00	1,905.78	7,250.00	5,344.22	26.29%
6035	Conflag Reimbursed Payroll	0.00	105,466.09	39,000.00	(66,466.09)	270.43%
6300	Contracted Services	0.00	23,327.66	12,000.00	(11,327.66)	194.40%
6205	Division Chief-Training	7,236.66	72,366.60	86,840.00	14,473.40	83.33%
6320	Dues, Licenses & Subscriptions	0.00	692.27	7,500.00	6,807.73	9.23%
6685	Emergency Response Supplies	0.00	463.68	3,500.00	3,036.32	13.25%
6330	Equipment Repair	0.00	7,855.88	10,000.00	2,144.12	78.56%
6080	Fire Chief	4,822.14	48,221.40	60,632.00	12,410.60	79.53%
6090	Fire Department - Call Persons	1,061.00	48,592.57	35,000.00	(13,592.57)	138.84%
6395	Fire District Formation Fees	0.00	0.00	500.00	500.00	0.00%
6225	FTE Firefighter	5,004.80	48,104.00	51,456.00	3,352.00	93.49%
6380	Fuel & Oil	812.73	11,385.91	15,500.00	4,114.09	73.46%
6390	Insurance	0.00	13,298.00	13,298.00	0.00	100.00%
6400	IT Services	400.88	3,995.54	1,500.00	(2,495.54)	266.37%
6470	Minor Equipment	232.32	7,017.88	5,000.00	(2,017.88)	140.36%
6010	Personnel Costs	9,970.80	139,293.34	147,567.00	8,273.66	94.39%
6520	Printing, Advertising & Notice	0.00	115.70	1,000.00	884.30	11.57%
6550	Protective Clothing	0.00	15,417.00	28,000.00	12,583.00	55.06%
6610	Supplies & Services	1,397.13	9,327.93	16,650.00	7,322.07	56.02%
6630	Telephone/VOIP	296.12	1,692.36	800.00	(892.36)	211.55%
6235	Temporary Summer Firefighter	0.00	26,857.00	35,000.00	8,143.00	76.73%
6650	Travel & Training	409.50	7,030.01	6,750.00	(280.01)	104.15%

General Fund
Statement of Revenue and Expenditures

			Current Period Apr 2025 Apr 2025 Actual	Year-To-Date Jul 2024 Apr 2025 Actual	Annual Budget Jul 2024 Jun 2025	Annual Budget Jul 2024 Jun 2025 Variance	Jul 2024 Jun 2025 Percent of Budget	
Account Number								
Non Departmental	6200	Workers Comp	0.00	2,962.74	2,924.00	(38.74)	101.32%	
	9000	Contingency	0.00	0.00	25,000.00	25,000.00	0.00%	
	8080	To PSE Fund for Police Vehicle	0.00	0.00	54,952.00	54,952.00	0.00%	
	8140	To Street Fund	0.00	83,750.00	83,750.00	0.00	100.00%	
Planning	6030	Admin. Assistant I/II/III	543.82	5,246.14	8,270.00	3,023.86	63.44%	
	6240	Auditing & Accounting Services	0.00	800.00	5,000.00	4,200.00	16.00%	
	6060	City Manager	1,000.00	9,692.12	12,000.00	2,307.88	80.77%	
	6305	Contracted Services PLANNER	3,809.90	41,059.82	55,000.00	13,940.18	74.65%	
	6325	Engineering Services	0.00	0.00	1,500.00	1,500.00	0.00%	
	6070	Finance Director/Assn. Manager	807.30	7,909.20	9,531.00	1,621.80	82.98%	
	6390	Insurance	0.00	9,400.00	9,400.00	0.00	100.00%	
	6420	Licenses, Dues & Subscriptions	0.00	0.00	250.00	250.00	0.00%	
	6470	Minor Equipment	0.00	0.00	375.00	375.00	0.00%	
	6010	Personnel Costs	1,524.03	14,113.89	18,623.00	4,509.11	75.79%	
	6520	Printing, Advertising & Notice	0.00	872.65	500.00	(372.65)	174.53%	
	6610	Supplies & Services	0.00	0.00	125.00	125.00	0.00%	
	6200	Workers Comp	0.00	656.56	499.00	(157.56)	131.58%	
	Police Dept	6315	Contracted Services POLICE	21,074.30	106,553.30	125,653.00	19,099.70	84.80%
		6330	Equipment Repair	0.00	0.00	4,200.00	4,200.00	0.00%
6380		Fuel & Oil	0.00	386.07	5,500.00	5,113.93	7.02%	
6390		Insurance	0.00	2,500.00	2,500.00	0.00	100.00%	
6470		Minor Equipment	0.00	0.00	1,100.00	1,100.00	0.00%	
6610		Supplies & Services	0.00	2,559.39	3,500.00	940.61	73.13%	
Property		6260	Building & Grounds Maint.	361.32	1,577.40	8,500.00	6,922.60	18.56%
	6335	Contracted Services PROPERTY	0.00	5,409.55	3,000.00	(2,409.55)	180.32%	
	6330	Equipment Repair	0.00	0.00	1,500.00	1,500.00	0.00%	
	6390	Insurance	0.00	0.00	11,698.00	11,698.00	0.00%	
	6470	Minor Equipment	0.00	34.86	175.00	140.14	19.92%	
	6010	Personnel Costs	1,842.19	15,209.05	35,255.00	20,045.95	43.14%	
	6150	Public Works Director	1,215.63	13,576.93	14,588.00	1,011.07	93.07%	
	6610	Supplies & Services	0.00	70.84	500.00	429.16	14.17%	
	6680	Utilities	0.00	2,326.36	12,750.00	10,423.64	18.25%	
	6190	Utility Worker II /Lead Worker	2,696.05	21,120.19	33,150.00	12,029.81	63.71%	

General Fund
Statement of Revenue and Expenditures

		Current Period	Year-To-Date	Annual Budget	Annual Budget	Jul 2024
		Apr 2025	Jul 2024	Jul 2024	Jul 2024	Jun 2025
		Apr 2025	Apr 2025	Jun 2025	Jun 2025	Percent of
		Actual	Actual		Variance	Budget
Account Number						
6200	Workers Comp	0.00	1,432.55	1,432.00	(0.55)	100.04%
	Expenses	\$81,722.55	\$1,141,292.70	\$1,430,278.00	\$288,985.30	
	Revenue Less Expenditures	(\$13,906.26)	\$113,232.05	\$607,553.00	\$0.00	
	Net Change in Fund Balance	(\$13,906.26)	\$113,232.05	\$607,553.00	\$0.00	

Fund Balances

Beginning Fund Balance	(192,347.74)	(320,431.14)	0.00	0.00	0.00%
Net Change in Fund Balance	(13,906.26)	113,232.05	607,553.00	0.00	0.00%
Ending Fund Balance	(204,437.97)	(204,437.97)	0.00	0.00	0.00%

Report Options

Fund: General Fund
Period: 4/1/2025 to 4/30/2025
Detail Level: Level 3 Accounts
Display Account Categories: No
Display Subtotals: No
Revenue Reporting Method: Budget - Actual
Expense Reporting Method: Budget - Actual
Budget: GENERAL FUND MASTER
Department: Resources, Administrative, Planning, Property, Fire & Rescue, Police Dept, Non Departmental

Street Fund

Statement of Revenue and Expenditures

Account Number		Current Period	Year-To-Date	Annual Budget	Annual Budget	Jul 2024
		Apr 2025 Apr 2025 Actual	Jul 2024 Apr 2025 Actual	Jul 2024 Jun 2025	Jul 2024 Jun 2025 Variance	Jun 2025 Percent of Budget
Revenue & Expenditures						
Revenue						
4670	From Gen Fund to Street	0.00	83,750.00	83,750.00	0.00	100.00%
4650	From TRT to Street Cap. Imp.	0.00	53,555.50	85,689.00	32,133.50	62.50%
4440	Misc. Revenues	0.00	2,427.77	0.00	(2,427.77)	0.00%
4330	State Highway Fund Rev. Share	4,964.07	57,154.27	71,728.00	14,573.73	79.68%
Revenue		\$4,964.07	\$196,887.54	\$241,167.00	\$44,279.46	
Gross Profit		\$4,964.07	\$196,887.54	\$241,167.00	\$0.00	
Expenses						
6030	Admin. Assistant I/II/III	543.82	5,246.14	8,270.00	3,023.86	63.44%
6240	Auditing & Accounting Services	0.00	3,472.00	6,000.00	2,528.00	57.87%
6050	City Engineer	0.00	0.00	5,000.00	5,000.00	0.00%
6060	City Manager	1,000.00	9,692.12	12,000.00	2,307.88	80.77%
9000	Contingency	0.00	0.00	5,000.00	5,000.00	0.00%
6300	Contracted Services	0.00	890.67	5,500.00	4,609.33	16.19%
6320	Dues, Licenses & Subscriptions	0.00	169.74	500.00	330.26	33.95%
6755	Engineering	0.00	0.00	8,000.00	8,000.00	0.00%
6330	Equipment Repair	0.00	3,239.55	5,500.00	2,260.45	58.90%
6070	Finance Director/Assn. Manager	807.30	7,909.20	9,531.00	1,621.80	82.98%
6380	Fuel & Oil	121.39	1,801.11	2,500.00	698.89	72.04%
6390	Insurance	0.00	11,048.00	11,048.00	0.00	100.00%
6400	IT Services	33.33	928.69	3,200.00	2,271.31	29.02%
6410	Legal Services	0.00	1,104.40	750.00	(354.40)	147.25%
6470	Minor Equipment	0.00	2,694.06	4,500.00	1,805.94	59.87%
6490	Office Equipment Repair	0.00	7,707.96	5,500.00	(2,207.96)	140.14%
6500	Office Supplies	0.00	70.79	250.00	179.21	28.32%
6010	Personnel Costs	3,980.30	34,521.60	65,629.00	31,107.40	52.60%
6510	Postage & Shipping Costs	0.00	0.00	125.00	125.00	0.00%
6520	Printing, Advertising & Notice	0.00	207.50	300.00	92.50	69.17%
6150	Public Works Director	1,620.85	18,005.69	19,450.00	1,444.31	92.57%
6590	Street Lighting	36.00	6,501.58	8,000.00	1,498.42	81.27%
6610	Supplies & Services	0.00	2,399.41	2,200.00	(199.41)	109.06%
6620	System Maintenance & Repair	10.89	5,265.56	5,000.00	(265.56)	105.31%
6630	Telephone/VOIP	135.60	814.22	800.00	(14.22)	101.78%
8065	To Trails & Paths from Street	0.00	0.00	670.00	670.00	0.00%
6650	Travel & Training	0.00	52.24	400.00	347.76	13.06%
6680	Utilities	0.00	312.90	2,000.00	1,687.10	15.65%

Street Fund
Statement of Revenue and Expenditures

		Current Period	Year-To-Date	Annual Budget	Annual Budget	Jul 2024
		Apr 2025	Jul 2024	Jul 2024	Jul 2024	Jun 2025
		Apr 2025	Apr 2025	Jun 2025	Jun 2025	Percent of
		Actual	Actual		Variance	Budget
Account Number						
6190	Utility Worker II /Lead Worker	3,594.72	26,978.39	44,200.00	17,221.61	61.04%
6200	Workers Comp	0.00	3,926.62	3,908.00	(18.62)	100.48%
Expenses		\$11,884.20	\$154,960.14	\$245,731.00	\$90,770.86	
Revenue Less Expenditures		(\$6,920.13)	\$41,927.40	(\$4,564.00)	\$0.00	
Net Change in Fund Balance		(\$6,920.13)	\$41,927.40	(\$4,564.00)	\$0.00	

Fund Balances

Beginning Fund Balance	7,693.29	(41,154.24)	0.00	0.00	0.00%
Net Change in Fund Balance	(6,920.13)	41,927.40	(4,564.00)	0.00	0.00%
Ending Fund Balance	773.16	773.16	0.00	0.00	0.00%

Report Options
Fund: Street Fund
Period: 4/1/2025 to 4/30/2025
Detail Level: Level 3 Accounts
Display Account Categories: No
Display Subtotals: No
Revenue Reporting Method: Budget - Actual
Expense Reporting Method: Budget - Actual
Budget: Street Budget

Sewer Discount Program
Statement of Revenue and Expenditures

Account Number		Current Period Apr 2025 Apr 2025 Actual	Year-To-Date Jul 2024 Apr 2025 Actual	Annual Budget Jul 2024 Jun 2025	Annual Budget Jul 2024 Jun 2025 Variance	Jul 2024 Jun 2025 Percent of Budget
Revenue & Expenditures						
Revenue						
4000	Available Cash on Hand	0.00	0.00	9,163.00	9,163.00	0.00%
4430	Donations	130.47	1,095.78	1,500.00	404.22	73.05%
4470	Interest	27.33	277.24	285.00	7.76	97.28%
	Revenue	\$157.80	\$1,373.02	\$10,948.00	\$9,574.98	
	Gross Profit	\$157.80	\$1,373.02	\$10,948.00	\$0.00	
Expenses						
8150	To Wastewater Fund	0.00	0.00	10,948.00	10,948.00	0.00%
	Expenses	\$0.00	\$0.00	\$10,948.00	\$10,948.00	
	Revenue Less Expenditures	\$157.80	\$1,373.02	\$0.00	\$0.00	
	Net Change in Fund Balance	\$157.80	\$1,373.02	\$0.00	\$0.00	
Fund Balances						
	Beginning Fund Balance	16,505.40	15,290.18	0.00	0.00	0.00%
	Net Change in Fund Balance	157.80	1,373.02	0.00	0.00	0.00%
	Ending Fund Balance	16,663.20	16,663.20	0.00	0.00	0.00%

Report Options

Fund: Sewer Discount Program

Period: 4/1/2025 to 4/30/2025

Detail Level: Level 1 Accounts

Display Account Categories: No

Display Subtotals: No

Revenue Reporting Method: Budget - Actual

Expense Reporting Method: Budget - Actual

Budget: Sewer Discount

Wastewater Fund

Statement of Revenue and Expenditures

Account Number		Current Period	Year-To-Date	Annual Budget	Annual Budget	Jul 2024
		Apr 2025 Apr 2025 Actual	Jul 2024 Apr 2025 Actual	Jul 2024 Jun 2025	Jul 2024 Jun 2025 Variance	Jun 2025 Percent of Budget
Revenue & Expenditures						
Revenue						
4584	Cash on Hand	0.00	0.00	198,795.00	198,795.00	0.00%
4500	Finance/Late Fees	283.62	3,033.23	3,000.00	(33.23)	101.11%
4730	From Sewer Discoun Fund To WW	0.00	0.00	10,948.00	10,948.00	0.00%
4780	From TRT to WW	0.00	10,992.00	12,948.00	1,956.00	84.89%
4550	Grants	0.00	73,181.00	85,000.00	11,819.00	86.10%
4470	Interest	528.88	12,952.42	6,186.00	(6,766.42)	209.38%
4440	Misc. Revenues	0.00	3,786.68	0.00	(3,786.68)	0.00%
4260	System Charges	57,764.14	547,659.06	647,725.00	100,065.94	84.55%
Revenue		\$58,576.64	\$651,604.39	\$964,602.00	\$312,997.61	
Gross Profit		\$58,576.64	\$651,604.39	\$964,602.00	\$0.00	
Expenses						
7130	WWTP-OECDD Loan -- Interest	0.00	3,660.75	3,661.00	0.25	99.99%
7140	WWTP-OECDD Loan -- Principal	0.00	30,625.00	30,625.00	0.00	100.00%
6030	Admin. Assistant I/II/III	2,719.09	26,400.50	41,352.00	14,951.50	63.84%
6240	Auditing & Accounting Services	62.71	4,384.71	23,750.00	19,365.29	18.46%
6260	Building & Grounds Maint.	0.00	5,874.13	1,500.00	(4,374.13)	391.61%
6060	City Manager	2,000.00	19,384.24	24,000.00	4,615.76	80.77%
9000	Contingency	0.00	0.00	5,000.00	5,000.00	0.00%
6300	Contracted Services	0.00	4,980.67	3,500.00	(1,480.67)	142.30%
6320	Dues, Licenses & Subscriptions	726.68	7,132.63	7,000.00	(132.63)	101.89%
6330	Equipment Repair	0.00	4,929.48	5,000.00	70.52	98.59%
6070	Finance Director/Assn. Manager	1,614.60	15,818.40	19,061.00	3,242.60	82.99%
6380	Fuel & Oil	200.18	3,086.25	3,000.00	(86.25)	102.88%
6750	Grants Expenses	418.25	36,002.65	85,000.00	48,997.35	42.36%
6820	Inflow/Infiltration Control	20,143.75	20,143.75	30,000.00	9,856.25	67.15%
6390	Insurance	0.00	14,016.00	12,848.00	(1,168.00)	109.09%
6400	IT Services	197.13	3,295.10	2,000.00	(1,295.10)	164.76%
6410	Legal Services	0.00	1,707.70	1,000.00	(707.70)	170.77%
6470	Minor Equipment	0.00	2,682.71	8,000.00	5,317.29	33.53%
6760	Office Equipment/Software	0.00	257.50	2,500.00	2,242.50	10.30%
6500	Office Supplies	0.00	752.06	500.00	(252.06)	150.41%
6010	Personnel Costs	8,289.34	72,703.82	132,020.00	59,316.18	55.07%
6510	Postage & Shipping Costs	0.00	1,150.00	3,000.00	1,850.00	38.33%
6520	Printing, Advertising & Notice	0.00	467.16	100.00	(367.16)	467.16%
6150	Public Works Director	2,836.49	31,509.97	34,038.00	2,528.03	92.57%

Wastewater Fund

Statement of Revenue and Expenditures

		Current Period	Year-To-Date	Annual Budget	Annual Budget	Jul 2024
		Apr 2025	Jul 2024	Jul 2024	Jul 2024	Jun 2025
		Apr 2025	Apr 2025	Jun 2025	Jun 2025	Percent of
		Actual	Actual		Variance	Budget
Account Number						
6610	Supplies & Services	0.00	2,803.77	1,550.00	(1,253.77)	180.89%
6620	System Maintenance & Repair	0.00	5,276.26	35,000.00	29,723.74	15.08%
6865	System Repair/Replace	0.00	6,691.25	45,000.00	38,308.75	14.87%
6630	Telephone/VOIP	135.59	814.24	600.00	(214.24)	135.71%
6640	Testing & Sampling	469.07	10,812.50	15,000.00	4,187.50	72.08%
6650	Travel & Training	105.00	2,580.80	1,500.00	(1,080.80)	172.05%
6660	Treatment Chemicals	0.00	9,258.17	25,000.00	15,741.83	37.03%
6680	Utilities	2,121.54	22,041.29	30,000.00	7,958.71	73.47%
6190	Utility Worker II /Lead Worker	6,290.77	46,992.49	77,350.00	30,357.51	60.75%
6200	Workers Comp	0.00	3,214.48	3,195.00	(19.48)	100.61%
7100	WWTP-USDA -- Interest	0.00	45,477.00	45,477.00	0.00	100.00%
7110	WWTP-USDA -- Principal	0.00	31,466.00	31,466.00	0.00	100.00%
Expenses		\$48,330.19	\$498,393.43	\$789,593.00	\$291,199.57	
Revenue Less Expenditures		\$10,246.45	\$153,210.96	\$175,009.00	\$0.00	
Net Change in Fund Balance		\$10,246.45	\$153,210.96	\$175,009.00	\$0.00	

Fund Balances

Beginning Fund Balance	551,915.95	408,951.44	0.00	0.00	0.00%
Net Change in Fund Balance	10,246.45	153,210.96	175,009.00	0.00	0.00%
Ending Fund Balance	562,162.40	562,162.40	0.00	0.00	0.00%

Report Options

Fund: Wastewater Fund

Period: 4/1/2025 to 4/30/2025

Detail Level: Level 3 Accounts

Display Account Categories: No

Display Subtotals: No

Revenue Reporting Method: Budget - Actual

Expense Reporting Method: Budget - Actual

Budget: Wastewater Budget

Water Fund

Statement of Revenue and Expenditures

Account Number		Current Period	Year-To-Date	Annual Budget	Annual Budget	Jul 2024
		Apr 2025 Apr 2025 Actual	Jul 2024 Apr 2025 Actual	Jul 2024 Jun 2025	Jul 2024 Jun 2025 Variance	Jun 2025 Percent of Budget
Revenue & Expenditures						
Revenue						
4000	Available Cash on Hand	0.00	0.00	205,050.00	205,050.00	0.00%
4581	Contract Services - WB	0.00	18,713.73	15,000.00	(3,713.73)	124.76%
4020	Debt Mgmt - Watseco Barview	0.00	6,674.59	12,000.00	5,325.41	55.62%
4500	Finance/Late Fees	206.76	2,735.48	3,200.00	464.52	85.48%
4790	From TRT To Water	0.00	10,992.00	10,992.00	0.00	100.00%
4550	Grants	0.00	0.00	195,000.00	195,000.00	0.00%
4470	Interest	617.03	4,132.03	6,381.00	2,248.97	64.76%
4440	Misc. Revenues	0.00	17,135.70	500.00	(16,635.70)	3,427.14%
4280	Shutff/Turn-on Fees	50.00	1,093.94	1,000.00	(93.94)	109.39%
4260	System Charges	36,920.96	415,056.46	411,890.00	(3,166.46)	100.77%
Revenue		\$37,794.75	\$476,533.93	\$861,013.00	\$384,479.07	
Gross Profit		\$37,794.75	\$476,533.93	\$861,013.00	\$0.00	
Expenses						
6030	Admin. Assistant I/II/III	2,719.09	26,376.26	41,352.00	14,975.74	63.78%
6240	Auditing & Accounting Services	37.62	4,359.62	23,750.00	19,390.38	18.36%
6260	Building & Grounds Maint.	0.00	2,598.05	2,500.00	(98.05)	103.92%
6060	City Manager	2,000.00	19,384.24	24,000.00	4,615.76	80.77%
9000	Contingency	0.00	0.00	10,000.00	10,000.00	0.00%
6300	Contracted Services	0.00	3,413.83	4,500.00	1,086.17	75.86%
6320	Dues, Licenses & Subscriptions	726.68	3,439.96	1,500.00	(1,939.96)	229.33%
6755	Engineering	0.00	0.00	5,000.00	5,000.00	0.00%
6330	Equipment Repair	600.86	4,540.17	1,250.00	(3,290.17)	363.21%
6070	Finance Director/Assn. Manager	1,614.60	15,818.40	19,061.00	3,242.60	82.99%
6380	Fuel & Oil	200.19	3,225.08	4,550.00	1,324.92	70.88%
6705	Grants	6,574.25	44,149.70	195,000.00	150,850.30	22.64%
6990	IFA Loan - Principal	0.00	5,368.61	5,369.00	0.39	99.99%
6980	IFA-Loan Interest	0.00	1,305.98	1,306.00	0.02	100.00%
6390	Insurance	0.00	11,298.00	11,298.00	0.00	100.00%
6400	IT Services	197.14	5,004.87	3,500.00	(1,504.87)	143.00%
6410	Legal Services	0.00	1,506.60	1,000.00	(506.60)	150.66%
6470	Minor Equipment	0.00	4,312.57	4,200.00	(112.57)	102.68%
6490	Office Equipment Repair	0.00	1,401.92	1,250.00	(151.92)	112.15%
6760	Office Equipment/Software	0.00	0.00	2,500.00	2,500.00	0.00%
6500	Office Supplies	0.00	605.15	250.00	(355.15)	242.06%
6010	Personnel Costs	7,675.26	67,634.06	120,268.00	52,633.94	56.24%

Water Fund

Statement of Revenue and Expenditures

		Current Period	Year-To-Date	Annual Budget	Annual Budget	Jul 2024
		Apr 2025	Jul 2024	Jul 2024	Jul 2024	Jun 2025
		Apr 2025	Apr 2025	Jun 2025	Jun 2025	Percent of
		Actual	Actual		Variance	Budget
Account Number						
6510	Postage & Shipping Costs	0.00	1,150.00	3,500.00	2,350.00	32.86%
6520	Printing, Advertising & Notice	0.00	467.17	100.00	(367.17)	467.17%
6150	Public Works Director	2,431.28	27,008.58	29,175.00	2,166.42	92.57%
6560	PW Shop Supplies, Tools, etc.	33.17	1,247.23	3,000.00	1,752.77	41.57%
6610	Supplies & Services	2,001.76	4,111.89	3,000.00	(1,111.89)	137.06%
6620	System Maintenance & Repair	207.77	22,765.24	63,000.00	40,234.76	36.14%
6630	Telephone/VOIP	135.60	814.29	800.00	(14.29)	101.79%
6640	Testing & Sampling	397.65	3,543.47	3,000.00	(543.47)	118.12%
6650	Travel & Training	1,030.00	3,676.66	5,000.00	1,323.34	73.53%
6660	Treatment Chemicals	0.00	8,063.08	12,000.00	3,936.92	67.19%
6680	Utilities	1,345.70	15,220.36	22,000.00	6,779.64	69.18%
6190	Utility Worker II /Lead Worker	5,392.08	40,372.03	66,300.00	25,927.97	60.89%
6200	Workers Comp	0.00	3,136.29	3,117.00	(19.29)	100.62%
Expenses		\$35,320.70	\$357,319.36	\$697,396.00	\$340,076.64	
Revenue Less Expenditures		\$2,474.05	\$119,214.57	\$163,617.00	\$0.00	
Net Change in Fund Balance		\$2,474.05	\$119,214.57	\$163,617.00	\$0.00	

Fund Balances

Beginning Fund Balance	439,964.07	323,223.55	0.00	0.00	0.00%
Net Change in Fund Balance	2,474.05	119,214.57	163,617.00	0.00	0.00%
Ending Fund Balance	442,438.12	442,438.12	0.00	0.00	0.00%

Report Options

Fund: Water Fund

Period: 4/1/2025 to 4/30/2025

Detail Level: Level 3 Accounts

Display Account Categories: No

Display Subtotals: No

Revenue Reporting Method: Budget - Actual

Expense Reporting Method: Budget - Actual

Budget: Water Budget

TRT Fund
Statement of Revenue and Expenditures

Account Number		Current Period Apr 2025 Apr 2025 Actual	Year-To-Date Jul 2024 Apr 2025 Actual	Annual Budget Jul 2024 Jun 2025	Annual Budget Jul 2024 Jun 2025 Variance	Jul 2024 Jun 2025 Percent of Budget
Revenue & Expenditures						
Revenue						
TRT Tourism						
4584	Cash on Hand	0.00	0.00	701,529.00	701,529.00	0.00%
4520	Event Revenue	0.00	13,853.75	8,000.00	(5,853.75)	173.17%
4535	Fees	0.00	0.00	1,000.00	1,000.00	0.00%
4470	Interest	2,027.37	4,881.34	21,831.00	16,949.66	22.36%
4440	Misc. Revenues	0.00	0.00	250.00	250.00	0.00%
4140	TRT - General Use	11,384.44	233,612.01	266,667.00	33,054.99	87.60%
4150	TRT - Tourism	584.56	19,278.24	33,333.00	14,054.76	57.84%
Revenue		\$13,996.37	\$271,625.34	\$1,032,610.00	\$760,984.66	
Gross Profit		\$13,996.37	\$271,625.34	\$1,032,610.00	\$0.00	
Expenses						
TRT Community						
6280	Community Expenses	0.00	6,228.83	12,500.00	6,271.17	49.83%
6300	Contracted Services	0.00	0.00	10,500.00	10,500.00	0.00%
6360	Fireworks	0.00	4,400.00	9,000.00	4,600.00	48.89%
6610	Supplies & Services	0.00	178.99	1,500.00	1,321.01	11.93%
8045	To Gen.Fund	0.00	46,340.50	74,145.00	27,804.50	62.50%
8080	To PSE Fund for Police Vehicle	0.00	3,988.00	15,952.00	11,964.00	25.00%
8140	To Street Fund	0.00	53,555.50	85,689.00	32,133.50	62.50%
8150	To Wastewater Fund	0.00	10,992.00	10,992.00	0.00	100.00%
8175	To Water Fund	0.00	10,992.00	10,992.00	0.00	100.00%
TRT Tourism						
6030	Admin. Assistant I/II/III	2,175.28	20,984.74	33,081.00	12,096.26	63.43%
6060	City Manager	1,500.00	14,538.18	18,000.00	3,461.82	80.77%
9000	Contingency	0.00	0.00	10,000.00	10,000.00	0.00%
6690	Event Expenses	0.00	16,926.83	20,000.00	3,073.17	84.63%
6070	Finance Director/Assn. Manager	1,210.95	11,863.80	14,296.00	2,432.20	82.99%
6010	Personnel Costs	3,005.04	28,164.53	37,514.00	9,349.47	75.08%
6530	Promotional Media Reimb. Prgm.	0.00	4,931.25	900.00	(4,031.25)	547.92%
6540	Promotional Services	0.00	0.00	1,000.00	1,000.00	0.00%
6488	Refundable Deposits	0.00	0.00	1,000.00	1,000.00	0.00%
9020	Restricted to Tourism Promo	0.00	0.00	25,000.00	25,000.00	0.00%
9002	Unassigned/Unappropriated	0.00	0.00	639,678.00	639,678.00	0.00%

TRT Fund
Statement of Revenue and Expenditures

		Current Period	Year-To-Date	Annual Budget	Annual Budget	Jul 2024
		Apr 2025	Jul 2024	Jul 2024	Jul 2024	Jun 2025
		Apr 2025	Apr 2025	Jun 2025	Jun 2025	Percent of
		Actual	Actual		Variance	Budget
Account Number						
6200	Workers Comp	0.00	1,187.28	871.00	(316.28)	136.31%
	Expenses	\$7,891.27	\$235,272.43	\$1,032,610.00	\$797,337.57	
	Revenue Less Expenditures	\$6,105.10	\$36,352.91	\$0.00	\$0.00	
	Net Change in Fund Balance	\$6,105.10	\$36,352.91	\$0.00	\$0.00	

Fund Balances

Beginning Fund Balance	750,691.49	720,443.68	0.00	0.00	0.00%
Net Change in Fund Balance	6,105.10	36,352.91	0.00	0.00	0.00%
Ending Fund Balance	756,796.59	756,796.59	0.00	0.00	0.00%

Report Options
Fund: TRT Fund
Period: 4/1/2025 to 4/30/2025
Detail Level: Level 1 Accounts
Display Account Categories: No
Display Subtotals: No
Revenue Reporting Method: Budget - Actual
Expense Reporting Method: Budget - Actual
Budget: Transient Room Tax MASTER BUDGET

Payroll Liability Fund
Statement of Revenue and Expenditures

Account Number		Current Period Apr 2025 Apr 2025 Actual	Year-To-Date Jul 2024 Apr 2025 Actual	Annual Budget Jul 2024 Jun 2025	Annual Budget Jul 2024 Jun 2025 Variance	Jul 2024 Jun 2025 Percent of Budget
Revenue & Expenditures						
Revenue						
4000	Available Cash on Hand	0.00	0.00	92,085.00	92,085.00	0.00%
4470	Interest	264.44	3,876.21	2,866.00	(1,010.21)	135.25%
Revenue		\$264.44	\$3,876.21	\$94,951.00	\$91,074.79	
Gross Profit		\$264.44	\$3,876.21	\$94,951.00	\$0.00	
Expenses						
6010	Personnel Costs	0.00	0.00	45,000.00	45,000.00	0.00%
Expenses		\$0.00	\$0.00	\$45,000.00	\$45,000.00	
Revenue Less Expenditures		\$264.44	\$3,876.21	\$49,951.00	\$0.00	
Net Change in Fund Balance		\$264.44	\$3,876.21	\$49,951.00	\$0.00	
Fund Balances						
Beginning Fund Balance		100,849.73	97,237.96	0.00	0.00	0.00%
Net Change in Fund Balance		264.44	3,876.21	49,951.00	0.00	0.00%
Ending Fund Balance		101,114.17	101,114.17	0.00	0.00	0.00%

Report Options
Fund: Payroll Liability Fund
Period: 4/1/2025 to 4/30/2025
Detail Level: Level 1 Accounts
Display Account Categories: No
Display Subtotals: No
Revenue Reporting Method: Budget - Actual
Expense Reporting Method: Budget - Actual
Budget: Payroll Liabilities Budget

PSE Fund
Statement of Revenue and Expenditures

Account Number		Current Period Apr 2025 Apr 2025 Actual	Year-To-Date Jul 2024 Apr 2025 Actual	Annual Budget Jul 2024 Jun 2025	Annual Budget Jul 2024 Jun 2025 Variance	Jul 2024 Jun 2025 Percent of Budget
Revenue & Expenditures						
Revenue						
4640	From TRT for Police Vehicles	0.00	3,988.00	15,952.00	11,964.00	25.00%
4005	OSFM Recievables	0.00	0.00	39,000.00	39,000.00	0.00%
Revenue		\$0.00	\$3,988.00	\$54,952.00	\$50,964.00	
Gross Profit		\$0.00	\$3,988.00	\$54,952.00	\$0.00	
Expenses						
6850	Police Equipment	0.00	0.00	70,000.00	70,000.00	0.00%
Expenses		\$0.00	\$0.00	\$70,000.00	\$70,000.00	
Revenue Less Expenditures		\$0.00	\$3,988.00	(\$15,048.00)	\$0.00	
Net Change in Fund Balance		\$0.00	\$3,988.00	(\$15,048.00)	\$0.00	
Fund Balances						
Beginning Fund Balance		(42,256.74)	(46,244.74)	0.00	0.00	0.00%
Net Change in Fund Balance		0.00	3,988.00	(15,048.00)	0.00	0.00%
Ending Fund Balance		(42,256.74)	(42,256.74)	0.00	0.00	0.00%

Report Options
Fund: PSE Fund
Period: 4/1/2025 to 4/30/2025
Detail Level: Level 1 Accounts
Display Account Categories: No
Display Subtotals: No
Revenue Reporting Method: Budget - Actual
Expense Reporting Method: Budget - Actual

PWE Reserve Fund
Statement of Revenue and Expenditures

Account Number		Current Period Apr 2025 Apr 2025 Actual	Year-To-Date Jul 2024 Apr 2025 Actual	Annual Budget Jul 2024 Jun 2025	Annual Budget Jul 2024 Jun 2025 Variance	Jul 2024 Jun 2025 Percent of Budget
Revenue & Expenditures						
Revenue						
4000	Available Cash on Hand	0.00	0.00	55,000.00	55,000.00	0.00%
4470	Interest	176.29	8,278.58	1,712.00	(6,566.58)	483.56%
Revenue		\$176.29	\$8,278.58	\$56,712.00	\$48,433.42	
Gross Profit		\$176.29	\$8,278.58	\$56,712.00	\$0.00	
Expenses						
6810	Vehicles/Equipment	0.00	0.00	40,000.00	40,000.00	0.00%
Expenses		\$0.00	\$0.00	\$40,000.00	\$40,000.00	
Revenue Less Expenditures		\$176.29	\$8,278.58	\$16,712.00	\$0.00	
Net Change in Fund Balance		\$176.29	\$8,278.58	\$16,712.00	\$0.00	
Fund Balances						
Beginning Fund Balance		56,951.95	48,849.66	0.00	0.00	0.00%
Net Change in Fund Balance		176.29	8,278.58	16,712.00	0.00	0.00%
Ending Fund Balance		57,128.24	57,128.24	0.00	0.00	0.00%

Report Options
Fund: PWE Reserve Fund
Period: 4/1/2025 to 4/30/2025
Detail Level: Level 3 Accounts
Display Account Categories: No
Display Subtotals: No
Revenue Reporting Method: Budget - Actual
Expense Reporting Method: Budget - Actual
Budget: PWE Reserve Budget

System Development Fund, Water SDC Fund Statement of Revenue and Expenditures

Account Number		Current Period Apr 2025 Apr 2025 Actual	Year-To-Date Jul 2024 Apr 2025 Actual	Annual Budget Jul 2024 Jun 2025	Annual Budget Jul 2024 Jun 2025 Variance	Jul 2024 Jun 2025 Percent of Budget
Revenue & Expenditures						
Revenue						
4584	Cash on Hand	0.00	0.00	730,832.00	730,832.00	0.00%
4430	Donations	0.00	6.50	0.00	(6.50)	0.00%
4585	For Parks SDC	1,632.00	3,300.61	5,500.00	2,199.39	60.01%
4583	For Storm Sewer SDC	2,000.00	4,877.69	5,000.00	122.31	97.55%
4597	For Streets SDC	3,300.00	6,151.60	13,800.00	7,648.40	44.58%
4596	For Wastewater SDC	7,510.00	15,095.70	20,000.00	4,904.30	75.48%
4599	for Water SDC	3,960.00	33,350.06	25,000.00	(8,350.06)	133.40%
4470	Interest	2,221.28	22,537.56	22,743.00	205.44	99.10%
Revenue		\$20,623.28	\$85,319.72	\$822,875.00	\$737,555.28	
Gross Profit		\$20,623.28	\$85,319.72	\$822,875.00	\$0.00	
Expenses						
6835	Parks Dept. System Improvement	0.00	0.00	50,000.00	50,000.00	0.00%
6830	Stormwater Dept System Improv.	0.00	0.00	110,000.00	110,000.00	0.00%
6825	Street Dept. System Improvemen	0.00	0.00	135,000.00	135,000.00	0.00%
6840	Water Dept. System Improvement	0.00	0.00	150,000.00	150,000.00	0.00%
6815	WW Dept. System Improvement	0.00	0.00	150,000.00	150,000.00	0.00%
Expenses		\$0.00	\$0.00	\$595,000.00	\$595,000.00	
Revenue Less Expenditures		\$20,623.28	\$85,319.72	\$227,875.00	\$0.00	
Net Change in Fund Balance		\$20,623.28	\$85,319.72	\$227,875.00	\$0.00	
Fund Balances						
	Beginning Fund Balance	1,258,785.00	1,194,088.56	0.00	0.00	0.00%
	Net Change in Fund Balance	20,623.28	85,319.72	227,875.00	0.00	0.00%
	Ending Fund Balance	1,279,408.28	1,279,408.28	0.00	0.00	0.00%

Report Options

Fund: System Development Fund, Water SDC Fund

Period: 4/1/2025 to 4/30/2025

Detail Level: Level 3 Accounts

Display Account Categories: No

Display Subtotals: No

Revenue Reporting Method: Budget - Actual

Expense Reporting Method: Budget - Actual

Budget: System Development Budget

WW Debt Bond Fund
Statement of Revenue and Expenditures

Account Number		Current Period Apr 2025 Apr 2025 Actual	Year-To-Date Jul 2024 Apr 2025 Actual	Annual Budget Jul 2024 Jun 2025	Annual Budget Jul 2024 Jun 2025 Variance	Jul 2024 Jun 2025 Percent of Budget
Revenue & Expenditures						
Revenue						
4000	Available Cash on Hand	0.00	0.00	175,195.00	175,195.00	0.00%
4470	Interest	528.88	5,946.55	5,452.00	(494.55)	109.07%
4100	Property Taxes - Current Year	0.00	39,005.56	55,527.00	16,521.44	70.25%
4120	Property Taxes - Prior Years	0.00	711.00	711.00	0.00	100.00%
	Revenue	\$528.88	\$45,663.11	\$236,885.00	\$191,221.89	
	Gross Profit	\$528.88	\$45,663.11	\$236,885.00	\$0.00	
Expenses						
9009	Restricted to Sewer Bond Pymt.	0.00	0.00	177,166.00	177,166.00	0.00%
7175	WW Bond Payment - Interest	0.00	6,907.00	6,907.00	0.00	100.00%
7180	WW Bond Payment - Principal	0.00	32,811.00	52,812.00	20,001.00	62.13%
	Expenses	\$0.00	\$39,718.00	\$236,885.00	\$197,167.00	
	Revenue Less Expenditures	\$528.88	\$5,945.11	\$0.00	\$0.00	
	Net Change in Fund Balance	\$528.88	\$5,945.11	\$0.00	\$0.00	
Fund Balances						
	Beginning Fund Balance	229,499.04	224,082.81	0.00	0.00	0.00%
	Net Change in Fund Balance	528.88	5,945.11	0.00	0.00	0.00%
	Ending Fund Balance	230,027.92	230,027.92	0.00	0.00	0.00%

Report Options

Fund: WW Debt Bond Fund

Period: 4/1/2025 to 4/30/2025

Detail Level: Level 1 Accounts

Display Account Categories: No

Display Subtotals: No

Revenue Reporting Method: Budget - Actual

Expense Reporting Method: Budget - Actual

Budget: Wastewater Debt Budget

<u>Incident Address City</u>	<u>Incident Date And Time</u>	<u>Incident Type</u>	<u>Incident Unit ID</u>
Garibaldi	04/01/2025 00:34:25	BUSINESS CHECK	225
Garibaldi	04/01/2025 00:38:28	BUSINESS CHECK	225
Garibaldi	04/01/2025 00:41:34	BUSINESS CHECK	225
Garibaldi	04/01/2025 00:43:45	Contact	225
Garibaldi	04/01/2025 00:46:47	Traffic Stop	225
Garibaldi	04/01/2025 19:44:44	Disturbance	211
Garibaldi	04/01/2025 19:44:44	Disturbance	225
Garibaldi	04/01/2025 22:47:01	Follow Up	225
Garibaldi	04/02/2025 11:19:03	Warrant	207
Garibaldi	04/02/2025 11:19:03	Warrant	210
Garibaldi	04/02/2025 11:19:03	Warrant	223
Garibaldi	04/02/2025 11:19:03	Warrant	227
Garibaldi	04/02/2025 14:53:50	Traffic Stop	216
Garibaldi	04/02/2025 15:36:34	Unknown	223
Garibaldi	04/02/2025 15:47:46	Traffic Stop	216
Garibaldi	04/02/2025 19:31:05	Traffic Stop	225
Garibaldi	04/02/2025 19:50:20	Traffic Stop	225
Garibaldi	04/03/2025 00:45:49	Suspicious	225
Garibaldi	04/03/2025 01:14:00	Traffic Stop	225
Garibaldi	04/03/2025 10:54:09	Traffic Stop	216
Garibaldi	04/03/2025 13:53:27	Traffic Stop	216
Garibaldi	04/03/2025 14:03:25	Traffic Stop	216
Garibaldi	04/03/2025 14:11:17	Traffic Stop	216
Garibaldi	04/03/2025 15:30:13	Harassment	216
Garibaldi	04/04/2025 09:26:45	Unknown	216
Garibaldi	04/05/2025 17:54:03	Speed Enforcement	220
Garibaldi	04/05/2025 17:58:21	Crim Misch	220
Garibaldi	04/05/2025 17:59:01	Traffic Stop	220
Garibaldi	04/05/2025 18:16:43	Traffic Stop	220
Garibaldi	04/05/2025 18:29:39	Traffic Stop	220
Garibaldi	04/05/2025 18:42:58	Traffic Stop	220
Garibaldi	04/05/2025 18:46:52	Traffic Stop	220
Garibaldi	04/05/2025 19:48:33	Road Hazard	216
Garibaldi	04/05/2025 19:48:33	Road Hazard	220
Garibaldi	04/06/2025 23:08:37	BUSINESS CHECK	220
Garibaldi	04/06/2025 23:11:48	BUSINESS CHECK	220
Garibaldi	04/06/2025 23:16:41	BUSINESS CHECK	220
Garibaldi	04/07/2025 08:46:32	Burglary	214
Garibaldi	04/07/2025 11:04:24	Unwanted	214
Garibaldi	04/07/2025 11:04:24	Unwanted	228
Garibaldi	04/08/2025 07:12:03	Suspicious	214
Garibaldi	04/08/2025 10:52:17	CAMI	223
Garibaldi	04/08/2025 12:42:18	Theft	214

Garibaldi	04/08/2025 19:10:59	Follow Up	225
Garibaldi	04/08/2025 23:04:27	BUSINESS CHECK	225
Garibaldi	04/08/2025 23:07:45	BUSINESS CHECK	225
Garibaldi	04/09/2025 14:30:22	MVA/Non-injury	214
Garibaldi	04/09/2025 15:31:00	Speed Enforcement	214
Garibaldi	04/09/2025 18:37:29	Traffic Stop	220
Garibaldi	04/09/2025 19:41:56	Traffic Stop	220
Garibaldi	04/11/2025 10:12:05	Traffic Stop	216
Garibaldi	04/11/2025 11:08:42	Theft	216
Garibaldi	04/11/2025 12:54:32	Assist	216
Garibaldi	04/11/2025 15:05:12	Theft	216
Garibaldi	04/11/2025 15:05:12	Theft	213
Garibaldi	04/11/2025 15:44:11	Burglary	230
Garibaldi	04/11/2025 15:44:11	Burglary	215
Garibaldi	04/11/2025 15:48:22	80	215
Garibaldi	04/11/2025 17:52:52	Assault	216
Garibaldi	04/11/2025 17:52:52	Assault	215
Garibaldi	04/11/2025 18:28:01	CAMI	220
Garibaldi	04/11/2025 20:14:46	Follow Up	220
Garibaldi	04/11/2025 21:38:05	Follow Up	218
Garibaldi	04/11/2025 21:38:05	Follow Up	220
Garibaldi	04/12/2025 00:10:46	Suspicious	229
Garibaldi	04/12/2025 13:19:42	Vehicle	218
Garibaldi	04/12/2025 14:00:43	Traffic Stop	218
Garibaldi	04/13/2025 08:44:33	Harassment	210
Garibaldi	04/13/2025 09:09:36	CAMI	210
Garibaldi	04/13/2025 21:13:32	Crim Misch	211
Garibaldi	04/13/2025 21:13:32	Crim Misch	225
Garibaldi	04/13/2025 23:05:44	Follow Up	211
Garibaldi	04/13/2025 23:05:44	Follow Up	226
Garibaldi	04/13/2025 23:05:44	Disturbance	211
Garibaldi	04/13/2025 23:05:44	Disturbance	226
Garibaldi	04/14/2025 01:31:04	Follow Up	211
Garibaldi	04/14/2025 01:31:04	Follow Up	225
Garibaldi	04/14/2025 11:34:35	Animal	228
Garibaldi	04/14/2025 11:38:12	Contact	210
Garibaldi	04/14/2025 21:30:14	Traffic Stop	225
Garibaldi	04/15/2025 09:59:59	Trespass	228
Garibaldi	04/15/2025 10:39:18	Traffic Stop	228
Garibaldi	04/15/2025 11:43:01	Ordinance Violation	228
Garibaldi	04/15/2025 11:58:10	Civil Service	228
Garibaldi	04/15/2025 15:48:48	Animal	228
Garibaldi	04/16/2025 00:37:40	Contact	225
Garibaldi	04/16/2025 00:50:37	Contact	225

Garibaldi	04/16/2025 01:19:58	BUSINESS CHECK	225
Garibaldi	04/16/2025 09:58:27	Follow Up	228
Garibaldi	04/16/2025 15:33:59	CAMI	223
Garibaldi	04/17/2025 22:45:28	Traffic Stop	220
Garibaldi	04/18/2025 00:43:25	BUSINESS CHECK	220
Garibaldi	04/18/2025 00:46:24	BUSINESS CHECK	220
Garibaldi	04/18/2025 00:46:53	BUSINESS CHECK	220
Garibaldi	04/18/2025 11:30:28	Harassment	216
Garibaldi	04/18/2025 23:42:03	Traffic Stop	220
Garibaldi	04/19/2025 10:47:27	Animal	216
Garibaldi	04/19/2025 14:57:26	Assist	216
Garibaldi	04/19/2025 14:57:26	Assist	222
Garibaldi	04/19/2025 20:20:56	Civil Service	220
Garibaldi	04/20/2025 11:06:36	Assault	210
Garibaldi	04/21/2025 10:47:00	Welfare check	210
Garibaldi	04/21/2025 10:47:00	Welfare check	228
Garibaldi	04/21/2025 21:26:48	80	225
Garibaldi	04/22/2025 17:30:06	Animal	225
Garibaldi	04/22/2025 23:46:37	BUSINESS CHECK	225
Garibaldi	04/23/2025 08:24:24	MVA/Non-injury	228
Garibaldi	04/23/2025 10:33:34	Traffic Stop	228
Garibaldi	04/23/2025 14:56:34	Animal	216
Garibaldi	04/23/2025 14:56:34	Animal	228
Garibaldi	04/23/2025 15:23:50	Animal	216
Garibaldi	04/23/2025 17:46:16	Animal	216
Garibaldi	04/24/2025 01:28:47	Warrant	220
Garibaldi	04/24/2025 07:04:29	Follow Up	228
Garibaldi	04/24/2025 14:12:45	Welfare check	228
Garibaldi	04/24/2025 17:32:05	Traffic Stop	228
Garibaldi	04/24/2025 17:32:05	Traffic Stop	215
Garibaldi	04/24/2025 18:29:20	Welfare check	215
Garibaldi	04/25/2025 09:07:13	Man Down	216
Garibaldi	04/25/2025 18:10:41	Road Hazard	216
Garibaldi	04/26/2025 20:36:18	Disturbance	220
Garibaldi	04/26/2025 20:36:18	Disturbance	229
Garibaldi	04/26/2025 23:52:02	Burglary	220
Garibaldi	04/26/2025 23:52:02	Burglary	229
Garibaldi	04/27/2025 16:46:27	Juvenile	228
Garibaldi	04/27/2025 16:46:27	Juvenile	225
Garibaldi	04/27/2025 18:51:53	Disturbance	226
Garibaldi	04/27/2025 18:51:53	Disturbance	225
Garibaldi	04/28/2025 11:45:46	Civil Service	228
Garibaldi	04/28/2025 11:52:09	Property	228
Garibaldi	04/28/2025 13:38:04	Incom 911	228

Garibaldi	04/28/2025 15:11:23	Welfare check	228
Garibaldi	04/28/2025 19:35:41	Follow Up	225
Garibaldi	04/28/2025 19:52:49	Burglary	211
Garibaldi	04/28/2025 19:52:49	Burglary	225
Garibaldi	04/29/2025 08:01:30	Road Hazard	228
Garibaldi	04/30/2025 09:12:48	Crim Misch	216
Garibaldi	04/30/2025 09:12:48	Crim Misch	228
Garibaldi	04/30/2025 20:30:12	Follow Up	225
Garibaldi	04/30/2025 23:51:36	Speed Enforcement	225
Garibaldi	04/30/2025 23:55:08	Traffic Stop	225

City of Garibaldi
Public Works Department
Monthly Staff Report – May 19th, 2025
Prepared by: Nick Theoharis, Public Works Superintendent

To: Mayor and City Council

Water: All required water quality testing and reporting have been completed for the month. We are now in routine operation and maintenance mode for the summer season. No capital projects or system upgrades are currently scheduled. A leak was repaired on an abandoned service line on Upper 14th Street. The final two fire hydrants requiring relocation for the ODOT project have been successfully moved with minimal complications.

Wastewater: All wastewater sampling and reporting obligations have been fulfilled. Maintenance efforts this month include painting the handrails on the digester and continued cleaning of the chemical storage room in preparation for future replacement of piping and pumps. The corrected final version of the Wastewater Facilities Plan (WWFP) has been submitted to DEQ, and we are currently awaiting formal approval. Once received, the plan will be brought to Council for adoption.

Streets: Street maintenance has focused on citywide pothole repair, roadside mowing, and vegetation control. The Public Works Department has received a significant volume of asphalt grindings from the ODOT project. These are being put to effective use not only in patching but also in resurfacing critical easement roads such as the Loop Road at Highway 101 and Miami-Foley Road, which we are responsible for due to the presence of city water mains. In addition, ditch and culvert maintenance is underway in preparation for the upcoming winter season.

ODOT Project: All waterline and hydrant relocations associated with the Highway 101 improvement project have been completed. We are now coordinating with K&E Excavating to complete sidewalk installations. The contractor anticipates major construction will be concluded by mid-July, allowing the Garibaldi Days parade to proceed as planned if work continues on schedule.

General Operations: Joe will begin CDL training this month and has completed his Cross-Connection Specialist certification course. I have completed my Cross-Connection renewal training. The crew continues to perform well—each team member has taken responsibility for specific mowing and maintenance zones, and all staff are actively pursuing certifications or training to support the department's ongoing development and service delivery.

Questions?

DEPARTMENTAL REPORT

TO: Mayor and City Council
FROM: Jay Marugg/ Fire Chief
SUBJECT: May, 2025 Fire Report
DATE:
REPORT

- **Activity -**

I attended the Oregon Fire Chiefs Convention in Bend all last week. A big emphasis was on firefighters' mental health. Several guest speakers shared stories about mental health and how this job can affect your career, working relationships and how it affects your home and personal life.

Other topics were on succession planning for retirement and officer development.

Wildland season for this year along with the MOB plan were a big topic from the state Fire Marshals Office.

I always get so much from networking with other chiefs across the state. I am always concerned that we here at the GFD don't do enough or aren't doing it right. And I always take away that we are doing things correctly and our officers are on track to developing our volunteer force.

- Blake and I met with Adventist Health last week. They are offering pre-employment health screenings for new members along with annual health screenings for health issues such as cancer. Such screenings are part of new NFPA standards for firefighter fitness. They can tailor the scope of screenings by the amount budgeted. We explained that our budget is not ready for such a cost, but we indicated how important it is to take care

of our firefighters. One option is that some of the health screenings may be covered by insurance carriers. More to come.

- Reuben Monge and Brad Marugg were awarded the Meritorious award at the Oregon Fire Chiefs Conference. They were awarded the award for their bravery and leadership in the fatal fire last November in Wheeler, OR. Friends and family attended the awards ceremony.
- **Division: Special Operations/ Training** Deputy Chief Paulsen and Battalion Chief Perkins

Monthly Summary:

No division report yet.

Division Needs:

EMS Division report; By Letty Buchanan

No division report yet.

Monthly Summary of calls:

Respectfully,

Jay Marugg
Fire Chief
Garibaldi Fire Department



Land of Cheese, Trees and Ocean Breeze

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051925 GARIBALDI BRANCH LIBRARY REPORT TO COUNCIL

Greetings Council and Community Members,

We're having a BABY RAVE! On **Wednesday, May 28, at 11:00am**, the Garibaldi Branch Library will be hosting the world's tiniest dance party in the community hall. Youngsters can dance, jump and spin to their hearts' content. We've got great music and fun planned complete with party lights and bubbles!

From now until the end of May, you can play Tillamook Estuaries Partnership's **Salmon Game**—a fun, interactive board game inspired by *CandyLand*, with an exciting ecological twist. Your mission? Guide your baby salmon on a journey from stream to sea and back again to spawn. It's a playful way for kids (and curious adults!) to learn about the salmon lifecycle.

♿ Fun for all ages

♀ Available all month long on the second floor at the [Tillamook Main Branch Library](#)

It's almost time to Level Up with Summer Reading at your library! Beginning **Monday, June 9**, you can come into any Tillamook County Library to get signed up for the 2025 Summer Reading game. Read and take part in activities throughout the summer to have fun, learn and win prizes for kids, teens, and adults! Special thanks to our community partners for supplying prizes and other resources, including Garibaldi's own Beach Beagle Print & Ship who will be helping with printing materials.

Lastly, our local Coast Guard Auxiliary and the Oregon Department of Fish and Wildlife (ODFW) have provided the Garibaldi Branch Library with handouts to help you enjoy fun and safe summer adventures. We have water safety handouts and coloring books available from the Auxiliary. And, ODFW has provided handy fish identification cards that can hang on a key ring with QR Codes to learn where to fish, find fishing tips and tricks, purchase licenses, read regulations, and more. We are happy to share these great resources.

Respectfully submitted,

June Ekborg

Library Assistant II

Garibaldi Branch Library

AN EQUAL OPPORTUNITY EMPLOYER