



**CITY COUNCIL**  
March 10, 2015  
Council Chambers • 777 SW Deschutes Avenue

**COUNCIL MEMBERS**

- George Endicott  
*Mayor*
- Tory Allman  
*Councilor*
- Joe Centanni  
*Councilor*
- Anne Graham  
*Councilor*
- Camden King  
*Councilor*
- Ginny McPherson  
*Councilor*
- Jay Patrick  
*Councilor*

<b>MARCH 10, 2015</b>	<b>REGULAR MEETING AGENDA</b>	<b>6:30 P.M.</b>
<b>I.</b>	<b>CALL TO ORDER / ESTABLISH A QUORUM</b>	
<b>II.</b>	<b>BLESSING</b>	
	A. Pastor Mike Ferry, Cornerstone Christian Fellowship	
<b>III.</b>	<b>PLEDGE OF ALLEGIANCE</b>	
<b>IV.</b>	<b>COMMENTS FROM CITIZENS AT THE MEETING</b>	
<b>V.</b>	<b>MAJOR REDMOND STREET CONSTRUCTION UPDATE</b>	
<b>VI.</b>	<b>CONSENT AGENDA</b>	
	A. Minutes of January 27, 2015, P.M. Council Meeting	Exhibit 1
	B. Minutes of February 10, 2015, Joint Workshop with the Deschutes County Board of Commissioners	Exhibit 2
	C. Minutes of February 17, 2015, Special P.M. Council Meeting	Exhibit 3
	D. Minutes of February 24, 2015, P.M. Council Meeting	Exhibit 4
<b>VII.</b>	<b>PRESENTATIONS</b>	
	A. Housing Works Update, Tom Kemper	
<b>VIII.</b>	<b>BID AWARD / BID REJECTION</b>	
	A. Backflow Testing	Exhibit 5
	B. Financial Advisory Services	Exhibit 6
<b>IX.</b>	<b>PUBLIC HEARINGS</b>	
	A. Special Events Permit: Street Closure for Diego's Annual Spring Fling Car Show	Exhibit 7
	B. Special Events Permit: Street Closure for Redmond Street Festival	Exhibit 8
	C. <b>Second Reading – Ord. #2015-02</b> – An ordinance amending the Redmond City Development Code Chapter 8, Article V, Sign Standards; Sections 8.4110, 8.4240, 8.4070, and 8.4180.	Exhibit 9
<b>X.</b>	<b>ACTION ITEMS</b>	
	A. Res. #2015-02 – A resolution setting fees and charges imposed by the City of Redmond. <b>Public comment will be taken per ORS 294.160</b>	Exhibit 10
<b>XI.</b>	<b>MAYOR'S COMMENTS</b>	
<b>XII.</b>	<b>COUNCIL COMMENTS</b>	
<b>XIII.</b>	<b>CITY MANAGER COMMENTS</b>	

**XIV. ADDITIONAL COMMENTS FROM CITIZENS AT THE MEETING**

**XV. EXECUTIVE SESSION**

Oregon Law permits public bodies to meet in executive session to discuss specific matters which are not open to the public. Final actions or decisions on these matters will be made during regular session.

- A. Exempt Records – ORS 192.660(2)(f) authorizes executive sessions “to consider information or records that are exempt by law from public inspection.”
- B. Litigation – ORS 192.660(2)(h) authorizing executive sessions “to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.”

Under the provisions of the Oregon Public Meetings Law, the proceedings of this executive session are for background information only for media attending and not for publication or broadcast.

**XVI. MOTIONS AS A RESULT OF EXECUTIVE SESSION**

**XVII. ADJOURN**

Regular Council meetings are broadcast live on COTV11 – BendBroadband Channel 11 beginning at 6:30 p.m. on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of each month. Rebroadcasts are scheduled for the non-meeting Tuesdays at 6:30 p.m.

Anyone needing accommodation to participate in the meeting must notify the ADA Coordinator at least 48 hours in advance of the meeting at 541-504-3036, or through the Telecommunications Relay Service (TRS) which enables people who have difficulty hearing or speaking in the telephone to communicate to standard voice telephone users. If anyone needs Telecommunications Device for the Deaf (TDD) or Speech To Speech (STS) assistance, please use one of the following TRS numbers: 1-800-735-2900 (voice or text), 1-877-735-7525 (STS English) or 1-800-735-3896 (STS Spanish).

The City of Redmond does not discriminate on the basis of disability status in the admission or access to, or treatment, or employment in, its programs or activities

**REGULAR CITY COUNCIL MEETING OF THE CITY OF REDMOND WAS HELD JANUARY 27, 2015, IN THE CITY COUNCIL CHAMBERS.**

**COUNCIL MEMBERS PRESENT:** Tory Allman – Joe Centanni – George Endicott – Anne Graham – Camden King – Ginny McPherson – Jay Patrick

**STAFF PRESENT:** City Manager Keith Witcosky – City Attorney Steve Bryant – Airport Director Jeff Tripp – Police Chief Dave Tarbet – Public Works Director Bill Duerden – City Engineer Mike Caccavano – City Recorder Kelly Morse – Community Development Director Heather Richards – CIS Administrator Sheri Cleveland – Deputy Director of Central Services Jason Neff – Deputy Director of Central Services Jodi Burch

**MEDIA PRESENT:** Beau Eastes, Bend Bulletin – COTV

Mayor Endicott called the meeting to order at 6:30 p.m.

**BLESSING**

Pastor Kevin Seibold from Redmond Heights Pentecostal Church led the blessing.

**PLEDGE OF ALLEGIANCE**

Councilor King led the Pledge of Allegiance.

**COMMENTS FROM CITIZENS AT THE MEETING**

There were no comments from citizens at the meeting.

**CONSENT AGENDA**

- A. Minutes of January 13, 2015, P.M. Council Meeting (Exhibit 1)**
- B. Minutes of January 20, 2015, Special P.M. Council Workshop (Exhibit 2)**

**Councilor King moved, seconded by Councilor Centanni, to approve the Consent Agenda as presented, motion passed. (Allman-yes, Centanni-yes, Endicott-yes, Graham-yes, King-yes, McPherson-yes, Patrick-yes)**

**PRESENTATIONS**

- A. Audit Report, Rob Tremper (Exhibit 3)**

Auditor Rob Tremper presented the Council with a report of the fiscal year 2013/2014 (FY 13/14) audit noting that the audit went very smoothly and was probably the best financial audit the City has had thus far. Mr. Tremper discussed the addition of Government Accounting Standards Board (GASB) 65 and its effect on the City's financial statements, future GASB statements and estimates. Mr. Tremper shared that there were no material adjustments and a clean audit report was issued. An update was given on the status of prior year audit issues with Mr. Tremper noting the issues have all been resolved. Two significant deficiencies in internal control over compliance occurred with the Small Community Air Service Grant and the Neighborhood Stabilization Program grant reporting.

- B. Central Oregon Intergovernmental Council Update, Andrew Spreadborough**

Central Oregon Intergovernmental Council (COIC) Executive Director Andrew Spreadborough provided an update to the Council noting that COIC was formed in 1972 by cities and counties as a Council of Governments in order to take on regional-level planning, priority-setting and service deliver. COIC is governed by a board of city and county elected officials, business representatives and other regional representatives. COIC has 130 employees and 11 locations throughout Central and South Central Oregon.

COIC program areas include transportation (Cascades East Transit [CET] and Cascades East Ride Center), employment and training services, community and economic development, and business loans.

CET's five busses currently run from 6:30 a.m. to 6:00 p.m. with peak times occurring between 7:00 a.m.-9:00 a.m. and 2:00 p.m.-4:00 p.m. COIC has been working on expanding the CET system by:

- Working with the City of Bend and partner organizations to determine priorities for expanded service in Bend in 2015;
- Addition of services to Warm Springs in December 2014;
- Service expansion in Madras/Jefferson County in 2015; and
- Launched volunteer ride program in 2014.

Mr. Spreadborough explained CET's long- and short-term funding strategy adding that they are working on a legislative concept to change Oregon Revised Statute 190.083. COIC will be requesting written and oral support from its regional government partners. Mayor Endicott provided some additional information on the issue and offered to testify at the hearing. The concurrence of the Council was to sign a letter of support.

Mr. Spreadborough also shared information on COIC's adult employment services, alternative high school program, work-education program, community and economic development, and what is ahead in 2015.

#### **C. Financial Report, Jason Neff (Exhibit 4)**

Deputy Director of Central Services Jason Neff delivered the 2<sup>nd</sup> quarter fiscal year 2014/2015 (FY 14/15) financial report and Dashboard. Key highlights include:

- City-wide operating expenses at 47 percent of budget (estimated to be at 97 percent at end of FY 14/15)
- General Operating change in fund balance expected to be \$300,000 better than budget in FY 14/15
- Airport change in unrestricted fund balance expected to be substantially positive in FY 14/15
- Major utility revenues expected to be 2.5 percent higher than budget
- Most development related and permit revenue are trending higher than budget.

Mr. Neff reviewed key statistics, various funds, capital maintenance expenditures, and cash and investments.

#### **ACTION ITEMS**

##### **A. Community Development Block Grant Funding Award, Action Plan FY 14/15 (Exhibit 5)**

Community Development Director Heather Richards requested approval of Community Development Block Grant (CDBG) funding awards for the FY 14/15 Annual Action Plan. All projects must:

- Further the purpose of the CDBG program
- Meet the National Objectives of the CDBG program
- Meet the goals of the Consolidated Plan, 2014-2018
- Meet the strategies of the FY 14/15 Action Plan

Ms. Richards reviewed the purpose of the CDBG, national objectives, the priority needs identified in the 5-year Consolidated Plan, and funding for the Consolidated Plan goals.

The following four applications were received:

1. Families Forward (Downtown 70-Unit Development) – *Affordable Housing*
2. Families Forward (Reindeer & 17<sup>th</sup> Court) – *Affordable Housing*
3. Opportunity Foundation of Central Oregon – *Economic Development*
4. Boys and Girls Clubs of Redmond/Terrebonne – *Public Services*

Ms. Richards reviewed each application in detail noting the recommendation is to fund Families Forward, Inc.'s Reindeer & 17<sup>th</sup> Court project (\$102,727), Opportunity Foundation of Central Oregon (\$24,300), and Boys and Girls Club of Redmond/Terrebonne (\$25,000). In response to questions from Councilor Allman, Ms. Richards explained that the City could lose Housing and Urban D funding if the program is not deployed in a compliant way; however, if goals are not achieved, the applicants are not currently penalized. Ms. Richards addressed additional questions from the Council.

**Councilor McPherson moved, seconded by Councilor Graham, to award the FY 14/15 City of Redmond CDBG funding to the following projects: Families Forward, Inc. for \$102,727 to fund affordable housing supply; Opportunity Foundation of Central Oregon for \$24,300 to fund workforce training and job creation activities; and to the Boys and Girls Club of Redmond/Terrebonne for \$25,000 to fund operations and increased services, per the goals and strategies of the Consolidated Plan and FY 14/15 Action Plan, motion passed. (Allman-yes, Centanni-yes, Endicott-yes, Graham-yes, King-yes, McPherson-yes, Patrick-yes)**

**MAYOR'S COMMENTS**

**Mayor Endicott** shared that the President of Kiwanis International will be in attendance at the groundbreaking event for the Sam Johnson Park on February 13, 2015.

**COUNCIL COMMENTS**

**Councilor Graham** thanked the newly formed Housing and Community Development Committee for their work on the CDBG funding awards.

**Councilor King** concurred with Councilor Graham. Councilor King noted that his daughter will be singing the Canadian National Anthem at the dinner for the Kiwanis International President.

**Councilor Centanni** encouraged shopping local.

**Councilor Allman** reported on the Redmond Chamber of Commerce's Annual Banquet and Urban Area Planning Commission.

**CITY MANAGER COMMENTS**

**City Manager Keith Witcosky** announced that the Council will hold their annual goal setting session on February 3, 2015. The City's leadership team will hold a full day retreat on January 30, 2015.

**ADDITIONAL COMMENTS FROM CITIZENS AT THE MEETING**

Opportunity Foundation Development Director Suzanne Michaelson and Boys and Girls Clubs of Redmond/Terrebonne Executive Director Jenny O'Keefe thanked the Council for funding their projects.

There were no additional comments from citizens at the meeting.

There being no further business, the meeting was adjourned at 8:21 p.m.

Prepared by Kelly Morse, City Recorder

APPROVED by the City Council and SIGNED by the Mayor this 10<sup>th</sup> day of March, 2015.

\_\_\_\_\_  
George Endicott, Mayor

ATTEST:

\_\_\_\_\_  
Kelly Morse, City Recorder

**SPECIAL CITY COUNCIL JOINT WORKSHOP OF THE CITY OF REDMOND AND DESCHUTES COUNTY BOARD OF COMMISSIONERS WAS HELD FEBRUARY 10, 2015, IN CONFERENCE ROOM A AT CITY HALL.**

**COUNCIL MEMBERS PRESENT:** Tory Allman – Joe Centanni – George Endicott – Anne Graham – Camden King – Ginny McPherson – Jay Patrick

**COMMISSIONERS PRESENT:** Tammy Baney – Tony DeBone – Alan Unger

**CITY STAFF PRESENT:** City Manager Keith Witcosky – Airport Director Jeff Tripp – Police Chief Dave Tarbet – Public Works Director Bill Duerden – City Engineer Mike Caccavano – City Recorder Kelly Morse – Community Development Director Heather Richards – CIS Network Technician Matt Hayes – Deputy Director of Central Services Jodi Burch – Deputy Director of Central Services Jason Neff – Airport Executive Assistant Nettice Honn

**COUNTY STAFF PRESENT:** Deschutes County Administrator Tom Anderson – Deschutes County Counsel Dave Doyle

**MEDIA PRESENT:** None

Mayor Endicott called the workshop to order at 6:30 p.m.

Mayor Endicott introduced Boy Scout Troop 27 who was in attendance to earn their communication badges. Commissioners Alan Unger and Tammy Baney explained the duties and services of Deschutes County while Mayor Endicott described those of the City.

#### **REDMOND AIRPORT COMMITTEE ANNUAL REPORT**

Airport Committee member Tim Moor provided the Council and Commissioners with the Airport Committee Annual Report. Mr. Moor touched on Committee membership, responsibilities, and powers/duties. Accomplishments for 2014 include:

- Advocated for American airlines service initiative
- Provided guidance on capital improvements (Runway 4-22 Rehabilitation, Phase 1)
- Provided guidance on the Minimum Standards, Rules and Regulations, and Lease Policy
- Provided guidance on the transition from interim Airport Director to the new Airport Director

The Airport Committee's goals for 2015 are as follows:

- Establish new work plan/agenda for 2015
- Adoption of new Airport Rules and Regulations
- Adoption of new Airport Lease Policies
- Receive budget briefings on Airport finances
- Provide input on Airport Operating and Capital budgets
- Airport engineering consultant selection committee representative
- Advocate for air service development and establish a sustainable funding strategy
- Provide input on Master/Strategic Plan

Mayor Endicott commented on the Airport Committee's evolution over the past few years. Mr. Moor and Forest Service's Redmond Air Center Manager Maurice Evans addressed questions from the Council and Board. At the request of Mayor Endicott, Mr. Evans shared information on the Interagency Dispatch Center.

## **RUNWAY 4-22 PROJECT UPDATE & 2016 AIRFIELD CLOSURE**

City Manager Keith Witcosky provided an overview of the 2016 Runway 4-22 Rehabilitation Project noting the last overlay of Runway 4-22 was in 1993. A 2010 assessment revealed the runway was in need of major maintenance. The Airport sought and received funding from the Federal Aviation Administration and *ConnectOregon V* to cover the \$19.6 million cost. It is estimated that the project will take 120 days to complete with the runway intersection closed for up to three weeks.

Outreach regarding the closure has and will continue to include:

- Stakeholder outreach
- Council briefings
- Formalizing closure dates
- Identifying Task Force members
- Appointment of the Stakeholder Task Force
- Create a project awareness campaign
- Identify and mitigate impacts
- General outreach
- Communicate transportation and access alternatives to keep Central Oregon “open”
- Task Force meetings
- Continued outreach

Staff and Century West Engineers continue to analyze enplanements, Forest Service usage, and weather conditions in order to determine the best time for the runway closure. Staff and Airport Engineer Joe Roshak answered questions from the Council and Board.

## **2015 CITY/COUNTY LEGISLATIVE PRIORITIES**

Central Oregon Intergovernmental Council (COIC) representative Scott Aycock addressed the Council and Board regarding COIC’s work towards sustainable funding. COIC is proposing legislative amendments to Oregon Revised Statute (ORS) 190.083 allowing COIC (as a regional organization formed under ORS 190) to assess, levy and collect property taxes for transit operations.

Councilor Patrick shared that the COIC board is a group of approximately 22 individuals representing government, the Tribes and businesses.

Discussion took place on the pros and cons of the concept and various options. Commissioner DeBone commented that the County has not taken an official stand on the issue and is concerned that many residents in the tri-county area will not use the service.

Deschutes County Administrator Tom Anderson presented the following legislative priorities for Deschutes County:

- Transportation funding (gas tax increase)
- Motor voter bill (voter registration through the Department of Motor Vehicles)
- Justice reinvestment funding
- Distribution of affordable housing recording fees
- Land use
- Recreational marijuana
- Minimum tax rate of \$2 for counties

Mr. Witcosky and Mayor Endicott presented the legislative priorities for the City:

- Brownfield recapitalization
- Industrial site readiness loan program

**DRAFT**

- “Raise it or waive it” (stance on land use)
- Transportation funding
- Recreational marijuana (taxation and facility prohibition)
- Urban Renewal
- Prevailing wage rates for enterprise zones
- Property tax reform (levy passage without compression)
- Central assessment (data center tax)
- Right-of-way authority (franchise fees)
- Mental health resources

Several City representatives will be attending City Hall Day in Salem. Staff and the Council will be meeting with all of the area legislators.

Mayor Endicott and Commissioner Baney invited each respective agency to attend the VTEL sessions. Additional discussion took place on the effectiveness of coordination efforts.

**OTHER BUSINESS**

Announced the groundbreaking for the Sam Johnson Park Rehabilitation Project will take place Friday, February 13, 2014, at 8:30 a.m. at the park. The President of Kiwanis International will be in attendance.

There being no further business the workshop was adjourned at 8:06 p.m.

Prepared by Kelly Morse, City Recorder

APPROVED by the City Council and SIGNED by the Mayor this 10<sup>th</sup> day of February, 2015.

\_\_\_\_\_  
George Endicott, Mayor

ATTEST:

\_\_\_\_\_  
Kelly Morse, City Recorder

**SPECIAL P.M. CITY COUNCIL MEETING OF THE CITY OF REDMOND WAS HELD FEBRUARY 17, 2015, IN THE CITY COUNCIL CHAMBERS.**

**COUNCIL MEMBERS PRESENT:** Tory Allman – Joe Centanni – George Endicott – Anne Graham – Camden King – Ginny McPherson – Jay Patrick

**STAFF PRESENT:** City Manager Keith Witcosky – City Attorney Steve Bryant – Airport Director Jeff Tripp – Police Lieutenant Brad McMurrin – Public Works Director Bill Duerden – City Engineer Mike Caccavano – City Recorder Kelly Morse – Community Development Director Heather Richards – CIS Administrator Sheri Cleveland – Deputy Director of Central Services Jason Neff – Deputy Director of Central Services Jodi Burch – Airport Executive Assistant Nettice Honn

**MEDIA PRESENT:** Gary Newman, Redmond Spokesman – Beau Eastes, Bend

Mayor Endicott called the workshop to order at 6:30 p.m.

### **PRESENTATIONS**

A. Eastside Sewer Interceptor Financial Strategy / DSL Property

City Manager Keith Witcosky described the background information and purpose of both presentations.

City Engineer Mike Caccavano provided informational on how to fund and build the Eastside Sewer Interceptor (ESSI). Areas highlighted include the wastewater collection system and how it flows to the treatment plant; the purpose of ESSI and why it is necessary; and project phases, acres served, vacant acres, and cost.

Deputy Director of Central Services Jason Neff reviewed the financial assumptions and how to approach the investment. Assumptions and considerations are:

- No General Fund impact
- No Full Faith & Credit
- No/Minimal impact to wastewater rate payers
- To be paid for by Wastewater System Development Charges (SDC)
  - Improvement fees (35 percent)
  - Reimbursement fees (65 percent)
  - Consider impact to other future projects
- Funding through the Department of Environmental Quality
  - 20 years at 2.63 percent
  - 30 years at 3.13 percent
- No growth in Wastewater SDC revenue
  - No development growth
  - No fee growth
- Maintain Wastewater SDC reserves (> \$2 million)
- Annual Debt Capacity vs. Project Debt Service

Mr. Caccavano explained that forming a Reimbursement District would:

1. Recover the “local” portion of construction costs
2. When property develops
3. 10-year life can be extended to 20 years
4. Up to 65 percent of project costs could be recouped

The proposed timeline for phase 1 indicates funding, right-of-way acquisition, railroad permitting, surveying, and design occurring in 2015 with construction completed in January 2017.

Staff addressed questions from the Council. Concurrence of the Council was to move forward with submitting an application to DEQ for funding.

Community Development Director Heather Richards provided a presentation on the submission of a large lot industrial site submission to Central Oregon Intergovernmental Council for the Regional Economic Opportunity Analysis (REOA) project. Ms. Richards reviewed the history of the discussion which started in 2008 when Oregon Economic and Community Development Industrial Lands Specialist Bev Thacker identified a need for 100 and 200 acre sites statewide. Deschutes County authored a grant application for REOA in 2009 with development of the analysis occurring from 2010 to 2012. An appeal by 1000 Friends of Oregon was considered in 2012-2013 with adoption of the analysis occurring in 2013.

Ms. Richards explained the difference between regional EOA versus Urban Growth Boundary (UGB) EOA, how regional needs were determined in support of the REOA vision statement, and the findings which included:

- The regional large lot industrial land needs exceeds the existing capacity of any single jurisdiction.
- A critical mass of competitive and diverse vacant, developable industrial sites are needed in order for site selectors representing potential industrial recruitment to consider the region.
- Competing as a cohesive region allows Central Oregon market a larger available work force, the size of which is often a key locational criterion for firms.

Ms. Richards described the entitlement process to get land to a development ready status noting that six of the nine steps have been completed. The next step in the process is to: 1) negotiate an agreement with the property owner; 2) submit the site to Central Oregon Intergovernmental Council (COIC) for endorsement; and 3) start the local land-use process through a UGB amendment. Ms. Richards summarized COIC's review process, components of the site submission application, and Redmond's pilot project process.

Mr. Caccavano discussed the current challenges with serving the large lot industrial land and highlighted the following options:

1. Long Term Solution – Eastside Sewer Interceptor
  - 450 gallons per minute (gpm) of excess capacity
  - Serves 650 acres of industrial land
  - \$10 million for the mainline, \$16 million complete
2. Interim Option 1
  - Connect to existing line in SW 19<sup>th</sup> St
  - Utilizes Yew Avenue Pump Station and Dry Canyon Interceptor
  - Assumes Phase 1 of the Eastside Interceptor
  - 390 gpm of available capacity
  - Serves 560 acres of industrial use
3. Interim Option 2
  - Build a new pump station
  - Pump to Westside Interceptor at 27<sup>th</sup> Street/Yew Avenue/Canal Boulevard
  - Utilizes excess capacity in the Westside Sewer Interceptor (WSSI)
  - 670 gpm available capacity
  - Serves 965 acres of industrial
  - \$500,000 to Division of State Lands (DSL)

Mr. Caccavano explained that excess flow from tenants will be reviewed on a case by case basis and may require on-site improvements such as temporary storage or pre-treatment. Staff recommends

Interim Option 2 because it will accommodate the entire DSL property, does not impact the Dry Canyon line with limited capacity, and it utilizes excess capacity in the WSSI. Ms. Richards added that for the site submission application to COIC, the City needs to show that the site is developable within 180 days and Option 2 is not dependent on construction of the ESSI.

Ms. Richards shared information on the South Redmond Tract Land Use and Management Plan. In addition to the Option 2, Staff recommends identifying the full tract to allow for flexibility, railroad spur, and potential access to US Highway 97. Ms. Richards and Mr. Caccavano addressed questions from the Council regarding transportation, replenishing local land supply, sewer capacity for high technology users, and amending the UGB.

DSL representative John Russell and Oregon Military Department representative Stan Hutchison spoke in support of the proposal and site submission application.

The Council directed staff to move forward with the site submission application per staff recommendations.

**EXECUTIVE SESSION**

Mayor Endicott convened the Council into Executive Session at 7:55 p.m.in accordance with ORS 192.660(2)(f) authorizing executive sessions to consider information or records that are exempt by law from public inspection and ORS 192.660(2)(h) authorizing executive sessions to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

Mayor Endicott closed the Executive Session portion of the meeting at 8:42 p.m.

The regular portion of the meeting was called to order at 8:42 p.m.

**MOTIONS AS A RESULT OF EXECUTIVE SESSION**

There were no motions as a result of Executive Session.

**OTHER BUSINESS**

Councilor Graham provided an update on the testimony she provided today for House Bill 2435.

Mayor Endicott will travel to Salem tomorrow to testify on the Senate Bill 120.

There being no further business, the meeting was adjourned at 8:44 p.m.

Prepared by Kelly Morse, City Recorder

APPROVED by the City Council and SIGNED by the Mayor this 10<sup>th</sup> day of March, 2015.

\_\_\_\_\_  
George Endicott, Mayor

ATTEST:

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Kelly Morse, City Recorder

**REGULAR CITY COUNCIL MEETING OF THE CITY OF REDMOND WAS HELD FEBRUARY 24, 2015, IN THE CITY COUNCIL CHAMBERS.**

**COUNCIL MEMBERS PRESENT:** Tory Allman – Joe Centanni – George Endicott – Anne Graham – Camden King – Ginny McPherson – Jay Patrick

**STAFF PRESENT:** City Manager Keith Witcosky – City Attorney Steve Bryant – Airport Director Jeff Tripp – Police Chief Dave Tarbet – Public Works Director Bill Duerden – City Engineer Mike Caccavano – City Recorder Kelly Morse – Community Development Director Heather Richards – CIS Administrator Sheri Cleveland – Deputy Director of Central Services Jason Neff – Deputy Director of Central Services Jodi Burch – Code Compliance Officer Jacob Smith – Public Works Parks and Administration Division Manager Annie McVay

**MEDIA PRESENT:** Beau Eastes, Bend Bulletin – COTV

Mayor Endicott called the meeting to order at 6:30 p.m.

**BLESSING**

Pastor Mike Dismore from Central Oregon Police Chaplaincy led the blessing.

**PLEDGE OF ALLEGIANCE**

Councilor King led the Pledge of Allegiance.

**COMMENTS FROM CITIZENS AT THE MEETING**

There were no comments from citizens at the meeting.

**EVERGREEN REHABILITATION / NEW CITY HALL UPDATE**

Community Development Director Heather Richards provided the Council with an update on the Evergreen Elementary School Rehabilitation Project. Highlights included space planning/needs assessment, tenant policy, asbestos abatement, geo-tech survey (structural), site survey, Stakeholder Advisory Committee and City Hall tours.

Redmond citizen Richard Lance addressed the Council regarding the need for a dedicated community use room in the new City Hall. The concept centers on the Redmond Intergenerational Learning Experience (RILE) and would involve versatile space to accommodate smaller groups for meetings, other community groups, and larger groups for open-to-the-public programs. The room or suite of rooms would have ADA access from the outdoors via a separate entrance that would allow non-business hours use, and have bathroom access, a kitchenette, infrastructure for electronic technology functions and heating/cooling controls.

**CONSENT AGENDA**

- A. Minutes of February 3, 2015 Special P.M. Council Meeting (Exhibit 1)**
- B. Code Enforcement Liens (Exhibit 2)**

**Councilor McPherson moved, seconded by Councilor Patrick, to approve the Consent Agenda as written, motion passed. (Allman-yes, Centanni-yes, Endicott-yes, Graham-yes, King-yes, McPherson-yes, Patrick-yes)**

**PRESENTATIONS**

- A. City Portfolio Review, Jason Neff**
  - i. Approval of City Policy FIN 111 – Investments (Exhibit 3)**

Deputy Director of Central Services Jason Neff introduced the Cutwater Asset Management Director Mary Donovan who provided the Council with information on the City's investment portfolio. Ms. Donovan presented information on the market environment, portfolio performance and strategies, corporate bond holdings, and the broker/dealer relationship. Ms. Donovan answered questions from the Council.

Mr. Neff explained that Oregon Revised Statute 294.135 requires approval annually of the City's investment policy. Mr. Neff noted the only changes are to the effective date of the policy.

**Councilor Centanni moved, seconded by Councilor Graham, to re-approve the City of Redmond investment policy FIN 111 – Investments, motion passed. (Allman-yes, Centanni-yes, Endicott-yes, Graham-yes, King-yes, McPherson-yes, Patrick-yes)**

#### **PUBLIC HEARING**

**A. Ord. #2015-01 – An ordinance amending definitions and Chapters 2, 9, 10, and 14 of the Redmond Comprehensive Plan and City Development Code Chapter 8, Article I, Zoning Standards; Sections 8.0020, 8.0065, 8.0085, 8.0130, 8.0300, and 8.0367; Article III, Land Division Standards; Sections 8.2020, 8.2015, 8.2220, and 8.2410; Article IV, Site and Design Standards; Sections 8.3035 and 8.3050. (Exhibit 4)**

Mayor Endicott opened the public hearing.

Principal Planner Deborah McMahon stated that Ord. #2015-01 amends both the Redmond Comprehensive Plan and the Redmond Development Code. Ord. #2015-01 meets the directives of the Great Neighborhood Principles, Redmond Development Plan and Livability goals within the Comprehensive Plan.

Current development code is confusing and expensive; does not produce the master plans the City needs to meet Comprehensive Plan and Council objectives; and flexibility is not clearly stated. Ms. McMahon described the proposed changes and the citizen involvement process which yielded no opposition. Ms. McMahon addressed questions from the Council.

There being no further testimony, Mayor Endicott closed the public hearing.

**Councilor Graham moved, seconded by Councilor Allman, to have a first and second reading of Ord. #2015-01 by title only, motion passed. (Allman-yes, Centanni-yes, Endicott-yes, Graham-yes, King-yes, McPherson-yes, Patrick-yes)**

Mayor Endicott explained the downturn in the economy occurred after the master planning requirement was established in 2007 then opined the proposed ordinance is a more modest look at master planning while still capturing the key components. Councilor King added the economic downturn allowed the City the time to re-evaluate the process.

City Attorney Steve Bryant read the first and second reading of Ord. #2015-01 by title only.

**Councilor Graham moved, seconded by Councilor Allman, to approve Ord. #2015-01, motion passed. (Allman-yes, Centanni-yes, Endicott-yes, Graham-yes, King-yes, McPherson-yes, Patrick-yes)**

**B. Ord. #2015-02 – An ordinance amending the Redmond City Development Code Chapter 8, Article V, Sign Standards; Sections 8.4110, 8.4240, 8.4070, and 8.4180. (Exhibit 5)**

Ms. McMahon explained that Ord. #2015-02 amends the Redmond sign code and comes in response to interest and comments on digital billboards in Bend. Ms. McMahon shared the alignment of the City's mission and vision with current sign code, with Council goals, and legal issues noting that the City is only permitted to regulate the time, place and manner (infrastructure) when it comes to signs. Ms. McMahon reviewed the proposed changes which will recognize new billboard technology, enforce underground wiring, and minor changes to correct or improve other areas of the code.

After holding a public hearing, the Urban Area Planning Commission recommended adoption of the proposed sign code changes. Two sign companies were opposed to the proposed changes, whereas the Deschutes County Fairgrounds and Expo Center (DCFE) is in favor and would like to use a digital sign to advertise events from the highway. Ms. McMahon noted this is inconsistent with City code and the South Highway 97 Corridor entry treatment plan.

Ms. McMahon addressed questions from the Council.

Mayor Endicott opened the public hearing.

DCFE Executive Director Dan Despotopoulos requested the Council consider a display welcoming drivers to the City of Redmond with an information board used to list various Redmond events and community messages.

DCFE Board Member Mike Schiel opined that the DCFE is a major economic driver to Redmond and Central Oregon and requested an exception that would allow a digital billboard near Yew Avenue.

There being no further testimony, Mayor Endicott closed the public hearing.

Ms. Richards answered questions from the Council.

**Councilor Graham moved, seconded by Councilor McPherson, to have a first and second reading of Ord. #2015-02 by title only.**

Mayor Endicott stated he is supportive of the ordinance as written. Councilor Graham commented that the City is acting in accordance with the 2020 statement adding that electronic signs are dangerous to motorcyclists in particular. Councilor McPherson expressed concern with the hacking digital signs and the possible inappropriate images or language that could be displayed as a result. Councilor Patrick expressed concern over limiting business by restricting signage.

**Motion failed. (Allman-yes, Centanni-yes, Endicott-yes, Graham-yes, King-yes, McPherson-yes, Patrick-no)**

**Councilor Graham moved, seconded by Councilor McPherson, to have a first reading of Ord. #2015-02 by title only, motion passed. (Allman-yes, Centanni-yes, Endicott-yes, Graham-yes, King-yes, McPherson-yes, Patrick-yes)**

City Attorney Steve Bryant read the first reading of Ord. #2015-02 by title only.

#### **ACTION ITEMS**

**A. Extended Enterprise Zone Abatement Agreement for Ammunition Development Corporation (Exhibit 6)**

Ms. Richards and Redmond Economic Development, Inc. Manager Jon Stark commented that approving the Extended Enterprise Zone Abatement Agreement for Ammunition Development Corporation (ADC) provides them with an additional one-year of qualifying property tax abatement, in addition to the three-year abatement, based on capital investment, new job creation and wages. ADC has committed to creating 20 new jobs with an average annual compensation greater than 150 percent of the Deschutes County average.

**Councilor King moved, seconded by Councilor Centanni, to approve the agreement for Oregon Enterprise Zone Extended Abatement for Ammunition Development Corporation, motion passed. (Allman-yes, Centanni-yes, Endicott-yes, Graham-yes, King-yes, McPherson-yes, Patrick-yes)**

**B. Fixed Base Operator Application, Butler Aircraft Services, LLC (Exhibit 7)**

Airport Director Jeff Tripp requested the Council deny the Fixed Base Operator (FBO) application submitted by Butler Aircraft Services (Butler) for: 1) failure of the applicant to provide a complete application, and 2) demonstrated inability to comply with the Airport Minimum Standards. Mr. Tripp outlined the FBO application deficiencies as described in a letter to the applicant dated January 29, 2015:

Mr. Tripp recommended the Council reject Butler's application and set a reasonable time frame for Butler to wind down their services.

**Councilor King moved, seconded by Councilor Patrick, to reject Butler's application as incomplete, which results in various deficiencies and a failure to demonstrate compliance with the Airport Minimum Standards in several respects, motion passed. (Allman-yes, Centanni-yes, Endicott-yes, Graham-yes, King-yes, McPherson-yes, Patrick-yes)**

**Councilor King moved, seconded by Councilor Patrick, to further recommend Council provide direction on Butler's continued FBO operations at the airport. Given the City's adopted minimum standards and FBO requirements, the City cannot permit operations to continue that violate the standards and that are performed by non-permitted entities. However, we also shouldn't create any problems at the airport by setting an unreasonable timeframe for Butler to cease operations. Thus I recommend Butler be granted 90 days to cease its FBO operations at the Redmond airport, motion passed. (Allman-yes, Centanni-yes, Endicott-yes, Graham-yes, King-yes, McPherson-yes, Patrick-yes)**

**C. Res. #2015-01 – A resolution of the City of Redmond to make budget adjustments. (Exhibit 8)**

Mr. Neff requested approval of Res. #2015-01 which makes budget adjustments to three funds due to unplanned expenditures and revenues in the Fiscal Year 2015-15 budget. Adjustments are proposed to the following:

- Temporary Personnel (Airport Fund) - \$60,000
- Public Works Facility Waterline Extension / Fire Suppression System (Water Fund) - \$178,633
- Police Personnel Costs (Police Fund) - \$13,000

**Councilor Centanni moved, seconded by Councilor Graham, to adopt Resolution #2015-01 adjusting the City's FY 2014/15 budget, motion passed. (Allman-yes, Centanni-yes, Endicott-yes, Graham-yes, King-yes, McPherson-yes, Patrick-yes)**

**BID AWARDS / BID REJECTIONS**

**A. Public Works Waterline Replacement Project (ND 1001) (Exhibit 9)**

Public Works Director Bill Duerden requested approval of a bid award to replace an existing, deteriorated line with a new 8-inch waterline extending from the main located in Redmond Avenue. The new line will run adjacent to the Public Works Transportation Building. The City received nine bids with Jeron McKernan Enterprises, Inc. providing the lowest responsible bid at \$108,891.25. The Engineer's estimate was \$123,935.00.

**Councilor Graham moved, seconded by Councilor Allman, to authorize the City Manager to sign the contract with Jaron McKernan Enterprises, Inc for the Redmond Public Works Waterline Extension Project in the amount of \$108,891.25, motion passed. (Allman-yes, Centanni-yes, Endicott-absent, Graham-yes, King-yes, McPherson-yes, Patrick-yes)**

**B. North Rim Subdivision Waterline Replacement Project (WA 1401) (Exhibit 10)**

City Engineer Mike Caccavano requested approval of a bid award to replace waterlines installed in 1969 in the alleyways between 10<sup>th</sup> and 12<sup>th</sup> Streets and Quince Avenue and Canyon Drive. The City received seven bids with Robinson and Owen Heavy Construction Inc. providing the lowest responsible bid at \$571,008.15. The Engineer's estimate was \$693,000.00.

**Councilor King moved, seconded by Councilor Allman, to authorize the City Manager to sign the contract with Robinson and Own Heavy Construction Inc. in the amount of \$578,084.44 for the North Rim Waterline Replacement Project, Phase 1, WA 1401, motion passed. (Allman-yes, Centanni-yes, Endicott-yes, Graham-yes, King-yes, McPherson-yes, Patrick-yes)**

**C. American Legion, Dry Canyon Gateway Project (PK 1402) (Exhibit 11)**

Parks and Administration Division Manager Annie McVay requested approval of a bid award for construction of the American Legion, Dry Canyon Gateway. The City received three informal bids with Collins and Sons providing the lowest bid at \$75,502.32. The Engineer's estimate was \$84,335.90.

**Councilor McPherson moved, seconded by Councilor Patrick, to authorize the City Manager to sign the contract with Collins and Sons for the American Legion, Dry Canyon Gateway in the amount of \$75,502.32, motion passed. (Allman-yes, Centanni-yes, Endicott-yes, Graham-yes, King-yes, McPherson-yes, Patrick-yes)**

**MAYOR'S COMMENTS**

**A. Commission / Committee Appointments**

- i. **Bicycle and Pedestrian Advisory Committee** – Appointment of Andrea Green and Rand Hill terms expiring December 31, 2016, and Brennan Buckley-Noonan as the Youth Ex-Officio term expiring December 31, 2015. (Exhibit 12)
- ii. **Budget Committee** – Appointment of Lori Scharton term expiring December 31, 2017. (Exhibit 13)
- iii. **Housing and Community Development Committee** – Appointment of Joni Powell, Lori Scharton, and Whitney Swander terms expiring December 31, 2016, and Suzanne Michaels appointment expiring December 31, 2018. (Exhibit 14)
- iv. **Parks Committee** – Appointment of Rand Hill term expiring December 31, 2018. (Exhibit 15)
- v. **Redmond Committee for Art in Public Places** – Appointment of Adam Huycke appointment expiring December 31, 2015, and Madison Hill as the Youth Ex-Officio term expiring December 31, 2015. (Exhibit 16)
- vi. **Juniper Golf Committee** – Appointment of Raelyn Lambert as the Youth Ex-Officio term expiring December 31, 2015.
- vii. **Downtown Urban Renewal Advisory Committee** – Appointment of Gib Stephens term expiring December 31, 2016.

**Mayor Endicott recommended the Bicycle and Pedestrian Advisory Committee appointment of Andrea Green and Rand Hill terms expiring December 31, 2016, and Brennan Buckley-Noonan as the Youth Ex-Officio term expiring December 31, 2015; Budget Committee appointment of Lori Scharton term expiring December 31, 2017; Housing and Community Development Committee appointment of Joni Powell, Lori Scharton, and Whitney Swander terms expiring December 31, 2016, and Suzanne Michaels appointment expiring December 31, 2018; Parks Committee appointment of Rand Hill term expiring December 31, 2018; Redmond Committee for Art in Public Places appointment of Adam Huycke appointment expiring December 31, 2015, and Madison Hill as the Youth Ex-Officio term expiring December 31, 2015; Juniper Golf Committee appointment of Raelyn Lambert as the Youth Ex-Officio term expiring December 31, 2015; Downtown Urban Renewal Advisory Committee appointment of Gib Stephens term expiring December 31, 2016, motion passed. (Allman-yes, Centanni-yes, Endicott-yes, King-absent, McPherson-yes, Onimus-yes, Patrick-yes)**

*Mayor Endicott* reported on a forum held for the City's commission and committee members. Members of the Council and City staff will be attending City Hall day at the capital and meeting with several members of the legislature.

**COUNCIL COMMENTS**

**Councilor McPherson** stated there are a few commission and committee positions still open and encouraged those interested to apply.

**Councilor Patrick** shared that the Central Oregon Intergovernmental Council board will hold a retreat to discuss goals.

**Councilor Centanni** congratulated REDI on recruiting a company like Nosler to Redmond. Drivers were urged to use caution this time of year. Shoppers were encouraged to do so locally.

**Councilor King** reported on Leadership Redmond and City Hall Day. Councilor King provided an impromptu Employee Spotlight on Ms. Richards and thanked her for the tremendous amount of work she does for the City and community.

**Councilor Graham** concurred with Councilor King and thanked Ms. Richards. Councilor Graham thanked the Council for attending the Sam Johnson Park groundbreaking event and the community who donated to the project.

#### **CITY MANAGER COMMENTS**

**City Manager Keith Witcosky** reported on the addition of two additional flights at the Airport and also thanked Ms. Richards and the City staff for their hard work.

#### **ADDITIONAL COMMENTS FROM CITIZENS AT THE MEETING**

Butler Aircraft Services Manager Kurt Newton addressed the Council regarding the submittal of their FBO application opining timelines have been provided to Mr. Tripp on the deficient items. Mr. Newton read a statement. In response to questions from Mayor Endicott, Mr. Newton stated he has not sent his statement to the City.

There were no additional comments from citizens at the meeting. The Council took a brief break at 9:07 p.m.

#### **EXECUTIVE SESSION**

Mayor Endicott convened the Council into Executive Session at 9:14 p.m.in accordance with ORS 192.660(2)(f) authorizing executive sessions to consider information or records that are exempt by law from public inspection and ORS 192.660(2)(h) authorizing executive sessions to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

Mayor Endicott closed the Executive Session portion of the meeting at 9:46 p.m.

The regular portion of the meeting was called to order at 9:46 p.m.

#### **MOTIONS AS A RESULT OF EXECUTIVE SESSION**

There were no motions as a result of Executive Session.

There being no further business, the meeting was adjourned at 9:46 p.m.

Prepared by Kelly Morse, City Recorder

APPROVED by the City Council and SIGNED by the Mayor this 10<sup>th</sup> day of March, 2015.

\_\_\_\_\_  
George Endicott, Mayor

ATTEST:

\_\_\_\_\_  
Kelly Morse, City Recorder



**CITY OF REDMOND**  
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## STAFF REPORT

**DATE:** March 10, 2015  
**TO:** Mayor and City Council  
**THROUGH:** Keith Witcosky, City Manager  
**THROUGH:** Bill Duerden, Public Works Director  
**FROM:** Dustan Campbell, Water Division Manager  
**SUBJECT:** Award Services Contract for the City Backflow Testing Program

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### Addresses Council Goal:

Goal # 1: SUSTAIN OPERATIONS: Provide or enhance current levels of operations in all facets of municipal service delivery.

### Report in Brief:

The Public Works Department requests approval to enter into a two-year service contract with Olson LLC to provide testing of residential irrigation backflow assemblies.

### Background:

The City of Redmond is required by the Oregon Department of Human Services (DHS) under OAR 333-061-0070 to administer an active Cross Connection Control Program. The purpose of this program is to protect the public water system from pollution and contamination by identifying, eliminating or controlling existing and potential cross connections. A cross connection is any point in a plumbing system where a drinking water system is directly connected, or has the potential to be connected, to a non-potable water source or substance that is not part of the public drinking water supply.

The Water Division operates an established cross connection control program tracking the installation and testing of all known backflow assemblies within the City's jurisdiction. In June 2000, the City deployed a residential irrigation backflow assembly testing program utilizing a private contractor. This contract facilitates backflow testing at a significantly reduced rate per assembly and increases the accuracy and efficiency of staff time associated with sending residential notifications, tracking results and database management. Costs associated with the program are included in monthly utility bills for customers with approved assemblies. In the absence of a City managed contract, residents would be required to individually solicit testers and pay three to five times the amount then submit the results to the City for tracking.

**Discussion:**

The City of Redmond informally solicited competitive price quotes from four qualified contractors per ORS 279B to provide annual testing of residential irrigation backflow assemblies. Two quotations were received and two were withdrawn from consideration by the contractors. A selection committee determined Olson LLC would best serve the interests of the City taking into account cost of service, ability to complete assembly testing in required time frame and proven experience in the industry. The contract term is two years ending January 1, 2017.

**Quotation Comparison:**

**Olson LLC**

Backflow Tests	5121	Cost Per Test	\$10.50	Total Cost	\$53,770.50
Backflow Repairs 5%	256	Cost Per Repair	\$20.00	Repair Cost	\$5,120.00
Backflow Retest	256	Cost Per Test	\$5.00	Retest Cost	\$1,280.00
Total Cost-Annually					<b>\$60,170.50</b>

**Bend Backflow Testing**

Backflow Tests	5121	Cost Per Test	\$9.99	Total Cost	\$51,158.80
Backflow Repairs 5%	256	Cost Per Repair**	\$7.50	Repair Cost	\$1,920.00
Backflow Retest	256	Cost Per Test	\$7.50	Retest Cost	\$1,920.00
Total Cost-Annually		**Repair Cost Does Not Include Materials			<b>\$54,998.80</b>

**Absolute Water Solutions**

Withdrew Quotation from Process

**Cascade Backflow Services**

Withdrew Quotation from Process

**Fiscal Impact:**

Based on the contract price schedule for tests and repairs, the anticipated annual cost of the residential irrigation backflow testing program will be approximately \$60,170.50. Funding for this program is included in the FY 14/15 budget (see attached) and is offset by the backflow testing fee and rate revenue. The fee schedule will be updated through the FY 15/16 budget process to reflect an increase of the Backflow Assembly Testing Services fee from \$0.83/month to \$0.98/month for the next fiscal year.

**Courses of Action:**

1. Award backflow testing contract to Olson LLC.
2. Reject all proposals.
3. Request additional information.

**Recommended Course of Action and Suggested Motion:**

Option #1: "I move to authorize the City Manager to award a two-year service contract for residential backflow testing to Olson LLC in the amount of \$10.50 per test, \$20.00 per repair and \$5.00 per retest."

Dustan Campbell  
Water Division Manager



## CITY OF REDMOND

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# STAFF REPORT

**DATE:** March 10, 2015  
**TO:** Mayor and Council Members  
**THROUGH:** Keith Witcosky, City Manager  
**FROM:** Jason Neff, Deputy Director, Central Services  
**SUBJECT:** Contract Approval – Financial Advisory Services

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### **Addresses Council Goal:**

Sustain Operations: Provide or enhance current levels of operations in all facets of municipal service delivery.

### **Report in Brief:**

The purpose of this report is to request approval of a three-year contract with Public Financial Management (PFM) for financial advisory services, with two optional one-year extensions (City's option).

### **Background:**

#### Why Does the City Need a Financial Advisor?

The City is looking to secure a Financial Advisor for several reasons:

- New federal law requires a more formal separation between Underwriters and Financial Advisors to ward off potential conflicts of interests during the debt issuance process. This separation is also noted as a best practice by the Government Finance Officers Association (GFOA) to best obtain independent and conflict-free advice when undertaking debt financing. Traditionally, when issuing debt, the City has received underwriting and financial advisory type services from the same entity.
- Establishing a Financial Advisor is strategically important. The City's list of projects continues to grow, which requires more complex financial analysis and structuring. Securing a third party advisor who has years of experience in municipal finance reduces risks and provides important expertise with regards to analytical support, review and recommendations.

#### Scope of Work:

Services associated with debt issuance and financing shall include:

- Recommend financing options (size, timing, security, maturity schedules and marketing);
- Review debt structure for compliance with local, state and federal regulations;
- Preparation of official statements in accordance with disclosure guidelines;
- Recommend competitive or negotiated debt issuance sales and participation in the negotiation of price and terms for negotiated sales;
- Coordinate the delivery of bonds, and interact with Bond Counsel and rating agencies;
- Recommend acceptance or rejection of underwriting bids;
- Other related financial consulting services as needed.

The City will leverage our relationship with a Financial Advisor by getting assistance with:

- Support, review, advice and recommendations on financial feasibility models and/or studies;
- Support, research and review of financial policies, practices and/or goals.

Why Does Staff believe PFM is the best selection?

In late 2014, staff solicited proposals for a Financial Advisor. Three responses were received: Piper Jaffray, DA Davidson and PFM. The proposals were evaluated on 7 different categories: firm experience, financial innovation/problem solving, financial planning advice, financial feasibility support, financial policy support, key personnel/structure and fee structure. PFM was the highest ranked (or tied for) in 6 of 7 categories. PFM was ranked 2<sup>nd</sup> for its fee structure, but was competitive relative the top scorer in the category.

In selecting PFM, the City will retain Eric Johansen as its primary advisor/project manager. Eric brings over 30 years of experience as a debt issuer and financial advisor which includes positions with the City of Portland as their Debt Manager and Treasurer. Current Oregon clients include the City of Portland, City of Bend, City of Beaverton, Port of Portland/Portland International Airport and others.

PFM is one of nation’s largest financial advisors with over 500 employees dedicated to public finance. In 2013, PFM completed 768 debt transactions which equated to over \$46 billion in debt issuances.

**Fiscal Impact:**

Proposed fees from PFM is highly dependent on the debt issuances pursued by the City over the three year period. As discussed above, the City has traditionally incurred similar debt issuance fees under its agreement and scope of work with an underwriter. Therefore, there will not be a material (if any) financial impact to the City with regard to debt issuance fees. Non-debt issuance fees are anticipated to be \$10,000 - \$20,000 annually (\$10,000 in FY14/15 budget) depending on the size and scope of specific projects. Below is a summary of fees associated with bond issuances:

Par Value	Base Fee	Plus per \$1,000	Over
Up to \$5,000,000	\$15,000		
\$5,000,001 to \$15,000,000	\$15,000	\$1.00	\$5,000,000
\$15,000,001 and above	\$25,000	\$0.75	\$15,000,000

Example Fees

Par Value	Fee	Fee/\$1,000
\$10,000,000	\$20,000	\$2.00
\$20,000,000	\$28,750	\$1.44
\$30,000,000	\$36,250	\$1.21

**Alternative Courses of Action:**

1. Award Financial Advisory Services contract to Public Financial Management.
2. Reject all proposals.
3. Request additional information.

**Recommendation/Suggested Motion:**

“I move to authorize the City Manager to award a three-year contract with two optional one-year extensions for financial advisory services to Public Financial Management.”



**CITY OF REDMOND**  
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## STAFF REPORT

**DATE:** March 10, 2015  
**TO:** Mayor and City Council  
**THROUGH:** Keith Witcosky, City Manager  
**FROM:** Heather Richards, Community Development Director  
**SUBJECT:** Special Event Street Closure: Diego's Annual Spring Fling Car Show, April 25, 2015.

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### Addresses Council Goal:

**6. Community Enhancement:** Create an image and identity that generates a sense of community pride, ensures a high quality of life and safety for our citizens, and attracts new residents and businesses and facilitates opportunities for success.

### Report in Brief:

This item approves, based upon payment in full of the fee requirements, a Public Assembly Permit for the Diego's Annual Spring Fling Car Show scheduled for April 25, 2015. Per Redmond City Code, Sections 7.350, 7.358(10) and 7.368, events that involve closing any portion of either 5<sup>th</sup> or 6<sup>th</sup> Streets require approval of the Redmond City Council. City of Redmond Policy CM 101 governs how City Council should review requests to close any portion of either 5<sup>th</sup> or 6<sup>th</sup> Street for special events.

A Special Event is an organized activity, such as a parade, race, street fair, athletic event, etc. that require the exclusive use of public right of ways or city-owned property. Increasing the pedestrian activity in downtown Redmond has the ability to improve commerce and showcase Redmond's assets and merchants to both local residents and tourists, and enhance a sense of community.

### Background:

In November 2013, a City led Special Events Task Force presented City Council with their recommendations for upgrading and enhancing how the City of Redmond manages requests for street closures and special events. This presentation culminated more than three months of public meetings and information gathering. On March 11, 2014, after additional public process, the Redmond City Council amended the City Code as it relates to special events. The intent of the amendments was to structure a framework of policies and regulations which allowed events to grow and thrive in the City of Redmond in a manner that boosts commerce and public awareness without unnecessarily impacting neighborhood businesses, traffic circulation, and general public safety.

The Special Events Task Force heard repeatedly from local stakeholders and adjacent Central Oregon communities that closing a commercial corridor such as 5<sup>th</sup> and 6<sup>th</sup> should be done with caution. This input led them to successfully recommend that closures of those streets be done only through an approval from Redmond City Council. The only events that are exempt from the Council review process are traditional community parades.

Redmond Policy CM 101 generally states that when considering the approval of a street closure for a special event, the City Council should host a public hearing and consider different variables. These are listed in the following section along with staff comments.

## Discussion:

Public assembly permit applications are reviewed for compliance with City Code to ensure that public safety, transportation, parking, sanitation, trash removal, marketing, fire protection, medical services and public notice concerns are addressed. Each application is routed to impacted City departments and partner agencies for comments. Fees are established per the City of Redmond Fee Schedule to recover City costs for supporting the event. Fees for Special Events were set with input and concurrence from the Special Events Task Force.

The Fee Schedule for Special Events/Public Assembly Permits are:

- Application Fee when street closures are not being requested: \$ 75.00
- Application Fee when street closures are requested: \$150.00
- Application Fee when closing 5<sup>th</sup> or 6<sup>th</sup> is requested: \$200.00
- Public Works staff time set up/break down (barricade, review of traffic control plan, etc.) \$30/hr.
- Refundable Deposit for trash and restrooms clean up \$250.00

This will be the sixth year for the Diego's Annual Spring Fling Car Show. The permit requests closure of SW 6<sup>th</sup> Street from Cascade Avenue to Forest Avenue, and SW 7<sup>th</sup> Street from Evergreen to Deschutes. The duration of the closure is 7:00 a.m. – 5:00 p.m., Saturday, April 25, 2015.

This event involves approximately 300 participants comprised of car owners and vendors which will line the streets. Live music will be scattered throughout the closure area.

Per City Policy CM 101:

- Who benefits or is adversely impacted from the event – business frontage, general community, special event organizer.  
Benefits: Business frontage and general community.
- The opportunities/benefits (increased pedestrian traffic; increased exposure, etc.) and impacts (restricted or reduced access, etc.) to the general area where the event is being held.  
Opportunities: Increased pedestrian traffic, increased exposure for businesses on frontage, community gathering.  
Impacts: restricted access to three primary blocks in downtown Redmond on SW 6<sup>th</sup> Street for a Saturday.
- Whether or not there is another event with a scheduled street closure on the same street or in the same general area during the same month.  
No other event is currently scheduled in the same general area or street during the month of April.
- If at all possible, avoid closing 5<sup>th</sup> or 6<sup>th</sup> streets more than twice a month; avoid closures on consecutive weekends; and aside from use of designated Festival Streets, avoid street closures which affect the same general area.  
No other event currently closes 5<sup>th</sup> or 6<sup>th</sup> streets during April 2015.
- Suggested minimum attendance for street closure durations are recommended per the following:
  - If the event is between 4 – 12 hours, then at least 500 people should be expected.  
The request is for ten hours but at least 1000 people are anticipated
  - If the event is between 12 – 24 hours, then at least 1000 people should be expected.
  - If the event is greater than 24 hours, then at least 2500 people should be expected.

- Whether or not the event is for a non-profit organization or for a private commercial organization and the overall community benefit of the event.  
Event is sponsored by a private commercial business. It is one of the larger events in downtown Redmond that attracts pedestrian traffic to the downtown core.
- All permit requirements, in accordance with the City Manager’s discretion, by the Redmond City Code have been met.  
There are still two outstanding issues outlined below.

Applicant is contesting the fee requirements related to Public Works, items include:

-	The Traffic Control Plan	Review Fee	\$ 30
-	Traffic Control staffing		\$180 (6 hrs. * \$30/hr.)
		TOTAL	\$210

The other non-refundable fee associated with an application to close 5<sup>th</sup> or 6<sup>th</sup> are:  
Application Fee when closing 5<sup>th</sup> or 6<sup>th</sup> is requested:\$200.00

Applicant would like to see the Public Works fee reduced to \$120.00 for a total fee of \$320.00 plus the \$250.00 deposit. The Fee Schedule is part of City Code and was set during the public process regarding Special Events. The City is denying the request.

The organizer of the event is requesting permission to park their motor home in the City Hall Public Parking lot for the duration of the event (encompassing 3 to 4 parking spaces). This is due to health/mobility issues according to the organizer. Per the Redmond City Code Section 7.360(5), “public parking facilities are reserved for the regular course of daily business associated with the area in which the event is taking place unless the City Manager approves use of those facilities for the event.” Parking facilities for vendors’ vehicles and trailers need to be located elsewhere. The applicant is requesting a variance of this code item for their own motor home due to ADA issues.

**Fiscal Impact:**

Fees per the City of Redmond Fee Schedule are recommended to help recover City costs for supporting the event. Those fees are as follows:

Permit Fee: Street Closure	\$200.00
Public Works Fee – Traffic Control	\$210.00
Deposit (Deposit is refundable after the event)	\$250.00
TOTAL:	\$660.00

**Alternative Courses of Action:**

1. Approve the Public Assembly Permit for the Diego’s Annual Spring Fling Car Show.
2. Request more information.
3. Deny the Public Assembly Permit for the Diego’s Annual Spring Fling Car Show.

**Recommendation/Suggested Motion:**

“I move to approve the Public Assembly Permit for the Diego’s Annual Spring Fling Car Show, maintaining the fee schedule and denying the applicant’s request for any reduction in fees but approving one motor home, yet absolutely no vending, in the City Hall public parking lot due to ADA issues.”

Heather Richards,  
Community Development Director



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## STAFF REPORT

**DATE:** March 10, 2015  
**TO:** Mayor and City Council  
**THROUGH:** Keith Witcosky, City Manager  
**FROM:** Heather Richards, Community Development Director  
**SUBJECT:** Special Event Street Closure: Redmond Street Festival, June 27 – 28, 2015

---

### Addresses Council Goal:

**6. Community Enhancement:** Create an image and identity that generates a sense of community pride, ensures a high quality of life and safety for our citizens, and attracts new residents and businesses and facilitates opportunities for success.

### Report in Brief:

This item approves a Public Assembly Permit for the Redmond Street Festival on June 27 – 28, 2015. Per Redmond City Code, Sections 7.350, 7.358(10) and 7.368, special events that involve closing any portion of either 5<sup>th</sup> or 6<sup>th</sup> Streets require approval of the Redmond City Council. City of Redmond Policy CM 101 governs how City Council should review requests to close any portion of either 5<sup>th</sup> or 6<sup>th</sup> Street for special events.

A Special Event is an organized activity, such as a parade, race, street fair, athletic event, etc. that require the exclusive use of public right of ways or city-owned property. Increasing the pedestrian activity in downtown Redmond has the ability to improve commerce and showcase Redmond's assets and merchants to both local residents and tourists, and enhance a sense of community.

### Background:

In November 2013, a City led Special Events Task Force presented City Council with their recommendations for upgrading and enhancing how the City of Redmond manages requests for street closures and special events. This presentation culminated more than three months of public meetings and information gathering. On March 11, 2014, after additional public process, the Redmond City Council amended the City Code as it relates to special events. The intent of the amendments was to structure a framework of policies and regulations which allowed events to grow and thrive in the City of Redmond in a manner that boosts commerce and public awareness without unnecessarily impacting neighborhood businesses, traffic circulation, and general public safety.

The Special Events Task Force heard repeatedly from local stakeholders and adjacent Central Oregon communities that closing a commercial corridor such as 5<sup>th</sup> and 6<sup>th</sup> should be done with caution. This input led them to successfully recommend that closures of those streets be done only through an approval from Redmond City Council. The only events that are exempt from the Council review process are traditional community parades.

Redmond Policy CM 101 generally states that when considering the approval of a street closure for a special event, the City Council should host a public hearing and consider different variables. These are listed in the following section along with staff comments.

## Discussion:

Public assembly permit applications are reviewed for compliance with City Code to ensure that public safety, transportation, parking, sanitation, trash removal, marketing, fire protection, medical services and public notice concerns are addressed. Each application is routed to impacted City departments and partner agencies for comments. Fees are established per the City of Redmond Fee Schedule to recover City costs for supporting the event. Fees for Special Events were set with input and concurrence from the Special Events Task Force.

The Fee Schedule for Special Events/Public Assembly Permits are:

- Application Fee when street closures are not being requested: \$75.00
- Application Fee when street closures are requested: \$150.00
- Application Fee when closing 5<sup>th</sup> or 6<sup>th</sup> is requested: \$200.00
- Public Works staff time set up/break down (barricade, review of traffic control plan, etc.) \$30/hr.
- Refundable Deposit for trash and restrooms clean up \$250.00

This will be the third year for the Redmond Street Festival. The permit requests closure of SW 6<sup>th</sup> Street from Black Butte Avenue to Forest Avenue, starting at 4:00 pm on Friday, June 26, 2015 through 9:00 pm on Sunday, June 28, 2015. The event itself will occur on Saturday, June 27 and Sunday, June 28.

This event involves approximately 70 (seventy) vendors comprised of arts, crafts, antiques, food and entertainment, lined up along the middle of the street, with live music scattered throughout the venue. Richard Esterman, the event producer, has been producing similar events in the Central Oregon area for many years. Over 2500 attendees are anticipated.

All code requirements have been met.

Per City Policy CM 101:

- Who benefits or is adversely impacted from the event – business frontage, general community, special event organizer.  
Benefits: Business frontage, general community and special event organizer.
- The opportunities/benefits (increased pedestrian traffic; increased exposure, etc.) and impacts (restricted or reduced access, etc.) to the general area where the event is being held.  
Opportunities: Increased pedestrian traffic, increased exposure for businesses on frontage, community gathering.  
Impacts: Restricted access to five primary blocks in downtown Redmond on SW 6<sup>th</sup> Street for the duration of the weekend.
- Whether or not there is another event with a scheduled street closure on the same street or in the same general area during the same month.  
No other event is currently scheduled in the same general area or street in June 2015.
- If at all possible, avoid closing 5<sup>th</sup> or 6<sup>th</sup> streets more than twice a month; avoid closures on consecutive weekends; and aside from use of designated Festival Streets, avoid street closures which affect the same general area.  
No other event currently closes 5<sup>th</sup> or 6<sup>th</sup> street in June 2015.

- Suggested minimum attendance for street closure durations are recommended per the following:
  - If the event is between 4 – 12 hours, then at least 500 people should be expected.
  - If the event is between 12 – 24 hours, then at least 1000 people should be expected.
  - If the event is greater than 24 hours, then at least 2500 people should be expected.  
*The request is for greater than 24 hours, but at least 2500 people are anticipated.*
  
- Whether or not the event is for a non-profit organization or for a private commercial organization and the overall community benefit of the event.  
*Private commercial event producer, however one of the larger events in downtown Redmond that attracts pedestrian traffic to the downtown core.*
  
- All permit requirements, in accordance with the City Manager’s discretion, by the Redmond City Code have been met.  
Yes.

**Fiscal Impact:**

Fees per the City of Redmond Fee Schedule are recommended to help recover city costs for supporting the event. Those fees are as follows:

Permit Fee: Street Closure	\$200.00
Public Works Fee – Traffic Control	\$210.00
Deposit (Deposit is refundable after the event)	\$250.00
TOTAL:	\$660.00

**Alternative Courses of Action:**

1. Approve the Public Assembly Permit for the Redmond Street Festival
2. Request more information.
3. Deny the Public Assembly Permit for the Redmond Street Festival

**Recommendation/Suggested Motion:**

“I move to approve the Public Assembly Permit for the Redmond Street Festival.”

Heather Richards,  
 Community Development Director



**CITY OF REDMOND**  
Community Development Department

716 SW Evergreen Avenue  
Redmond, OR 97756  
(541) 923-7721  
Fax: (541) 548-0706  
[www.ci.redmond.or.us](http://www.ci.redmond.or.us)

## STAFF REPORT

**DATE:** March 10, 2015  
**TO:** Mayor and Council Members  
**THROUGH:** Keith Witcosky, City Manager  
**THROUGH:** Heather Richards, Community Development Director  
**FROM:** Deborah McMahon, Principal Planner  
**SUBJECT:** Ordinance No. 2015-02 – Second Reading: Development Code Amendments Signage: Billboards, City File No. 711-00014-184-PA

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### Addresses Council Goals:

#### 4. ECONOMIC DEVELOPMENT

**Develop and maintain an environment that promotes and supports a strong, healthy and diverse economic base.**

- B. Help create and foster new businesses.
- ii. Continue to implement the 2012 Council adopted *Redmond Development Plan: A Long Term Economic Vision for Our Community*, with community, regional and state partners, to ensure that Redmond is a well-balanced and attractive community for businesses, employees and families, attracting entrepreneurs and new business interests.

#### 6. COMMUNITY ENHANCEMENT

**Create an image and identity that generates a sense of community pride, ensures a high quality of life and safety for our citizens, and attracts new residents and businesses and facilitates opportunities for success.**

- A. Improve and beautify City facilities through volunteer efforts.
- B. Continue to improve the quality and amenities of Redmond neighborhoods.
- C. Support the City Commissions and Committees and look for opportunities to recognize and celebrate volunteers who serve on these bodies.
  
- E. Continue to beautify the major transportation corridors within the city.

#### 7. COMPREHENSIVE PLANNING

**Enhance the quality of life in the city through adoption of programs, policies, and standards that balance growth while maintaining its unique character.**

- A. Promote quality development.
  
  
- C. Update the Comprehensive Plan and associated plans that meets the City's long term development goals as resources allow.

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**Attachments:**

Attachment A: Ordinance No. 2015-02

**Report in Brief:**

This is an action item to consider a second reading and adoption of Ordinance No. 2015-02, amending the Redmond Development Code regarding sign code revisions, including regulations for digital billboards. A public hearing was conducted on February 24, 2015. Due to the lack of a unanimous vote for the first reading of the proposed ordinance, a motion for the second reading and adoption did not occur on the same night.

**Background:**

Billboards are governed by the Redmond Development Code and are limited in the City of Redmond by number, size, manner, and location. A maximum of 15 billboards are allowed within the City of Redmond and these can be relocated throughout the City subject to code requirements. Billboard companies have been systematically relocating billboards previously located on 5<sup>th</sup> and 6<sup>th</sup> Streets to the S US 97 corridor to capture more pass-by traffic. With a limitation of only 500 feet between billboards, some parcels have several billboards located on them.

**Discussion:**

The proposed code amendments do not reduce the number of billboards in Redmond nor change any elements of the code relative to location and separation. The amendments are meant to clarify the current intent of the development code to limit large distractive moving signage, and maintain Redmond’s value of shielded lighting.

The proposed code amendments respond to these key issues:

- Redmond has long held that lighting shall be shielded and directed down to reduce glare and reduce light pollution. A digital billboard, by its very nature of using exposed LED pixel elements, cannot comply with this requirement.
- Digital billboards are clearly meant to attract the driver’s attention in a much more dramatic way than traditional billboards. Digital billboards rotate messages in as little as eight seconds.
- Digital billboards require much more energy to operate. They generate heat and often need fans to cool them creating unwanted noise.
- Digital billboards are remotely controlled and they are subject to software “hacking.”
- Digital advertising is expanding rapidly throughout the world. It is a technology meant to capture your attention in a greater way than traditional billboards. The evidence from other communities shows that there will be a push to use more of this technology as prices for digital components go down and as competition increases. Thus, we need to be prepared and update our sign code language to prohibit digital billboards.

The Planning Commission held several work sessions and a public hearing on the proposed sign code revisions. At the public hearing, commissioners received testimony from two sign companies about preserving sign company staff jobs, billboard benefits, and their purported lack of desire to invest in billboard conversions.

City Council conducted a public hearing on February 24, 2015. At the City Council public hearing, two representatives from the Deschutes County Fairgrounds testified regarding their interest to having an electronic signage presence on US 97 to promote and raise awareness of activities at the Fairgrounds.

As required by City Charter, notices regarding this ordinance coming before the Council were posted in three public places (the Library, the Police Department, and the Redmond Chamber of Commerce) in addition to City Hall on February 17, 2015 and three copies of the ordinance were available for review at City Hall.

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*Attachments:*  
*Attachment A: Ordinance No. 2015-02*

**Fiscal Impact:** There is no anticipated fiscal impact.

**Recommendation/Suggested Motion:**

“I move to have a second reading of Ord. No. 2015-02, by title only.” (Voice vote)

(City Attorney will read ordinance by title only.)

“I move to approve Ord. #2015-02.” (Roll call vote)

Deborah McMahon,  
Principal Planner

**CITY OF REDMOND  
ORDINANCE NO. 2015-02**

**AN ORDINANCE AMENDING THE REDMOND CITY DEVELOPMENT CODE CHAPTER 8, ARTICLE V, SIGN STANDARDS; SECTIONS 8.4110, 8.4240, 8.4070, and 8.4180.**

**WHEREAS**, the City of Redmond has adopted zoning and planning regulations in accordance with Oregon Revised Statutes Chapter 227 that regulate and control the development of land within the City; and

**WHEREAS**, the City of Redmond City Council has an adopted set of goals that include: “Enhance the quality of life in the City through the adoption of programs, policies and standards that balance growth while maintaining the city’s unique character; Promote quality development; Continue to incorporate the Great Neighborhood Principles in both new development and infill development”; and

**WHEREAS**, the City of Redmond Comprehensive Plan is the product of hundreds of citizens from the public and private sector who participated in the Redmond Vision 2020 planning process; and

**WHEREAS**, the City of Redmond Comprehensive Plan 2020 Addendum contains 94 visioning statements, including statements on improving urban form and community design; and

**WHEREAS**, the City of Redmond will set the action steps necessary to implement the Goals and Policies in the Comprehensive Plan related to the established vision; and

**WHEREAS**, the Redmond Urban Area Planning Commission held a public hearing on October 6, 2014 and, after reviewing the record and gathering public testimony, has recommended that the Redmond City Council adopt the Development Code Amendments to Sections 8.4110, 8.4240, 8.4070, and 8.4180, as set forth in Exhibit A; and

**WHEREAS**, the Redmond City Council held a public hearing on February 24, 2015 to consider the recommendation of the Redmond Urban Area Planning Commission, review the existing record and gather additional evidence and public testimony; and

**WHEREAS**, the City Council has received the Planning Commission’s recommendation and, after receiving additional evidence and testimony, determined that the requested Development Code amendments would contribute to the Redmond Comprehensive Plan Goals and Policies for livability and improved signage; and

**WHEREAS**, the City Council finds that the findings for the adoption of the Amendments to Section 8.4070 (Permit Exceptions), 8.4110 (Prohibited Signs), 8.4240 (Billboards), and 8.4180 (Downtown Overlay District) have fully addressed the City’s Comprehensive Plan, the applicable state law, the Statewide Planning Goals and the City’s standards and criteria for an amendment to the Redmond Development Code; and,

**WHEREAS**, the City Council finds that the attached code amendments are necessary to further these interests.

**NOW, THEREFORE, THE CITY OF REDMOND ORDAINS AS FOLLOWS:**

**SECTION ONE:** The City of Redmond hereby amends the Redmond City Code, Amendments to Section 8.4070 (Permit Exceptions), 8.4110 (Prohibited Signs), 8.4240 (Billboards), and 8.4180 (Downtown Overlay District). The amendments and adopted text are attached hereto as “Exhibit A.”

**SECTION TWO:** In support of the Development Code text amendments in Section One, the City of Redmond hereby adopts the findings, which are attached hereto as “Exhibit B” which were prepared by City staff and demonstrate compliance with the Redmond Development Code, Section 8.0760 – Criteria for Amendments, the City’s Comprehensive Plan, and the applicable Statewide Planning Goals.

**SECTION THREE: SEVERABILITY.** The provisions of this Ordinance are severable. The invalidity of any section, clause, sentence, or provision of this Ordinance shall not affect the validity of any other part of this Ordinance, which can be given without such invalid part, or parts.

**PASSED** by the City Council and **APPROVED** by the Mayor this 10<sup>th</sup> day of March, 2015.

\_\_\_\_\_  
George Endicott, Mayor

ATTEST:

\_\_\_\_\_  
Kelly Morse, City Recorder

# Exhibit A: Article V, Zoning Standards – Development Code Amendments

## Proposed Development Code Amendment – Sign Standards

City of Redmond Development Code, Chapter 8, Article V Sign Standards; Sections 8.4070, 8.4110, 8.4180, and 8.4240 (new code highlighted in red text and removed text shown in strikethrough).

**8.4110 Prohibited Signs.** The following signs are prohibited:

1. Signs that use valances, propellers, ~~or similar~~ wind activated, or attention attracting devices. These devices when not part of any sign, but on the premises where a sign is utilized, are similarly prohibited unless they are permitted specifically by other legislation.
2. **Signs** that contain, include, or are illuminated by any flashing, intermittent revolving, rotating or moving lights. ~~However, This does not apply to signs utilized by the City of Redmond or Oregon Department of Transportation. traffic control signs or signs providing public service information such as time, date, temperature, weather information., nor does it apply to the normal rotation of Trivision style billboards approved in compliance with Sections 8.4240 and 8.4245~~
3. Signs that move or have any animated moving parts.

**8.4240 Billboards.** The following criteria shall be applicable for all the billboards allowed in the City of Redmond under Section 8.4245.

1. No billboard shall be erected within 500 feet of another billboard on the same side of the roadway. The distance between billboards shall be measured along the centerline of the road.
2. No billboards shall exceed a maximum height of thirty feet.
3. The face size of any billboard shall not exceed twelve (12) feet in vertical height or twenty-four (24) feet in horizontal dimension.
4. **No new, relocated, or remodeled billboard face shall be internally lit, contain or utilize any electronic or digital component, liquid crystal diodes, light emitting diode, motion signage, rotating louvers, and similar digital technologies.**
5. Billboards may be installed on public or private property, subject to the consent of the property owner, and city approval based on the City's evaluation of traffic safety issues resulting from the billboard. No billboard shall be installed within any transportation right-of-way.
6. All structural supports for billboards shall be constructed of steel.
7. Evidence must be provided showing the obtaining of a state permit from the Oregon Department of Transportation (ODOT) in compliance with the Oregon Motorists Information Act of 1971, where applicable.
7. The applicant shall acquire a conditional use permit (CUP) from the City of Redmond for each individual billboard prior to installing or relocating any billboard subject to the criteria in Section 8.0600.
8. ~~Tri-Vision Billboards: Dwell time between changing messages on a Tri-vision style billboard face is no more frequent than every eight (8) seconds, and the actual rotation process is accomplished in four (4) seconds or less. It can display no more than three separate and distinct messages in any direction.~~
- 8-9. Lighting of Billboards: No sign shall be so illuminated that it interferes with the effectiveness of any official traffic device, ~~or that it impairs the vision of a driver of any motor vehicle, or that otherwise interferes with a driver's operation of a motor vehicle.~~ No sign shall be so illuminated that it causes glare to adjacent residential structures. All lighting of billboards shall be shielded downcast lighting. **The external lighting source for billboards shall be from a solar system or underground electrical line. Overhead electrical lines are prohibited.**

**8.4070 Permit Exceptions.** The following signs or procedures shall not require a sign permit. Provided, however, these signs shall be subject to the provisions of Section 8.4110 excepting subsection (10).

1. Exempt signs listed in Section 8.4100.
2. The changing of advertising or message on an approved painted or printed sign or sign specifically designed for the use of replaceable copy ~~except for changing the name of the business or use advertised.~~
3. The painting, repainting, cleaning, and normal maintenance, and repair of an existing sign unless a substantial structural change is made.
4. Daily display signs and banners erected during street closures associated with construction. This exemption is only for the duration of the street closure.

**8.4180 Signs Permitted in the Downtown Overlay District.** This section shall apply to all signs in the Downtown Overlay District. No signs shall be permitted in this Overlay District except as provided in this section.

3. Ground Mounted or Monument Sign
  - A. Shall not exceed 20 square feet in area and not more than 5 feet high. A base not to exceed 2 feet in height is allowed. Sign calculation is only based on the sign area.
  - B. Not within 10 feet of any other sign
  - ~~C. Must have a setback of 5 feet from right of way (sidewalk)~~
  - DC** Outside of the clear vision area
  - ED** No more than one monument/ground mounted sign per street frontage
  - FE** One illuminated or cabinet sign is allowed subject to the following standards:
    - i. Shall include a dark background. White or light colored backgrounds are prohibited.
    - ii. Complies with Section 8.4080 Material standards.
    - iii. Only one ground mounted illuminated cabinet sign is allowed on a property.

## **Exhibit B**

**(Development Code Amendments – City of Redmond Development Code, Chapter 8, Article V Sign Standards Amendments to Section 8.4070 (Permit Exceptions), 8.4110 (Prohibited Signs), 8.4240 (Billboards), and 8.4180 (Downtown Overlay District)).**

**Findings for Development Code Amendments to amend Chapter 8, Article V Sign Standards Amendments to Section 8.4070 (Permit Exceptions), 8.4110 (Prohibited Signs), 8.4240 (Billboards), and 8.4180 (Downtown Overlay District).**

Prepared by Deborah McMahon,  
Principal Planner  
City of Redmond

February 5, 2015

**FINDINGS OF THE REDMOND CITY COUNCIL  
REGARDING 711-14-000184-TA, AMENDMENTS TO THE REDMOND CITY CODE  
CHAPTER 8, ARTICLE V, SECTION 8.4070 (PERMIT EXCEPTIONS), 8.4110 (PROHIBITED  
SIGNS), 8.4240 (BILLBOARDS), AND 8.4180 (DOWNTOWN OVERLAY DISTRICT)**

**AN AMENDMENT TO THE TEXT OF THE REDMOND DEVELOPMENT CODE TO REVISE  
THE STANDARDS FOR VARIOUS SECTIONS OF ARTICLE V, SIGNS**

**FILE NO.** 711-14-000184-TA

**REQUEST:** A LEGISLATIVE AMENDMENT TO CHAPTER 8, ARTICLE V, SECTION 8.4070 (PERMIT EXCEPTIONS), 8.4110 (PROHIBITED SIGNS), 8.4240 (BILLBOARDS), AND 8.4180 (DOWNTOWN OVERLAY DISTRICT) OF THE CITY OF REDMOND DEVELOPMENT CODE

**APPLICANT:** City of Redmond, 716 SW Evergreen Avenue, P O Box 726 Redmond, OR 97756

**STAFF:** Deborah McMahon, Principal Planner

**HEARINGS BODY:** Redmond City Council  
Redmond Urban Area Planning Commission

**DATE & TIME:** October 6, 2014 at 7:00 pm, Redmond Urban Area Planning Commission  
February 24, 2015 at 7:00 pm, Redmond City Council

**LOCATION:** City Council Chambers, 777 Deschutes Avenue, Redmond, Oregon

**I. APPLICABLE CODE SECTIONS AND CRITERIA:**

The following are the applicable code sections from Chapter 8 of the Redmond Development Code that are applicable to this proposed code amendment:

- Article V, Zoning Standards, Sections 8.4070 (PERMIT EXCEPTIONS), 8.4110 (PROHIBITED SIGNS), 8.4240 (BILLBOARDS), AND 8.4180 (DOWNTOWN OVERLAY DISTRICT)

The following are provisions from the Redmond Urban Area Comprehensive Plan that are applicable to this proposed code amendment:

- Chapter 1 – Citizen Involvement
- Chapter 2 - Land Use Planning
- Chapter 5 - Open Spaces, Scenic and Historic Areas, and Natural Resources
- Chapter 9 – Economic Development

The following are other criteria that are applicable to this proposed code amendment:

- Oregon Revised Statutes (ORS) – ORS 197.250, 197.610, 197.763.
- Oregon Administrative Rule (OAR), LCDDC, Division 15, Statewide Planning Goals and Guidelines – OAR 660-015-0000 (as applicable)

The following criteria are not applicable to the proposed code amendment:

Oregon Administrative Rule (OAR), LCDC, Division 12, Statewide Planning Goals and Guidelines – OAR 660-012-0000 (specifically OAR 660-012-0060) is not applicable because the proposal does not include any changes to the allowable uses that would affect the number of trips or functional classifications of roads/streets in Redmond. The proposal is limited to clarifying the code enforcement procedures.

## II. **BACKGROUND & HISTORY:**

The proposed text amendments update several sections of the code related to illumination, billboards, and other minor clarifications to enable better administration of the code. The current sign code contains a variety of restrictions meant to eliminate distracting and unsightly illumination of signs and billboards. Staff believes the current code language needs to be clarified given the potential for using certain aspects of new digital technology to light signs and billboards.

This is consistent with Comprehensive Plan community visioning statement #9 regulating sign size and design; #11 elimination of billboards and the concepts contained in the Redmond Development Plan related to seeking creative solutions to improve the overall aesthetics of existing arterial and collector street corridors.

The proposed Development Code Text Amendments were initiated legislatively by the City of Redmond – thus, the City is the applicant. The rationale for the adoption of the proposed text amendments is consistent with the Oregon Land Use Goals, the City of Redmond Comprehensive Plan, and the Redmond City Council goals.

## III. **PROPOSAL:**

The request is for a Legislative Amendment to the Redmond Development Code, Articles V, Sign Standards to revise/add standards related to Billboards, Illumination, and minor clarifications to several other sections of the code as noted below.

1. Section 8.4110 Prohibited Signs: Revise the standards to clarify language related to prohibited signs, eliminate new tri-vision and digital billboards.
2. Section 8.4240 Billboards: Adds language to require any approved lighting of billboards shall be from solar systems or underground electrical lines; overhead electrical lines are prohibited.
3. Section 8.4070 Permit Exceptions: The changing of advertising or message on an approved painted or printed sign or sign specifically designed for the use of replaceable copy, and changing the name of the business or use advertised is allowed as an exception and consistent with not regulating content.
4. Section 8.4180 Signs in the Downtown Overlay District: Modifications would eliminate the setback requirements since downtown urban design constraints and mandatory clear vision areas are already regulated at all ingress and egress points. The added setback interferes with on-site parking.

## V. **EXHIBITS:**

The following exhibits make up the record in this matter:

1. Proposed Findings and Conclusions included herein.
2. The existing and proposed text of: Article V, Sign Standards, Sections 8.4070 (PERMIT EXCEPTIONS), 8.4110 (PROHIBITED SIGNS), 8.4240 (BILLBOARDS), AND 8.4180 (DOWNTOWN OVERLAY DISTRICT)
3. Notice to Department of Land Conservation and Development (DLCD)
4. Notice of Planning Commission Public Hearing “Bulletin- Published September 26, 2014” (file).
5. Notice of City Council Public Hearing “Bulletin- Published February 14, 2015” (file).

6. Planning Commission Work Session/Public Hearing Staff Reports.
7. Public testimony received.

## VI. SUMMARY:

1. The request is for an amendment to the text of the City of Redmond Development Code to Article V, Sign Standards, Sections 8.4070 (Permit Exceptions), 8.4110 (Prohibited Signs), 8.4240 (Billboards), and 8.4180 (Downtown Overlay District)
2. The findings, the text for the enforcement standards, and supporting materials, all demonstrate that the proposed Development Code amendments are consistent with the Statewide Planning Goals, the Redmond Comprehensive Plan, the City Council Goals and other policies adopted by the City.
3. The four criteria set forth in RDC Section 8.0760 (*Criteria for Amendments*) are addressed herein/below, as well as all applicable state laws and requirements.

## VII. FINDINGS AND CONCLUSIONS:

- A. **REDMOND DEVELOPMENT CODE (RDC)**, Chapter 8, Sections 8.0750 through 8.0775 (Amendments) sets forth the procedure and standards for an amendment to the text of the Code or to the adopted Comprehensive Plan or Zoning map. Specifically, Section 8.0760 - Criteria for Amendments, sets forth the four (4) criteria that must be met:

1. **In conformity with all applicable State statutes;**

**Finding:** The State statutes that directly apply to this application include:

1. ORS 197.610, *Local Government Notice of Amendment or New Regulation*
2. ORS 197.250, *Compliance with Goals Required*
3. ORS 197.763, *Conduct of Local Quasi-Judicial Land Use Hearings; Notice Requirements.*

The applicable City of Redmond Code standards (sections 8.0750 to 8.0775, *Amendment Procedures and Notice Requirements*), and (sections 8.1100 through 8.1125, *Legislative Procedures*), were developed in compliance with the applicable State Statutes listed above regarding noticing and public hearings. Applicability of the Statewide Planning Goals is addressed in greater detail below – those findings, incorporated by reference herein, show compliance with the applicable Statutes listed above.

With regard to the Statutory noticing requirements referenced above, notice of the proposed amendment has been provided to DLCD and advertised in the local newspaper (public notice) as required by City Code and State Statute.

With regard to the Statutory public hearing requirements referenced above, this proposal is legislative and not necessarily quasi-judicial in nature. However, for lack of specific statutory requirements governing such legislative actions, Sections 8.1100 through 8.1125 of the Redmond Development Code, which implement the quasi-judicial statutory requirements in similar fashion have been met. Subsequently, the Planning Commission and City Council's public hearing and review processes meet the statutory requirements for the purpose of the review.

Notwithstanding the Statutory requirements addressed herein, the Oregon Administrative Rules (OAR) also implement the Statutes. The applicable Rules are addressed in the ensuing review.

**Conclusion:** Based on the findings addressing Code amendment criterion 1, the proposed Development Code text amendments conforms to applicable State statutes.

**2. In conformity with the State-wide planning goals whenever they are determined to be applicable:**

**Goal 1- Oregon's Statewide Planning Goals: Citizen Involvement.**

***To develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process.***

**Finding:** The Urban Area Planning Commission serves as the City's formal citizen advisory committee to fulfill Goal 1 and is made up of Redmond area residents. The City conducted public meetings (Planning Commission work sessions and a public hearing) over the past few months regarding the proposal.

Public notices and agendas for Planning Commission meetings where the proposed amendments were discussed were provided. All documents were available for the public review. Further, public notice advertising the public hearing was published in the Bend Bulletin.

The City continually provided extensive public review and involvement opportunities during public work sessions and public hearings both at the Planning Commission level and City Council level as deemed necessary by such bodies.

**Conclusion:** Based on these actions, Oregon Planning Goal 1 for Citizen Involvement has been met.

**Goal 2- Oregon's Statewide Planning Goals: Land Use Planning.**

***To establish a land use planning process and policy framework as a basis for all decisions and actions related to use of land and to assure an adequate factual base for such decisions and actions.***

**Finding:** Through the course of review, the staff, the Redmond Urban Area Planning Commission and the Redmond City Council has received input from other City staff and residents of the community. The City Council has determined that enough factual and policy basis exists to support the proposed Code amendments. The proposed amendments will better implement policies of the Comprehensive Plan and will provide clearer regulations for the City staff to administer.

**Conclusion:** Based on these findings, the proposed amendments meet Goal 2.

**3. In conformity with the Redmond Comprehensive Plan, land use requirements and policies:**

**Chapter 1 – Redmond Comprehensive Plan: Citizen Involvement.**

***To develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process.***

**Finding:** The Urban Area Planning Commission serves as the City's formal citizen advisory committee (as required by State Administrative Rule) and is made up of Redmond area residents. The Planning Commission is formally recognized through City Code and was appointed by the City Council. Thus, the Planning Commission is the appropriate public review and recommendation body to the City to meet this Comprehensive Plan policy.

The City, through the Planning Commission, has conducted initial public meetings, and a public hearing over the past few months regarding the proposed amendments. Public notices and agendas for Planning Commission meetings where the proposed amendments were discussed were provided. All documents were available for the public review. Further, a notice of the public hearing was published in a local newspaper, either the Redmond Spokesman or Bend Bulletin. The City has continually provided extensive public review and involvement opportunities during public work sessions and public hearings both at the Planning Commission and City Council levels as deemed necessary by such bodies.

The proposed amendments serve the following Policies of Chapter 1 of the Redmond Comprehensive Plan.

1. The City shall establish a citizen involvement program to provide for widespread citizen involvement.
2. The citizen involvement program shall involve a cross-section of affected citizens in all phases of the planning process.
3. The City shall assign the Redmond Urban Area Planning Commission as its officially recognized committee for citizen involvement (CCI).
4. The City shall establish mechanisms to assure two-way communications between citizens and elected and appointed officials.
5. The City shall provide the opportunity for citizens to be involved in all phases of the planning process.
6. The City shall assure that technical information is available to citizens in an understandable form.
7. The City shall assure that recommendations resulting from the citizen involvement program shall be retained and made available for public assessment. Citizens who have participated in this program shall receive a response from policy-makers.
8. The City shall allocate adequate human, financial and informational resources for the citizen involvement program.

**Chapter 2 – Redmond Comprehensive Plan: Land Use Planning.**

***To establish a land use planning process and policy framework as a basis for all decisions and actions related to use of land and to assure an adequate factual base for such decisions and actions.***

**Finding:** The Planning Commission, City Council, and staff have provided opportunities for and have received public input throughout the review process. Based on this input, the City Council finds that the proposed amendments are necessary to implement Chapters 1 and 2 of the City of Redmond's Comprehensive Plan, specifically, and other Chapters. The City Council has determined that enough factual and policy basis exists to support the proposed Code amendments. The proposed amendments will better implement policies of the Comprehensive Plan and will provide clearer regulations for the City staff to administer.

The proposed amendments serve the following Policies of Chapter 2 of the Redmond Comprehensive Plan.

2. The plan shall be the basis for specific implementation measures. These measures shall be consistent with and adequate to carry out the plans. Each plan and related implementation measure shall be coordinated with the plans of affected governments.
3. All land use plans and implementation ordinances shall be adopted by the governing body after public hearing and shall be reviewed and, as needed, revised on a periodic cycle to take into account changing public policies and circumstances, in accord with a schedule set forth in the plan.
4. Opportunities shall be provided for review and comment by citizens and affected governmental units during preparation, review and revisions of plans and implementing ordinances
5. To provide a sound basis for orderly and efficient urbanization by establishing proper relationships between residential, commercial, industrial, public and open land uses, and transportation uses.

#### **Chapter 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.***

**Finding:** The Planning Commission, City Council, and staff have provided opportunities for and have received public input throughout the review process. Based on this input, the City Council finds that the proposed amendments are necessary to implement Chapters 1 and 2 of the City of Redmond's Comprehensive Plan, specifically, and other Chapters. The City Council has determined that enough factual and policy basis exists to support the proposed Code amendments. The proposed amendments will better implement policies of the Comprehensive Plan and will provide clearer regulations for the City staff to administer.

The proposed amendments serve the following Policies of Chapter 9 of the Redmond Comprehensive Plan.

4. Improve the appearance of the community's employment districts, particularly along Highways 97 and 126, the Downtown, central east side industrial areas, and the Airport/Fairgrounds area.
39. Sign standards should be designed to enhance the appearance of the city and provide for the advertising needs of the business community.

#### **2020 Comprehensive Plan Addendum**

***The Redmond Urban Area Comprehensive Plan is the product of hundreds of citizens from the private and public sector who participated in the Redmond Vision 2020 planning process. An advisory committee, the Vision 2020 committee, representing a broad cross section of the community, was appointed by the Redmond City Council and the Deschutes County Board of Commissioners to undertake a major update of the 1979 adopted Redmond Urban Area***

***Comprehensive Plan. This was due to several factors, including rapid population growth, an expanding and changing local economy, and changes to state law requirements for housing and transportation planning.***

***The Vision 2020 Committee met from March 1996 to February 1999. During this time it identified the major trends affecting Redmond, crafted a statement of community values, established a vision of Redmond in the year 2020, and drafted goals and policies for the Comprehensive Plan. Over 4,000 person hours were generously contributed by committee members and additional hours were donated by Planning Commissioners, City Councilors, and numerous individuals who provided information and collaborated with the Committee to make this project successful.***

The proposed amendments serve the following vision statements and policies of the 2020 Comprehensive Plan Addendum.

### **CREATE A COMMUNITY VISION**

In the process of “visioning” Redmond in the year 2020 a list of 94 vision statements were developed. These ideas originated in a community-wide vision workshop in 1996 and were then reviewed and refined by the Redmond City Council, the Redmond Urban Area Planning Commission and the Vision 2020 Committee.

#### **Urban Form and Community Design**

- 6. An ordinance regulates sign size and design.
- 11. Billboards are eliminated.
- 41. New development is served only with underground utilities.

#### **Economic Element**

7. The commercial areas have a tremendous impact on the appearance of the community. Since they are located along major traffic routes in and out of the area, they are seen by more people each day than any other parts of the community.

#### **4. That there is a change of circumstances or further studies justifying the amendment or mistake in the original zoning.**

**Finding:** This proposal in and of itself does not include a change of zoning to any particular property or area within the City. Rather, it involves evaluation of current regulations and the commensurate amendment of existing sign standards – all of which contribute to the overall character and livability of the community. There are several code changes necessary to make the standards easier to implement and provide consistency with the vision described in the Plan and its addendum. This ensures that Redmond adapts its codes when new technologies appear and regulates signs appropriately.

#### **Conclusion:**

Based on the findings addressing Code amendment criterion 4, the proposed Development Code text amendment is supported by the need to update text and adopt needed changes to the sign code regulations.



**CITY OF REDMOND**  
Community Development Department

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## STAFF REPORT

**DATE:** March 10, 2015  
**TO:** Mayor and Council Members  
**THROUGH:** Keith Witcosky, City Manager  
**FROM:** Heather Richards, Community Development Director  
**SUBJECT:** Resolution No. 2015-02, Amending the City of Redmond Fee Schedule, Master Development Plan Fees and Partial Master Development Plan Fees

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### Addresses Council Goals:

#### 6. **COMMUNITY ENHANCEMENT**

Create an image and identity that generates a sense of community pride, ensures a high quality of life and safety for our citizens, and attracts new residents and businesses and facilitates opportunities for success.

#### 7. **COMPREHENSIVE PLANNING**

Enhance the quality of life in the city through adoption of programs, policies, and standards that balance growth while maintaining its unique character.

- A. Promote quality development.
  - i. Continue to incorporate the Great Neighborhood Principles in both new development and infill development.
- B. Support orderly annexation from Urban Growth Boundary.
- C. Update the Comprehensive Plan and associated plans that meets the City's long term development goals as resources allow.

### Report in Brief:

This action item amends the City of Redmond Fee Schedule to create a Master Development Plan Fee and a Partial Master Development Plan fee, effectively reducing the costs of master planning and annexing into the City of Redmond as part of the City's effort to streamline and simplify the urbanization process.

### Background:

On February 24, 2015, the Redmond City Council voted to approve Ordinance No. 2015-01, amending the Redmond Comprehensive Plan and the Redmond Development Code to simplify and streamline the area planning, master planning and annexation process for property owners and developers who are interested in urbanizing their property, annexing into the City of Redmond and developing. To correspond with that action, city staff is recommending a fee schedule amendment that reflects this new streamlined approach and will save applicants at least \$23,529.04 in fees. This amendment represents the first time that the City of Redmond has amended its Community Development fees since

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### Attachments:

Attachment A: Resolution No. 2015-02

2007, upholding its promise not to raise Community Development fees during the economic recession. This fee schedule amendment represents a reduction in fees.

**Discussion:**

Currently the least expensive fee structure for planning and annexing into the City of Redmond includes \$42,123.93 for a Consolidated (Conceptual/Final) Area Plan application, \$7,511.40 for an Area Plan Map or Text Amendment, and \$11,624.31 for a Combined Plan Map/Zoning Map Amendment, totaling \$61,259.64. This fee amendment reduces that amount to one application fee of \$37,730.60 and includes both the Comprehensive Plan Map Amendment and Zoning Map Amendment.

**Fiscal Impact:** The fiscal impact is anticipated to be positive since no developer was able to successfully navigate the previous process and fee structure. This fee simplification and reduction should result in the successful submission of applications.

**Alternative Courses of Action:**

1. Approve motion.
2. Request additional information from staff.
3. Reject motion.

**Recommendation/Suggested Motion:**

“I move to adopt Resolution No. 2015-02”

Heather Richards,  
Community Development Director

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*Attachments:*

*Attachment A: Resolution No. 2015-02*

**CITY OF REDMOND  
RESOLUTION NO. 2015-02**

**A RESOLUTION SETTING FEES AND CHARGES IMPOSED BY THE CITY OF REDMOND.**

**WHEREAS**, it is necessary to review fees and charges imposed by the City of Redmond to ensure that revenues are comparable with costs of services provided; and

**WHEREAS**, staff has identified the need to amend the City's fee schedule; and

**WHEREAS**, it should be understood that these charges are an important part of the resources for the operations of the City.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF REDMOND, OREGON, AS FOLLOWS:**

**SECTION ONE:** The fees and charges listed under "Community Development / Building Fees" on the attached Exhibit "A" are hereby established effective March 26, 2015.

**ADOPTED** by the City Council and **SIGNED** by the Mayor this 10<sup>th</sup> day of March, 2015.

\_\_\_\_\_  
George Endicott, Mayor

ATTEST:

\_\_\_\_\_  
Kelly Morse, City Recorder

**EXHIBIT A**  
**CITY OF REDMOND FEE SCHEDULE**  
 Effective March 26, 2015

Deleted fees are represented with a ~~strikethrough~~ and new fees are represented in **red**.

<b>COMMUNITY DEVELOPMENT / BUILDING FEES</b>	
<b>Planning and Engineering Division Fees</b>	
Amendments:	
Combined Comp Plan Map / Zoning Map Amendments	\$ 11,624.31
Comp Plan Map Amendment	\$ 9,568.25
Comp Plan Text Amendment	\$ 14,383.14
Redmond Development Code Text Amendment	\$ 6,072.61
Zoning Map Amendment	\$ 6,950.51
Annexation (Includes City Recorder's Fee of \$350)	\$ 928.80
Appeals:	
First Appeal to a Hearing	\$ 250.00
Appeal of Hearings Body Decision	\$ 4,088.43
Subsequent Appeal to the State	\$ 6,788.08
Area Plans:	
Conceptual Area Plan	\$ 10,090.87
Final Area Plan	\$ 37,730.60
Area Plan Map or Text Amendment	\$ 7,511.40
Consolidated (Conceptual/Final) Area Plan	\$ 42,123.93
Public Area Plan (minimum 75% of an area is used for public uses)	\$ 5,159.54
Conditional Use:	
Residential, Public, Semi-Public	\$ 4,937.49
Commercial, Industrial	\$ 5,939.01
Billboard Relocation	\$ 1,492.65
Communication Tower – Residential/Public Zone	\$ 18,554.40 <b>Includes a flat fee for conditional use review and hearings officer decision of \$7,677.89, and a deposit of \$10,876.51 for appeal fees, which will be calculated on actual costs of service.</b>
Communication Tower – Commercial/Industrial Zone	\$ 5,939.01 <b>Does not include Public Hearing Fees</b>
Declaratory Ruling	\$ 2,986.76
Developments:	
Planned Unit Development (P.U.D.)	\$ 22,102.43 <b>Does not include Final Plat or</b>

**EXHIBIT A**  
**CITY OF REDMOND FEE SCHEDULE**  
 Effective March 26, 2015

	<b>Public Hearing Fees</b>
Cluster Development (C.L.D)	\$ 16,974.65 <b>Does not include Final Plat or Public Hearing Fees</b>
Cottage Development (C.O.D.)	\$ 11,845.76 <b>Does not include Final Plat or Public Hearing Fees</b>
Expedited Land Divisions	\$ 11,381.72
Extension Request	\$ 884.68
Final Plan Review (required for filing final plats)	\$ 1,018.21 + \$78.00 per lot
Hearing (Specially Set); Non-Hearings Officer <b>DEPOSIT ONLY</b>	\$ 3,310.32 <b>Fee May Be Higher Based on Actual Cost of Services</b>
Hearing (Specially Set); Hearings Officer <b>DEPOSIT ONLY</b>	\$ 2,740.40 <b>Fee May Be Higher Based on Actual Cost of Services</b>
Improvement Agreements (Initial Agreement Included in Fee)	\$ 833.49
Lot Line Adjustment	\$ 1,339.81
Lot of Record Verification	\$ 497.42
<b>Master Development Plan (Including Comp Plan Map Amendment and Zoning Map Amendment):</b>	<b>\$ 37,730.60 Does not include Public Hearing Fees</b>
<b>Partial Master Development Plan (Including Comp Plan Map Amendment and Zoning Map Amendment):</b>	<b>\$ 22,102.43 Does not include Public Hearing Fees</b>
Measure 49	\$ 12,673.68
Modification of Approval	\$ 1,352.05
Modification or Alteration of a Non-Conforming Use or Structure	\$ 1,352.05
Historical Landmarks Alteration	<b>NO CHARGE</b>
Urban Growth Boundary or Urban Reserve Area Expansion	\$ 36,357.40
Temporary Residences for Medical Hardship	\$ 1,352.05
Pre-Development Services	<b>NO CHARGE</b>
Sign Permits:	
Sign Permit (\$50.00 until December 31, 2010)	\$ 166.92 <b>Does not include Building Permit Fee if Required</b>
Sign Requiring a Building Permit	<b>See CDD Building Division Fees Below</b>
Sign Permit - Temporary	<b>NO CHARGE</b>
Site Plan:	
Residential: 3 - 20 Units	\$ 5,986.86
Residential: 21- 50 Units	\$ 8,373.82

**EXHIBIT A**  
**CITY OF REDMOND FEE SCHEDULE**  
**Effective March 26, 2015**

Residential: 51 + Units	\$ 11,876.91
Commercial/Industrial: 0-50,000 Square Feet	\$ 7,175.33
Commercial/Industrial: 50,001-200,000 Square Feet	\$ 16,656.39
Commercial/Industrial: 200,001 + Square Feet	\$ 21,739.66
Conversion of Existing Residential Structure and Site to Commercial	\$ 4,173.00
Minor Alteration to Site Plan	\$ 1,304.20
Partition (up to 3 lots)	\$ 3,587.67
Subdivision:	
4 - 20 Lots	\$ 11,636.55
21 - 50 Lots	\$ 14,349.56
51 > Lots	\$ 18,741.78
Replat	\$ 9,063.76
Variance:	
Minor	\$ 2,983.42
Major	\$ 5,537.29