



Covered Bridge Capital of the West

City of Scio

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Scio City Council – Electronic Meeting

Scio City Hall – 38957 NW 1st Ave., Scio, Oregon

AGENDA

February 22, 2021 (6:00 PM)

The Scio City Council will be hosting a live, ZOOM Meeting due to the COVID-19 restrictions. Anyone wishing to join the meeting by choosing one of the following options:

<https://us02web.zoom.us> Meeting ID: 836 9092 3606 Passcode: LZC7vW
or phone: 1-253-215-8782 Meeting ID: 836 9092 3606 Passcode: 575271

If you cannot attend the meeting, written comments shall be accepted up through 4:00 p.m. on Monday, February 22, 2021.

Mayor Chadd Weaver

Council Pres. Debbie Nuber
Councilor Joey Ferguson

Councilor John Whalen
Councilor Karen Eckhart

Councilor Tom Gray
Councilor Tom Meyer

CALL TO ORDER ** FLAG SALUTE **** ROLL CALL:** *City Manager, Ginger Allen will call the meeting to order. A moment of silence will be set aside for councilors, staff and attendees to individually and silently honor the American Flag.*

SWEARING IN OF SCIO MAYOR GARY CHADD WEAVER, RE-ELECTED ON NOVEMBER 3, 2020 GENERAL ELECTION.

SELECTION OF COUNCIL PRESIDENT: Presented by Mayor Chadd Weaver

CONSENT AGENDA: *The following items(s) are considered routine and will be enacted by one motion. There will not be a separate discussion of these items unless a Councilor so requests. In this case, the item(s) will be removed from the Consent Agenda and considered separately.*

- Approval of January 11, 2021 City Council Minutes
- Approval of January 2021 Statement of Revenues & Expenditures
- Approval of January 2021 Payment Journal

CORRESPONDENCE: None

PRESENTATIONS:

- Linn County Sheriff's Report – Presented by Sgt. Beth Miller

OPEN REGULAR SESSION

- 1) Ordinance No. 618 – An Ordinance Amending Ordinance 561 – Scio Zoning Code
Presented by: Ginger Allen
Action 1: A Motion to Read Ordinance 618 for a first time by title only, and then vote.
Action 2: A Motion to Read Ordinance 618 by title only for the second time by title only and for final adoption and direct the Mayor to execute the Ordinance, as adopted.
- 2) Resolution No. 21-01 – A Resolution to Adopted Unanticipated Funds
Presented by: Ginger Allen, Scio City Manager
Action: A Motion to Approve or Deny
- 3) Library Advisory Committee By-Laws
Presented by: Ginger Allen, Scio City Manager
Action: A Motion to Approve or Deny
- 4) Formal Approval to Proceed with the Vacation of Property located under Stop N Save Market
Presented by: Ginger Allen, Scio City Manager
Action: A Motion to Approve or Deny
- 5) Request to Amend Resolution No. 20-02 *“A resolution authorizing the execution and delivery of a full faith and credit financing agreement for the purpose of financing real and personal property in an amount not to exceed \$2,000,000.00; Designating an authorized representative and special counsel; and related matters”.*
Presented by: Ginger Allen, Scio City Manager
Action: A Motion to Approve or Deny

CITY ATTORNEY REPORT

ITEMS FROM COUNCIL

PUBLIC COMMENT(S): An opportunity for citizens to comment on items of city business.

ADJOURNMENT:

2021 CITY MEETING(S) CALENDAR

Wednesday, February 24, 2021 @ 7:00 p.m. – Scio Planning Commission, Scio City Hall
Monday, March 8, 2021 @ 6:00 p.m. – City Council, Scio City Hall
Wednesday, March 31, 2021 @ 7:00 p.m. – Scio Planning Commission, Scio City Hall
Monday April 12, 2021 @ 6:00 p.m. – City Council, Scio City Hall
Monday May 10, 2021 @ 6:00 p.m. – City Council, Scio City Hall

HOLIDAY CLOSURES

February 15, 2021 – President’s Day
May 31, 2021 – Memorial Day

Consent Agenda



SCIO CITY COUNCIL ELECTRONIC MEETING MINUTES
MONDAY January 11, 2021

COUNCIL PRESENT: Councilors Karen Eckhart, Joey Ferguson, Tom Meyer, Debbie Nuber, and John Whalen were all present via Zoom video.

STAFF PRESENT: City Manager Ginger Allen, Assistant City Attorney Jeffrey Clayson, and Administrative Assistant Cathy Martin were present via video.

AUDIENCE MEMBERS PRESENT: Hazel Hayes and Katrina Clouse, were present via Zoom.

CALL TO ORDER: Council President Debbie Nuber called the Regular Session of the Scio City Council to order at 6:00 P.M., followed by 30 seconds of silence to observe the flag.

ROLL CALL: Roll call was taken with Mayor Chadd Weaver excused and Councilor Tom Gray absent.

APPROVAL OF CONSENT AGENDA: Council President Nuber asked for comments.

Councilor Ferguson moved to accept and pass the Consent Agenda as presented, Councilor Eckhart seconded. A hand vote was taken. Motion passed 5/0

OATH OF OFFICE: Ms. Allen administered the Oath of Office to Councilors Ferguson, Eckhart and Meyer.

PRESENTATIONS:

- **Linn County Sheriff's Report – Presented by Sgt. Beth Miller, Linn County Sheriff** – Sgt. Beth Miller reviewed the monthly report for December (see report included in the council packet). The council welcomed Sgt. Miller to the City of Scio. Sgt. Miller stated that the Sheriff's office has a Deputy in training and once complete that deputy will be assigned to Scio. An announcement will be made as soon as that is complete. There were no questions regarding the report by the council.

CORRESPONDENCE:

- Thank you notes were received from the Scio Senior Citizens for the gifts certificates presented to them for the holidays.

PUBLIC HEARING:

- **PL2020-08, City of Scio – Amend Scio Zoning Ordinance Article 5, Sections 5.200 to 5.250 “Parking Standards”.**

Council President Debbie Nuber opened the Public Hearing at 6:07 pm. Ms. Nuber read the opening statements & reviewed the public hearing rules. She asked the audience members in attendance if they had any objections to the city council conducting the hearing or the notice that was sent. Ms. Hazel Hays and Katrina Clouse, who attended via video conferencing, did not object. Ms. Nuber then asked council members to declare any conflicts of interest regarding the application. There were none.

Planning Consultant Dave Kinney presented the city's application and staff report on the updating of the parking standards. The standard parking updates stem from requests associated with city property redevelopment in the downtown area of the commercial zone. For example the Main Street block most buildings occupy 80 to 100% of the lot. If someone wants to redevelop the lot, city code requires that they provide off street parking. This is not feasible given the fact that the buildings occupy a high percent of the lot. Should a new city hall be built the parcel on which it would stand cannot provide the needed parking spaces required by the parking standards at this time.

The next concern that the city had was that the standards had not been updated in the past 20 plus years. They do not comply with ADA requirements, parking space size requirements. We concluded that it was appropriate to update the entire chapter on parking and recommend that the council do that. City Engineer, Ryan Quigley has reviewed the standards, and made the following recommendations: On page 8 of the document, he has suggested that the size of the compact spaces be increased to 8 feet wide, to make them more conventional. Mr. Quigley will modify the tables and figures to be included on page 8. Mr. Kinney stated that on page 10 of the document, there is a reference to planning and design of storm drainage within a new parking lot. Mr. Quigley has suggested that a sentence be added to require that storm detention be provided within a parking area. What this means is that in a storm, water will be held in a parking lot and will be slowly released into the city storm sewer. The purpose is to keep the storm sewers from being overrun by storm water. An additional recommendation from the city engineer is that a clause should be added that requires all parking lots shall be striped to comply with ADA requirements and that all parking lots no matter what size should comply with striping. Mr. Kinney stated that he concurs with the suggested changes from Mr. Quigley.

Mr. Kinney stated that the Planning Commission held a public hearing on this matter in November. There were two people who provided testimony. One was from the Scio Historical Society Museum, who was concerned about meeting the parking requirements if they did any improvements or add any storage area. This would not apply to them if they added a new storage building, but would apply if they were to double the size of the museum. This is a hypothetical example. The other testimony that was submitted questioned the requirements and how they would apply to a particular use of property. The conclusion in their particular case is that they would not apply. The planning commission unanimously voted to recommend that the council adopt these changes. Kinney

noted that Katrina Clouse is a member of the planning commission and is taking part in this hearing. Kinney stated that this is a legislative amendment to the city's code.

Debbie asked why the map does not include all of the area in the commercial zone on the south end of town.

Kinney stated that in the areas that are currently in residential use within the zone were not added. Nuber stated that the two blocks along Highway 226 near the fire station are not totally commercial. Kinney stated that they are not.

Martin interjected that the commercial zone in the south area of town is similar to an overlay, while it is zoned commercial, the current use is residential. Nuber asked if a business wanted to go into that area, how this regulation would affect them. Kinney stated that with this new change they can count on-street parking. They would have options of installing parking or using spaces that are marked on the street.

Nuber asked if there was anyone who wanted to provide public testimony either for or against the application. Planning Commission Member Katrina Clouse stated that she had nothing to add.

There was no further testimony and Council President Nuber closed the Public Hearing at 6:23 pm.

REGULAR SESSION:

1. PL2020-08, City of Scio - Presented by Dave Kinney, Planning Consultant

Mr. Kinney stated that the Ordinance presented to the council has notes all the way through it, in order for the council to adopt the Ordinance, the notes need to be removed and the changes that Ryan Quigley, City Engineer, recommended need to be entered. If the council wished to proceed forward with the approval of the proposed amendment, a motion is required to approve the application and should direct staff to prepare the Ordinance for formal adoption at the February 8, 2021 Council Meeting.

Councilor Whalen moved to approve the changes as suggested for PL2020-08 and bring it to the next meeting in its final form, Councilor Eckhart seconded. Motion passed 5/0

2. Ordinance No. 618, An Ordinance Amending Ordinance 561 – Scio Zoning Code – Presented by Dave Kinney, Planning Consultant

The final version of Ordinance No. 618 will be presented at the February Council meeting.

3. Council Work Sessions to Discuss Parks/Tree and Library Advisory Committee's – Presented by Ginger Allen, City Manager

Ms. Allen spoke regarding the council's wish to have time to discuss the proposed By-Laws for the Parks & Tree Committee and a Library Advisory Committee. After discussion, a work session was set for January 25th from 6:00 pm to 8:00 pm. This work session will be for the council and staff discussion only, audience members will not be able to ask questions or participate in the discussion during the work session, but can ask questions and converse with council prior to the vote or ratification of the By-Laws. Ms. Allen stated she would re-send out the information on the proposed by-laws this week.

CITY MANAGER REPORT: Allen asked if there were any questions regarding her report. Allen briefly reviewed the report that was included in the council packet.

Ms. Allen stated the COVID Relief Grant was received. We now have to turn in the receipts for what we have spent. This reimbursement will allow the city to upgrade staff computers for remote connection, so that staff could work from home if necessary, purchase speed signs (public safety), among other things.

Allen stated that she is proposing that the City reinstate its regular business hours beginning the week of January 18, 2021. The Governor still has Linn County in Extreme Risk. The proposal will be to open the lobby area only. Ms. Allen stated that since the city hall does not have any awning over the window, this will allow people to enter to do business out of the weather. The library will remain closed. Councilor Whalen asked if someone would be able to use the outside window if they wanted to. Allen stated that the outside walkup window can be used by anyone who still does not wish to enter the building.

Ms. Allen stated that the name was put on the street sweeper this morning.

Ms. Allen stated that the city has received notice from NOAA that a heavy rain storm is headed our direction, expecting 2-3 inches of rain, Thomas Creek is not expected to get to action stage, possibly having issues with Peters Ditch. We had sand delivered today, in two locations – City Hall and SW 6th Avenue – sand/sand bags are available for anyone who needs it. This information is on the City's website/Facebook page.

Councilor Whalen asked about 6th street high water, who has responsibility for Peters Ditch. Allen stated that there is a lot of history. One of the main problems is the culvert on SW 6th Avenue, it is undersized, and it is the county's responsibility and is on their list to work on. The county road department did bring equipment following the last rain event and did some cleaning. According to the Scio Water District Irrigation System, every property owner that is adjacent to the ditch, has the responsibility to clean and maintain their portion of the ditch. The culvert is the county's responsibility. Whalen asked if there was anything that the city could do. Allen stated that in talking with Dave Curren, Linn County Road Department, that it might be prudent for the city to send letters from

the mayor and city council to the county commissioners. Ms. Allen stated that Mayor Weaver has already made contact with newly elected Commissioner Sherrie Sprenger to set up a meeting with her.

CITY ATTORNEY'S REPORT: Presented by Jeffrey Clayson – Mr. Clayson stated that the Attorney's Office is continuing to changes the Illegal Camping Ordinances. These ordinances essentially stop someone from putting a tent on public property and saying that they live there. There have been a couple of changes in the 9th Circuit Court, challenging some of the statutes. One of the state legislators is planning on introducing some legislation that would declare homelessness a national emergency. With this there may be some additional funds for cities to deal with the problem. He stated that they were not sure how this will be related to Scio.

ITEMS FROM THE COUNCIL:

Ferguson: Asked for an update on the Single Family Zoning Violations. Ms. Allen stated the property owner that was given until late January has successfully relocated the campers and the trailer will be moved out in the next month. The other property owners were given a February date. She has spoken with both Sgt. Miller and Deputy Graybill regarding the situation. They will be the ones to approach the homeowner if they have not been relocated. Ferguson added her thank you for the COVID grant work.

Eckhart: expressed her congratulations on the grant.

Meyer: Keep moving forward on what you are doing?

Whalen: Said all he can, the grant is pretty cool, nice job

Nuber: Stated that it will fill in for us in a lot of good ways.

BUSINESS FROM THE PUBLIC: Katrina Clouse, West Scio Rd, stated that they had a wonderful turnout for the Christmas Decorating contest, with over 2,000 views of the video handing out the stuff to the winners. Lamb fair is working on "Plan B".

Council President asked if there were any other comments, hearing none, she adjourned the meeting at 6:47 p.m.

The next regular meeting is scheduled for February 8, 2021 at 6:00 p.m.

Cathy Martin
Administrative Assistant

Statement of Revenue and Expenditures

Acct	Current Period		Year-To-Date		Annual Budget	Jul 2020
	Jan 2021	Jan 2021	Jul 2020	Annual Budget	Jul 2020	Jul 2021
	Actual	Actual	Actual	Jun 2021	Variance	Percent of Budget
Revenue & Expenditures						
Revenue						
Tax Receipts						
4120	Property Taxes	2,925.36	259,085.52	250,000.00	(9,085.52)	103.6%
4211	Cigarette Tax	77.88	608.76	900.00	291.24	67.6%
4212	Liquor Control Taxes	1,307.21	10,488.59	15,000.00	4,511.41	69.9%
4213	Marijuana Tax	1,146.71	2,326.10	2,700.00	373.90	86.2%
	Total Tax Receipts	\$5,457.16	\$272,508.97	\$268,600.00	(\$3,908.97)	
Government Receipts						
4240	Intergovernmental	0.00	5,148.38	8,500.00	3,351.62	60.6%
	Total Government Receipts	\$0.00	\$5,148.38	\$8,500.00	\$3,351.62	
Franchise Fees						
4251	Franchise - Northwest Nat	0.00	0.00	2,700.00	2,700.00	0.0%
4252	Franchise - Pacific Power	1,238.22	6,547.80	12,000.00	5,452.20	54.6%
4253	Franchise - Republic Servic	0.00	1,628.06	2,800.00	1,171.94	58.1%
4254	Franchise - Scio Cablevision	74.16	546.48	900.00	353.52	60.7%
4255	Franchise - SMTA	37.59	308.35	500.00	191.65	61.7%
	Total Franchise Fees	\$1,349.97	\$9,030.69	\$18,900.00	\$9,869.31	
Fees & Permits						
4271	Planning Fees	2,238.60	2,238.60	10,000.00	7,761.40	22.4%
4272	Building Permits	(8.88)	316.07	3,000.00	2,683.93	10.5%
	Total Fees & Permits	\$2,229.72	\$2,554.67	\$13,000.00	\$10,445.33	
Fines and Forfeitures						
4290	Fines and Forfeitures	0.00	107.00	100.00	(7.00)	107.0%
	Total Fines and Forfeitures	\$0.00	\$107.00	\$100.00	(\$7.00)	
Other Revenue						
4260	Library Income	0.00	6,500.00	6,500.00	0.00	100.0%
4261	Library Fees	65.20	941.20	3,000.00	2,058.80	31.4%
4262	Library Donations	200.00	3,790.00	3,900.00	110.00	97.2%
4263	Library Grants	0.00	4,000.00	13,985.00	9,985.00	28.6%
4330	Grants	50,000.00	50,000.00	0.00	(50,000.00)	0.0%
4350	Miscellaneous	27.74	1,103.89	2,500.00	1,396.11	44.2%
4360	Veterans Memorial Park	0.00	50.00	908.00	858.00	5.5%
	Total Other Revenue	\$50,292.94	\$66,385.09	\$30,793.00	(\$35,592.09)	
	Revenue	\$59,329.79	\$355,734.80	\$339,893.00	(\$15,841.80)	
	Gross Profit	\$59,329.79	\$355,734.80	\$339,893.00	\$0.00	
Expenses						
Personnel Services						
5110	Salaries	5,754.34	38,566.80	72,136.00	33,569.20	53.5%
5120	Payroll Taxes	460.78	3,471.47	9,017.00	5,545.53	38.5%
5130	Benefits	2,555.80	17,531.22	30,406.00	12,874.78	57.7%
	Total Personnel Services	\$8,770.92	\$59,569.49	\$111,559.00	\$51,989.51	
Materials and Services						
6210	Advertising	0.00	0.00	550.00	550.00	0.0%
6220	City Attorney	220.00	1,320.00	2,640.00	1,320.00	50.0%
6230	Contract Services	377.05	2,697.86	5,325.00	2,627.14	50.7%
6250	Police Services	0.00	31,531.50	66,000.00	34,468.50	47.8%
6260	Materials & Supplies	232.62	2,363.07	3,000.00	636.93	78.8%
6270	Community Involvement	90.51	690.45	4,900.00	4,209.55	14.1%
6280	Miscellaneous	146.59	5,627.42	1,500.00	(4,127.42)	375.2%
6290	Bank Charges and Fees	26.91	224.59	600.00	375.41	37.4%

Statement of Revenue and Expenditures

Acct	Current Period		Year-To-Date		Annual Budget	Jul 2020
	Jan 2021	Jul 2020	Jan 2021	Jul 2020	Jul 2020	Jun 2021
	Actual	Actual	Actual	Actual	Variance	Percent of Budget
Revenue & Expenditures						
Expenses						
Materials and Services						
6310	Insurance	49.82	4,742.77	5,260.00	517.23	90.2%
6320	Education	0.00	0.00	250.00	250.00	0.0%
6330	Grant Expenses	0.00	381.00	381.00	0.00	100.0%
6341	Utilities - Electricity	2,825.85	9,648.78	17,000.00	7,351.22	56.8%
6342	Utilities - Gas	197.11	277.29	600.00	322.71	46.2%
6343	Utilities - Telephone	151.33	1,228.08	1,450.00	221.92	84.7%
6344	Utilities - Garbage	9.69	67.83	150.00	82.17	45.2%
6350	Equipment Maintenance	0.00	0.00	150.00	150.00	0.0%
6360	Building Maintenance	95.00	315.99	300.00	(15.99)	105.3%
6370	Flood Mitigation	0.00	7,009.00	15,000.00	7,991.00	46.7%
6381	Library - Books	29.37	2,261.10	4,600.00	2,338.90	49.2%
6382	Library - Audio/Visual	0.00	131.68	750.00	618.32	17.6%
6383	Library - Journals/Periodical	(170.44)	114.56	350.00	235.44	32.7%
6384	Library - Materials & Suppli	65.72	210.56	700.00	489.44	30.1%
6385	Library - Miscellaneous	0.00	0.00	400.00	400.00	0.0%
6386	Library - Technical Support	0.00	955.80	2,700.00	1,744.20	35.4%
6387	Library - Donations	0.00	3,261.85	3,900.00	638.15	83.6%
6388	Library - Grants	0.00	12,985.00	13,985.00	1,000.00	92.8%
6390	Planning	523.00	4,469.46	10,000.00	5,530.54	44.7%
6400	Parks	3,914.97	10,785.11	13,000.00	2,214.89	83.0%
6401	Veterans Memorial Park	0.00	205.00	908.00	703.00	22.6%
6410	Senior Services	0.00	154.95	500.00	345.05	31.0%
	Total Materials and Services	\$8,785.10	\$103,660.70	\$176,849.00	\$73,188.30	
Capital Outlay						
7100	Property Acquisition/Buildin	15,330.33	54,398.71	400,000.00	345,601.29	13.6%
	Total Capital Outlay	\$15,330.33	\$54,398.71	\$400,000.00	\$345,601.29	
Other Expenses						
7600	Building Loan	0.00	0.00	20,000.00	20,000.00	0.0%
	Total Other Expenses	\$0.00	\$0.00	\$20,000.00	\$20,000.00	
	Expenses	\$32,886.35	\$217,628.90	\$708,408.00	\$490,779.10	
	Revenue Less Expenditures	\$26,443.44	\$138,105.90	(\$368,515.00)	\$0.00	
Other Revenue						
Extraordinary Income						
4900	Bldg Permit Pass Thru Inco	(30.88)	1,482.55	0.00	(1,482.55)	0.0%
	Total Extraordinary Income	(\$30.88)	\$1,482.55	\$0.00	(\$1,482.55)	
	Other Revenue	(\$30.88)	\$1,482.55	\$0.00	(\$1,482.55)	
Other Expenses						
Extraordinary Expense						
9500	Bldg Permit Pass Thru Expe	0.00	1,409.47	0.00	(1,409.47)	0.0%
	Total Extraordinary Expense	\$0.00	\$1,409.47	\$0.00	(\$1,409.47)	
	Other Expenses	\$0.00	\$1,409.47	\$0.00	(\$1,409.47)	
	Net Change in Fund Balance	\$26,412.56	\$138,178.98	(\$368,515.00)	\$0.00	
Fund Balances						
	Beginning Fund Balance	612,940.48	501,174.06	0.00	0.00	0.0%
	Net Change in Fund Balanc	26,412.56	138,178.98	(368,515.00)	0.00	0.0%
	Ending Fund Balance	639,353.04	639,353.04	0.00	0.00	0.0%

Statement of Revenue and Expenditures

Acct		Current Period	Year-To-Date	Annual Budget	Annual Budget	Jul 2020
		Jan 2021	Jul 2020	Jul 2020	Jul 2020	Jun 2021
		Jan 2021	Jan 2021	Jun 2021	Jun 2021	Percent of
		Actual	Actual		Variance	Budget
Revenue & Expenditures						
Revenue						
Tax Receipts						
4220	State Highway Taxes	6,183.88	36,979.28	60,000.00	23,020.72	61.6%
	Total Tax Receipts	\$6,183.88	\$36,979.28	\$60,000.00	\$23,020.72	
Franchise Fees						
4251	Franchise - Northwest Nat	0.00	0.00	2,700.00	2,700.00	0.0%
4252	Franchise - Pacific Power	1,238.21	6,547.79	12,000.00	5,452.21	54.6%
4253	Franchise - Republic Servic	0.00	1,628.06	2,800.00	1,171.94	58.1%
4254	Franchise - Scio Cablevision	74.16	546.48	900.00	353.52	60.7%
4255	Franchise - SMTA	37.59	231.41	500.00	268.59	46.3%
	Total Franchise Fees	\$1,349.96	\$8,953.74	\$18,900.00	\$9,946.26	
	Revenue	\$7,533.84	\$45,933.02	\$78,900.00	\$32,966.98	
	Gross Profit	\$7,533.84	\$45,933.02	\$78,900.00	\$0.00	
Expenses						
Personnel Services						
5110	Salaries	1,835.72	13,751.45	23,352.00	9,600.55	58.9%
5120	Payroll Taxes	150.61	1,088.00	2,919.00	1,831.00	37.3%
5130	Benefits	654.11	4,513.14	7,802.00	3,288.86	57.8%
	Total Personnel Services	\$2,640.44	\$19,352.59	\$34,073.00	\$14,720.41	
Materials and Services						
6210	Advertising	0.00	0.00	250.00	250.00	0.0%
6220	City Attorney	110.00	660.00	1,320.00	660.00	50.0%
6230	Contract Services	75.39	539.54	1,250.00	710.46	43.2%
6240	Engineering Consultants	0.00	0.00	2,000.00	2,000.00	0.0%
6260	Materials & Supplies	46.30	1,126.19	4,100.00	2,973.81	27.5%
6290	Bank Charges and Fees	5.13	59.71	150.00	90.29	39.8%
6310	Insurance	0.00	938.59	1,060.00	121.41	88.5%
6320	Education	0.00	0.00	250.00	250.00	0.0%
6344	Utilities - Garbage	6.36	44.52	100.00	55.48	44.5%
6350	Equipment Maintenance	0.00	503.07	500.00	(3.07)	100.6%
6360	Building Maintenance	0.00	25.00	50.00	25.00	50.0%
	Total Materials and Services	\$243.18	\$3,896.62	\$11,030.00	\$7,133.38	
Capital Outlay						
7140	Bike and Walkway Improve	1,319.80	1,319.80	750.00	(569.80)	176.0%
7150	Capital Improvements	0.00	23,652.80	25,000.00	1,347.20	94.6%
	Total Capital Outlay	\$1,319.80	\$24,972.60	\$25,750.00	\$777.40	
Other Expenses						
7600	Building Loan	0.00	0.00	10,000.00	10,000.00	0.0%
9110	Operating Contingency	0.00	0.00	69,733.00	69,733.00	0.0%
	Total Other Expenses	\$0.00	\$0.00	\$79,733.00	\$79,733.00	
	Expenses	\$4,203.42	\$48,221.81	\$150,586.00	\$102,364.19	
	Revenue Less Expenditures	\$3,330.42	(\$2,288.79)	(\$71,686.00)	\$0.00	
	Net Change in Fund Balance	\$3,330.42	(\$2,288.79)	(\$71,686.00)	\$0.00	
Fund Balances						
	Beginning Fund Balance	66,067.28	71,686.49	0.00	0.00	0.0%
	Net Change in Fund Balanc	3,330.42	(2,288.79)	(71,686.00)	0.00	0.0%
	Ending Fund Balance	69,397.70	69,397.70	0.00	0.00	0.0%

Statement of Revenue and Expenditures

Acct	Current Period		Year-To-Date		Annual Budget	Jul 2020
	Jan 2021	Jul 2020	Jan 2021	Jul 2020	Jun 2021	Jun 2021
	Actual	Actual	Actual	Actual	Jun 2021	Percent of Budget
Revenue & Expenditures						
Revenue						
Other Revenue						
4110	Investment Earnings	0.00	1,430.17	0.00	(1,430.17)	0.0%
4350	Miscellaneous	70.90	857.09	1,000.00	142.91	85.7%
	Total Other Revenue	\$70.90	\$2,287.26	\$1,000.00	(\$1,287.26)	
User Fees						
4300	User Fees	24,251.10	183,261.68	314,000.00	130,738.32	58.4%
4301	Late Charges	99.83	688.23	1,000.00	311.77	68.8%
4302	24 Hour Notice	15.00	22.50	1,500.00	1,477.50	1.5%
4303	Reconnect Fees	25.00	50.00	0.00	(50.00)	0.0%
4304	Backflow Test	0.00	2,040.00	2,450.00	410.00	83.3%
4310	New Connections	0.00	0.00	28,000.00	28,000.00	0.0%
4320	Water Deposits	500.00	2,600.00	4,000.00	1,400.00	65.0%
	Total User Fees	\$24,890.93	\$188,662.41	\$350,950.00	\$162,287.59	
	Revenue	\$24,961.83	\$190,949.67	\$351,950.00	\$161,000.33	
	Gross Profit	\$24,961.83	\$190,949.67	\$351,950.00	\$0.00	
Expenses						
Personnel Services						
5110	Salaries	6,966.95	52,441.33	89,047.00	36,605.67	58.9%
5120	Payroll Taxes	569.57	4,140.55	11,131.00	6,990.45	37.2%
5130	Benefits	2,558.07	17,651.40	30,506.00	12,854.60	57.9%
	Total Personnel Services	\$10,094.59	\$74,233.28	\$130,684.00	\$56,450.72	
Materials and Services						
6210	Advertising	0.00	0.00	700.00	700.00	0.0%
6220	City Attorney	385.00	2,310.00	4,620.00	2,310.00	50.0%
6230	Contract Services	527.91	4,571.56	8,380.00	3,808.44	54.6%
6240	Engineering Consultants	0.00	0.00	1,000.00	1,000.00	0.0%
6260	Materials & Supplies	675.54	6,438.70	14,200.00	7,761.30	45.3%
6280	Miscellaneous	0.00	1,735.00	2,500.00	765.00	69.4%
6290	Bank Charges and Fees	42.64	287.32	600.00	312.68	47.9%
6310	Insurance	0.00	6,570.13	7,370.00	799.87	89.1%
6320	Education	0.00	0.00	1,000.00	1,000.00	0.0%
6341	Utilities - Electricity	1,732.48	6,192.96	10,000.00	3,807.04	61.9%
6342	Utilities - Gas	221.76	311.95	700.00	388.05	44.6%
6343	Utilities - Telephone	194.53	1,579.00	1,800.00	221.00	87.7%
6344	Utilities - Garbage	6.36	44.52	100.00	55.48	44.5%
6350	Equipment Maintenance	0.00	929.25	4,500.00	3,570.75	20.7%
6360	Building Maintenance	0.00	160.99	500.00	339.01	32.2%
6420	Water Deposit Refunds	0.00	1,900.00	4,000.00	2,100.00	47.5%
	Total Materials and Services	\$3,786.22	\$33,031.38	\$61,970.00	\$28,938.62	
Capital Outlay						
7160	Equipment	7,601.53	101,526.34	110,000.00	8,473.66	92.3%
	Total Capital Outlay	\$7,601.53	\$101,526.34	\$110,000.00	\$8,473.66	
Other Expenses						
7500	Water Loan	2,110.96	39,776.72	50,500.00	10,723.28	78.8%
7600	Building Loan	0.00	0.00	10,000.00	10,000.00	0.0%
9110	Operating Contingency	0.00	0.00	99,975.00	99,975.00	0.0%
	Total Other Expenses	\$2,110.96	\$39,776.72	\$160,475.00	\$120,698.28	
	Expenses	\$23,593.30	\$248,567.72	\$463,129.00	\$214,561.28	
	Revenue Less Expenditures	\$1,368.53	(\$57,618.05)	(\$111,179.00)	\$0.00	

Statement of Revenue and Expenditures

Acct	Current Period	Year-To-Date	Annual Budget	Annual Budget	Jul 2020
	Jan 2021	Jul 2020	Annual Budget	Jul 2020	Jun 2021
	Jan 2021	Jan 2021	Jul 2020	Jun 2021	Percent of
	Actual	Actual	Jun 2021	Variance	Budget
Revenue & Expenditures					
Net Change in Fund Balance	\$1,368.53	(\$57,618.05)	(\$111,179.00)	\$0.00	
Fund Balances					
Beginning Fund Balance	52,192.66	111,179.24	0.00	0.00	0.0%
Net Change in Fund Balanc	1,368.53	(57,618.05)	(111,179.00)	0.00	0.0%
Ending Fund Balance	53,561.19	53,561.19	0.00	0.00	0.0%

Statement of Revenue and Expenditures

Acct		Current Period	Year-To-Date	Annual Budget	Annual Budget	Jul 2020
		Jan 2021	Jul 2020	Annual Budget	Jul 2020	Jun 2021
		Jan 2021	Jan 2021	Jul 2020	Jun 2021	Percent of
		Actual	Actual	Jun 2021	Variance	Budget
Revenue & Expenditures						
Revenue						
User Fees						
4300	User Fees	18,167.86	123,639.77	216,200.00	92,560.23	57.2%
4301	Late Charges	99.83	688.23	1,000.00	311.77	68.8%
4302	24 Hour Notice	15.00	22.50	1,500.00	1,477.50	1.5%
4303	Reconnect Fees	25.00	50.00	0.00	(50.00)	0.0%
4310	New Connections	0.00	0.00	20,000.00	20,000.00	0.0%
	Total User Fees	\$18,307.69	\$124,400.50	\$238,700.00	\$114,299.50	
	Revenue	\$18,307.69	\$124,400.50	\$238,700.00	\$114,299.50	
	Gross Profit	\$18,307.69	\$124,400.50	\$238,700.00	\$0.00	
Expenses						
Personnel Services						
5110	Salaries	6,966.96	52,441.38	89,047.00	36,605.62	58.9%
5120	Payroll Taxes	569.57	4,140.59	11,131.00	6,990.41	37.2%
5130	Benefits	2,558.07	17,651.40	30,506.00	12,854.60	57.9%
	Total Personnel Services	\$10,094.60	\$74,233.37	\$130,684.00	\$56,450.63	
Materials and Services						
6210	Advertising	0.00	0.00	700.00	700.00	0.0%
6220	City Attorney	385.00	2,310.00	4,620.00	2,310.00	50.0%
6230	Contract Services	852.91	9,085.29	13,520.00	4,434.71	67.2%
6240	Engineering Consultants	0.00	0.00	2,000.00	2,000.00	0.0%
6260	Materials & Supplies	4,423.04	14,529.66	15,550.00	1,020.34	93.4%
6280	Miscellaneous	0.00	134.99	200.00	65.01	67.5%
6290	Bank Charges and Fees	42.29	284.65	500.00	215.35	56.9%
6310	Insurance	0.00	6,570.13	7,370.00	799.87	89.1%
6320	Education	0.00	0.00	750.00	750.00	0.0%
6341	Utilities - Electricity	1,318.26	3,298.09	4,750.00	1,451.91	69.4%
6342	Utilities - Gas	469.02	1,221.45	2,500.00	1,278.55	48.9%
6343	Utilities - Telephone	194.53	1,579.00	1,800.00	221.00	87.7%
6344	Utilities - Garbage	7.87	55.09	125.00	69.91	44.1%
6350	Equipment Maintenance	10,079.94	13,685.59	30,000.00	16,314.41	45.6%
6360	Building Maintenance	0.00	160.99	400.00	239.01	40.2%
	Total Materials and Services	\$17,772.86	\$52,914.93	\$84,785.00	\$31,870.07	
Other Expenses						
7600	Building Loan	0.00	0.00	10,000.00	10,000.00	0.0%
9110	Operating Contingency	0.00	0.00	48,474.00	48,474.00	0.0%
	Total Other Expenses	\$0.00	\$0.00	\$58,474.00	\$58,474.00	
	Expenses	\$27,867.46	\$127,148.30	\$273,943.00	\$146,794.70	
	Revenue Less Expenditures	(\$9,559.77)	(\$2,747.80)	(\$35,243.00)	\$0.00	
	Net Change in Fund Balance	(\$9,559.77)	(\$2,747.80)	(\$35,243.00)	\$0.00	
Fund Balances						
	Beginning Fund Balance	42,054.31	35,242.34	0.00	0.00	0.0%
	Net Change in Fund Balanc	(9,559.77)	(2,747.80)	(35,243.00)	0.00	0.0%
	Ending Fund Balance	32,494.54	32,494.54	0.00	0.00	0.0%

Payment Journal
1/1/2021 to 1/31/2021

Date	Transaction Number	Name / Description	Amount
General Checking - Columbia			
1/4/2021	15873	Oregon Department of Revenue	68.54
1/4/2021	15874	Oregon Department of Revenue - SUTA	202.36
1/4/2021	15875	Oregon Department of Revenue - WBF	58.28
1/5/2021	15876	AT&T Mobility	80.08
1/5/2021	15877	CSA Software Solutions	690.00
1/5/2021	15878	Demco	61.22
1/5/2021	15879	Dial Long Distance	22.23
1/5/2021	15880	Gale	17.98
1/5/2021	15881	Iceland Construction Inc.	390.00
1/5/2021	15882	Jimco Fence Inc.	3,832.00
1/5/2021	15883	Morley Thomas Law	1,415.00
1/5/2021	15884	NW Natural	420.28
1/5/2021	15885	OAWU	244.60
1/5/2021	15886	Pacific Power	2,917.59
1/5/2021	15887	Wells Fargo	156.00
1/5/2021	15888	Best Heating & Control	133.84
1/5/2021	15889	Cascades West COG	64.18
1/5/2021	15890	Kroes Northwest	300.00
1/5/2021	15891	Darrel Lockard Consultant, LLC	325.00
1/5/2021	15892	SMTA	1,816.31
1/5/2021	EFT	Magix.com	129.00
1/5/2021	EFT	US Postal Service	2.50
1/6/2021	15893	CIS Trust	6,081.47
1/6/2021	15894	CIS Trust	49.82
1/6/2021	EFT	Amazon	8.72
1/7/2021	EFT	US Postal Service	1.25
1/10/2021	EFT	Columbia Bank Loan	2,110.96
1/11/2021	EFT	Magix.com	1.29
1/11/2021	EFT	Adobe Inc	44.97
1/12/2021	EFT	Staples	153.74
1/12/2021	EFT	US Postal Service	1.25
1/13/2021	EFT	Walmart	4.97
1/13/2021	EFT	Walmart	71.32
1/13/2021	EFT	Costco	83.92
1/13/2021	EFT	Costco	30.93
1/13/2021	EFT	US Postal Service	1.25
1/14/2021	EFT	US Postal Service	1.25
1/15/2021	EFT	Columbia Bank	102.67
1/19/2021	EFT	Staples	31.99
1/19/2021	EFT	US Postal Service	2.50
1/20/2021	EFT	US Postal Service	1.25
1/20/2021	EFT	Zoom Video Communications	114.60
1/21/2021	EFT	US Postal Service	411.00

Payment Journal
1/1/2021 to 1/31/2021

Date	Transaction Number	Name / Description	Amount
1/25/2021	15896	Dial Long Distance	21.65
1/25/2021	15897	G & D Clevenger LLC	106.93
1/25/2021	15898	Martin, Cathy	64.96
1/25/2021	15899	National Business Solutions	137.04
1/25/2021	15900	One Call Concepts	8.82
1/25/2021	15901	Pacific Power	2,959.00
1/25/2021	15902	Pollardwater	21.50
1/25/2021	15903	Republic Services	30.28
1/25/2021	15904	Scio Auto Parts	8.59
1/25/2021	15905	Scio Hardware	117.27
1/25/2021	15906	Shred Northwest, LLC	24.85
1/25/2021	15907	Correct Equipment, Inc.	17,231.31
1/25/2021	15908	All Weather Roofing	95.00
1/25/2021	15909	Gale	11.39
1/25/2021	15910	The Dyer Partnership	15,330.33
1/25/2021	15911	Analytical Laboratory	1,101.00
1/25/2021	15912	BioLynceus	2,387.04
1/25/2021	15913	Morley Thomas Law	208.00
1/25/2021	15914	AT&T Mobility	80.08
1/25/2021	15915	NW Natural	467.61
1/25/2021	15916	Wells Fargo	232.47
1/25/2021	15917	Cascades West COG	235.32
1/25/2021	EFT	Amazon	6.49
1/25/2021	EFT	Amazon	82.97
1/26/2021	EFT	US Postal Service	22.00
1/26/2021	EFT	US Postal Service	1.75
1/27/2021	EFT	US Postal Service	1.30
1/28/2021	EFT	US Postal Service	111.85
1/31/2021	15918	Hartford	400.00
1/31/2021	15919	eTrade	400.00
1/31/2021	15920	Country Trust Bank	500.00
1/31/2021	15921	CIS Trust	6,131.29
1/31/2021	15922	Ameriprise	500.00
1/31/2021	15923	eTrade	400.00
1/31/2021	EFT	EFTPS	6,076.43
1/31/2021	EFT	Oregon Department of Revenue - WH	1,550.65
		General Checking - Columbia Totals	<u>\$79,723.28</u>

Presentations



LINN COUNTY SHERIFF'S OFFICE

Jim Yon, Sheriff

1115 S.E. Jackson Street, Albany, OR 97322
Albany, OR. 97322
Phone: 541-967-3950
www.linnsheriff.org

2021

MONTHLY REPORT TO THE CITY OF SCIO FROM THE LINN COUNTY SHERIFF'S OFFICE

FOR THE MONTH OF: January

TRAFFIC CITATIONS: -----	4
TRAFFIC WARNINGS: -----	7
TRAFFIC CRASHES: -----	0
ADULTS CITED/VIOLATIONS: -----	0
ADULTS ARRESTED : -----	0
JUVENILES CITED/VIOLATIONS: -----	0
JUVENILES ARRESTED: -----	0
COMPLAINTS/INCIDENTS INVESTIGATED: -----	23
-	

TOTAL HOURS SPENT: SCIO 85.75

CONTRACT HOURS = 72 HOURS

**Jim Yon,
Sheriff, Linn County**

By: Sergeant Beth Miller



**MONTHLY BULLETIN OF DISPATCHED
CALLS AND CASES
FOR CONTRACT CITIES**

This Report Encompasses: 1/ 1/21 to 1/31/21

Total Incidents This Month: **23**

Incident Information:	Description
<p>CAD# 2021000755 TIME: 1/2/2021 10:32:06AM CASE# CAD Only SCIO</p>	<p>ASSIST OTHER AGENCY Reported at Block of 38900 HWY 226 SCIO</p> <hr/> <p><i>Deputies assisted on a suspected warrant for a person DHS was looking for. No warrant located on file.</i></p>
<p>CAD# 2021000768 TIME: 1/2/2021 11:05:21AM CASE# CAD Only SCIO CAD CALL COMPLETE</p>	<p>ASSIST OTHER AGENCY Reported at Block of 38900 HWY 226 SCIO</p> <hr/> <p>Deputies assisted DHS with an assessment.</p>
<p>CAD# 2021001136 TIME: 1/3/2021 12:24:52AM CASE# CAD Only SCIO CAD CALL COMPLETE</p>	<p>SUSPICIOUS CIRCUMSTANCE Reported at Block of 38800 NW 1ST AVE SCIO</p> <hr/> <p>dumpster diving. Individual left the scene upon request. NFA</p>
<p>CAD# 2021002028 TIME: 1/4/2021 5:55:45PM CASE# CAD Only SCIO SCIO</p>	<p>CIVIL DISPUTE REPORT Reported at Block of 38800 SW 6TH AVE SCIO</p> <hr/> <p>Mother had questions about custody and being turned in as neglectful for her child by an estranged ex.</p>
<p>CAD# 2021002971 TIME: 1/6/2021 9:52:17AM CASE# CAD Only SCIO CAD CALL COMPLETE</p>	<p>SUSPICIOUS VEHICLE Reported at Block of 38900 NW 1ST AVE SCIO</p> <hr/> <p>A deputy checked on a suspicious vehicle at an apartment complex . No violations or crimes were reported. No one was around the vehicle.</p>

Incident Information:**Description**

CAD# 2021003677
TIME: 1/7/2021 1:13:05PM
CASE# CAD Only
SCIO
WARNING ISSUED

TRAFFIC STOP Reported at Block of 38900 SW 6TH AVE SCIO

Distracted driving. Warn.

CAD# 2021003746
TIME: 1/7/2021 2:59:45PM
CASE# CAD Only
SCIO
CITE CELLPHONE VIOLATION

TRAFFIC STOP Reported at Block of 38700 N MAIN ST/NW 2ND AVE SCIO

Driver using cell phone. Citation.

CAD# 2021006458
TIME: 1/12/2021 8:08:57AM
CASE# CAD Only
SCIO
CAD CALL COMPLETE

ALARM LAW ONLY Reported at Block of 38700 N MAIN ST SCIO

Apparent false alarm at business.

CAD# 2021006619
TIME: 1/12/2021 1:25:34PM
CASE# CAD Only
SCIO
CITE CELLPHONE VIOLATION

TRAFFIC STOP Reported at Block of 38900 SW 6TH AVE/HWY 226 SCIO

Driver using cell phone. Citation.

CAD# 2021007387
TIME: 1/13/2021 1:43:09PM
CASE# CAD Only
SCIO
CAD CALL COMPLETE

NEIGHBORHOOD DISPUTE Reported at Block of 38600 SW CHERRY ST SCIO

Caller reporting having words with his neighbor after she threw branches over the fence.
Neighbor apologized for doing it.

CAD# 2021007828
TIME: 1/14/2021 7:32:16AM
CASE# CAD Only
SCIO
UTL GOA

SUSPICIOUS PERSON Reported at Block of 38700 N MAIN ST SCIO

Caller reporting a suspicious person at the market in Scio.

Incident Information:**Description**

CAD# 2021008291
TIME: 1/14/2021 9:07:43PM
CASE# CAD Only
SCIO
CAD CALL COMPLETE

DUII Reported at Block of 38800 N MAIN ST SCIO

Family dispute. Nothing criminal disclosed.

CAD# 2021010287
TIME: 1/18/2021 10:41:44AM
CASE# CAD Only
SCIO
CAD CALL COMPLETE

TRAFFIC COMPLAINT Reported at Block of 38900 HWY 226/N MAIN ST SCIO

Driving complaint near Scio, Deputies were unable to locate the described vehicle.

CAD# 2021011084
TIME: 1/19/2021 3:16:30PM
CASE# 2100231
SCIO
REPORT TAKEN

Report Filed. THEFT OF SERVICES-A MIS Reported At Block Of 38900 NW CLAYTON PL Occurred between 1500 hours on 1/13/2021 and 1400 hours on 1/19/2021 . Reported:

Resident of Scio under investigation for City Ordinance Violation and other criminal matters relating to the city water system.

CAD# 2021011615
TIME: 1/20/2021 12:14:31PM
CASE# CAD Only
SCIO
CAD CALL COMPLETE

FOLLOW UP Reported at Block of 38900 NW CLAYTON PL SCIO

Follow up to case #21-00231 and the tampering with the city water system.

CAD# 2021012056
TIME: 1/21/2021 6:09:20AM
CASE# CAD Only
SCIO
CAD CALL COMPLETE

ALARM LAW ONLY Reported at Block of 38600 SE ASH ST SCIO

Deputies got an alarm at a residence, but the resident canceled us due to a false alarm.

CAD# 2021012937
TIME: 1/22/2021 2:46:48PM
CASE# CAD Only
SCIO
CAD CALL COMPLETE

WELFARE CHECK Reported at Block of 38900 HWY 226 SCIO

Welfare check. Original caller was able to get in contact with individual. No reason for LE response.

Incident Information:**Description**

CAD# 2021014327
TIME: 1/24/2021 10:47:33PM
CASE# CAD Only
SCIO
CAD CALL COMPLETE

MOTORIST ASSIST Reported at Block of 39000 NE 1ST AVE/NE ASH ST SCIO

Deputies assisted an individual who got their vehicle stuck in some mud. No crimes.

CAD# 2021016499
TIME: 1/28/2021 11:30:39AM
CASE# CAD Only
SCIO
CAD CALL COMPLETE

THREATS Reported at Block of 38600 SW ALDER ST SCIO

Deputy responded to suspicious circumstance of someone hitting their dog, that escalated into same person possibly threatening to fight the caller if they came outside.

CAD# 2021017481
TIME: 1/29/2021 8:12:19PM
CASE# 2100396
SCIO
REPORT TAKEN

REPORT PENDING. Original Call Type: HIT AND RUN Reported At Block Of 38700 N MAIN ST Occurred between 2012 hours on 1/29/2021 and 2012 hours on 1/29/2021 . Reported:

Citizen reported someone hit her vehicle in the parking lot of the Scio Shop-N-Save and drove away. Damage was estimated to be around \$1,800.

CAD# 2021017773
TIME: 1/30/2021 9:02:25AM
CASE# CAD Only
SCIO
CAD CALL COMPLETE

INFORMATION ONLY REPORT Reported at Block of 38900 SW 6TH AVE SCIO

Deputy answered questions about parking issues.

CAD# 2021018487
TIME: 1/31/2021 4:34:54PM
CASE# CAD Only
SCIO
CAD CALL COMPLETE

JUVENILE COMPLAINT Reported at Block of 38800 SW 6TH AVE SCIO

A deputy responded to a juvenile complaint. The deputy provided information and resources to the family.

CAD# 2021018568
TIME: 1/31/2021 8:13:33PM
CASE# CAD Only
SCIO
CAD CALL COMPLETE

MENTAL HEALTH Reported at Block of 38900 SW 5TH AVE SCIO

Deputy arrived at an address in Scio to a report of a mental subject that is court ordered to take his medications. The male subject has been off his meds since August 2020. Family is concerned as the male subject does not associate with anyone, does not talk and stays in his 12 x 8 room all the time. Deputy has left VM to Linn Co. DA Office for probation violation

Incident Information:

Description

Agenda Item 1



Covered Bridge Capital of the West

City of Scio

P. O. Box 37

Scio, OR 97374

Phone: 503-394-3342

Fax: 503-394-2340

M E M O R A N D U M

TO: Mayor Weaver and Scio City Councilors

FROM: Ginger Allen, Scio City Manager

RE: Ordinance No. 618 – An Ordinance Amending Ordinance 561 – Scio Zoning Code

DATE: February 4, 2021

Last month Council approved staff to proceed with amendments to Ordinance No. 561, previously reviewed and approved by Scio Planning Commission. Staff has made the amendments and seeks councils' approval as defined below.

1. A Motion to Read Ordinance 618 for a first time by title only, and then vote.
2. A Motion to Read Ordinance 618 for a second time by title only and for final adoption and direct the Mayor to execute the Ordinance, as adopted.



City Of Scio, Oregon



ORDINANCE NO. 618

AN ORDINANCE AMENDING ORDINANCE 561 – SCIO ZONING CODE

WHEREAS, the Planning Commission recommends various sections of the Scio Zoning Ordinance be amended to modify the parking standards that apply to a new development or expanded use as recommended in DLCDC's Model Development Code for Small Cities; and

WHEREAS, the Scio Planning Commission held a public hearing on September 30, 2020 to consider the amendments and continued the public hearing to October 28, 2020 in order to make modifications to the proposal; and

WHEREAS, the Scio Planning Commission recommends the City Council adopt the proposed amendments to the parking standards in the Scio Zoning Ordinance; and

WHEREAS, the City Council held a public hearing on January 11, 2021; and

WHEREAS, at the conclusion of the public hearing, the City Council deliberated on the proposal, and concurred with the Planning Commission recommendations;

NOW, THEREFORE, the City Council of the City of Scio hereby ordains as follows:

SECTION 1. Findings. Findings of fact, attached hereto as Exhibit "A" and incorporated herein are adopted as a basis for the adoption of the amendments to the Scio Zoning Ordinance.

SECTION 2. Definitions. Section 1.030 of the Scio Zoning Ordinance is hereby amended to amend the following definition:

38. **Parking Space.** An enclosed or unenclosed surfaced area of exclusive of maneuvering and access area, permanently reserved for the parking of one van, truck or passenger vehicle.

SECTION 3. Parking Standards. Sections 5.200 to 5.250 of the Scio Zoning Ordinance are hereby amended to read as follows:

Section 5.200. Vehicle Parking and Loading.

The design of parking areas and off-street loading areas is critically important to the viability of commercial uses, pedestrian and driver safety, the efficient and safe operation of adjoining streets, and community image and livability. The parking requirements are intended to be flexible. The standards provide for the number of parking spaces and for the location, size, and design of parking areas to ensure such areas can be accessed safely and efficiently.

Section 5.210. Applicability.

A. Where Parking Regulations Apply. The regulations of Sections 5.210 to Section 5.250 apply to all parking areas in all zones, at all times, whether parking is required by this Code

or put in for the convenience of property owners or users. At the time of construction or expansion of a building or at the time of a change in use of an existing building to a use requiring additional parking spaces within any zone in the city, off-street parking spaces shall be provided in accordance with the requirements of this Code.

B. Main Street Commercial District. Off-street parking spaces are not required for commercial, public or institutional uses located within the Main Street Commercial District, as shown Figure 5.210.B.

C. Occupancy. All required parking areas must be developed in accordance with the requirements of this Code prior to occupancy of any structure on the subject site. Landscaping, screening, lighting or other site improvements that are shown on the approved parking lot design plans must also be installed and approved by the City prior to occupancy.

D. Calculations of Amounts of Required and Allowed Parking.

1. When computing parking spaces based on floor area, the area measured is the combined floor area of each level of a building, exclusive of vent shafts, stairwells, elevator shafts, restrooms, storage rooms, mechanical/equipment rooms and enclosed/covered parking areas.
2. The number of parking spaces is computed based on the primary uses on the site. When there are two or more primary uses, the minimum number of parking spaces for the site is the sum of the minimum required parking for the individual primary uses on the site and for each level of the building.

Example: A 10,000 square foot building includes a 3,000 square foot retail area (Area 1) and a 7,000 square foot warehouse area (Area 2). The minimum number of required parking spaces is computed separately for the retail and warehouse uses. The required number of parking spaces is the sum for both uses (Parking Spaces for Area 1 + Parking Spaces for Area 2 = Total # of Required Parking Spaces).

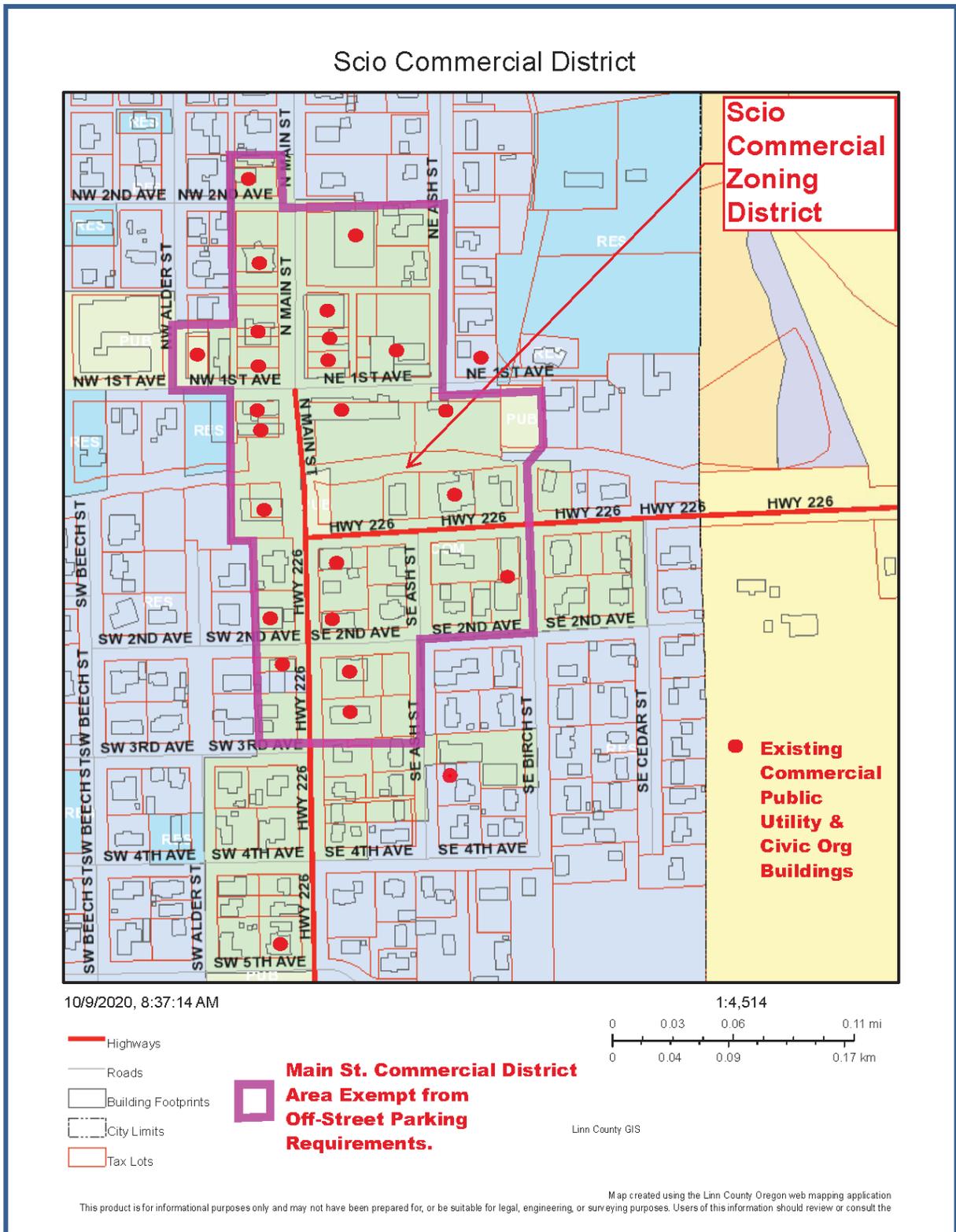
E. Use of Required Parking Spaces. Except as otherwise provided by this section, required parking spaces must be available for residents, customers, or employees of the use. Required parking spaces may not be assigned in any way to a use on another site, except for shared parking pursuant to Section 5.220.C.

F. Proximity of Parking to Use.

1. Residential Uses. Required parking spaces for residential uses must be located on the site of the residential use or on a parcel or tract owned in common by all the owners of the properties that will use the parking area.
2. Non-Residential Uses. Required parking spaces for nonresidential uses must be located on the site of the use or in a parking area that has its closest pedestrian access point within 500 feet of the site [See Section 5.220.C – “Parking Location and Shared Parking”].

G. Improvement of Parking Areas. Vehicle parking is allowed only on streets with an improved (paved/PCC) shoulder of sufficient width; within garages, carports, and other approved structures; and on driveways or parking lots that have been developed in conformance with this Code.

Figure 5.210.B
 City of Scio North Main Commercial District



Section 5.220 Vehicle Parking Standards.

The number of required off-street vehicle parking spaces shall be determined based on the minimum standards in Section 5.220.A.

A. Minimum Standards

Table 5.220.A – Vehicle Parking – Minimum Standards	
<p>The minimum number of required off-street vehicle parking spaces shall be determined in accordance with the following standards. Off-street parking spaces may include spaces in garages, carports, parking lots, and/or driveways if vehicles are not parked in a vehicle travel lane (including emergency or fire access lanes). Credit shall be allowed for “on-street parking”, as provided in Section 5.220 B.</p>	
Residential Uses	
Single Family detached housing, including manufactured homes on individual lots	2 spaces for each home on an individual lot
Single-family attached housing and two-family housing (Duplex) units	2 spaces per dwelling unit
Multi-family housing (3 or more dwelling units), apartments or similar group living facilities.	1.5 spaces per dwelling unit
Manufactured Home Parks	2 parking spaces for each manufactured home
Retirement center, nursing home, assisted living center or similar care facility	1 space/ 2 patient beds or 1 space/ apartment unit, or combination thereof.
Commercial Uses	
Auto, boat or trailer sales, retail nurseries and similar uses	1 space per 1,000 sq. ft. of gross land area (1 st 10,000 square feet), and 1 space per 5,000 sq. ft. of gross land area (after 1 st 10,000 sq. ft. of gross land area); and 1 space per 2 employees
Retail sales	1 space per 350 sq. ft. of gross floor area
Bulk retail sales – furniture, appliances or similar	1 space per 750 sq. ft. of gross floor area
Medical/Dental Offices	1 space per 350 sq. ft. of gross floor area.
Personal services (hair salons or similar)	1 space per 500 sq. ft. of gross floor area.
Professional, real estate, insurance, general office and financial institution	1 space/500 sq. ft. of gross floor area
Repair shops	1 space per 600 sq. ft. of gross floor area.
Bed and Breakfast, hotels and motels	One space for each guest room, plus one space for the manager/owner
Restaurants, café, bar, eating establishment	1 space per 4 seats or 1 space per 200 sq. ft. gross floor area, whichever is less
Theaters, auditoriums, gymnasiums and similar assembly uses	1 space/4 seats

Table 5.220.A – Vehicle Parking – Minimum Standards	
Industrial Uses	
Industrial uses, except warehousing	1 space/2 employees on the largest shift or for each 700 sq. ft. of gross floor area, whichever is less, plus one space per company vehicle
Self-service storage (Mini-Storage)	Two spaces plus adequate space for traffic circulation, loading and unloading.
Warehousing	1 space/ 1,000 sq. ft. of gross floor area or for each 2 employees, whichever is greater, plus one space per company vehicle.
Public Utilities (not including business offices)	1 space/ 2 employees on the largest shift, plus one space per company vehicle; a minimum of two spaces is required.
Public and Institutional Uses	
Pre-school, day care, or child-care centers	1 space per 2 employees plus 1 space per 10 children being cared for; plus, a designated drop-off/pickup parking space. A minimum of 2 spaces are required.
Churches and places of worship	1 space/ 6 seats
Libraries, reading rooms, museums and art galleries	1 space / 2 employees plus 1 per 500 sq. ft.
Public Assembly	1 space per 75 sq. ft. of public assembly area
Schools, elementary and junior high	1.5 spaces/ classroom, plus 1 per 2 employees.
<p>Exceptions or Unspecified Uses: Where a use is not specifically listed in this table or is not similar to a use listed in this table, an alternative parking requirement shall be determined and approved by the City. The City may determine the number of parking spaces based on either (1) existing parking standards from another city, the ITE Parking Generation Manual or other professional organization or (2) a parking demand analysis prepared by a traffic engineering professional that is submitted by the applicant for the proposed development.</p>	
<p>Exemption for North Main Street Commercial Subdistrict. No off-street parking spaces are required for commercial uses in the North Main Street Commercial Subdistrict, per Section 5.210.B. However, the “maximum parking” standards in Section 5.220.E apply if off-street parking spaces are provided for a commercial use.</p>	

Section 5.220 Vehicle Parking Standards. (Continued)

B. Credit for On-Street Parking. Within the Commercial Zoning District, the City may allow a credit for available on-street parking adjacent to the development. The amount of required off-street parking shall be reduced by one space for every on-street parking space adjacent to the development. On-street parking shall follow the established configuration of existing on-street parking, except that angled parking may be allowed for some streets, where permitted by City and the applicable roadway authority. The following constitutes an on-street parking space:

1. Parallel parking, each 22 feet of uninterrupted curb;
2. Diagonal, each with 9 feet of curb
3. 90-degree (perpendicular) parking, each with 9 feet of curb;

4. Curb space must be connected to the lot which contains the use;
5. Parking spaces that would not obstruct a required clear vision area, nor any other parking that violates any law or street standard; and
6. On-street parking spaces credited for a specific use may not be used exclusively by that use but shall be available for general public use at all times.

C. Parking Location and Shared Parking.

1. Location. Vehicle parking is allowed only on approved parking shoulders (streets), within garages, carports and other structures, or on driveways or parking lots that have been developed in conformance with this Code.
2. Off-site parking. Except for single family dwellings, the vehicle parking spaces required by this Chapter may be located on another parcel of land, provided the parcel is within 500 feet of the use it serves. 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.
3. Mixed uses. If more than one type of land use occupies a single structure or parcel of land, the total requirements for off-street 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). In that case, the total requirements shall be reduced accordingly. *[See Section 5.220.D "Calculation of Amounts of Required Parking"]*
4. 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 (i.e., uses primarily of a daytime versus nighttime nature), and provided that the right of joint use is evidenced by a recorded deed, lease, contract, or similar written instrument establishing the joint use.
5. 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, as applicable.

D. Exceptions and/or Reductions: An applicant may propose a parking standard that is different than those listed in Table 5.220 for an administrative review and decision by the City Manager if the parking spaces are required as part of a building permit submittal or for review by the Planning Commission if the parking spaces are required as part of a quasi-judicial land use procedure.

1. The applicant's proposal shall consist of a written request with an explanation why the parking space reduction is appropriate for the proposed use(s).
2. The City may require a parking analysis prepared by a qualified traffic engineering professional. The parking analysis shall assess the average parking demand for existing and proposed uses on the site, proposed # of parking spaces and opportunities for shared parking.

3. The City may approve the proposal or a partial reduction in the number of parking spaces, if it finds
 - a. the applicant will provide an adequate number of parking spaces to serve the proposed uses, and
 - b. the proposal will not negatively impact on-street parking for other uses in the area, and
 - c. the proposal will not create traffic circulations problems or safety hazards on adjacent streets.

- E. Maximum Number of Parking Spaces.** The number of off-street parking spaces provided shall not exceed the required minimum number of spaces required by this Section by more than 25%. Spaces provided on-street do not apply towards the maximum number of allowable spaces. Parking spaces provided through “shared parking” also do not apply toward the maximum number.

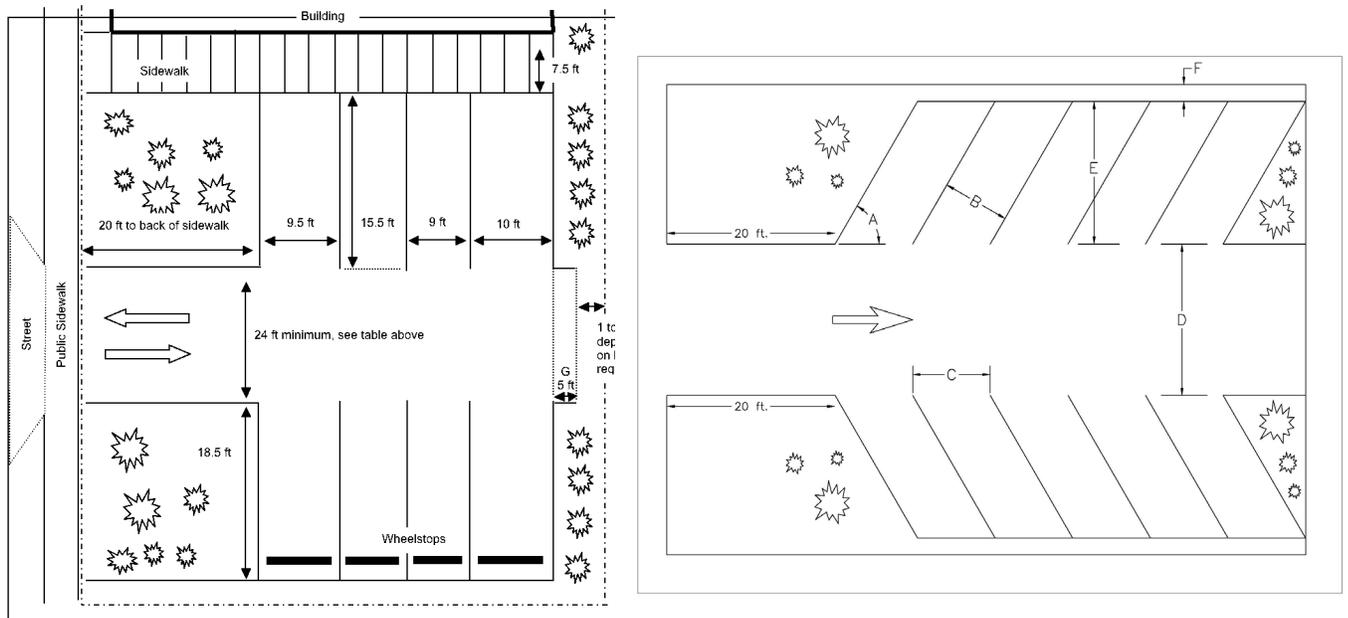
- F. Compact Car Parking.** No more than 40% of the parking spaces provided may be designated for compact cars. Compact car spaces must be signed and/or the space painted with the words “*Compact Car Only*”.

- G. American with Disabilities Act (ADA) Parking Requirements.** Accessible parking shall comply with ADA and Oregon Structural Specialty Code requirements, including, but not limited to, the minimum number of spaces for automobiles, van-accessible spaces, location of spaces relative to building entrances, accessible routes between parking areas and building entrances, striping, identification signs, lighting, and other design and construction requirements.

- H. Parking Stall Standard Dimensions and Compact Car Parking.** All off-street parking stalls shall conform to City standards for surfacing, storm water management and striping, and provide dimensions in accordance with the following Figure 5.220.H and Table 5.220.H.

Table 5.220.H Minimum Parking Space and Aisle Dimensions								
Angle (A)	Type	Stall Width (B)	Curb Length (C)	1-Way Aisle Width (D)	2-Way Aisle Width (D)	Stall Depth (E)	Bumper Overhang (F)	Dead-End Backup (G)
0° (Parallel)	Standard	8 ft.	24 ft.	12 ft.	24 ft.	8 ft.	NA	NA.
30°	Standard	9 ft.	18 ft.	12 ft.	24 ft.	17 ft.	2 ft.	5 ft.
	Compact	8 ft.	16 ft.			14 ft. 6 in.	3 ft.	5 ft.
45°	Standard	9 ft.	12 ft. 6 in.	13 ft.	24 ft.	19 ft.	2 ft.	5 ft.
	Compact	8 ft.	11 ft. 4 in.			16 ft. 4 in.	3 ft.	5 ft.
60°	Standard	9 ft.	10 ft. 6 in.	18 ft.	24 ft.	20 ft.	2 ft.	5 ft.
	Compact	8 ft.	9 ft. 3 in.			17 ft.	3 ft.	5 ft.
90°	Standard	9 ft.	9 ft.	24 ft.	24 ft.	19 ft.	3 ft.	5 ft.
	Compact	8 ft.	8 ft.			15 ft.	3 ft.	5 ft.

Figure 5.220.H – Parking Stall Dimensions



NOTES:

- (1) For one row of stalls, use “D” plus “E” as the minimum width.
- (2) When appropriate bumper overhang area is provided (extruded curbs), “F” can be subtracted from “E” to determine stall depth.
- (3) Backup areas identified as “G” must be at least five feet from the property line.

Section 5.230. Off-Street Loading.

- A. Passengers Pickup/Drop-off Areas.** A driveway designed for continuous forward flow of passenger vehicles for the purpose of loading and unloading children shall be located on the site of any school having a capacity greater than 25 students.
- B. Merchandise, materials or supplies.** Buildings to be built or substantially altered which receive and distribute material or merchandise by truck shall provide and maintain off-street loading spaces in sufficient numbers and size to adequately handle the needs of the particular use. A standard off-street loading space will be 12’ wide x 20’ long.

Section 5.240. General Provisions - Off-Street Parking.

- A. Provision and Maintenance of Off-Street Parking.** The provision and maintenance of off-street parking and loading spaces are continuing obligations of the property owner.
 1. No building permit shall be issued until plans are presented that show property that is and will remain available for exclusive use as off-street parking and loading space. The subsequent use of property for which the building permit is issued shall be conditional upon the unqualified continuance and availability of the amount of parking and loading space required by this ordinance.
 2. Should the owner or occupant of a lot or building change the use to which the lot or

building is put, thereby increasing off-street parking or loading requirements, it shall be unlawful and a violation of this ordinance to begin or maintain such altered use until the required increase in off-street parking or loading is provided.

- B. Exceptions or Unspecified Uses:** Where a use is not specifically listed Table 5.220, parking requirements shall be determined by the City. The City will determine the number of parking spaces required for the proposed use based on a review of (1) existing parking standards from another city or professional organization or (2) a parking analysis submitted by the applicant for the proposed development that is prepared by a traffic engineering professional.
- C. Use of Parking Spaces for Outdoor Storage Prohibited:** Required parking spaces shall be available for the parking of operable passenger automobiles of residents, customers, patrons and employees only, and shall not be used for storage of vehicles or materials.

Section 5.250. Off-Street Parking – Plan Review, Design and Performance Guarantee.

- A. Parking Plan Submittal.** Plans for the parking lot(s) and loading area(s) shall be submitted concurrently with a land use application or a building permit application, whichever comes first. Parking lot design plans shall include storm drainage calculations and engineering plans as required by Section 13.050 of the Scio Zoning Ordinance, in compliance with the City of Scio Public Works Design standards.
- B. Design and Construction Requirements.** Design and construction requirements for parking lots shall include the following:
 - 1. **Surfacing.** All required parking, driveways and access aisles shall be paved with a durable, dust-free surface of asphalt, cement concrete or other material approved by the City Engineer. Pervious pavements may be allowed by the City Engineer.
 - 2. **Drainage.** All parking lots must provide a drainage system to dispose of the run-off generated by the impervious surface. Parking lots shall be drained to avoid flow of water across public sidewalks. Stormwater detention basins shall be provided in compliance with the City of Scio Public Works Design Standards.
 - 3. **Perimeter Curb.** Perimeter curbing is required for protection of landscaped areas, pedestrian walks and to prevent runoff onto adjacent properties. Parking spaces along the outer boundaries of a parking lot shall be contained by a curb at least four inches high and set back a minimum of five feet from the property line.
 - 4. **Wheel Bumper.** All parking stalls fronting a sidewalk, alleyway, street or property line, except for those designed for a single-family or two-family dwelling, shall provide a secured wheel bumper at least six inches high and at least six feet long, set back from the front of the stall at least 2-1/2 feet, but no more than three feet. If the sidewalk is widened to 7-1/2 feet to allow for vehicle encroachment, no wheel bumpers are required.
 - 6. **Driveways and Turnaround Requirements.**
 - a. Parking lots with five or more parking spaces shall be served by a driveway so that no backing movements or other maneuvering within a street other than an alley will be required.
 - b. Service drives to off-street parking areas shall be designed and constructed to

facilitate the flow of traffic, provide maximum safety of traffic access and egress and maximum safety of pedestrians and vehicular traffic on the site.

- c. The number of service drives shall be limited to the minimum that will allow the property to accommodate and service the traffic to be anticipated.
 - d. Service drives shall be clearly and permanently marked and defined through the use of rails, fences, walls, or other barriers or markers on frontage not occupied by service drives.
 - e. Access aisles shall be of sufficient width for all vehicle turning and maneuvering.
- 7. Clear Vision at Driveway Entrance/Exit. Service drives shall have a minimum vision clearance area formed by the intersection of the driveway center line, the street right of way line, and a straight line joining said lines through points 20 feet from their intersection.
 - 8. Lighting. Parking lot lighting, shall be designed to dark-sky standards so that light is directed down and the light does not shine or glare into in a residential zone, an adjacent dwelling or create a traffic hazard.
 - 9. Striping. All required parking spaces, ADA stalls and aisles shall be permanently and clearly striped. Stripes must be at least four inches wide.
 - 10. Parking Lot Landscaping. A minimum of 5% of the gross area of the parking lot shall be landscaped. The purpose of landscaping in parking lots is to provide shade, reduce stormwater runoff, and direct traffic. Incorporation of vegetated post-construction stormwater quality facilities in landscaped areas is encouraged.
 - 11. Landscaping/Fencing Buffer Adjacent to Residential Uses. Parking and loading areas for non-residential uses located within a residential zone or adjacent to residential uses shall be designed to minimize disturbance of residents by providing a minimum 5' wide landscaped buffer between the parking lot and the property line and by providing a sight-obscuring fence or evergreen hedge of not less than five feet in height (except where vision clearance is required).
 - 12. Trash Enclosures. If provided, trash enclosures shall have clear access in front of the enclosure.
- C. Performance Bond Requirements.** A performance bond or its equivalent, in accordance with Section 13.120 of the Scio Zoning Ordinance, may be required to guarantee completion of required parking and loading areas prior to the issuance of a certificate of occupancy.
- D. Completion time for parking lots.** Required parking spaces shall be improved and available for use by the time the use served by the parking lot is ready for occupancy. One 6-month time extension may be granted by the City Manager to complete the parking lot improvements. In the event the parking improvements are not completed by the time a certificate of occupancy is issued or by the date stipulated in the time extension, the City may call upon performance bond or its equivalent and the improvements thenceforth constructed under the direction of the city.

SECTION 4. Effective Date. This ordinance shall be effective on February 15, 2021.

SECTION 5. Emergency. Whereas, the City Council of the City of Scio considers it necessary that the foregoing ordinance be enacted for the protection of the peace, health and safety of the residents of the City of Scio, Oregon an emergency is hereby declared to exist and this ordinance shall be in full force and effect from and after its passage by the City Council and its approval by the Mayor.

SECTION 6. Severability. The provisions of this ordinance are severable. If a section, sentence, clause, or phrase of this ordinance is adjudged by a court of competent jurisdiction to be invalid, the decision shall not affect the validity of the remaining portions of this ordinance.

This Ordinance read by title only on the _____ day of _____, 2021.

This Ordinance passed on the ____ day of _____ 2021 by the City Council and executed by the Mayor.

Date: _____

By: _____
GARY C. WEAVER, Mayor

Date: _____

Attest: _____
VIRGINIA A. ALLEN, City Manager

APPROVED AS TO FORM

Date: _____

By: _____
JEFFREY M. CLAYSON, City Attorney

Attachments:
Exhibit "A" - Findings

Exhibit “A”

Findings in support of the

Scio Zoning Ordinance Amendments

Sections 5.200 to 5.250 Parking Standards

Exhibit A

Findings in support of the SCIO ZONING CODE AMENDMENTS Parking Standards

I. Background Information

The Scio Zoning Ordinance Amendments update the city's parking standards in Sections 5.200 to 5.250 of the Scio Zoning Ordinance 561. The City concludes the proposal is in conformance with the following Statewide Planning Goals.

RATIONALE FOR AMENDING PARKING STANDARDS IN SCIO

In Spring 2020 the City Manager recommended the Scio Planning Commission review and update the minimum parking space requirements for commercial and industrial developments in the City of Scio. The City Manager expressed concern that the parking standards in the Scio Zoning Ordinance 561 impose standards that make it difficult to develop/redevelop property in the City's commercial zone. Parking standards developed in the 1970's and 1980's do not encourage a compact development form and require more off-street parking than is necessary for "small-town" retail or service uses. Several property owners on N. Main Street have inquired about the City's parking standards and expressed concern that they impose an unrealistic burden on new commercial uses.

The City Manager reached several conclusions which led her to refer the issue to the Scio Planning Commission:

- Existing commercial buildings on N. Main Street occupy 80%-100% of the lot area. If businesses expand or change uses, it is impossible to provide on-site parking.
- The City of Scio plans to redevelop the City Hall site at the corner of NW 1st Avenue and NW Alder Street. It cannot comply with the current off-street parking standards for a new building.
- Parking standards do not allow an on-street parking credit for spaces on the frontage next to a building, parking in an alley, or for location of off-street in another parking lot located within 500' of a commercial use.
- Design and construction standards for parking lots have not been updated in more than 20 years. New standards are needed to address ADA requirements, standard & compact spaces, loading zones, lighting, landscaping and access driveways. The updated standards need to provide clear, object standards and design requirements for development. pa

DLCD'S MODEL DEVELOPMENT CODE FOR SMALL CITIES

The Oregon Department of Land Conservation and Development (DLCD) and the Oregon Department of Transportation (ODOT) have prepared a "*Model Development Code for Small Cities*" (2015 edition)" that is intended to simplify land division and zoning administration for small cities. Article 3 "Community Design Standards" of the Model Code includes Chapter 3.5 "Parking and Loading".

The City staff prepared a DRAFT ordinance to amend the parking standards in Sections 5.200 to 5.250 of the Scio Zoning Ordinance (Ordinance 561) to be consistent with Chapter 3.5 of the Model Code. The City of Scio's draft ordinance dated August 2020 included an explanation of each proposed change in a text box under each Section that was proposed for amendment. The draft Ordinance was submitted to DLCD as a proposed post-acknowledge plan amendment (PAPA) on August 24, 2020, 35-days prior to the Planning Commission public hearing.

II. Findings

The City of Scio submitted an application for a text amendment to the City of Scio Zoning Ordinance.

An amendment to the Scio Zoning Ordinance is reviewed based on applicable criteria found in the Statewide Planning Goals, Oregon Revised Statutes (ORS) and Oregon Administrative Rules (OAR) and the applicable goals and policies of the Scio Comprehensive Plan. The City's Planning Consultant has reviewed the proposal, including the applicant's submittals, to determine whether or not the proposal complies with the applicable standards and criteria.

A. STATEWIDE PLANNING GOALS

The applicable ORS and OAR requirements are listed under each statewide planning goal below.

GOAL 1: CITIZEN INVOLVEMENT: TO DEVELOP A CITIZEN INVOLVEMENT PROGRAM THAT ENSURES THE OPPORTUNITY FOR CITIZENS TO BE INVOLVED IN ALL PHASES OF THE PLANNING PROCESS.

The Scio Planning Commission serves as the City's appointed Citizen Involvement Committee to review and update the existing comprehensive plan and development ordinances.

Agency Coordination

The City notified the following state, county and local agency representatives during the preparation of the zoning code amendments.

1. Department of Land Conservation and Development (DLCD): A 35-day Form 1 Notice of Proposed Plan/Implementation Ordinance Amendment was provided to DLCD on-line on August 20, 2020 in compliance with the post-acknowledgment plan amendment process. DLCD did not provide any written comments.
2. Fair Housing Council of Oregon (FHCO): The FHCO provided written testimony to the City of Scio prior to the September 30, 2020 Planning Commission public hearing. They requested a copy of the City's findings, and stated the City must address Goal 10 issues/impacts in written findings, including a discussion of the impact the proposal will have housing needs, costs and Goal 10 issues. The City notified FHCO of the Planning Commission's continuation of the initial public hearing and provided FHCO with a copy of the October 2020 DRAFT ordinance and findings. FHCO responded via email with a recommendation that the City add a table from the city's housing needs analysis summarizing "housing needs" in the City. Table H-22 was added to the Goal 10 section of these findings. On October 28, 2020, FHCO responded with an email concurring with the findings.

Local Citizen Involvement:

Copies of the proposal were made available to the public for review on the City of Scio website (ci.scio.or.us) and at City Hall, 38957 NW 1st Avenue in Scio. The Zoning Ordinance amendments were available for public review on September 8, 2020, 22 days prior to the initial public hearing on September 30, 2020.

1. The City included information on the *Scio Zoning Ordinance Amendments* in a special notice mailed to all property owners on September 8, 2020. The City informed community members that the Zoning Ordinance amendments were available on the city's website and the City would

hold two public hearings. The information was posted on the City's website on September 16, 2020.

2. The Scio Planning Commission held a public hearing on September 30, 2020 as part of its regularly scheduled meeting to consider the Scio Zoning Ordinance Amendments – Parking Standards. At the public hearing the City received the following public testimony:
 - Ray Rebbman, President of the Scio Historical Society, asked if the amendments will increase or change parking requirements for the Scio Depot Museum at 39004 NE 1st Avenue. He stated the museum board intends to construct a storage building on the museum site. The City's Planning Consultant responded no additional parking will be required for a small storage building and that the code amendments will likely reduce parking requirements for the museum if it expands or will allow the museum to count on-street parking in order to meet parking standards.
 - Planning Commissioner Ron Loewen proposed the Planning Commission consider expanding the map in Section 5.210 to exempt other commercial properties south of Thomas Creek from the minimum parking standards. He stated there are a number of parcels on Hwy 226 which have buildings occupying 75%-100% of the site and do not have land available for on-site parking.

Public Hearings, Staff Reports and Findings:

1. The Scio Planning Commission held the initial public hearing via a Zoom meeting on Wednesday, September 30, 2020 at 7:00 pm as part of its regularly scheduled meeting. After receiving a staff report and public testimony, the Commission continued the public hearing to October 28, 2020.
2. The Commission directed the Planning Consultant to provide information to address the FHCO written testimony, the Scio Depot Museum questions and to review existing commercial parcels south of Thomas Creek to determine if additional parcels should be added to the map in Section 5.210. A revised staff report, Ordinance and findings were posted on the City's website on October 14, 2020, two weeks prior to the continued public hearing.
3. The Scio Planning Commission continued the public hearing as part of its regularly scheduled meeting on October 28, 2020. The public hearing was completed and the record was closed. The Commission deliberated on the issue and unanimously recommended the City Council adopt the Scio Zoning Ordinance Amendments.
4. The Scio City Council held a public hearing on November 9, 2020 as part of a regularly scheduled city council meeting to consider the proposal. Public testimony provided at the public hearing is included in the meeting minutes.

GOAL 2: LAND USE PLANNING: TO ESTABLISH A LAND USE PLANNING PROCESS AND POLICY FRAMEWORK AS A BASIS FOR ALL DECISIONS AND ACTIONS RELATED TO THE USE OF LAND AND TO ASSURE AN ADEQUATE FACTUAL BASE FOR SUCH DECISIONS AND ACTIONS.

The proposed Zoning Ordinance is consistent with Goal 2 because the City followed the land use planning process established by the existing Scio Comprehensive Plan policies and OAR 660-018 regarding post-acknowledgement plan amendments.

OAR 660-018 Post Acknowledgment Plan Amendments

660-018-0020 Notice of a proposed change to a Comprehensive Plan

The City submitted the Scio Zoning Ordinance Amendments to DLCD in compliance with OAR 660-018-0020. The City’s submittal included (1) the proposed text of the Zoning Ordinance Amendments. In October 2020 additional documents were submitted to DLCD via PAPA On-line. These included (1) a revised notice of the city council public hearing and (2) findings demonstrating compliance with statewide planning goals, guidelines and administrative rules.

660-018-0035 DLCD Participation

The City of Scio provided DLCD an opportunity to comment on the proposed Zoning Ordinance Amendments. Patrick Wingard, DLCD regional representative, was provided a copy of the proposed amendments and asked to provide suggestions or comments.

660-018-0050 Notice of adoption of proposed change to a Comprehensive Plan or Implementation Ordinance

The City Manager or designee will provide notice of the adopted changes to DLCD and persons who participated in the local government proceedings and requested a copy of the notice of adoption.

Conclusions as to compliance with Goal 2 requirements:

The City concludes it took appropriate steps to coordinate the Zoning Ordinance amendments with affected agencies and citizens.

The City also reviewed the proposed amendments to the Zoning Ordinance parking standards to be sure they are consistent with and do not conflict with the goals and policies of the *Scio Comprehensive Plan*.

Chapter 4 “Land Uses” of the *Scio Comprehensive Plan* includes three policies that apply to the proposal:

DEVELOPMENT REGULATIONS	
Policy LU-15:	Development regulations will include clear and objective standards and decision criteria for the review of development proposals or variances and minimize the use of subjective standards.
Policy LU-16:	The City will adopt land use regulations that require the provision of adequate public facilities and services as criteria for approval of development proposals.
Policy LU-17:	The City will adopt and periodically update its public works design and construction standards to promote consistent, high quality development in the community.

The City finds the updated code amendments add clarity and clear information for developers and property owners. As recommended by DLCD and ODOT, the proposed amendments provide clear, objective standards for the number of parking spaces, location of spaces, parking design standards and the provision of safe access points, landscaping and lighting.

The City concludes the proposal complies with Goal 2 and OAR 660-018.

GOAL 3: AGRICULTURAL LANDS

GOAL 4: FOREST LANDS

Goals 3 and 4 do not apply within adopted, acknowledged urban growth boundaries. The Scio Zoning Ordinance Amendments do not address any issues related to Goals 3 or 4.

GOAL 5: OPEN SPACES, SCENIC AND HISTORIC AREAS, AND NATURAL RESOURCES: TO PROTECT NATURAL RESOURCES AND CONSERVE SCENIC AND HISTORIC AREAS AND OPEN SPACES.

The Scio Zoning Ordinance Amendments do not include new inventories or protection measures for Goal 5 resources. The City has previously completed Goal 5 inventories and adopted appropriate protection measures for historic landmarks and significant local wetlands.

The City did not complete any other Goal 5 inventories in preparing the Scio Zoning Ordinance Amendments. The proposal is consistent with Goal 5 and the post acknowledgment plan amendment (PAPA) is consistent with *OAR 660-023-0250 (3)*. The City finds it is not required to comply with the Goal 5 inventory process, significance determination and preparation of new Goal 5 protection measures because the plan update does not:

- (1) create or amend a Goal 5 resource list, update the plan in order to protect a Goal 5 resource or address specific requirements of Goal 5; or
- (2) allow new uses that conflict with a significant Goal 5 resource site or acknowledged resource list; or
- (3) amend an acknowledged UGB or provide new information showing a significant Goal 5 resource site exists inside the Scio UGB.

The City concludes the Scio Zoning Ordinance Amendments comply with Goal 5.

GOAL 6: AIR, WATER AND LAND RESOURCES QUALITY: TO MAINTAIN AND IMPROVE THE QUALITY OF THE AIR, WATER, AND LAND RESOURCES OF THE STATE.

Chapter 11 on public facilities includes inventory information, goals and policies regarding the City of Scio’s wastewater collection system, wastewater treatment facilities and storm drainage system. The City of Scio has not prepared a storm drainage facility master plan. The City is not required to have a storm water permit from DEQ. Two policies in Chapter 11 “Public Facilities” of the Scio Comprehensive Plan apply to the parking standards amendments to the Scio Zoning Ordinance.

STORM DRAINAGE FACILITIES

Policy PF-21.	The City may require new development proposals to submit a storm drainage analysis, and proposed plans that protect water quality, ensure balanced cuts and fill, provide storm water detention or retention and comply with low impact storm water development standards.
Policy PF-22.	The City of Scio shall pursue funding to improve storm drainage facilities, reduce potential damage from shallow flooding in developed areas of Scio and/or install flood hazard mitigation measures.

The proposed parking standards include *Section 5.250. Off-Street Parking – Plan Review, Design and Performance Guarantee.*” This section requires an applicant to submit engineering plans, storm drainage calculations and address surface runoff/water quality issues for any new parking lot.

Section 5.250 is also consistent with the Museum city’s public works design and construction standards adopted in 2019, which required new development to utilize low impact development standards for storm drainage facilities in the City.

The City concludes the Scio Zoning Ordinance Amendments comply with Goal 6.

GOAL 7 - AREAS SUBJECT TO NATURAL DISASTERS AND HAZARDS: TO PROTECT LIFE AND PROPERTY FROM NATURAL DISASTERS AND HAZARDS.

Chapter 5 of the Scio Comprehensive Plan inventories existing natural hazards within the Scio UGB. A large section of the City is located in the Thomas Creek special flood hazard zone. In September 2010 the City adopted an updated flood management ordinance and the City issues flood development permits in compliance with the National Flood Insurance Program (NFIP).

The proposed Scio Zoning Code amendments to the City’s parking standards do not modify the narrative, goals or policies in Chapter 5 of the Scio Comprehensive Plan or modify/change the adopted flood plain management standards in the Scio Flood Hazard Ordinance 579.

The City concludes the Scio Zoning Ordinance Amendments comply with Goal 7.

GOAL 8 - RECREATIONAL NEEDS: TO SATISFY THE RECREATIONAL NEEDS OF THE CITIZENS OF THE STATE AND VISITORS AND, WHERE APPROPRIATE, TO PROVIDE FOR THE SITING OF NECESSARY RECREATIONAL FACILITIES INCLUDING DESTINATION RESORTS.

The Scio Zoning Ordinance Amendments do not address any issues related to Goal 8.

GOAL 9 - ECONOMIC DEVELOPMENT: TO PROVIDE ADEQUATE OPPORTUNITIES THROUGHOUT THE STATE FOR A VARIETY OF ECONOMIC ACTIVITIES VITAL TO THE HEALTH, WELFARE AND PROSPERITY OF OREGON’S CITIZENS.

The Scio Zoning Ordinance Amendments modify the parking standards for new development in the Commercial, Industrial and Public zones.

Section 5.210 Exemption from Off-Street Parking Space Requirements in N. Main Commercial Area

The proposal adds a new standard exempting the North Main Commercial Area from off-street parking requirements. This commercial district includes many existing early 20th Century and mid-Century commercial buildings. The buildings occupy 75% to 100% of the parcels and do not have land available to add off-street parking. The new standard will eliminate the need for a developer/redeveloper to comply with the off-street parking standards in the Code. The City finds this change will encourage and reduce the cost of redeveloping existing commercial parcels.

Section 5.220 Number of Parking Spaces Required, On-street Parking Credit and Shared Spaces.

Section 5.220 and Table 5.220 reduce the number of required parking spaces for various permitted uses in the Commercial, Industrial and Public zones. The August 2020 DRAFT of the proposed code amendments identify the # of parking spaces required under the existing Ordinance 561 and the

reductions recommended for specific permitted uses. In addition, Table 5.220 adds a section to permit the City to more accurately determine the number of required parking spaces for a new use. It reads:

Excerpt from Table 5.220:

Exceptions or Unspecified Uses: Where a use is not specifically listed in this table or is not similar to a use listed in this table, an alternative parking requirement shall be determined and approved by the City. The City may determine the number of parking spaces based on either (1) existing parking standards from another city, the ITE Parking Generation Manual or other professional organization or (2) a parking demand analysis prepared by a traffic engineering professional that is submitted by the applicant for the proposed development.

In a small community, fewer parking spaces are needed for storefront commercial, public and industrial uses. The advent of on-line purchasing and FEDEX type delivery services has reduced the need for on-site or off-street parking spaces at the business location. Peak demands are lower. Customers use both on-street and off-street parking to meet their needs. The reduction in the number of required parking spaces will reduce the cost of development and may encourage investment in redevelopment/development of new commercial, public and industrial uses.

Section 5.220.B, Section 5.220.C and Section 5.220.D are new sections which provide credits for existing on-street parking, shared parking, location of non-residential parking within 500 feet of the use and a case-by-case reduction or exemption to the City’s parking space standards. These options are recommended in DLCD’s Model Code to promote more compact urban forms and to allow for small cities to more readily accommodate mixed uses and low demand commercial, public and industrial uses.

The City finds that the proposed Zoning Code Amendments will encourage economic development activities in a smaller city. The proposal complies with Goal 9.

GOAL 10 - HOUSING: TO PROVIDE FOR THE HOUSING NEEDS OF CITIZENS OF THE STATE.

Chapter 10 “Housing” is included as a chapter in the *Scio Comprehensive Plan*. Statewide Planning Goal 10 and OAR 660-008 require Oregon’s cities to inventory the existing housing supply, assess housing needs and provide a 20-year supply of buildable residentially zoned land for future housing growth and plan for the provision of public facilities in a timely manner.

The City’s buildable lands analysis shows the City has a need for 14.71 acres of gross buildable residential land (12.42 net acres) through 2035 and a supply of 51.47 acres of buildable land designated for residential use. The City of Scio “Housing Needs Analysis” is included in Chapter 10 of the *Scio Comprehensive Plan*. Table H-22 in Chapter 10 estimates housing needs by type and buildable acres needed through 2035.

Table H-22
Total Acres Needed by Future Housing Type

Housing Type	SFR (Acres)	MFR (Acres)	Total Acres Needed	Density Units/Acre	# of Needed Housing Units
SFR – SFR dwellings and MH	11.00		11.00	4	44
Duplex		0.80	0.80	10	8
Apartment		0.62	0.62	13	8
Total	11.00	1.42	12.42		60

This proposal to update the Scio Zoning Ordinance parking standards does not change any residential plan designations or rezone any land for residential use. It does not affect the amount of available buildable residential land in Scio or modify the type or number of housing units needed. It does not change the approval process for development of housing.

OAR 660-0015 states

“a local government may adopt and apply only clear and objective standards, conditions and procedures regulating the development of needed housing on buildable land. The standards, conditions and procedures may not have the effect, either in themselves or cumulatively, of discouraging needed housing through unreasonable cost or delay.”

The *Scio Zoning Ordinance Amendments* does not change the number of parking spaces required for residential uses. Two parking spaces are required for single-family dwellings and for each unit in a duplex. 1.5 parking spaces are required for each dwelling unit in a multi-family dwelling.

The amendments provide clear and objective standards for the number of parking spaces and the design standards for parking lots. Standards are added to allow compact spaces, ADA spaces, reduced sizes for parking stalls and aisles, landscaping and lighting. The amendments permit joint/shared parking facilities, off-site parking within 500 feet of a multi-family residential use, on-street parking in lieu of required off-street parking spaces and a process to allow for exemption or reduction of parking spaces. The amendments also require parking lots for commercial/industrial uses to add landscape buffers when located adjacent to a residential use.

The City concludes the proposed amendments provide clear, objective standards, will make it easier for a developer to plan for and provide needed parking for a residential use, and the standards will not discourage needed housing through unreasonable cost or delay. The City proposal complies with Goal 10.

GOAL 11 - PUBLIC FACILITIES AND SERVICES: TO PLAN AND DEVELOP A TIMELY, ORDERLY AND EFFICIENT ARRANGEMENT OF PUBLIC FACILITIES AND SERVICES TO SERVE AS A FRAMEWORK FOR URBAN AND RURAL DEVELOPMENT.

Statewide Planning Goal 11 “Public Facilities and Services” requires cities “to plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development.” The purpose of Goal 11 is to ensure cities plan for and provide needed services and public facilities within the City’s urban growth area. The proposed *Scio Zoning Ordinance Amendments* will reduce the number of parking spaces required for public uses. See Goal 9 findings, which are incorporated as set forth in full herein. The proposal complies with Goal 11.

GOAL 12 – TRANSPORTATION: TO PROVIDE AND ENCOURAGE A SAFE, CONVENIENT AND ECONOMIC TRANSPORTATION SYSTEM.

The proposal does not address Goal 12 issues.

GOAL 13 - ENERGY CONSERVATION: TO CONSERVE ENERGY.

The proposal reduces the number of required parking spaces for commercial, industrial and public uses. It allows for the use of joint/shared parking, use of on-street parking spaces to meet minimal parking space requirements and the inclusion of landscaping as part of parking lot design. The proposal may reduce energy consumption by encouraging reduced reliance of fossil fuels. The proposal complies with Goal 13.

GOAL 14: URBANIZATION: TO PROVIDE FOR AN ORDERLY AND EFFICIENT TRANSITION FROM RURAL TO URBAN USE.

The proposal does not address Goal 14 issues.

B. SCIO COMPREHENSIVE PLAN GOALS AND POLICIES

The applicable goals and policies of the City’s Comprehensive Plan are also listed below.

Citizen Involvement

Goal CI-1: To provide for ongoing citizen participation and involvement in the City of Scio’s land use and community development programs.

Finding: The Scio Planning Commission serves as the City’s appointed Citizen Involvement Committee to review and update the existing comprehensive plan and development ordinances. The City provided the public an opportunity to participate in the quasi-judicial land use proceeding, as describe in the findings for Statewide Planning Goal 1 on pages A-3 and A-4 above.

Land Use and Economic Development

Goal LU-1: The City of Scio will adopt comprehensive plan goals and policies and associated land use regulations that promote the development of a livable community.

Policy LU-8: The City supports the revitalization of Scio’s downtown core on Main Street and the development of a commercial area along Highway 226. These commercial areas will serve the economic needs of the residents of Scio and the surrounding rural area.

Policy LU-15: Development regulations will include clear and objective standards and decision criteria for the review of development proposals or variances and minimize the use of subjective standards.

Policy LU-17: The City will adopt and periodically update its public works design and construction standards to promote consistent, high quality development in the community.

Goal ED-2: To revitalize Scio’s commercial districts along the Main Street and Hwy 226 corridor through the City.

Findings: The Scio Comprehensive Plan policies LU-8, LU-15 and LU-17 encourages the City to adopt and update land uses regulations and public works design standards to provide clear and objective standards for development. Goal LU-1 encourages the City to adopt regulations to promote a livable

community. Economic development goal ED-2 and the written narrative in the Scio Comprehensive Plan, Section 9.3.2 “Commercial and Service Business Sectors” strongly encourage the City to support revitalization of the City’s commercial areas on N. Main Street and Hwy 226. As discussed in the background discussion on page A-2, the City Manager recommends the City modify parking regulations to encourage revitalization of existing commercial properties.

The Scio commercial district includes many existing early 20th Century and mid-Century commercial buildings. Map 1 shows the Scio Commercial Zoning District along N. Main Street and the Hwy 226 corridor and identifies a portion of the commercial district as being exempt from off-street parking requirements.

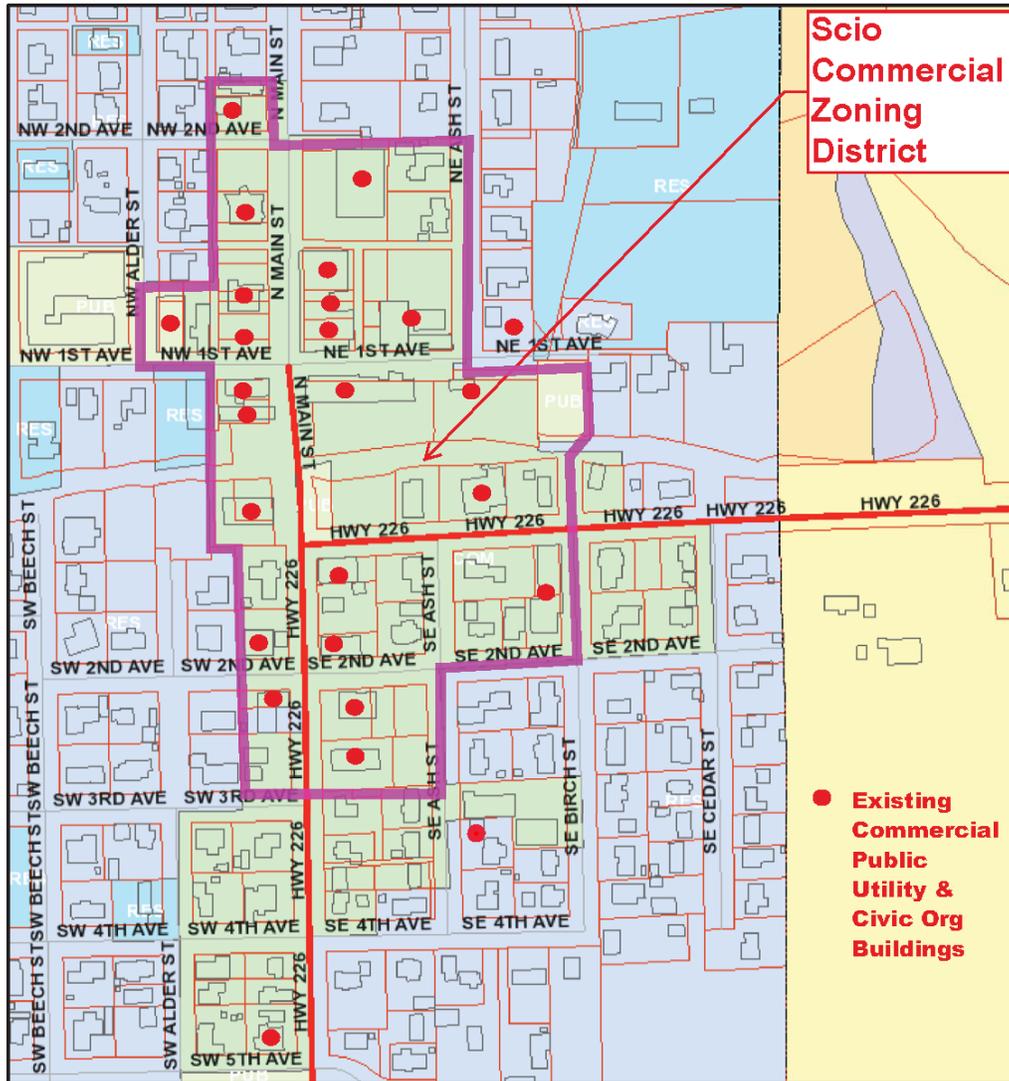
Existing structures that are currently used for commercial, public, civic/fraternal organizations and utilities are marked with a red dot. The buildings occupy 75% to 100% of the parcels and do not have land available to add off-street parking. There are also twelve existing residences in the off-street parking exemption area. These existing homes/parcels may be redeveloped for either a mixed use or commercial use.

The new parking standards eliminate the need for a developer/redeveloper to comply with the off-street parking standards in the Code. The findings under Statewide Planning Goal 9 on pages A-7 and A-8 describe new parking standards and how they will provide greater flexibility to property owners, reduce the cost of development and encourage a more compact urban form.

The City concludes the proposed Scio Zoning Code amendments to the City’s parking standards comply with the applicable goals and policies of the *Scio Comprehensive Plan*.

Map 1
 Scio Commercial District
 Main Street Commercial District – Off Street Parking Exemption Area

Scio Commercial District

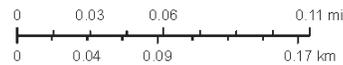


10/9/2020, 8:37:14 AM

1:4,514

- Highways
- Roads
- Building Footprints
- City Limits
- Tax Lots

Main St. Commercial District Area Exempt from Off-Street Parking Requirements.



Linn County GIS

Map created using the Linn County Oregon web mapping application
 This product is for informational purposes only and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the

Agenda Item 2



Covered Bridge Capital of the West

City of Scio

P. O. Box 37

Scio, OR 97374

Phone: 503-394-3342

Fax: 503-394-2340

MEMORANDUM

TO: Mayor Weaver and Scio City Councilors

FROM: Ginger Allen, Scio City Manager

RE: Resolution No. 21-01: Appropriation of Unanticipated Revenues

DATE: January 25, 2021

Resolution 21-01 allows council to adopt the CoronaVirus Relief Fund Grant, in the amount of \$50,000.00 dollars. These funds will be used toward police enforcement, communications, materials and supplies and paid sick leave. The funds have been placed into the appropriate line items to pay back dollars previously spent on coronavirus related expenses.



City Of Scio, Oregon



RESOLUTION NO. 21-01

A RESOLUTION APPROPRIATING UNANTICIPATED REVENUE TO THE GENERAL, WATER AND SEWER FUNDS OF THE CITY OF SCIO

WHEREAS, Oregon Budget Law, under ORS 294-326(2), provides that money from unanticipated grants, gifts, bequests or devises that have been transferred to a municipal corporation in trust for a specific purpose may be lawfully expended after enactment of an appropriate resolution; and

WHEREAS, the City of Scio has received unanticipated CoronaVirus Relief Grant , totaling \$50,000.00 and

WHEREAS, Oregon Budget Law, under ORS 294.326(2) allows the City of Scio to spend unanticipated money,

THEREFORE BE IT RESOLVED by the Scio City Council of the City of Scio that the following appropriations be made:

<u>General Fund</u>	<u>R2 Other Revenues</u>	<u>Revenue</u>	<u>Expense</u>
10-4330	Grants	\$50,000.00	
<u>General Fund</u>	<u>E2 Materials & Services</u>		
10-6250	Police Services		\$43,956.40
10-6280	Miscellaneous		\$ 4,334.73
<u>Sewer Fund</u>	<u>E1 Personnel Services</u>		
15-5110	Salaries		\$ 854.44
<u>Water Fund</u>	<u>E1 Personnel Services</u>		
14-5110	Salaries		\$ 854.43
<hr/>			
Totals		\$50,000.00	\$50,000.00

This resolution is adopted and shall take effect on February 8, 2021.

CITY OF SCIO
LINN COUNTY, OREGON

By _____
Mayor

ATTEST By: _____
Virginia Allen, Scio City Manager

Agenda Item 3



Covered Bridge Capital of the West

City of Scio

P. O. Box 37

Scio, OR 97374

Phone: 503-394-3342

Fax: 503-394-2340

MEMORANDUM

TO: Mayor Weaver and Scio City Councilors

FROM: Ginger Allen, Scio City Manager

RE: Library Advisory Board/Advisory Committee By-Laws

DATE: February 3, 2021

In your packets you will find a copy of the Library Advisory Committee By-Laws. The By-Laws were reviewed and revised by the Scio City Council at a Work Session on Monday, January 25, 2021.

I was asked by Council to provide data on the number of households using the Scio Public Library Services, which in turn would be used in determining the geographical area from which to draw potential Advisory Committee Members. The following statistics are provided by, LaVonne Murray, City of Scio Librarian.

	<u>2019 – 2021 (Non-Covid Year)</u>	<u>2020-2021 Covid Year</u>
Residential Memberships	94	51
Non-Residential Memberships	88	46

After seeing these numbers, and having further discussions with Ms. Murray and City Attorney Clayson, I recommend that Council allow up to two of the five members on the Advisory Committee to reside outside of the Scio City Limits, but inside the Scio School District Boundaries.

This recommendation is based upon the fact that the City Council is the final authority, of which, all members reside inside the city limits, thus meeting the legal requirements of financial oversight provided by citizens that reside inside the taxing agency boundaries. I discussed this reasoning with City Attorney, Jeffrey Clayson, and he concurred that the restrictions for the "Library Board" are different than those for the Advisory Committee. Thus, two members of the Advisory Committee may reside within the Scio Zip Code Area.



City Of Scio, Oregon



ORDINANCE NO. 619

AN ORDINANCE ESTABLISHING THE SCIO CITY COUNCIL AS THE SCIO PUBLIC LIBRARY BOARD; AND ESTABLISHING THE BY-LAWS FOR A SCIO LIBRARY ADVISORY COMMITTEE

WHEREAS, the City of Scio has determined that it is in the best interest of the Scio Community and surrounding area to have an established, permanent, Scio Public Library Board; and

WHEREAS, the City of Scio has not had a Scio Library Board made up of the majority of its members living within the Scio City limits; and

WHEREAS, the City of Scio must have an established Scio Public Library Board in order to apply for state and federal grant monies; and

WHEREAS, Oregon Revised Statute 357.465 Public Library Board, allows sitting City Councils to serve as a Public Library Board,

NOW, THEREFORE BE IT RESOLVED that the Scio City Council will serve as the Scio Public Library Board and enact a Scio Library Advisory Committee, with operating rules, policies and regulations establishing the Advisory Committee function(s), also known as Scio Library Advisory Committee By-Laws.

This Ordinance shall go into effect immediately and supersede Ordinance No. 529.

This Ordinance was passed on the 8th day of February 2021 by the Scio City Council and executed by the Mayor this 8th day of February, 2021.

By: _____
Gary C. Weaver, Mayor

ATTEST:

By: _____
Virginia A. Allen, City Manager

SCIO LIBRARY ADVISORY COMMITTEE BY-LAWS

PREFACE

The City of Scio recognizes the importance of government volunteer citizen advisory committees and the integral part that they play in American local government. The creation of the Scio Library Advisory Committee is a way for local government to engage citizens in the democratic process and bring together citizen views that might not otherwise be heard. This committee will be made up of persons of wide-ranging interests and expertise who want to participate in public service. The primary purpose of this advisory committee is to provide judicious advice from a citizen's perspective. This committee will provide assistance to the Scio City Council and city staff when formulating public policy and help transform policy decisions into action.

Section I. Committee Established

There is hereby established a "Scio Library Advisory Committee" whose creation, organization, powers and duties shall be set forth in Ordinance No. 619. This committee shall serve at the discretion of the Scio City Council and shall advise the Council on public issues and concerns associated with the Scio Library Services.

Ordinance No. 619 shall supersede Ordinance No. 529

Section II. Membership

1. The Committee shall consist of no less than three and no more than five committee members, ~~one~~ **two** of which may reside within the Scio School District boundaries, the remaining members shall reside inside the Scio city limits. **Individuals wishing to serve on the committee will be required to fill out an Advisory Committee Application.** Committee members shall be appointed by the Mayor with consensus from the Scio City Council.

The first committee will have two members appointed to three-year terms, two members appointed to two-year terms and one member appointed to a one-year term. Following the completion of the first appointed terms each member's term will be set for three years of consecutive service.

2. The Librarian of the Scio Public Library shall serve as secretary to the committee. The secretary is a non-voting member of the Committee and shall issue notices of regular and special committee meetings. The secretary shall keep accurate records of committee agendas, meeting minutes, and other relevant documents and shall be responsible for delivering these records to City Hall, where they shall be stored and made available to the City Manager, Scio City Council and the general public.

3. The Committee may include one non-voting member ~~of the Scio City Council.~~ **from the City Council and up to two city staff members, all of which will be non-voting participants.**

4. A member who seeks to resign from the Committee shall submit a written resignation, 60 days prior to their final day of service, allowing adequate time to back fill said position. The resignation letter needs to be given to the committee secretary and/or City Manager.

5. The Mayor with the consensus of the Scio City Council shall appoint a replacement to the vacated seat. The appointee shall meet the stated requirements listed in Section II.

Section III. Organization of the Advisory Committee

Officers shall consist of a Committee Chair and Vice-Chair who shall serve in their respective positions for two years. Officers shall be selected in alternating years at the September committee meeting. The Committee shall select said officers from its members and the officer shall assume their duties at the annual election meeting and end upon the election of their successors.

1. *Chair:* The Chair shall have general directional powers over the Committee. The Chair shall preside at all committee meetings. In consultation with the Secretary, the Chair shall set the agendas. The Chair shall also be the sole spokesperson for the Committee unless this responsibility is delegated to the Vice-Chair, Secretary or another committee member. When necessary, the Chair shall attend the Scio City Council meetings and present a report on the Scio Library Advisory Committee activities.

2. *Vice-Chair:* The Vice-Chair shall carry out the duties of the Chair in their absence.

Section IV. Duties of the Committee

The Scio Library Advisory Committee shall only have such powers as those conferred to it by the Scio City Council through Ordinance No. 619 And those conferred by the Oregon Revised Statutes. As stated in Ordinance No. 619, the Library Advisory Committee for the City of Scio is established and shall assume and perform the functions delegated to it (ORS 357.490)

The Scio Library Advisory Committee shall serve as an “advisory committee” to the Scio City Council in all matters pertaining to the operation, maintenance, activities and facilities of the Scio Public Library. General functions and responsibilities of the Committee are as follows:

1. Assist the Scio Librarian and City Manager in defining the objectives of the Scio Public Library.
2. Propose plans and general policies that keep the library services in harmony.
3. Maintain the highest standards of quality in library services while interpreting the importance and needs of library services for Scio and the surrounding area.

4. Assist the City Manager in the selection of the City Librarian and discuss the duties and responsibilities of the Librarian.
5. Advise the City Manager and the Scio City Council of findings and concerns relating to the management, control and operations of the Scio Public Library.
6. Encourage and support active volunteerism in the use and improvement of library services.
7. Act as advocates and ambassadors for the Scio Public Library and endeavor to be knowledgeable about legislation and other matters affecting the Library.
8. Perform such other duties as the City Council may request in furtherance of the goal to provide the best library services possible, under the constraints of available resources.
9. Assist the Scio Librarian with the annual ~~library~~ budget and **the presentation of said budget report and submit/present** to the City Manager and the Scio City Council.
10. The Committee shall have no power to set policies, hire or terminate personnel, expend funds, or enter into any contracts without the approval of the Scio City Council and the City Manager.
11. An individual committee member may not act in an official capacity except through the action of the committee.
12. Advisory committee members shall receive no compensation for their services. [(ORS 357.460(1)]
13. Advisory committee members may be reimbursed for expenses incurred in the performance of their duties if expenditures are approved by the City Manager prior to incurrence. [(ORS 357.460(2)].

Section V. Meetings

1. Board meetings shall be held every other month at a regular time, place, and location set annually by the Committee during the January regular meeting. Should a meeting fall on a holiday; such a meeting can be held on an alternative date with the approval from the majority of committee members. Additional meetings can be scheduled at the discretion of the Committee.
2. Agendas must be posted for public notice on the City of Scio website, City's Facebook Page and in the Scio Public Library in compliance with the Oregon Public Meetings Law (**24 hours prior to the meeting**). All meetings shall be open to the public.
3. Robert's Rules of Order shall be used as the parliamentary authority for the committee meetings, except where superseded by local, state, or federal law.

4. A majority of votes of the committee members present shall determine the official position of the Committee on any given issue. Alternates or proxy votes are not allowed under any circumstance.
5. Special meetings may be called by the Chair, Vice-Chair or at the request of two committee members. Notice of a special meeting shall be provided at least twenty-four (24) hours in advance to all committee members and the general public.

Section VI. Committee Member Responsibilities

Members of the Advisory Committee shall:

1. Regularly attend meetings and contribute constructively to discussions concerning the operations of the Scio Public Library.
2. Consider and discuss issues from a city-wide perspective, as well as, that of a particular individual/group stakeholder's interest.
3. Strive to reach consensus on matters under consideration.
4. Act with respect and consideration to the viewpoints of others.
5. Conduct oneself in a manner that is in keeping with applicable federal, state, and local laws pertaining to ethics and conduct. Any violation of the provisions of such laws shall be grounds for removal from office.
6. Members shall NOT make representation on behalf of the Scio Public Library, City of Scio, Scio City Council or the Library Advisory Committee without prior authorization.

Section VII. Attendance

If a member is unable to attend a meeting such member shall notify the Chair as soon as reasonably possible. If a member has missed more than three (3) scheduled meetings within one year, the absentee issue shall be placed on the next meeting agenda and the position may be declared vacant upon a majority vote of the Committee members. The Committee shall forward any action taken by the Committee to the Scio City Council, who shall then move to approve or deny the action taken by the Advisory Committee members. The Committee Chair or their appointee will present the case to the Scio City Council.

Section VIII. Quorum

A quorum shall consist of a majority of the voting members. No action shall be taken in the absence of a quorum except that the meeting may continue with discussion on agenda items, but no votes can be taken. Advisory committee members who have disqualified or excused themselves from participation in any matter shall still be counted as present for the purposes of forming a quorum.

In the event a quorum will not be present, at any meeting, the Chair shall notify the committee members in advance so that a decision may be made whether to meet and take no action on agenda items or to reschedule to a different date and time.

Section IX. Annual Report of the Advisory Committee

An Annual Library Advisory Report shall be prepared by the Committee, and submitted to the City Manager ~~at the April~~ **no later than April 30th of any fiscal year.** ~~meeting.~~ The Committee, City Librarian, and City Manager shall review the report and upon approval by ~~both~~ **all** parties the Annual Report will be submitted to the Scio City Council for final adoption into record.

The Annual Report shall include a summary of key activities and proceedings and any specific suggestions or recommendations which the Committee believes to be relevant to the Scio City Council.

Section X. Amendments

These By-Laws are adopted through Ordinance No. 21-619 by the Scio City Council. Findings on the Library Advisory Committee may be amended by the Scio City Council. Amendments to the By-Laws may be proposed and reviewed at any meeting of the Library Advisory Committee where a quorum is present and provided that said amendment was stated on the posted meeting agenda. Proposed amendments to the By-Laws must be approved by a unanimous vote of the Library Advisory Committee membership and must then be submitted to the Scio City Council for final approval.

Agenda Item 4



Covered Bridge Capital of the West

City of Scio

P. O. Box 37

Scio, OR 97374

Phone: 503-394-3342

Fax: 503-394-2340

M E M O R A N D U M

TO: Mayor Weaver and Scio City Councilors

FROM: Ginger Allen, Scio City Manager

RE: Formal approval to proceed with the Vacation of Property located under Stop N Save Market

DATE: February 4, 2021

Council previous gave consent to staff to proceed with the possibility of vacating a strip of property located beneath the Stop N Save Market. Staff spoke with City Attorney Jeffrey Clayton and Stop N Save Owner, Harry Singh confirming that both parties wish to proceed and move forward with the vacation process.

Tonight staff is seeking the following action: A formal motion to approve the vacation of City owned property located under the Stop N Save Market.

Agenda Item 5



Covered Bridge Capital of the West

City of Scio

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MEMORANDUM

TO: Mayor Weaver and Scio City Councilors

FROM: Ginger Allen, Scio City Manager

RE: Request to Amend Resolution No. 20-02 *“A resolution authorizing the execution and delivery of a full faith and credit financing agreement for the purpose of financing real and personal property in an amount not to exceed \$2,000,000.00; Designating an authorized representative and special counsel; and related matters”.*

DATE: February 4, 2021

After meeting with Varitone (the City’s Architectural Designer for the PW Shop) and Dyer Engineering, Project Manager, Ryan Quigley, it is apparent that the city will be paying more money for the builds of the new Public Works Shop and City Hall buildings than originally projected.

The original request before Council last April was working off of prices pre-Covid and pre-fire disasters in September of 2020.

In addition to these increases, the interest rates are “slowly creeping”. What was an interest rate of 2.3% last year will now be a minimum of 2.6% or higher as each day passes by.

I am in contact with our lender and our bond counsel and will have more information for council on February 8th. Until then I am requesting that Council pay close attention to the statements and questions below. Please prepare to have a conversation regarding a request to increase our project amount in order to proceed with the builds. *****Please prepare your own questions for this important discussion prior to the meeting.*****

- Is it possible to have a “draw down window” of three years verses two years? This request is due to the time lapses on products impacted by Covid-19.
- During the three year “draw down window” the city would make interest only payments on the amount of money borrowed.
- Can the City borrow up to \$3 million for both projects verses \$2 million? The city does not want to be in a position of having to go back and request more money to complete the projects due to “Project Creeping/Price Increases” that will more

than likely occur during a three year build period. The City would not be required to borrow all of the money, but we would at least have the funds available to us at the lowest interest rate possible.

- Can we have a “30 year” loan verses a “20 year” loan to ensure that the city will not be financially uncomfortable due to the increase in the loan amount. The city wants to be in a position of emergency response and not strapped down due to a high mortgage payment. This is achieved by extending the life of the loan with the option of paying “principal only” payments when possible.
- As with the \$2 million dollar loan, the City would still only pay for the amount of dollars borrowed on the \$3 million dollar loan.
- Monthly loan payments, on both interest and principal will begin three years after the first “drawn down payment” or when the projects are complete, whichever comes first.

A lot has happened to our country in a year and no one can project what the future holds. I can, however, state that the possibility of seeing lower interest rates in the near future is highly unlikely.

City Manager Report

CITY MANAGERS REPORT
Report Period January 6, 2021 – February 4, 2021

Ginger Allen, City Manager

City Hall Hours: While City Hall as opened up to the public, walk-in traffic is very low. Utility payments are being dropped off, paid electronically, made over the phone or mailed to the City. Senior Center Services remain closed at this time and Library Curb-Side Service continues. City Hall has resume regular work hours of Monday – Thursday's 7:30 – 5:00 p.m. and Fridays, 7:30 – 12:00 noon. All persons entering City Hall must stay outside of the administrative office space, they are offered the use of hand sanitizer, with social distancing and face masks required. Citizens still have the ability to conduct business via, phone, email, on-line payments, drop box correspondence, U.S. mail, outside window and personal meeting by appointment only.

City of Scio Landscape Development Advisory Committee By-Laws: A Council Work Session was held on January 25, 2021 to discuss a "Landscape Development Advisory Committee and it's By-Laws. The Council requested staff to continue researching other cities and bring back information as to how Parks and Tree Advisory Committee's function. At the time of this report staff has researched and gathered information from seven other cities and will be preparing a findings report. I recommend that council schedule another Work Session, following the March 8th city council meeting. The "Findings Report" will be sent out with the council packets, allowing several days to review and prepare for the Work Session.

Rapid Response Grant Moving Forward: With the assistance of Jenna Berman, Active Transportation Liaison, ODOT, I submitted a letter of intent for a \$100K - \$500K Rapid Response Grant for Safe Routes to School. On February 3rd, I received notification that my letter of intent was supported and Scio may proceed with a Grant Application. I will keep Council informed of the progress made on this grant application.