



## Molalla City Council

Meeting located at: Molalla Adult Community Center  
315 Kennel Avenue Molalla, OR 97038

**September 25, 2013**

### Regular Meeting Agenda

**Work session: 6:30PM**

**Business meeting: The meeting will begin at 7:00PM.** The Council has adopted Public Participation Rules. Copies of these rules and public comment cards are available at the entry desk. Public comment cards must be turned into to the City Recorder prior to the start of the Council meeting. The City will endeavor to provide a qualified bilingual interpreter, at no cost, if requested at least 48 hours prior to the meeting. Contact (503) 829-6855 Ext. 291.

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**1. CALL TO ORDER – 1,024th Regular Meeting**

- A. Call the meeting to order
- B. Flag Salute
- C. Roll Call

**2. COMMUNICATIONS AND PUBLIC COMMENT**

- A. Minutes: September 25, 2013 – Motion to Approve

**3. AWARDS & RECOGNITIONS**

**4. PROCLAMATIONS**

**5. PUBLIC HEARINGS**

**6. CONTINUING BUSINESS**

- A. Pal Building Mitigation – Update: Dan Huff

**7. NEW BUSINESS**

- A. Consideration for Citizen Application for Planning Commission – Motion to appoint

**8. RESOLUTIONS**

- A. 2013-17: Increase of Certain City Fees for Services to Cover the City's Costs Associated - Motion to approve

**9. ORDINANCES**

- A. Ordinance 2013-04: Amending the library Advisory Board Membership – Motion to Approve 1<sup>st</sup> Reading Title Only
- B. Draft Ordinance: Revising the Molalla Planning Commission – Council Review

**10. REPORTS AND ANNOUNCEMENTS**

- A. City Manager Report – Dan Huff
- B. October 23, 2013 – Council Training in lieu of Regular Session

**11. EXECUTIVE SESSION**

**12. ADJOURNMENT**

Minutes of the Molalla City Council Regular Meeting  
Molalla Adult Center  
315 Kennel Ave., Molalla, OR 97038  
Wednesday September 11, 2013

**ATTENDANCE:** Mayor Rogge, Present; Councilor Pottle, Absent; Councilor Clark, Present; Councilor Thompson, Present; Councilor Wise, Absent; Councilor Griswold, Present; Councilor Boreth, Present.

**STAFF IN ATTENDANCE:** City Manager Dan Huff, Present; City Recorder Sadie Cramer, Present. After roll call, a color guard presentation was given from Molalla Cub Scout Pack 257 in honor of September 11<sup>th</sup>. The color guard was followed with the flag salute.

**PROCLAMATION**

RECOGNIZING SEPTEMBER 11<sup>TH</sup> AS REMEMBRANCE DAY

Mayor Rogge read a proclamation to recognize September 11<sup>th</sup> as Remembrance Day. A moment of silence was given to honor the victims of September 11<sup>th</sup>.

**COMMUNICATIONS AND PUBLIC COMMENT:**

MINUTES – AUGUST 28, 2013

Councilor Thompson made a motion to approve the minutes from the August 28, 2013 meeting with corrections. Councilor Clark Seconded. Motion approved (5-0) Mayor Rogge, Aye; Councilor Clark, Aye; Councilor Thompson, Aye; Councilor Griswold, Aye; Councilor Boreth, Aye.

MINUTES – TRANSPORTATION ADVISORY – INFORMATION ONLY

Jim Taylor – 2980 Holt Rd., Colton, OR advised that the Transportation Advisory Board is in the process of drafting a letter with the 3 recommendations to give to Council. Mr. Taylor invited council liaisons to attend the transportation advisory meetings. Mr. Taylor thanked the City for continuing the Rodeo Walk of Fame.

**CONTINUING BUSINESS**

PAL BUILDING MITIGATION

City Manager Huff gave an update on the mitigation progress. He shared with council a quote for mitigation along with the requirements for the mitigation. CM Huff thanked CR Cramer for her follow up on this matter. Council directed staff to move forward with the mitigation.

**ORDINANCE**

2013-06: PARKING ORDINANCE AMENDMENT – SECOND READING

Minutes of the Molalla City Council Regular Meeting  
Molalla Adult Center  
315 Kennel Ave., Molalla, OR 97038  
Wednesday September 11, 2013

Councilor Thompson made a motion to have a second reading of Ordinance 2013-06 by title only. Councilor Clark Seconded. Motion approved (4-1) Mayor Rogge, Aye; Councilor Clark, Aye; Councilor Thompson, Aye; Councilor Griswold, Nay; Councilor Boreth, Aye.

Councilor Thompson made a motion to adopt Ordinance 2013-06. Councilor Clark Seconded. Motion approved (4-1) Mayor Rogge, Aye; Councilor Clark, Aye; Councilor Thompson, Aye; Councilor Griswold, Nay; Councilor Boreth, Aye.

**RESOLUTION**

2013-16: MAKING TRANSFERS WITHIN THE GENERAL LEDGER FOR THE CITY OF MOLALLA

Councilor Boreth made a motion to approve Resolution 2013-16. Councilor Griswold Seconded. Motion approved (5-0) Mayor Rogge, Aye; Councilor Clark, Aye; Councilor Thompson, Aye; Councilor Griswold, Aye; Councilor Boreth, Aye.

**REPORTS & ANNOUNCEMENT**

CM Huff advised that he attended the 9/11 ceremony at the Fire Station stating that he was impressed with the ceremony. CM Huff stated that there is work being done on the Capital Improvement plan which also has some methodologies for SDC's that will be coming before council soon.

Councilor Griswold acknowledge today as being Remembrance Day and asked everyone to keep our veterans in our thoughts.

Mayor Rogge stated that she attended the memorial at the Fire Station, she stated that it was very moving. She is proud of our community for the way it honors the victims. She advised that the time capsule is at City Hall ready to be resealed. The capsule will be buried in the next few weeks.

**ADJOURNMENT:**

Councilor Boreth made a motion to adjourn, Councilor Griswold seconded, Motion approved (5-0) Mayor Rogge, Aye; Councilor Clark, Aye; Councilor Thompson, Aye; Councilor Griswold, Aye; Councilor Boreth, Aye. Meeting adjourned at 7:30 pm.

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Sadie Cramer, City Recorder

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Mayor Debbie Rogge

# City Of Molalla

## City Council Meeting

### Agenda Category: New Business

**Subject:** Consideration of Citizen Appointment – Planning Commission

**Recommendation:** Motion to approve appointment

**Date of Meeting to be Presented:** September 25, 2013

**Fiscal Impact:** None

**Background:**

An application was received for the current vacancy of Bill Hood. See attached.

SUBMITTED BY: Sadie Cramer, City Recorder MMC  
APPROVED BY: Dan Huff, City Manager

# City of Molalla

## Application for Appointment to Citizen Committee



Date: Aug 27, 2013

Board/Committee of Interest: Planning Commission

Name:	<u>Laura Ferris</u>	
Address:	<u>300 Stowers</u>	
State	<u>OR</u>	
Zip	<u>97038</u>	
Home Phone:	<u>503-829-8047</u>	
Work Phone: <u>cel</u>	<u>503-758-7523</u>	
*E-Mail	<u>Ferris.Wheels@molalla.net</u>	
Years of Residence Inside City	<u>9 1/2</u>	
Years of Residence in Community	<u>12</u>	

**Current or Previous**

**Community Affiliations or Activities:**

PCP - House District 18, regularly attend city council meetings, Homeest meetings, county commission meetings.

Please explain why you would like to serve on this committee and give any other background you might have in this area.

B.S. Business Admin. I have worked as a manager + buyer which required contract negotiations & writing policies. I feel the need to be more involved w/ molalla + decision making. I want to see molalla prosper but keep the small hometown quality.

If applying for re-appointment to this Commission/Board/Committee/Task Force, please indicate what has been the key accomplishment of the group during your service.

N/A

If you could make any improvement to the Commission/Board/Committee/Task Force, what would it be?

I am a person of integrity who is dedicated, patient and thoughtful. I am able to work w/ many personalities w/o taking things personally. I am sure that my personal qualities, skills + ideas can add to the existing commission.

\*Signature or type name:

*Laura Ferris*

<p><b>To submit electronically:</b> After completing the form, save it to your hard drive. Email the completed form as an attachment to: cityrecorder@molalla.net</p>	<p><b>Or print the completed form and mail to:</b> City Recorder City of Molalla PO Box 248 Molalla, OR 97038 Or FAX it to: 503.829.2676</p>
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# City of Molalla

## City Council Meeting

### Agenda Category: Resolution

**Subject:** Resolution 2013- 17– A Resolution Adopting Administrative Fees for all City Departments

**Recommendation:** Adopt Resolution

**Date of Meeting to be Presented:** September 25, 2013

**Fiscal Impact - \$25,000.00 +**

Rates at the Aquatic Center have not been updated since the pool opened. The added revenue will help offset expenses incurred at the Aquatic Center.

The administrative fees (City Hall, Court, Police Department, Library, Public Works & Planning) are included in the annual review for house-keeping purposes to insure all fees assessed are passed by resolution and adjusted accordingly.

SUBMITTED BY: Sadie Cramer, City Recorder

APPROVED BY: Dan Huff, City Manager

**RESOLUTION 2013-17**

**A RESOLUTION ADOPTING AN ADMINISTRATIVE FEE SCHEDULE  
FOR THE CITY OF MOLALLA**

The City Council of Molalla finds that:

Whereas, the Molalla Municipal Code specifies that the City Council shall establish fees for city services by resolution; and

Whereas, the Oregon Administrative Rules states that fees may be charged to reimburse the public entity of incurred expenses by furnishing administrative services; and

Whereas, the City Hall offices incurs expenses in administrative areas as attached, which costs the City of Molalla to supply these services and have placed a burden on the administrative budget; and

Whereas, existing administrative services and proposed fees for such services are hereby listed as the attachment to this Resolution; and

Whereas, that for administrative efficiencies, the fees, and fines imposed by the City of Molalla be collectively established.

Now, therefore, based upon the above findings, be it resolved by the City Council of the City of Molalla, the fees listed for City Hall, City of Molalla, are hereby established as listed effective this 25 day of September, 2013.

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Mayor Debbie Rogge

ATTEST this 25th day of September, 2013:

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Sadie R. Cramer  
City Recorder

<b>City of Molalla Administrative Fees</b>				<b>RESO #</b>
<b>City Hall</b>				
Annual Budget/Audit Copies		\$25.00		RES 2007-11
Bingo License		\$100.00		RES 2007-11
Building Rental		\$50.00	per hour	RES 2008-20
Business License		\$70.00		RES 2007-11
Business License Late Fees		\$25+%	per month delinquent	ORD 2010-13
Business License Copy of List		\$20.00		RES 2007-11
Canopy Rental		\$250.00	per use	RES 2009-14
Cassette/disk recording of Council Meetings		\$10.00		RES 2007-11
Certified Copy		\$5.00	per page	RES 2007-11
Lien Fee		\$100.00		RES 2010-14
Lien Search		\$25.00		RES 2007-11
FAX				
Local		\$1.00	per page	RES 2007-11
Long Distance		\$3.00	per page	RES 2007-11
Liquor License--New License		\$100.00		RES 2007-11
Liquor License--Renewal (Primary business selling alcohol)		\$35.00		RES 2007-11
Liquor License--Renewal (Retail such as grocery store)		\$15.00		RES 2007-11
Photocopying		\$0.25	per page	RES 2007-11
Public Records Requests (dep. may be required)		\$25.00	±	RES 2007-11
Show Licenses (carnival, circus, music fest., etc.)		\$25.00	per day	RES 2007-11
Tent Rental		\$250.00	per use	RES 2008-07
Video Tape of Council Meetings		\$20.00		RES 2007-11
DVD of Council Meetings		\$5.00		RES 2007-11
<del>Amusement License (per machine)</del>		<del>REPEALED \$50.00 FEE- 01</del>	<del>per machine</del>	<del>2012-02</del>
<del>Door-to-Door Sales--Annual License</del>		<del>\$50.00</del>	<del>REPEALED</del>	<del>11/12/2008</del>
<del>Door-to-Door Sales--Application</del>		<del>\$15.00</del>	<del>REPEALED</del>	<del>ORD2008-21</del>
<del>Door-to-Door Sales--Per Day</del>		<del>\$15.00</del>	<del>REPEALED</del>	



<b>City of Molalla Administrative Fees</b>					<b>RESO #</b>
<b>Molalla Municipal Court Cost Fees</b>					
PCS			\$100.00		RES 2007-11
Bench Warrant			\$50.00		RES 2007-11
Expungements			\$50.00		RES 2007-11
Failure to Appear/Default letter			\$25.00		RES 2007-11
Installment Agreement			\$30.00		RES 2007-11
NSF			\$50.00		RES 2007-11
Order to Show Cause			\$25.00		RES 2007-11
Reinstatement			\$5.00		RES 2007-11
Seat Belt Diversion Class			\$40.00		RES 2007-11
Suspension			\$25.00		RES 2007-11
First Time Offender Traffic Program					
	A Violation		\$425.00		RES 2007-11
	B Violation		\$275.00		RES 2007-11
	C Violation		\$175.00		RES 2007-11
	D Violation		\$125.00		RES 2007-11
<b>Police Department</b>					
Fingerprinting			\$20.00		TBD
Vehicle Release Impound Fee			\$100.00		RES 2008-21
Alarms - New			\$30.00		TBD
Alarms - Renewal			\$20.00		TBD
Alarms - 65 YOA+			\$0.00		TBD
Crime Reports - Per Case			\$15.00		TBD
Crime Reports - Printed Color Photographs			\$10.00		TBD
Crime Reports - Photographs on CD			\$20.00		TBD
Crime Reports - Copy of Audio/Video Casette/Disk			\$20.00		TBD

<u>City of Molalla Administrative Fees</u>					RESO #
<b>Library</b>					
Out of District Library Card			\$95.00	Per year	RES 2009-6
Overdue Fines			\$50.00		
Books, Music, Audio Books, Magazines			\$0.10	Per day	TBD
DVD's, Videos, Games			\$0.25	Per day	TBD
Replacement Library Cards			\$1.00		TBD
Lost or damaged beyond repair library items			Cost of Replacement		TBD
Missing and/or damaged parts			Cost of Replacement		TBD
Copies (from computer and/or copy machine) One sided			\$0.10	Per page	TBD
Copies (from computer and/or copy machine) Double sided			\$0.20	Per page	TBD
Conference Room Refundable Cleaning Deposit			\$50.00		TBD
Book Sale Items					TBD
Hardbacks			\$2.00		TBD
Trade paperbacks (large paperbacks)			\$1.00		TBD
Regular paperbacks			\$0.50		TBD
Audio books			\$2.50		TBD
Videos			\$0.25		TBD
DVD's			\$1.00		TBD
CD Roms			\$1.00		TBD
Magazines			\$0.25		TBD
Music CD's			\$3.00		TBD
Pool Fees					
Out of District - Swim Lesson Fee			\$50.00	Per session	RES 2012-03
See next page for additional fee details					

**Pool Fees Continued**

Age	Service Type	Description	Price Per Hour or Incident	Proposed Price Per Hour/Incident	
			In District / Out District	In District / Out District	
Infant (0-3 years)	Recreation Swim	Daily Entrance Fee	Free	Free	
Child (4-7 years)	Recreation Swim	Daily Entrance Fee	\$1.50 / \$2.00	\$2.00 / \$2.50	
Youth (8-16 years)	Recreation Swim	Daily Entrance Fee	\$2.00 / \$2.50	\$2.50 / \$3.00	
Student (16+ years)	Recreation / Lap Swim	Daily Entrance Fee	\$2.25 / \$2.75	\$2.75 / \$3.25	
Adult (17-61 years)	Recreation / Lap Swim	Daily Entrance Fee	\$2.75 / \$3.25	\$3.25 / \$3.75	
Senior (62 + years)	Recreation / Lap Swim	Daily Entrance Fee	\$2.25 / \$2.75	\$2.75 / \$3.25	
Student/Senior	Water Fitness	Drop In Fee	\$3.50 / \$3.50	\$4.00 / \$4.50	
Adult (17-61 years)	Water Fitness	Drop In Fee	\$4.00 / \$4.00	\$4.50 / \$5.00	
Adult (17-61 years)	Water Fitness	10 Punch Pass	\$35.00 / \$35.00	\$42.50 / \$47.50	
Senior (62 + years)	Water Fitness	10 Punch Pass	\$32.00 / \$32.00	\$37.50 / \$42.50	
Adult (17-61 years)	Water Fitness	20 Punch Pass	\$73.00 / \$73.00	\$82.00 / \$92.00	
Senior (62 + years)	Water Fitness	20 Punch Pass	\$64.00 / \$64.00	\$72.00 / \$82.00	
Adult (17-61 years)	Six Month Pass	Consecutive Pass; has expiration date	\$120.00 / \$140.00	\$150.00 / \$175.00	
Senior (62 + years)	Six Month Pass	Consecutive Pass; has expiration date	\$95.00 / \$120.00	\$120.00 / \$150.00	
Family	Six Month Pass	Consecutive Pass; has expiration date	\$300.00 / \$350.00	\$375.00 / \$437.50	
Adult (17-61 years)	Twelve Month Pass	Consecutive Pass; has expiration date	\$210.00 / \$250.00	\$262.50 / \$312.50	
Senior (62 + years)	Twelve Month Pass	Consecutive Pass; has expiration date	\$165.00 / \$200.00	\$206.25 / \$250.00	
Family	Twelve Month Pass	Consecutive Pass; has expiration date	\$525.00 / \$625.00	\$656.25 / \$781.25	
Child (4-7 years)	Punch Pass	30 Punch Pass	\$39.00 / \$52.00	\$48.75 / \$65.00	
Youth (8-16 years)	Punch Pass	30 Punch Pass	\$52.00 / \$65.00	\$65.00 / \$81.25	
Student	Punch Pass	30 Punch Pass	\$58.50 / \$71.50	\$73.00 / \$90.00	
All Ages	Shower	One Time Fee	\$2.00 / \$2.00	\$2.50 / \$2.50	
All Ages	Learn-to-Swim Program	(8) 30 minute lessons; group lesson	\$38.00 / \$50.00	\$38.00 / \$50.00	
All Ages	Private Lessons	(1) 30 minute lesson; drop in basis	\$10.00 / \$15.00	\$15.00 / \$20.00	
All Ages	Private Lessons	(8) 30 minute one on one lessons	\$64.00 / \$76.00	\$75.00 / \$87.00	
All Ages	Semi Private Lesson	(8) 30 minute lessons (2 children)	\$105.00 / \$128.00	\$125.00 / \$148.00	
All Ages	Small Group Lesson	(8) 30 minute lessons (3 children)	\$157.50 / \$192.00	\$187.50 / \$222.00	
15 years +	Lifeguard Course	American Red Cross	\$200.00 / \$250.00	\$200.00 / \$250.00	
16 years +	Water Safety Instructor Course	American Red Cross	\$250.00 / \$300.00	\$250.00 / \$300.00	
All Ages	Rental	Private Pool Rental; Minimum 2 hours	\$60.00 / \$60.00	\$75.00 / \$75.00	
All Ages	Party	Basic Party	\$20.00 / \$20.00	\$25.00 / \$25.00	
All Ages	Party	Little Otter Party	\$90.00 / \$90.00	\$112.50 / \$112.50	
All Ages	Party	Big Otter Party	\$120.00 / \$120.00	\$150.00 / \$150.00	
<b>**Incidental</b>	Any Debit/Credit under \$5.00 will incur an additional \$0.50 charge	Effective with new fees			

**City of Molalla Administrative Fees**

RESO #

**Public Works**

Overnight parking	\$5.00/night	\$25.00/week	\$100.00/mo.	\$1000/yr		RES 2008-12
Park & recreation fee				\$5.00	per month	RES 2007-09
<b>Molalla Water, Sewer, Street, Storm, &amp; Parks SDC's</b>						
		Water	Sewer	Street	Storm	Park
	Flow	SDC	SDC	SDC	SDC	SDC
¾" Meter	15 GPM	2113	3903	2939	289	903
1" Meter	25 GPM	3529	4978			
1.5" Meter	50 GPM	7036	9927			
2" Meter	80 GPM	11262	20815			
3" Meter	175 GPM	24659	34788			
4" Meter	300 GPM	42260	59620			
6" Meter	625 GPM	88049	124218			
8" Meter	900 GPM	126780	178860			
<b>Typical Single Family Dwelling Charges with ¾" Meter</b>						
Water Hook Up Fee				\$600.00		RES 2007-11
Sewer Hook Up Fee				\$600.00		RES 2007-11
Water SDC				\$2,113.00		RES 2007-11
Sewer SDC				\$3,903.00		RES 2007-11
Street SDC				\$2,939.00		RES 2007-11
Storm SDC				\$289.00		RES 2007-11
Park SDC				\$903.00		RES 2007-11
<b>Water Base</b>						
<b>INSIDE CITY</b>						
Water-Residential Single Family ¾"				\$10.50		RES 2007-11
Water-Residential Single Family 1"				\$17.50		RES 2007-11
Water-Residential Single Family 1.5"				\$35.00		RES 2007-11
Water-Residential Single Family 2"				\$56.00		RES 2007-11
Water-Multi Family All				\$10.50		RES 2007-11
Water-Commercial ¾"				\$10.50		RES 2007-11
Water-Commercial 1"				\$17.50		RES 2007-11
Water-Commercial 1.5"				\$35.00		RES 2007-11
Water-Commercial 2"				\$56.00		RES 2007-11
Water-Sm Industry 3"				\$122.50		RES 2007-11
Water-LG Industry 4"				\$210.00		RES 2007-11
Water-Lg Industry 6"				\$437.50		RES 2007-11
Water-Lg Industry 8"				\$630.00		RES 2007-11

**Public Works (Cont.)****Water Base****OUTSIDE CITY**

Water-Residential Single Family 3/4"				\$12.65		RES 2007-11
Water-Residential Single Family 1"				\$21.10		RES 2007-11
Water-Residential Single Family 1.5"				\$42.10		RES 2007-11
Water-Residential Single Family 2"				\$67.40		RES 2007-11
Water-Multi Family All				\$12.65		RES 2007-11
Water-Commercial 3/4"				\$12.65		RES 2007-11
Water-Commercial 1"				\$21.10		RES 2007-11
Water-Commercial 1.5"				\$42.10		RES 2007-11
Water-Commercial 2"				\$67.40		RES 2007-11
Water-Sm Industry 3"				\$147.60		RES 2007-11
Water-LG Industry 4"				\$253.00		RES 2007-11
Water-Lg Industry 6:				\$527.10		RES 2007-11
Water-Lg Industry 8"				\$759.00		RES 2007-11
Water Usage				\$2.30	1000/C.F.	RES 2007-11
Bulk Water				\$3.50	1000/Gallons	RES 2007-11

**Sewer Base**

Sewer Base				\$24.69		RES 2007-11
Charges based on water usage from winter months				\$2.44	C.F.	RES 2007-11
Storm Drain Fee				\$2.00		RES 2007-11
Service Shutoff Fee				\$25.00		RES 2007-11
Door Hanger Fee				\$10.00		RES 2007-11
Late Fee				\$5.00		RES 2007-11
Utility Service Deposits		Residential & Commercial		\$100.00		RES 2007-11
		Hydrant Customers		\$500.00		RES 2007-11

## City of Molalla Administrative Fees

### Planning

							RESO #
	Procedure	Land Use	Hearing	Total	Appeal		
<u>Land Use Review</u>	<u>Type</u>	<u>Review Fee</u>	<u>Fee</u>	<u>Fee</u>	<u>Fee</u>	<u>Fee</u>	
<u>Variance</u>	III	300.00	700.00	1,000.00	500.00		RES 2007-11
<u>Comprehensive Plan Amend.</u>	IV	2,000.00	600.00	2,600.00	1,300.00		RES 2007-11
<u>Conditional Use Mining</u>	IV	500.00	600.00	1,100.00	550.00		RES 2007-11
<u>Annexation</u>	IV	1,500.00	600.00	2,100.00	1,050.00		RES 2007-11
<u>Condominium Conversion or</u>	IV	900 Plus	600.00	Total of	Half of		RES 2007-11
<u>Construction of 7 or more units</u>		\$40/unit		two fees	total		RES 2007-11
<u>Major Zone Change</u>	IV	1,100.00	600.00	1,700.00	850.00		RES 2007-11
<u>UGB Amendment</u>	IV	1,800.00	600.00	2,400.00	1,200.00		RES 2007-11
<u>Demolition-Landmarks, Inventoried</u>	V	1,000.00	600.00	1,600.00	800.00		RES 2007-11
<u>Structures, and contributing buildings</u>							RES 2007-11
<u>Historic Landmark Designations</u>	V	1,000.00	600.00	1,600.00	800.00		RES 2007-11
<u>Or removal</u>							RES 2007-11
<u>ELD (Expedited Land Division)</u>	ELD	1000.00 Plus	1,500.00	2500.00 +	half of		RES 2007-11
<b>Additional Planning Department Fees and Reviews</b>							
<u>Hearings Tape Duplication Cost Plus 15%</u>					Cost +15%		RES 2007-11
<u>Photo Copies</u>				0.35	per page		RES 2007-11
<u>Re-notification Fee</u>					150.00		RES 2007-11
<u>Zoning Fee</u>							RES 2007-11
	<u>Single Family Residential Addition</u>					50.00	RES 2007-11
<u>Duplex</u>						100.00	RES 2007-11
<u>Multi Family Residential</u>						125.00	RES 2007-11
					Plus \$10 per unit		
<u>House Moving Fee</u>						100.00	RES 2007-11

Commercial/Industrial	0% of design review or minimum of \$25.00
City Administration Fee	6% of total cost of a permit minus state surcharge

All appeals will incur a hearings cost. Staff will require a deposit of \$600 and will not continue with the process until additional monies are paid once staff has exhausted the original deposit (\$600). Additional costs may be collected in case the expenses exceed the amount collected on all applications. A \$1000 deposit shall be collected for anticipated 3rd party. This fee is to be collected at time of application when possible.

**Planning (Cont.)**

<b>Land Use Review</b>		<b>Proc.</b>	<b>Land Use</b>	<b>Hearing</b>	<b>Total</b>	<b>Appeal</b>	
		<b>Type</b>	<b>Review Fee</b>	<b>Fee</b>	<b>Fee</b>	<b>Fee</b>	
Bear Creek Easement		I	300.00	N/A	300.00	150.00	RES 2007-11
Condominium Project of 6 or -	I	I	100.00	N/A	100.00	50.00	RES 2007-11
Demolition-Accessory Buildings	I	I	50.00	N/A	50.00	25.00	RES 2007-11
Demolition-Building		I	100.00	N/A	100.00	50.00	RES 2007-11
Excavation and Fill		I	200.00	N/A	200.00	100.00	RES 2007-11
Final Plat		I	300.00	N/A	300.00	150.00	RES 2007-11
Hardship Permit for Travel Traile	I	I	250.00	N/A	250.00	125.00	RES 2007-11
Lot Line Adjustment		I	200.00	N/A	200.00	100.00	RES 2007-11
Master Plan Review		I	1,000.00	N/A	1,000.00	500.00	RES 2007-11
Non Conforming Use		I	800.00	N/A	800.00	400.00	RES 2007-11
Pre-Application Conference	I	I	5% of	N/A	Total	Half of	RES 2007-11
			Filing Fee	N/A	of fee	total fee	RES 2007-11
Road Naming		I	100.00	N/A	100.00	50.00	RES 2007-11
Signs		I	50.00	N/A	50.00	25.00	RES 2007-11
Temporary Permit		I	250.00	N/A	250.00	125.00	RES 2007-11
Adjustments Type I		I	350.00	N/A	350.00	175.00	RES 2007-11
Adjustments Type II			700.00	N/A	700.00	350.00	RES 2007-11

**Design Review**

Valuation of 0-10,000		I	200.00	N/A	200.00	100.00	RES 2007-11
Valuation of 10,001-25,000	II	II	400.00	N/A	400.00	200.00	RES 2007-11
Valuation of 25,001-50,000	II	II	600.00	N/A	600.00	200.00	RES 2007-11
Valuation of 50,001-100,000	II	II	1,000.00	N/A	1,000.00	200.00	RES 2007-11
Valuation of 100,001-500,000	II	II	1,500.00	N/A	1,500.00	200.00	RES 2007-11
Valuation of 500,001-1,000,000	II	II	2,500.00	N/A	2,500.00	200.00	RES 2007-11
Valuation over \$1,000,000		II	3,500.00	N/A	3,500.00	200.00	RES 2007-11
Minor Partition		II	1,000.00	N/A	1,000.00	200.00	RES 2007-11
Conditional Use		III	1,000.00	700.00	1,700.00	850.00	RES 2007-11
Preliminary Plat		III	1,000.00	700.00	Total	Half of	RES 2007-11
			+50 per lot	N/A	of fee	total	RES 2007-11

**Plotter Fees**

Description				In House	Out of House		
Plotter 20 lb	30 X 42			12.50	20.00		RES 2007-11
	36 X 42			15.00	25.00		RES 2007-11
	42 X 42			17.50	30.00		RES 2007-11
Each Additional Sq. Ft.				1.00	2.00		RES 2007-11
Plotter 24 lb	30 X 42			14.00	25.00		RES 2007-11
	36 X 42			17.00	30.00		RES 2007-11
	42 X 42			20.00	35.00		RES 2007-11
Each Addition Sq. Ft.				1.25	2.50		RES 2007-11

**Planning (Cont.)**

Plotter 36 lb	30 X 42			17.00	35.00		RES 2007-11
	36 X 42			20.00	40.00		RES 2007-11
	42 X 42			25.00	45.00		RES 2007-11
Each Additional Sq. Ft.				1.50	3.00		RES 2007-11
Photo Base	30 X 42			25.00	75.00		RES 2007-11
	36 X 42			30.00	100.00		RES 2007-11
	42 X 42			35.00	125.00		RES 2007-11
Each Additional Sq. Ft.				2.50	7.00		RES 2007-11
Blue Prints	Up to 1 <sup>st</sup> 5 sheets \$30			N/A	N/A		RES 2007-11
	Each						
	is \$7 per						
8 ½ X 11 Bldg Plans							
Scanning	\$2.00 per			2.00	N/A		RES 2007-11



# City Of Molalla

## City Council Meeting

### Agenda Category: Ordinance

**Subject:** Amending the Library Advisory Board's Membership

**Staff Recommendation:** To adopt the ordinance amending the Library Advisory Board's membership.

**Date of Meeting to be Presented:** September 25th, 2013

**Fiscal Impact:** \$0.00

**Background:** (Type a brief detailed summary of the item to be presented.)

It has been difficult to fill vacancies on the board for the positions within the city of Molalla. The Board would like to make all seven positions at large so that anyone who lives within the service district of the Molalla Public Library may be on the Board. The Board would also like the city council representative to be a liaison position as it has been difficult for them to attend the board meetings and thus affects are ability to have a quorum for meetings.

SUBMITTED BY: Glenda Triebwasser, Library Director

APPROVED BY: Dan Huff, City Manager

City of Molalla

Ordinance No. 2013-04

**AN ORDINANCE AMENDING THE LIBRARY ADVISORY BOARD MEMBERSHIP**

**Whereas:** On September 25, 2013 the Molalla City Council adopted Ordinance 2013-04 amending Chapter 2.08 of the Molalla Municipal Code.

**Whereas:** Ordinance 2007-06 defines the composition of the Library Advisory Board membership to seven members, appointed by the Mayor and confirmed by the City Council.

**Whereas:** Ordinance 2007-06 further defines that those seven members, one Board member is a member of the City Council. Two members of the Library Board shall be residents of the City. Four Board members shall be residents of the area served by the library, but not residents of the City.

**Whereas:** Sections of Ordinance 2007-06 defining residency make it difficult to fill vacancies in the Board and having a City Council member as a voting member is inconsistent with other City Board memberships.

**Whereas:** It is the desire of the Molalla City Council to change the residency requirements of members of the Library Advisory Board and to remove the City Council representative from being a voting member of the Library Board.

Now, therefore, the City of Molalla ordains as follows:

**Section 1.** Section 2.08.010 of the Molalla Municipal Code ordains as follow and shall be amended to read as:

- A. The Molalla Public Library Advisory Board shall consist of seven members appointed by the Mayor and confirmed by the City Council. All members must reside within the service area of Molalla Public Library as defined by the Intergovernmental Agreement forming the Library District in 2008. The City Council representative will be a non-voting liaison position on behalf of the City Council to the Library Board.

Adopted this \_\_\_\_\_ day of September 25, 2013

Approved:

\_\_\_\_\_  
Debbie Rogge, Mayor

ATTEST this \_\_\_\_\_ day of \_\_\_\_\_ 2013

\_\_\_\_\_  
Sadie Cramer, City Recorder

# City Of Molalla

## City Council Meeting

### Agenda Category: Ordinance

**Subject:** Proposed Ordinance amendment regarding the Planning Commission

**Staff Recommendation:** *Make any additional changes and direct the Planning Commission to hold a Public Hearing regarding this matter.*

**Date of Meeting to be Presented:** September 25, 2013

**Fiscal Impact:** No fiscal impact

**Background:**

Included with this cover sheet is a proposed Ordinance for Council consideration. As proposed, this ordinance performs two functions:

1. Removes the Planning Commission section from the Development Code and places language defining the Planning Commission and its functions within the Municipal Code under full Council purview.
2. Deletes the Design Review Board from the Code. The Planning Commission serves as the Design Review Board and describing two “committees” is unnecessary.

Should Council elect to move forward on this item direction for the Planning Commission to proceed with public notice and a public hearing will need to be part of your motion.

SUBMITTED BY: Dan Huff, City Manager

ADMIN USE ONLY

**Agenda Item**

ALL AGENDA ITEMS MUST BE SUBMITTED BY NOON THE WEDNESDAY BEFORE THE SCHEDULED COUNCIL MEETING. ALL ITEMS MUST BE SUBMITTED TO THE CITY MANAGER FOR CONSIDERATION.

City of Molalla

ORDINANCE NO. 2013 - DRAFT

AN ORDINANCE REVISING

**WHEREAS:** The City desires to make changes to the duties and composition of the Planning Commission as well as clarify the role of the Citizens Advisory Committee and the Design Review Board; and

**WHEREAS:** The City provided necessary notice(s) of the proposed ordinance prior to the first hearing on the proposal; and

**WHEREAS:** At its meeting of \_\_\_\_\_, 2013, the Molalla Planning Commission, after holding a hearing on and studying the proposed ordinance voted to recommend to the City Council that it be adopted; and

**WHEREAS:** At its meeting of \_\_\_\_\_ 2013, the Molalla City Council held a hearing on the proposed ordinance, received public testimony and discussed the issues, and approved the Planning Commission recommendation.

**NOW, THEREFORE, THE CITY OF MOLALLA ORDAINS as follows:**

**Section 1.** *Articles II, III and IV of Chapter 16.20 of the Molalla Municipal Code are hereby repealed.*

**Section 2.** *A new Chapter 2.06 is hereby added to the Molalla Municipal Code to read as follows:*

**Chapter 2.06 Planning Commission**

**2.06.010 Purpose.**

A. The purpose of the Planning Commission shall be to conduct the review of the Comprehensive Plan, implement ordinances, hold hearings and make decisions and recommendations to the City Council on major plan and ordinance amendment applications as well as other such matters as required by state law, City charter or City ordinances.

B. As set forth in the City's Comprehensive Plan, the Planning Commission shall also act as the city's officially recognized Citizen Advisory Committee.

**2.06.020 Created—Composition—Compensation—Terms—Removal.**

There is created a City Planning Commission for the City of Molalla.

A. The Planning Commission shall consist of a minimum of three (3) but no more than seven (7) members appointed by the Mayor with the consent of the Council for terms of four (4) years. Two (2) members may be non-residents of the City, provided they reside within the City's Urban Growth Boundary. There shall be more residents of the city than non-residents sitting on the Commission at all

times. Commission members shall receive no compensation for their services, but shall be reimbursed for duly authorized expenses.

B. Individuals interested in serving on the Planning Commission shall meet the following criteria:

1. Reside within the City of Molalla, except as otherwise provided in this section.
2. Not more than 2 members may have the same occupation.
3. Must be a citizen of the United States of America.

C. The composition of the Planning Commission shall meet the requirements of ORS 227.030.

D. Members may be removed at the pleasure of the Mayor with the consent of the Council. Any vacancies shall be filled by the Mayor with the consent of the Council for the unexpired portion of the term.

E. Unexcused absences from three (3) regular Commission meetings shall result in removal of a member at which time the Planning Commission shall request that the Mayor appoint a replacement. The Mayor, with the consent of the Council may reappoint the removed Commissioner or appoint a new individual to the Commission. Commission members shall call, email, mail, or drop-off a letter to staff in order to be excused from regularly scheduled meetings.

#### **2.06.030 Quorum—Rules of procedure.**

A. A majority of the appointed members of the Commission shall constitute a quorum. The Commission is authorized to adopt rules of procedure for the conduct of its meetings and hearings, provided such rules do not conflict with state law, City Charter, Ordinances, and the Comprehensive Plan. A copy of such rules shall be filed with the City Recorder and made available for inspection to those appearing before the Planning Commission prior to their appearance.

B. When exercising the function of the Hearings Officer, the Planning Commission shall follow the rules of the Hearings Officer in performing said function. A majority vote of the Planning Commission members present shall be sufficient for taking any action authorized by ordinance.

#### **2.06.040 Meetings—Officers.**

The Planning Commission shall meet on a monthly basis. At the first meeting of each calendar year, the Commission shall select a chair, vice-chair, and a secretary. The chair, or vice-chair in the chair's absence, shall preside over the Planning Commission's meetings and hearings.

#### **2.06.050 Record of proceedings.**

Accurate records of all Commission proceedings shall be kept by the City, and maintained on file with the City.

#### **2.06.060 Right of parties to present evidence at hearings.**

A. At public hearings before the Planning Commission, all interested persons and organizations shall be allowed an opportunity to be heard and to present and rebut evidence.

B. The Chair may limit the speaking time allowed for interested parties as necessary to conduct the hearing and consistent with law.

**Section 3.** *Section 16.12.030 of the Molalla Municipal Code is hereby amended as follows:*

**PLANNING COMMISSION.** The primary Citizen Advisory Committee for the City of Molalla established under ~~Section 16.20.030~~ Chapter 2.06 of the Molalla ~~Development~~ Municipal Code.

**Section 4.** *Section 16.12.040 of the Molalla Municipal Code is hereby amended as follows:*

The following acronyms are organized alphabetically. The point of the acronym section is to provide an easily accessible section of the code that can be referred to when acronyms are used.

**CC:** City Council

**DEQ:** Department of Environmental Quality

**DLCD:** Department of Land Conservation and Development

**DSL:** Division of State Lands

~~**DRB:** Design Review Board~~

**HO:** Hearing Officer

**ODF&W:** Oregon Department of Fish and Wildlife

**ODOT:** Oregon Department of Transportation

**PC:** Planning Commission

**PD:** Planning Director

**PWD:** Public Works Director

**Section 5.** *Section 19.04.130 of the Molalla Municipal Code is hereby repealed.*

**Section 6.** *Section 19.04.140(A) of the Molalla Municipal Code is hereby amended as follows:*

A. The Hearings Officer, ~~Design Review Board~~, Planning Commission and City Council may impose reasonable conditions of approval designed to ensure that all applicable approval standards are, or can be, met.

**Section 7.** *Section 19.08.020(B) of the Molalla Municipal Code is hereby amended as follows:*

B. **Site Design Review.** Site Design Review is a discretionary review conducted by the ~~Design Review Board~~ Planning Commission with a public hearing (Type III Quasi-Judicial Review). (See Chapter 19.04 for review procedure.) It applies to all development in the City, except those specifically listed under subsection A above (applications subject to Development Review). Site Design Review ensures compliance with the land use and development standards in Title 17 (e.g., lot area, building setbacks and orientation, lot coverage, maximum building height), and the design standards and public improvement requirements in Title 18.

**Section 8.** *Section 19.08.050(B)(1) of the Molalla Municipal Code is hereby amended as follows:*

**19.08.050 Site Design Review—Application submission requirements.**

B. **Site Design Review Information.** In addition to the general submission requirements for a Type III review (Section 19.04.040) an applicant for Site Design Review shall provide the following additional information, as deemed applicable by the Planning Director. The Planning Director may

deem applicable any information that he or she needs to review the request and prepare a complete staff report and recommendation to the approval body:

1. Provide the number of plans referenced below:
  - a. ~~No Design Review Board~~ Planning Commission - 5 sets of plans and materials.
  - b. Requires a hearing before the ~~Design Review Board~~ Planning Commission - 12 sets of plans and materials.
  - c. If a project is adjacent to a state highway, 2 additional sets of plans will be required for review by the state highway authority.
  - d. The applicants shall submit a set of all drawings and material on CD in PDF format.

**Section 9.** *Section 17.08.100(1)(2) of the Molalla Municipal Code is hereby amended as follows:*

2. **Common Open Space.** A minimum of 10% of the site area shall be designated and permanently reserved as common open space in multiple family developments with more than 20 dwellings, in accordance with all of the following criteria:
  - a. The site area is defined as the lot or parcel on which the development to be located, after subtracting any required dedication of street right-of-way and other land for public purposes (e.g., public park or school grounds, etc.).
  - b. In meeting the common open space standard, the multiple family development shall contain 1 or more of the following. outdoor recreation areas, protection of sensitive lands (e.g., trees preserved), play fields, outdoor playgrounds, outdoor sports courts, swim pools, walking fitness courses, pedestrian amenities, or similar open space amenities for residents.
  - c. Historic buildings or landmarks that are open to the public may count toward meeting the common open space requirements when approved by the Planning Commission/~~Design Review Board~~.
  - d. To receive credit under this subsection I, a common open space area shall have an average width that is not less than 20 feet and an average length that is not less than 20 feet.
  - e. Projects in the mixed use residential-commercial districts that provide pedestrian amenities between primary building entrance(s) and adjoining street(s) are required to provide a minimum of 5% of the site in common open space.
  - f. The approval body may waive the common open space requirement for the first 25 dwelling units in a multiple family project that is located within 1/4 mile (measured walking distance) of a public park, and there is a direct, accessible (i.e., Americans With Disabilities Act compliant), lighted pedestrian walkway or multi-use pathway connecting the site to the park. If the park is not developed, or only partially developed, the approval body may require the multiple family housing developer to improve park land in an amount comparable to that which he or she would otherwise be required to provide in his or her development.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

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Deborah Rogge  
Mayor

ATTEST:

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Sadie Cramer  
City Recorder

DRAFT