



Molalla City Council – REVISED Meeting Agenda
Meeting located at: Molalla Adult Center
315 Kennel Ave, Molalla, OR 97038

~~January 11, 2016~~
January 13, 2016

Business meeting will begin at 7:00PM. The Council has adopted Public Participation Rules. Public comment cards are available at the entry desk. Request to speak must be turned into to the Mayor prior to the start of the regular Council meeting.

Executive Session : NONE

1. CALL TO ORDER – 1,070th Regular Meeting

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

2. COMMUNICATIONS AND PUBLIC COMMENT

- A. Council Minutes

3. AWARDS, RECOGNITIONS & PRESENTATIONS

4. PROCLAMATIONS

5. PUBLIC HEARINGS

6. NEW BUSINESS

- A. Council President Nominations – Mayor
- B. SDC Fee Amendment Discussion – Huff/Cline
- C. Library Board Appointments for Sandy Nelson and Kelly Andrews – Mayor and Council
- D. Library Strategic Plan – Discission
- E. Authorization of Purchase Over \$10,000 – Cline/Huff

7. CONTINUING BUSINESS

8. ORDINANCES

- A. 2015- 07 : An Ordinance Amending The Molalla Land Use And Development Code To Impose Reasonable Regulations On Marijuana Facilities In The City And Declaring An Emergency – Huff (1st reading done on 12/23/15. A 2nd reading and possible adoption are in order)
- B. 2016-01: An Ordinance Amending Articles 1, 5, 9 of Municipal Code 13.08

9. RESOLUTION

- A. 2015-12: Increasing Fees for the City of Molalla Utility Billings – Discussion/Approval/Huff/Penni
- B. 2016-01: A Resolution Appointing Dan Huff as Budget Officer
- C. 2016-02: A Resolution Making Transfers within the General Ledger for the City of Molalla - Penni
- D. 2016-03: A Resolution Setting the Violation Amout in Section 13.08.0650 from \$500 to \$1000.



(In conjunction with ORD 2016-01 presented tonight)

10. REPORTS AND ANNOUNCEMENTS

A. City Manager/Staff Reports – Dan Huff

- Supplemental Budget will be needed and brought to Council in January/February 2016.
- Industrial Survey for NPEDS (National Pollution Discharge Elimination System) Permit
- A Resolution Updating Fee Schedule for the City of Molalla
- Molalla Avenue Improvements Urban Renewal Project No. 16-01
- Geo Caching Challenge for Tourism Completed.

11. EXECUTIVE SESSIONS

12. ADJOURNMENT

Minutes of the Molalla City Council Regular Meeting
Molalla City Hall
117 N. Molalla Ave., Molalla, OR 97038
Wednesday, December 23, 2015

ATTENDANCE: Mayor Rogge, Present; Councilor Pottle, Present; Councilor Thompson, Present; Councilor Griswold, Present; Councilor Riggs, Present. Councilor Clark, Present.

STAFF IN ATTENDANCE: City Manager Dan Huff, Present; City Recorder Sadie Cramer, Present; Finance Director Heather Penni, Present; Public Works Director Jennifer Cline, Present.

COMMUNICATIONS AND PUBLIC COMMENT

- A. Council Minutes – Councilor Griswold motions to accept both sets of minutes presented; Councilor Pottle seconded. Motion passed; 6-0.
- B. Library Minutes – for information only.

PUBLIC HEARINGS

A. Molalla Land Use And Development Code To Impose Reasonable Regulations On Marijuana Facilities In The City.

- a. **Joi Moshberger**, 7575 Springhill Drive, Gladstone, OR 97027 – wanted to make herself available for any questions regarding the matter.
- b. **Jim Taylor**, 29480 Hult Road, Colton, OR 97017 – thanks Council and Staff for moving forward with the issue in accordance to Oregon law. Commends staff on work/research done as far as mapping and restrictions making it possible for only two dispensaries and two grow areas within City limits. Says it will generate revenue for the City along with creating new job opportunities and encourages Council to pass it.
- c. **Leota Childress**, 150 Indian Oak Ct, Molalla – comments regarding audit package received just before the last meeting, believes documentation like that needs to be provided at least two weeks prior to discussion/review. Regarding marijuana issue, thanks Council/ Staff/ Planning Commission for all their hard work, time and effort in finally providing something reasonable to pass and vote on. Realizes people had to make decisions that went beyond their beliefs, but moved beyond that to do so for the benefit of the City.

Councilor Pottle motions to close the Public Hearing; Councilor Thompson seconded. Motion passed 6-0.

NEW BUSINESS

A. Merina & Co. presenting the FY 2014/ 2015 audit report. – Discussion

Councilor Thompson references Page 10 of the Audit Report which lists a \$7,000 discrepancy. Asks FD Penni to explain this. FD Penni explains that it is simply a way of presenting accounting data, that it does not represent any specific gains or losses.

Councilor Pottle questions items on Page 30. FD Penni explains that this page explains our credit risk and credit collateral. Says that government funds are only insured for up to \$800,000 in the banks. For any amount exceeding this, those amounts go to a local government investment pool where monies are invested by state actuaries. They are guaranteed no loss; but as a result, the interest rate or return on the funds is very low, approximately 0.5%. But the money is safe, insured, and guaranteed.

RESOLUTION

A. 2015-14: Declaring Council Vacancy

Councilor Griswold motions to pass Resolution as read; Councilor Pottle seconded. Motion passed; 6-0.

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Wednesday, December 23, 2015

ORDINANCES

A. 2015-07: An Ordinance Amending The Molalla Land Use And Development Code To Impose Reasonable Regulations On Marijuana Facilities In The City And Declaring An Emergency – Huff

Councilor Thompson motions to have a first reading by Title only; Ordinance 2015-07, Councilor Clark seconded.

Councilor Pottle asks how the County's recent law passed affects this ordinance; Mayor Rogge and Councilor Thompson unanimously say that the County's law was regarding unincorporated areas only, that it does not affect this Ordinance.

Motion passed 5-1 with Councilor Griswold as Nay.

Ordinance to be brought back for adoption by Council on 01/09/2016.

REPORTS AND ANNOUNCEMENTS

CM Huff – Chamber Annual Banquet on January 30, 2016, needs RSVP from Council on who is attending. CR Cramer instructed them to email her with their RSVPs.

RFP for city engineering services to replace current city engineer brought in 6 bids from different companies. RFP awarded to Project Delivery Group, Gerald Fisher. Mayor asks him to step forward.

Gerald Fisher, Senior Project Manager, Project Delivery Group, 3150 22nd Street SE, Salem, OR 97302 – Mayor Rogge explains that our sewer plant is our immediate focus asks what background/experience he has in regards to sewer plant management and/or operation . Fisher explains that he was previously the Public Works Director and City Engineer for the City of Silverton. During that time he oversaw a complete biosolids upgrade to the sewer treatment plant there, as a result, he is very aware of the issues our sewer plant is currently experiencing. Has been in discussions with city staff in regards to DEQ concerns and establishing the capital improvement plan. Also states he has the resources to provide any specialty work that may be needed.

Councilor Thompson motions to award the contract for City Engineering services to Project Delivery Group; Councilor Pottle seconded. Motion carries 6-0.

Late fee discussion was not brought to this meeting in the interest of keeping it short. Says that they need instruction from Council to rewrite the resolution to bring back at the next meeting. Councilor Thompson motions to instruct staff to rewrite the late fee resolution for presentation at next meeting; Councilor Pottle seconded. Motion passed; 5-1 with Councilor Griswold as Nay.

Councilor Griswold announces that he wants to congratulate PW Cline on the work done on Heintz St.

Councilor Thompson says that the County is looking to survey cities on their position of increasing the vehicle registration fees which would be a way to fund road improvements throughout the county. Says that cities within the counties would get some of those funds. Also at C4 meeting currently discussing

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making recommendation on projects that were brought for stip funding from the county and also about what should be done with establishing a position for legislation at state capitol.

Councilor Pottle asks CM Huff to discuss complaint about sewer plant. CM Huff explains that the city has a request in to DEQ to discharge treated water into Bear Creek to protect the integrity of the lagoons. Part of that request was to notify surrounding property owners of this occurrence. CM Huff says that one of those property owners expressed concern that the lagoons were overflowing already. CM Huff assures everyone that no, they have not overflowed, and preventing the overflow is the reasoning behind the request to discharge partially treated effluent water into Bear Creek. The water is storm water not waste water. They have determined the complaint is not valid, but are aware of the concerns being expressed.

Mayor Rogge encourages anyone interested in sitting on Council to fill the vacancy to go online and begin the application process. They will begin reviewing applicants in January.

EXECUTIVE SESSIONS

ORS 192.660 (2) (D) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

ADJOURNMENT

Councilor Thompson motions to adjourn the meeting; Councilor Pottle seconded. Motion carried 6-0.

City Of Molalla

City Council Meeting



Agenda Category: New Business

Subject: Modifications for SDC Methodology & Capital Improvement Plan

Recommendation: Council to Approve Fee Modifications

Date of Meeting to be Presented: January 13, 2015

Fiscal Impact: SDC Adjustments as identified in report Analysis and Tables

Background:

On September 1, 2015, Project Delivery Group (PDG) was asked to review the SDC methodology report and recommend any potential modification to the methodology for calculating system development charges. This work was performed under an existing engineering services contract executed and returned to PDG on May 8, 2015. This objective of this report is to comment on possible deficiencies and provide alternatives available to the City.

Curran-McLeod, Inc. prepared an engineering report for an SDC and Capital Improvement Plan (CIP) update for the water, sanitary sewer, storm drainage, transportation, and parks/recreation systems. The PDG report included is a brief summary of the findings.

With exception to Transportation that is to be reviewed at a later time, it is recommended all SDC fees listed in this report are adjusted to correct rounding errors and inconsistencies based on the Analysis provided. No changes are recommended to the methodologies of the plan at this time.

SUBMITTED BY: Jennifer Cline, Public Works Director
APPROVED BY: Dan Huff, City Manager

Recommendations for Modifications

Related to

**City of Molalla Engineering Report for SDC Methodology & Capital Improvement Plan
Updates - Jan 2014**

January 08, 2016

Prepared for:



City of Molalla
117 N. Molalla Ave.
Molalla, OR 97038

Prepared by:

Gerald Fisher, PE, Senior Project Manager

Project Delivery Group, LLC

3150 SE 22nd Street

Salem, Oregon 97302

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Introduction

On September 1, 2015, Project Delivery Group (PDG) was asked to review the SDC methodology report and recommend any potential modification to the methodology for calculating system development charges. This work was performed under an existing engineering services contract executed and returned to PDG on May 8, 2015. This objective of this report is to comment on possible deficiencies and provide alternatives available to the City. Curran-McLeod, Inc. prepared an engineering report for an SDC and Capital Improvement Plan (CIP) update for the water, sanitary sewer, storm drainage, transportation, and parks/recreation systems. The following is a brief summary of the findings of that report.

Water

Water SDC Methodology

W-I Overview: The water SDC methodology used city records and noted a change in Maximum Daily Demand (MDD) from 345 gallons per capita per day (gpcd) in 1996 to an average of 260 gpcd over the period from 2010 to 2013. The Average Daily Demand (ADD) was also calculated at 125 gpcd. The report identified data from the 2010 US Census showing a drop of the average household size from 2.87 to 2.67 persons per household. This yielded a rounded MDD of 700 (2.67 x 260) gallons per day per household or equivalent dwelling unit (EDU). These demand values included commercial and industrial water demands. The report stated that the MDD at the end of the 20 year planning period of the 1996 Water System Master Plan would be 4.0 million gallons per day (MGD) equivalent to the peak daily demands of 5,710 EDU. The report then used information from the 2008 Residential Land Needs Report to assume an average density of 7 housing units per acre with a 20% acreage reduction for roadways and public uses. The 2000 Comprehensive Plan designated 721.8 acres for residential development, of which 80% (577.4 acres) was used in the SDC report to estimate a build out population of 10,800 (577.4 x 7 x 2.67) and 4,040 EDU (577.4 x 7).

Analysis – The methodology used residential property information and no mention was made related to commercial or industrial lands in the report.

W-II Credits for Eligible Construction: A table was provided that set oversizing credit value for all developments on a per lineal foot basis and included a 20% engineering and administration cost. The table below identifies the credits available for pipe sizes above the City’s minimum waterline size of 8 inches in diameter.

CITY OF MOLALLA Waterline Construction Credits*
January 2014

LINE SIZE	6"	8"	10"	12"	14"	18"
CONSTRUCTION COST	\$48/LF	\$54/lf	\$66/lf	\$78/lf	\$92/lf	\$108/lf
OFFSITE CREDIT	\$48/lf	\$54/lf	\$66/lf	\$78/lf	\$92/lf	\$108/lf
OVERSIZE CREDIT	\$0	\$0	\$12/lf	\$24/lf	\$38/lf	\$54/lf

*2014 Curran-McLeod, Inc. Report

Analysis – Waterline construction credits were provided but no comment was made on where these numbers came from and if the 20% engineering and administration fee was accurate. Typical engineering fees in a planning level document range from 15%-25% and administrative and legal range from 10%-15%. The table above sets the SDC credit value whether the developer pays more or less for the waterline upsizing. A more accurate way to credit SDC’s



is to base the credit on actual construction values paid by the developer at the time of construction and then calculate the credit based on the difference in cost to install a pipe size larger than the minimum 8-inch waterline.

W-III Water Capital Improvement Plan: A capital improvement plan was provided from the 1996 Water Master Plan and the report recommended source development as a priority along with transmission and storage improvements. A list of projects was provided and inflated to 2013 construction cost values. All projects were SDC eligible and assigned an EDU capacity between 4,040 and 6,800.

Analysis – No information was provided on how the report arrived at these numbers per project. Project 12 is identified for planning and SDC updates. If the intent of the planning was to facilitate an update to the water master plan then the value of that update is more likely on the order of approximately \$100,000 to \$150,000. There were three calculation errors, two of significance, in the CIP table. Costs per EDU were recalculated for Project 4 (\$10.51), 8f (\$9.51), and 10 (\$25.59). The correction yields a cost per EDU of \$1,391.48 versus \$1,152.20 (\$1,150 in report). This amount distributed over the 4,040 estimated EDU creates an improvement SDC collection shortfall of approximately \$966,691

W-IV Water System SDC Improvement Fee Calculation: For the Improvement SDC calculation, the report stated that the CIP from the 1996 Water System Master Plan was mostly completed and a new CIP was developed focusing on work to be completed within the next 10 years. It identified source development as the most critical component to the water system along with treatment plant and transmission improvements. The total CIP value was set at \$6,665,200 and cost per EDU was calculated at \$1,150 per EDU but there was no explanation as to how the percent capacity was determined in EDU.

Analysis – This fee should be revised to \$1,392.

W-V Water System SDC Reimbursement Fee Asset Summary: For the Reimbursement SDC calculation, the report identified completed improvements from a 2013 Capital Asset Inventory report prepared by the City. Like the Improvement SDC's, it is not clear how capacity in EDU was calculated.

Analysis – Except for one project, all of the costs per EDU were rounded down to the nearest dollar. The unrounded calculations yields a cost per EDU of \$2,402.90 versus \$2,401.00 (\$2,400 in report). This amount distributed over the 4,040 estimated EDU creates a reimbursement SDC collection shortfall of approximately \$7,676.

W-VI Water System SDC Reimbursement Fee Calculation: This section calculated the reimbursement fee based on the total cost of improvements divided by EDU.

Analysis – This fee should be revised to \$2,403.

W-VII Water System SDC Fee Summary: The water SDC summary costs included a 2% administration fee. Industrial and commercial user fees were based on meter sizes and capacity to serve. Residential units were assigned one EDU regardless of meter size required. Meters used for only fire protection services are excluded from SDC fees. A fee schedule based on meter size was provided.

Analysis – A review of the 2% administration fee should be performed to determine if the City will recover actual costs for administering the SDC funds. If the 2% fee is not adequate then the fee should be adjusted upward to a level that covers administrative costs while not exceeding levels set by statute. Residential units should follow the same convention as commercial and industrial users. The only difference is that single family residential homes requiring a



larger meter size due to sprinkler system requirements set by the Fire District should only be charged SDC's based on fixture unit requirements. For example, a home that would normally require a ¾" meter based on fixture units is required to upsize to a 1" meter for sprinkler systems should only be charged the ¾" meter fee. Meters used for only fire protection services are excluded from SDC fees. A fee schedule based on meter size was provided. The fee table should round improvement, reimbursement, and administration fees to the nearest whole dollar to ensure complete recovery of fees without over or undercharging development. The meter factors should also meet equivalent meter ratio standards as provided in AWWA Manual M1, Appendix B. The following fee schedule shows revised amounts based on the recommendations above.

METER SIZE	FACTOR	IMPROVEMENT FEE	REIMBURSEMENT FEE	ADMINISTRATION FEE (2%)	TOTAL SDC
3/4"*	1	\$1,392	\$2,403	\$76	\$3,871
1"	1.67	\$2,320	\$4,005	\$127	\$6,452
1 ½"	3.33	\$4,640	\$8,010	\$253	\$12,903
2"	5.33	\$7,424	\$12,816	\$405	\$20,645
3"	10.67	\$14,848	\$25,632	\$810	\$41,290
4"	16.67	\$23,200	\$40,050	\$1,265	\$64,515
6"	33.33	\$46,400	\$80,100	\$2,530	\$129,030

Sanitary Sewer

Sanitary Sewer SDC Methodology

SS-I Overview: The Sanitary Sewer SDC methodology is based on the 2005 Facility Plan and improvements identified by City staff. Based on the Facility Plan, the Maximum Monthly Dry Weather Flow (MMDWF) is 300 gallons per capita per day (gpcd) and the collection and treatment facilities have capacity for 4.0 million gallons per day (MGD). This provides a capacity for a population of 13,370 (4,000,000 ÷ 300). The EDU design loading was calculated based on 2.67 persons per household, which yielded a rounded total number of EDU's at 5,008 (13,370 ÷ 2.67).

Analysis – The methodology used residential population information and no mention was made of commercial or industrial sewer flows in the report.

SS-II Credits for Eligible Construction: A table was provided that set oversizing credit value for all developments on a per lineal foot basis and included a 20% engineering and administration cost. The table below identifies the credits available for pipe sizes above the DEQ's minimum sewer line size of 8 inches in diameter.

CITY OF MOLALLA Sanitary Sewer Construction Credits*

January 2014

LINE SIZE	8"	10"	12"	16"	18"	24"
CONSTRUCTION COST	\$64/lf	\$74/lf	\$84/lf	\$94/lf	\$102/lf	\$122/lf



OFFSITE CREDIT	\$64/lf	\$74/lf	\$84/lf	\$94/lf	\$102/lf	\$122/lf
OVERSIZE CREDIT	\$0	\$10/lf	\$20/lf	\$30/lf	\$40/lf	\$60/lf

*2014 Curran-McLeod, Inc. Report

Analysis – Sewer line construction credits were provided but no comment was made on where these numbers came from and if the 20% engineering and administration fee was accurate. Typical engineering fees in a planning level document range from 15%-25% and administrative and legal range from 10%-15%. This table sets the SDC credit value whether the developer pays more or less for the sanitary sewer upsizing. A more accurate way to credit SDC’s is base the credit on actual construction values paid by the developer at the time of construction and then calculate the credit based on the difference in cost to install a pipe size larger than the minimum 8-inch sanitary sewer line.

SS-III Sanitary Sewer Capital Improvement Plan: A capital improvement plan was provided from the 2000 and 2005 Wastewater Master Plan and identified growth improvements. A list of projects was provided and inflated to 2013 construction cost values. All projects were SDC eligible and assigned an EDU capacity of 5,008.

Analysis – No information was provided on how the report arrived at these EDU numbers per project. Project 10 identifies Miscellaneous Upsizing and Oversizing over the 20 year period but it is not clear where the project(s) are located. The total cost per EDU was rounded up to the nearest whole dollar. If the intent of the planning was to facilitate an update to the wastewater master plan then the value of that update is more likely on the order of approximately \$100,000 to \$150,000.

SS-IV Sanitary Sewer SDC Improvement Fee Calculation: For the Improvement SDC calculation, the report generated the CIP from the 2000 and 2005 Wastewater Facilities Plan and identified growth improvements. The total CIP value was set at \$5,417,000 and cost per EDU was calculated at \$1,082 per EDU but there was no explanation as to how the percent of capacity was determined in EDU.

Analysis – There were no cost calculation errors in the CIP table.

SS-V Sanitary Sewer SDC Reimbursement Fee Asset Summary: For the Reimbursement SDC calculation, the report identified completed improvements from a 2013 Capital Asset Inventory report prepared by the City. Like the Improvement SDC’s, it is not clear how capacity in EDU was calculated.

Analysis – All of the costs per EDU were rounded to the nearest dollar but did not follow any convention. The unrounded calculations yields a cost per EDU of \$3,429.86 versus \$3,428.00 (\$3,428 in report). This amount distributed over the 5,008 estimated EDU creates a reimbursement SDC collection shortfall of approximately \$9,315.

SS-VI Sanitary Sewer SDC Reimbursement Fee Calculation: This section calculated the reimbursement fee based on the total cost of improvements divided by EDU.

Analysis – This fee should be revised to \$3,430.

SS-VII Sanitary Sewer SDC Fee Summary: The sanitary sewer SDC summary costs included a 2% administration fee. Industrial and commercial user fees were based on meter sizes and capacity to serve. Single and multi-family units were assigned one EDU regardless of water meter size required. A fee schedule based on meter size was provided.



Analysis – A review of the 2% administration fee should be performed to determine if the City will recover actual costs for administering the SDC funds. If the 2% fee is not adequate then the fee should be adjusted upward to a level that covers administrative costs while not exceeding levels set by statute. Residential and multi-family units should follow the same convention as commercial and industrial users. The only difference is that single family residential homes requiring a larger meter size due to sprinkler system requirements set by the Fire District should only be charged SDC’s based on fixture unit requirements. For example, a home that would normally require a ¾” meter based on fixture units is required to upsize to a 1” meter for sprinkler systems should only be charged the ¾” meter fee. Meters used for only fire protection services are excluded from SDC fees. A fee schedule based on meter size was provided. The fee table should round improvement, reimbursement, and administration fees to the nearest whole dollar to ensure complete recovery of fees without over or undercharging development. The meter factors should also meet equivalent meter ratio standards as provided in AWWA Manual M1, Appendix B. The following fee schedule shows revised amounts based on the recommendations above.

METER SIZE	FACTOR	IMPROVEMENT FEE	REIMBURSEMENT FEE	ADMINISTRATION FEE (2%)	TOTAL SDC
3/4"*	1	\$1,082	\$3,430	\$91	\$4,603
1"	1.67	\$1,804	\$5,717	\$151	\$7,672
1 ½"	3.33	\$3,607	\$11,434	\$301	\$15,342
2"	5.33	\$5,771	\$18,294	\$482	\$24,547
3"	10.67	\$11,542	\$36,587	\$963	\$49,092
4"	16.67	\$18,034	\$57,167	\$1,505	\$76,706
6"	33.33	\$36,067	\$114,334	\$3,009	\$153,410

Stormwater

Stormwater SDC Methodology

SD-I Overview: The Storm Drainage SDC methodology is based on a capital improvement plan prepared by City staff. The methodology predates any master plan and provided a low EDU. The SDC was also limited to an improvement fee only. The final calculations of the 1999 methodology included costs in both SDC’s per EDU (\$289.33) and SDC’s per SF (\$0.11). Based on the 2003 Stormwater Master Plan, the report uses 2,640 SF of impervious area per EDU.

Analysis – The methodology used 2,640 SF of impervious area as one EDU and should be the basis for all calculations of impervious surface factors.

SD-II Credits for Eligible Construction: A table was provided that set oversizing credit value for all developments on per lineal foot basis and included engineering and administration cost. The table below identifies the credits available for pipe sizes above the City’s minimum drainage pipe size of 12 inches in diameter.



CITY OF MOLALLA Stormwater System Construction Credits*
January 2014

LINE SIZE	12"	15"	18"	21"	24"	27"	30"	36"
CONSTRUCTION COST	\$38/lf	\$44/lf	\$50/lf	\$56/lf	\$64/lf	\$72/lf	\$82/lf	\$94/lf
OFFSITE CREDIT	\$38/lf	\$44/lf	\$50/lf	\$56/lf	\$64/lf	\$72/lf	\$82/lf	\$94/lf
OVERSIZE CREDIT	\$0	\$6/lf	\$12/lf	\$18/lf	\$26/lf	\$34/lf	\$44/lf	\$56/lf

*2014 Curran-McLeod, Inc. Report

The report recommended the creation of an SDC overlay for undeveloped properties fronting the offsite improvements to cover the costs of the base pipeline size.

Analysis – Storm drainage construction credits were provided but no comment was made on where these numbers came from and no percentage was provided for engineering and administration fees. Typical engineering fees in a planning level document range from 15%-25% and administrative and legal range from 10%-15%. This table sets the SDC credit value whether the developer pays more or less for the storm upsizing. A more accurate way to credit SDC's is base the credit on actual construction values paid by the developer at the time of construction and then calculate the credit based on the difference in cost to install a line size larger than the minimum 12-inch storm drainage line. An SDC overlay is one method that pays the developer at the time of construction. If no storm system exists to the development area, another more commonly used method is to pay the developer for the oversizing of the storm system and then set up a reimbursement district. If the adjoining land owners develop their properties or connect to the line then they are charge for their portion of the line fronting the property. Tentative assessments are set up for each of the benefitting properties and the assessments last for 10 years. If no properties develop or connect to the system then the no additional credits or reimbursements are provided to the developer.

SD-III Stormwater System Capital Improvement Plan: A capital improvement plan was provided from the 2003 Stormwater Master Plan and the cost allocation was distributed over the entire population, current and future, and the report indicated that all of the projects were 100% SDC eligible.

Analysis – The total cost was based on all projects in the CIP calculated at 100% SDC eligible since the report allocates the cost to both existing and future users. In fact, if it is assumed that there was no future growth and that the existing system were sufficient in size to prevent flooding and other deficiencies then there would be no SDC allocation for the existing users. Future users would then be charged for capacity related improvement as part of the improvement SDC's and charged for existing additional capacity built and paid for by the existing users as part of the reimbursement SDC's. When reviewing the 2003 Master Plan the projects listed were created to relieve flooding and other existing capacity issues within the system; therefore, a majority of the CIP projects should not be classified as 100% SDC eligible and modeling for existing and excess capacity should be performed before assigning SDC eligibility. This was not performed as part of the Master Plan but should have been part of the scope of the project. If the



intent of the planning was to facilitate an update to the stormwater master plan then the value of that update is more likely on the order of approximately \$100,000 to \$150,000.

SD-IV Stormwater System Improvement Fee Calculation: For the Improvement SDC calculation, the report based the EDU on the 2009 Residential Land Needs Inventory numbers and used an average density of 7 units per acre. The 1981 UGB included 721.8 acres of residential land and 577.4 acres were set aside for housing units. This yielded a total housing unit of 4,040 units (577.4 x 7) and a buildout population of 10,800 people (577.4 x 7 x 2.67). Commercial impervious area was based on 203 acres with a 30% lot coverage for a total of 60.9 acres of impervious surface. Industrial impervious area was based on 419 acres with a 15% lot coverage for a total of 62.8 acres of impervious surface. The net impervious area for residential, commercial, and industrial land uses was set at 368.7 acres. The total costs of CIP improvements (\$4,400,000) was then divided by the net acreage (368.7) and converted into cost per square foot ($\$4,400,000 \div (368.7 * 43560)$). This yielded an SDC cost per square foot of \$0.274 per SF and \$724 per EDU.

Analysis – The improvement fee was a mixture of assumed residential, commercial and industrial land that was available for development. Residential was assigned a value of 7 EDU per acre, commercial at 30% impervious, and industrial at 15% impervious. A more realistic number given the terrain of Mollala would be to assign values for residential at 65%, commercial at 85%, and industrial at 72% (TR-55 Table 2-2a Runoff Curve Numbers for Urban Areas). Recalculating and giving weights to each area yields the following values:

$(721.8 * 0.65 + 203 * 0.85 + 419 * 0.72) \div (721.8 + 203 + 419) = 943.4 \div 1343.8 = 70\%$ average impervious for the developable acreage. This yields a total impervious acreage of 505 acres ($721.8 * 0.70$). Calculating the SDC cost per square foot yields \$0.20 per SF ($\$4,400,000 \div (505 * 43,560)$) or \$528 per EDU ($2640 * 0.20$). The fee should be revised to \$0.20 per SF and \$528 per EDU if the City wants to follow the methodology provided for in the report. The \$528 amount should also be limited to only single family residential homes. Duplexes thru four-plexes should be charged by EDU (2 thru 4 EDU's) and apartment complexes should be charged by impervious surface similar to commercial and industrial properties. While this amount is slightly less than the amounts proposed in the report, the impervious areas are more representative of actual calculations for stormwater design.

SD-V Stormwater System Reimbursement Fee: For the Reimbursement SDC calculation, the report identified completed improvements from a 2013 Capital Asset Inventory report prepared by the City. Like the Improvement SDC's, it is not clear how capacity in EDU was calculated.

Analysis – A summary of values was provided for the reimbursement fee for upgrading and oversizing the existing system but it is unclear where the system data is from or if it is based on Master Plan information or existing system information by the City.

SD-VI Stormwater System Reimbursement Fee Calculation: This section calculated the reimbursement fee based on the total cost of improvements divided by EDU.

Analysis – The reimbursement fee was based on the same principles as the improvement fee. Recalculating based on the recommendations in the improvement fee section yields the following values:

Calculating the SDC cost per square foot yields \$0.01 per SF ($\$125,500 \div (505 * 43,560)$) or \$27 per EDU ($2640 * 0.01$) rounded up to the nearest whole dollar. The fee should be revised to \$0.01 per SF and \$26.40 per EDU if the City wants to follow the methodology provided for in the report. The \$27 amount should also be limited to only single family residential homes. Duplexes thru four-plexes should be charged by EDU (2 thru 4 EDU's) and multi-family



apartment complexes should be charged by impervious surface similar to commercial and industrial properties. Multi-family, commercial, and industrial should be charged \$10 per thousand square feet of impervious surface (1,000*0.01).

SD-VII Stormwater System Fee Summary: The storm drainage SDC summary costs included a 2% administration fee. Industrial and commercial user fees were based on actual impervious areas. Residential units were assigned one EDU based on an average of 2,640 square feet of impervious area. A fee schedule based on meter size was provided.

Analysis – A review of the 2% administration fee should be performed to determine if the City will recover actual costs for administering the SDC funds. If the 2% fee is not adequate then the fee should be adjusted upward to a level that covers administrative costs while not exceeding levels set by statute. Multi-family units larger than a four-plex should follow the same convention as commercial and industrial users. The fee table should round improvement, reimbursement, and administration fees to the nearest whole dollar to ensure complete recovery of fees without over or undercharging development. The following fee schedule shows revised amounts based on the recommendations above.

LAND USE	UNITS	IMPROVEMENT FEE	REIMBURSEMENT FEE	ADMINISTRATION FEE (2%)	TOTAL SDC
Single Family Residential	Per EDU	\$528	\$27	\$12	\$567/EDU
Duplex, triplex, & fourplex	Per EDU	\$528	\$27	\$12	\$567/EDU
Multifamily	Per KSF	\$200	\$10	\$5	\$215/KSF
Commercial	Per KSF	\$200	\$10	\$5	\$215/KSF
Industrial	Per KSF	\$200	\$10	\$5	\$215/KSF

Parks & Recreation

Parks & Recreation SDC Update

P-I Overview: The Parks & Recreation SDC methodology is based on a capital improvement plan from the 2007 Parks, Recreation, & Trails Master Plan. The plan set an overall level of service (LOS) at 2.5 acres of parkland per 1,000 residents. Because City planning documents vary residents per EDU from 2.5 to 2.8, the report set the number of residents per EDU at 2.67 consistent with the other SDC methodologies. Parks SDC are also only collected from residential developments.

Analysis – Using the 2.67 residents per EDU to match the other SDC methodologies is a good approach.

P-II Credits for Eligible Construction: The report recommended collection of SDC’s from development and parks improvements are developed as part of a development then the City should be involved in the selection and approval of all materials and equipment.

Analysis – Because the City will likely take over maintenance and ownership responsibilities for development parks, the recommendations of the report are consistent with practices by other agencies.



P-III Parks & Recreation Capital Improvement Plan: A capital improvement plan was provided from the 2007 Master Plan and the project costs estimated a 30% outside match to the available SDC's. The total project cost was inflated to 2013 costs and set at \$17,800,000. There were \$3,072,000 in deficiencies identified in the plan and the report recommended reducing the SDC to match the existing LOS.

Analysis – It is not clear where the project list came from since it does not match the listed projects in the 2005 Interim Parks SDC report. The value of projects in that report totaled \$5,686,882 with \$903,328 of those costs as SDC eligible.

With respect to the report reviewed, the objective of a master plan is to provide the community with facilities that meet a certain LOS throughout the community. If the existing system has deficiencies based on maintenance and upkeep then those deficiencies should be addressed by the City through general fund or parks fee revenues. If the deficiencies are capacity related then they should be included in or added on to the cost of identified improvements. Either way, the SDC should not be reduced to provide a lower level of service than what is desired by the community. A calculation error was identified in Projects 1 thru 4 or a total loss of approximately \$25,500 in SDC revenues without the 17% reduction. The following table provides recommended changes to the total cost per person:

No	PROJECT DESCRIPTION	DEVELOPMENT PRIORITY	ESTIMATED COST	BENEFITTED POPULATION	COST PER PERSON
1	Neighborhood Parks, 3 acres @ \$240k	1-20 yrs	\$504,000*	1,000	\$504
2	Community Parks, 3 acres @ \$240k	1-20 yrs	\$504,000*	1,000	504
3	Natural/Open Space, 4 acres @ \$150k	1-20 yrs	\$420,000*	1,000	420
4	Other Facilities, 2.5 acres @ \$250k	1-20 yrs	\$437,500*	1,000	438
5	Trails, Walking Paths	1-20 yrs	\$50,000	1,000	50
6	Baseball/Softball Fields, each	1-20 yrs	\$150,000	1,500	100
7	Soccer Fields, each	1-20 yrs	\$300,000	1,500	200
8	Football/Rugby/Lacrosse Fields, each	1-20 yrs	\$300,000	1,500	200
9	Basketball Courts, each	1-20 yrs	\$40,000	500	80
10	Tennis Courts, each	1-20 yrs	\$60,000	1,500	40
11	Master Planning & SDC Update	1-20 yrs	\$40,000	12,100	3
Total Cost Per Person					\$2,539

* Assumed Grant or alternative participation of approximately 30% from report.

This discrepancy between the 2005 and 2014 reports will need to be resolved before an SDC cost per EDU can be allocated.



P-IV Parks & Recreation SDC Improvement Fee Calculation: For the Improvement SDC calculation, the report calculated the improvement fee defined in the capital improvement plan section times the number of people per EDU to yield a fee per EDU.

Analysis – The improvement fee calculation was simple and based on the number of users per EDU.

P-V Parks & Recreation SDC Reimbursement Fee: No reimbursement fee was provided since the LOS was deficient or under capacity by 17%.

Analysis – This fee should be revisited once park facilities reach a point that provides added capacity.

P-VI Parks & Recreation SDC Fee Summary: The Parks & Recreation SDC summary costs included a 2% administration fee.

Analysis – A review of the 2% administration fee should be performed to determine if the City will recover actual costs for administering the SDC funds. If the 2% fee is not adequate then the fee should be adjusted upward to a level that covers administrative costs while not exceeding levels set by statute. The fee table should round improvement, reimbursement, and administration fees to the nearest whole dollar to ensure complete recovery of fees without over or undercharging development. The following fee schedule shows revised amounts based on the recommendations above but the question of where the project list and cost originated still needs to be resolved.

LAND USE	POPULATION PER EDU	IMPROVEMENT FEE	REIMBURSEMENT FEE	ADMINISTRATION FEE (2%)	TOTAL SDC
Single Family & Multi-Family Residential	2.67	\$6,779	\$0	\$136	\$6,915/EDU





RECEIVED
OCT 21 2015

BY:

City of Molalla Application for Appointment to Citizen Committee

Date: 10.20.15

Board/Committee of Interest: Library Advisory Board

Name:	Sandy Nelson
Address:	12012 S. Wildcat Rd Molalla OR
State/Province:	
Zip/Postal Code:	97038
Home Phone:	503-829-8057 Both h & work
Work Phone:	
*E-Mail:	Sandy Nelson loans@yahoo.com
Years of Residence Inside City / outside	15

Current or Previous Community Affiliations or Activities:

Library Advisory Board
Friends of the Library
Library District Rep
ACHIEVE

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

I would like to continue to make a difference in the community through volunteering at the library
--

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.

Library District vote	Board ethics + conduct Policies
Strategic Plan	By-law updates

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

more active members

*Signature:

Sandy Nelson

my appointment (current) expires 12-31-15

117 Molalla Ave/PO Box 248 Molalla Oregon 97038
Ph: 503.829.6855 Fax: 503.829.3676 www.cityofmolalla.com

Molalla Public Library Strategic Plan
Original Plan adopted April 2010
Review Draft #1 September 2015

Time and activities have progressed at the Molalla Public Library since we adopted our Plan in 2010. As we review the programs established, the changes and improvements made, it is time to update our Plan and move forward to meet more of our goals.

The Plan represents the goals and objectives for the foreseeable future, specifically the next 10 years, spanning both short and long term plans. It is intended to be a working tool, one used by Library Staff, the Advisory Board and City Council, to be reviewed and updated on a periodic basis. The first of our updates is in 2015.

Our update has been completed with the dedicated work of our Library Advisory Board and Staff, including Sandy Nelson, Kelly Andrews, Angela Patton, Mary Gilson, Paula Beck, Director Diana Hadley and Council Liaison Jennifer Satter.

Vision Statement: The Molalla Public Library offers an environment where people of all backgrounds and ages may dream their dreams, exercise their imaginations, feed their intellects, nurture success and otherwise enhance their lives.

Mission Statement: To serve the community by providing a wide range of library and information technology resources and programs.

Goals and Objectives

Facilities

Goal: To provide an adequate facility for both library and community needs

- Objectives
1. Determine future facility needs for the community based on Oregon Library Association (OLA) standards and community input.
 2. Determine if we can improve current facility or identify opportunity for new facility
 3. Establish funding for either improvement or new construction
 4. Provide action plan by 2020 to utilize District funds

Training for Patrons

Goal: The library will identify the needs of the patrons and citizenry in keeping abreast of current technology and to meet current OLA standards (2013 Revision)

- Objectives
1. Provide adequate staff for technology training
 2. Provide basic computer training
 3. Become a resource for job skills and preparation training opportunities
 4. Self Service, on-line training availability
 5. Provide dedicated computers for tutorials and other skills in technology

Promote Youth Involvement

Goal: Engage our young people early so they become long-term patrons and productive citizens

- Objectives
1. Promote activities for youth
 2. Monthly library highlights and themes
 3. Work with schools and youth to facilitate student achievement
 4. Provide adequate staff for youth

Our Community History

Goal: Become a pivotal point for retaining the history of our community and the history of our elders

- Objectives
1. Be a repository for living history of our elder community
 2. Provide adequate staffing to assist in this task
 3. Maintain adequate historical collections and resources
 4. Provide technical support through genealogy data bases

Provide and maintain our collections

Goal: Serve our community with materials in a variety of collections

- Objectives
1. Raise cultural awareness through a variety of programs, collections and services offered by the library
 2. English as a second language (ESL) for different cultures, adult and youth
 3. Provide materials from collections beyond our area
 4. Develop diversity programs
 5. Create a Community Resource Center

Library and Community Partnership

Goal: The Library will forge and maintain strategic partnerships in the community to expand and enhance the level of service provided to district residents

- Objectives
1. Expand shared resources via web and collective public relations and marketing
 2. Encourage use of local residents and community leaders to share expertise to the benefit of all
 3. Increase community partnerships through civic organizations and businesses
 4. Maintain relationships with library network and county-wide library consortium

Keeping up with Technology, Equipment, Products and Services

Goal: To upgrade, update, improve and maintain our technology

- Objectives
1. Replace computers as needed - write a technology replacement plan
 2. Add computers as needed
 3. Add and enlarge data bases available for research
 4. Provide staff assistance for computer patrons
 5. Staff to formulate and implement training programs

Marketing - Community Relations and Communications

Goal: The Library will undertake and utilize marketing tools to promote library programs, services, visibility and increased patronage

- Objectives
1. Utilize local newspapers through news releases, articles and other media
 2. Work with schools and youth to increase new library card holders
 3. Maintain collaborative partnership with Friends of the Library / Foundation
 4. Survey patrons and citizens periodically to maintain current needs information
 5. Stay connected to community service groups for continual involvement

Community Resource Center

Goal: To create and maintain a centralized resource that connects community needs with services available

- Objective
1. To designate a location for the resource(s)
 2. Determine who will maintain resource(s)
 3. Coordinate support people (volunteers) for contact point
 4. Collection or organization of services

Community Meeting Space

Goal: To maintain a community meeting space for use by Library, Schools and the public

- Objectives
1. Review space needs and ensure alignment with overall facility plans every three years
 2. Review policy for changes and updates every three years

Staffing

Goal: The Library will insure that it has the appropriate staff and staffing levels to accomplish its activities, services and meet Oregon Library Association (OLA) minimum standard requirement.

- Objectives
1. Maintain a stable, quality workforce
 2. Offer competitive wages and benefits
 3. Monitor and plan for wage equity between library and other city departments and other District Libraries
 4. Maintain current job descriptions and personnel policies
 5. Increase professional development to meet OLA standards

9-17-15

City Of Molalla

City Council Meeting



Agenda Category: New Business

Subject: Shops Security Slide Gate with Security Key Pad

Recommendation: Council to Approve Proposal & Contract

Date of Meeting to be Presented: January 13, 2015

Fiscal Impact: Not to Exceed \$15,000

Background:

The existing security gate located at the Public Work Shops is a manual swing gate with dead bolt lock and chain. This gate poses both access and security issues for the Public Works Crew and Police Department when accessing the grounds after hours. Public Works would like to propose replacing the existing swing gate with a new cantilever slide gate and security key pad for after-hours access. This would provide better security for the grounds and improve safety for anyone accessing after-hours. The gate can easily be closed once entered and prevent others from following.

The following 3 comparable quotes were received to install a new security gate:

- RB Steel Co. – Estimated \$10,960
- Metro Access Control – Estimated \$12,590
- Superior Fence (Verbal Quote Only) – Estimated approx. \$25,000

Public Works recommends the RB Steel Co. proposal & contract for approval by council.

SUBMITTED BY: Jennifer Cline, Public Works Director
APPROVED BY: Dan Huff, City Manager

PROPOSAL

Pg. 1 of 3 Revision 1



FOR: CITY OF MOLALLA

PHONE: 503.793.7253

ADDRESS:

DATE: 12/17/2015 TERMS:

DPENNI@CITYOFMOLALLA.COM

JOB ADDRESS: PUBLIC WORKS YARD
920 TOLIVER RD; MOLALLA, OR 97038

ATTENTION: DARREN PENNI

WE PROPOSE TO FURNISH THE FOLLOWING	AMOUNT
<p><u>GATE WORK</u></p> <ul style="list-style-type: none"> * RESET R-H GATE POST (OSLI) * INSTALL (1) 24' X 6' +1 FULL CANTILEVER STYLE SLIDE GATE * DEMO EXISTING DOUBLE SWING GATES <p><u>AUTOMATION</u></p> <p>INSTALL: 1) LIFTMASTER ELITE SERIES HIGH CYCLE SLIDE GATE OPENER ½ HP MODEL CSL-24VDC UL325 115 VOLT WITH GEARBOX DRIVE, CRANK RELEASE, AND ERD SENSOR FOR UL 325 COMPLIANCE . INCLUDES BUILT-IN BATTERY BACK-UP FOR OPERATION DURING POWER FAILURE</p> <ul style="list-style-type: none"> 1) CONCRETE MOUNTING PAD FOR OPENER MOUNTING 1) LINEAR AP-5 PROGRAMMABLE RECEIVER WITH ABILITY TO ADD & DELETE INDIVIDUAL REMOTES 1) FIRE ACCESS BOX ALLOWS EMERGENCY VEHICLE ACCESS WITH KNOX 3502 KEYSWITCH 1) RETRO-REFLECTIVE PHOTO CELL NON-CONTACT SENSOR 1) FREE EXIT LOOP - ALLOW ALL VEHICLES TO EXIT 3) GATE EDGE CONTACT SENSORS WITH WIRELESS REMOTES - Required by UL325 code <p>SUPPLY: 1) ONE YEAR LABOR WARRANTY</p> <ul style="list-style-type: none"> 1) SET O & M MANUALS IN 3-RING BINDER 10) REMOTES, MODEL ACT-31B KEY CHAIN STYLE <p style="text-align: right;">SUBTOTAL:</p>	<p style="text-align: right;">\$ 4,596.00</p> <p style="text-align: right;">\$ 7,994.00</p> <hr/> <p style="text-align: right;">\$12,590.00</p>
DATE INSTALLATION DESIRED	TOTAL

The above proposal is valid for 30 days. Agreements are contingent upon strikes, accidents or other conditions beyond our control. We carry manufacturers', contractors', & employers' liability & workman's compensation insurance. Customer agrees that all equipment is the property of contractor & allows contractor access to property to remove equipment if full payment is not made per contract terms. A 1 ½% finance charge per month is charged on all past due accounts, plus all attorney fees & court cost for collection.
CCB # 46091 CC # METROOD121MJ CITY MOLALLA PW YARD



WE ACCEPT THE ABOVE PROPOSAL:

BY: _____ DATE: _____

2525 NE COLUMBIA BLVD PORTLAND OR. 97211
(503) 595-4716 (503) 285-1793 Fax

Submitted By: PATRICK DUTY
g20151162

PROPOSAL

Pg. 2 of 3 Revision 1



FOR: CITY OF MOLALLA

PHONE: 503.793.7253

ADDRESS:

DATE: 12/17/2015 TERMS:

DPENNI@CITYOFMOLALLA.COM

JOB ADDRESS: PUBLIC WORKS YARD
920 TOLIVER RD; MOLALLA, OR 97038

ATTENTION: DARREN PENNI

WE PROPOSE TO FURNISH THE FOLLOWING

AMOUNT

ELECTRICAL

AT EXISTING METER BASE LOCATED BY EXISTING DOUBLE SWING GATE

- * PROVIDE & INSTALL (1) OUTDOOR 100AMP BREAKER PANEL
- * INSTALL (1) 20AMP 120V CIRCUIT FOR SLIDE GATE, COMPLETE WITH CONDUITS, CONDUIT RUNS, WIRE, WIRE PULLS, J-BOXES, TRENCHING AND BACKFILL AS NEEDED FOR DEVICES LISTED ABOVE
- * FINAL WIRING & TERMINATIONS
- * SCHEDULE INSPECTION WITH LOCAL MUNICIPALITIES
- * PROVIDE ELECTRICAL PERMIT

\$ 3,833.00

DATE INSTALLATION DESIRED

TOTAL

The above proposal is valid for 30 days. Agreements are contingent upon strikes, accidents or other conditions beyond our control. We carry manufacturers', contractors', & employers' liability & workman's compensation insurance. Customer agrees that all equipment is the property of contractor & allows contractor access to property to remove equipment if full payment is not made per contract terms. A 1 1/2% finance charge per month is charged on all past due accounts, plus all attorney fees & court cost for collection.
CCB # 46091 CC # METROOD121MJ CITY MOLALLA PW YARD



WE ACCEPT THE ABOVE PROPOSAL:

2525 NE COLUMBIA BLVD PORTLAND OR. 97211
(503) 595-4716 (503) 285-1793 Fax

BY: _____ DATE: _____

Submitted By: PATRICK DUTY
g20151162

PROPOSAL

Pg. 3 of 3 Revision 1



FOR: CITY OF MOLALLA

PHONE: 503.793.7253

ADDRESS:

DATE: 12/17/2015 TERMS:

DPENNI@CITYOFMOLALLA.COM

JOB ADDRESS: PUBLIC WORKS YARD
920 TOLIVER RD; MOLALLA, OR 97038

ATTENTION: DARREN PENNI

WE PROPOSE TO FURNISH THE FOLLOWING

AMOUNT

NOTES:

- * Excavated dirt and materials to be spread on-site unless otherwise negotiated.
- * **If electrical option not chosen - No permits, bonds, trenching, conduits, piping or wire pulls to opener, keypad(s) or eyes are included in this quote - We will provide wire specs and layouts per your request.**
- * Labor quoted at standard wage rates during normal working hours.
- * **UL 325 requires gate & counterbalance to be fully meshed with no holes larger than 2 1/4". Rollers must have protective covers & pedestrians must have egress other than automated gate - These requirements to be the responsibility of fence contractor.**
- * Price based on normal ground conditions & does not include boring in rock. Metro Access Control are not responsible for non-located or non-locatable utilities or services.
- * 20 amp dedicated breaker required, per operator.
- * **IF CITY APPROVAL PROCESS IS REQUIRED, WE EXCLUDE ALL RELATED COSTS INCLUDING, BUT NOT LIMITED TO, PLAN REVIEW FEES, SURVEYS, BUILDING PERMITS.**
- * Customer to provide and install (1) pedestrian gate close to existing opening.
- * Proposal is based on existing meter base being able to support new 100amp panel.

WARRANTY:

- * Liftmaster Elite Series Opener - 5 Years Parts, No Warranty on Battery
- * All other parts and labor - 1 Year
- * Warranty work not covered for operation during ice / snow build up - Warranty work done during normal working hours

DATE INSTALLATION DESIRED

TOTAL

The above proposal is valid for 30 days. Agreements are contingent upon strikes, accidents or other conditions beyond our control. We carry manufacturers', contractors', & employers' liability & workman's compensation insurance. Customer agrees that all equipment is the property of contractor & allows contractor access to property to remove equipment if full payment is not made per contract terms. A 1 1/2% finance charge per month is charged on all past due accounts, plus all attorney fees & court cost for collection.

CCB # 46091 CC # METROD121MJ CITY MOLALLA PW YARD



WE ACCEPT THE ABOVE PROPOSAL:

2525 NE COLUMBIA BLVD PORTLAND OR. 97211
(503) 595-4716 (503) 285-1793 Fax

BY: _____ DATE: _____

Submitted By: PATRICK DUTY
g20151162

Proposal & Contract

RB Steele Company

No. 2679

Garage Doors, Gates & Operating Devices

16357 S. Moore Rd. • Oregon City, Oregon 97045

(503) 632-7443 • Fax (503) 632-4020

CCB #112338

Bill To: _____

Job Address: CITY OF MOLALLA
9200 NE TOLLIVER
MOLALLA, OR

Telephone: Work _____
Home FAX 503-829-7709
Mobile 503-793-7253

Cross Street: _____ Map Pg: _____
Contact: DARRIN Phone: _____

D PENNI @ CITY OF MOLALLA

DATE <u>12-10-15</u>	CUSTOMER PO #	<input type="checkbox"/> COD <input type="checkbox"/> CHARGE	EXP. DATE <u>1 COM</u>
-------------------------	---------------	--	---------------------------

	EACH	EXTENSION
1) SINGLE SWING GATE OPERATOR (BYAM SYSTEMS SERIES 600)	①	2700 ⁰⁰
2) DOUBLE SWING GATES (BYAM SYSTEMS) [NEED TRENCH ACROSS ROAD]	②	8100 ⁰⁰
3) NEW LANTILIZER GATE SLIDE GATE OPERATOR (ACCESSORY)	③	4600 ⁰⁰ 2880 ⁰⁰
REMOTE CONTROLS KEYPAD	10 @ EACH	28 ⁰⁰
2 REVERSING LOOPS		700 ⁻
FREE EXIT LOOP		1300 ⁻
INFARED PHOTO EYES		700 ⁻
7-DAY TIME LOCK		324 ⁰⁰
	Sub Total	
	Deposit	
\$2500 added - back up battery for power outages	BALANCE ↑	\$10,960.00

NOTE: All electrical wiring (High voltage & Limited energy) and painting will be by others unless otherwise stated.

This Proposal is subject to written acceptance within 30 days of its date and will become binding upon us as a contract upon credit approval.

Terms of payment are (50% down, balance COD) (1% ten days, net 30) (Other _____)
There is 1½% service charge per month on past due accounts.

This contract constitutes the sole and complete agreement between purchaser and seller, and is subject to additional charges should changes or cancellations be required.

Respectfully submitted, RB Steele Co. _____ Date _____

Accepted X _____ Date _____

I have read and acknowledged the warranty statement on the back of the contract X

Acknowledgment of work completed

Customer: _____ Installer: _____ Date: _____

City Of Molalla

City Council Meeting

Agenda Category: Public Hearing

Subject: *Ordinance 2015-07 – Marijuana Corridors*

Recommendation: Council Approval

Date of Meeting to be Presented: *January 13, 2016 (1st reading 12/23/15)*

Fiscal Impact: None

Background:

Included with this Agenda Bill is an Ordinance and associated map regarding proposed changes to the Development Code for medical and recreational marijuana corridors as well as an overlay identifying areas for grow sites, processing and wholesale operations. This information has been prepared by the City Attorney and has been vetted for State Law compliance.

The Planning Commission held a public hearing on December 16, 2015 and recommends that Council approve the proposal and adopt the associated ordinance. Staff has provided public notice to individual property owners as required by State Law and no public testimony opposing this proposal was heard at the Planning Commission meeting.

The proposed Ordinance will repeal Ordinance No. 2015-05, provide two corridors for medical and recreational marijuana sales and provide one overlay area for grow sites, processing and wholesale operations (please see the attached map). Staff is available to the City Council for any and all questions relating to this proposal.

SUBMITTED BY: Dan Huff, City Manager

APPROVED BY: Dan Huff, City Manager

City of Molalla

ORDINANCE NO. 2015-07

AN ORDINANCE AMENDING THE MOLALLA LAND USE AND DEVELOPMENT CODE TO IMPOSE REASONABLE REGULATIONS ON MARIJUANA FACILITIES IN THE CITY AND DECLARING AN EMERGENCY

WHEREAS: The Molalla City Council previously enacted a ban on marijuana facilities pursuant to House Bill 3400; and

WHEREAS: The City Council desires to utilize its home rule authority and the authority granted to it by Senate Bill 1531 and HB 3400 to adopt this ordinance, which expressly sets forth those areas of the City in which marijuana dispensaries, retailers, grow sites, processing sites, and wholesale operations may be located, while prohibiting the location of marijuana facilities in other areas of the City; and

WHEREAS: The City Council finds that it is in the best interest of the city to retain the authority to impose a local three percent (3%) sales tax on recreational retail sales, as well as state revenue; and

WHEREAS: At its meeting of **December 16, 2015**, the Molalla Planning Commission held a hearing as required by section 19.04.050 of the Molalla Municipal Code on this proposed ordinance, received public testimony, discussed the issues, and recommended approval of this proposed ordinance to the City Council; and

WHEREAS: At its meeting of **December 23, 2015**, the Molalla City Council held a hearing as required by section 19.04.050 of the Molalla Municipal Code on this proposed ordinance, received public testimony, discussed the issues, and considered the Planning Commission recommendation.

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

Section 1. This ordinance repeals Ordinance 2015-05 which prohibited the establishment of marijuana facilities within the city.

Section 2. The Land Use and Development Code is amended as set forth in Exhibit 1, which is attached hereto and incorporated herein by this reference as if it were set forth verbatim in full.

Section 3. Exhibit 2 contains a map showing where the facilities regulated by this ordinance may locate in the city. Exhibit 3 contains findings that the Molalla City Council adopts in support of this ordinance.

Section 4. This Ordinance is necessary for the immediate preservation of the public peace, health and safety, and, pursuant to section 18 of the Molalla City Charter, an emergency is declared to exist, and this Ordinance takes effect upon its passage.

Adopted this _____ day of _____, 2015.

Deborah Rogge
Mayor

ATTEST:

Sadie Cramer
City Recorder

Exhibit 1

Section 16.12.030 of the Molalla Municipal Code is hereby amended by adding a definition for the following terms:

MARIJUANA ITEMS: Means marijuana, cannabinoid products, cannabinoid concentrates and cannabinoid extracts as those terms are defined in Oregon law.

MEDICAL MARIJUANA DISPENSARY OR RETAILER: Any facility or operation registered with the Oregon Health Authority and used or intended to be used for purposes of delivering, dispensing, or transferring marijuana items to Oregon medical marijuana registry identification card holders pursuant to ORS 475.300-475.346.

RECREATIONAL MARIJUANA DISPENSARY OR RETAILER: Any facility or operation registered with the Oregon Liquor Control Commission that lawfully sells marijuana items to a consumer in Oregon.

MEDICAL MARIJUANA PRODUCERS: Any facility or operation registered with the Oregon Health Authority and used or intended to be used for the purpose of cultivating marijuana at a specific location registered by the Authority and used by the grower to produce marijuana for medical use by a specific patient. Also known as a medical marijuana “grow site.”

MARIJUANA PRODUCERS: Any facility or operation registered with the Oregon Liquor Control Commission that lawfully produces marijuana. Also known as a recreational marijuana “grow site.”

MARIJUANA PROCESSORS: Any facility or operation registered with the Oregon Liquor Control Commission that lawfully processes marijuana items.

MARIJUANA WHOLESALER: Any facility or operation registered with the Oregon Liquor Control Commission that lawfully purchases marijuana items in this state for resale to a person other than a consumer.

*Section 17.12.020 of the Molalla Municipal Code is hereby amended by adding Medical Marijuana Dispensary and Recreational Marijuana Dispensary as permitted uses in the Central Business District and in the C-2 General Commercial District as follows (new language in **bold/italics**):*

17.12.020 Land uses and development standards.

CBD, CENTRAL BUSINESS DISTRICT

Development Standards

- A. None - Minimum lot area (sq ft) *Development must conform to lot width, depth, yard setback and coverage standards
- B. 50 ft - Minimum lot width
- C. 100 ft - Minimum lot depth
- D. 45 ft - Maximum building height

- E. Yes - Building height transition
- F. 100% - Maximum lot coverage
- G. 5% - Minimum landscape area (% of site)
- H. Minimum Setback (ft)¹

Front	Side	Street Side	Rear	Along Arterials
0	0	0	0	See TSP

I. Fences and Gardening/Retaining Walls²

Max Height - Front	Max Height - Side	Max Height - Street Side	Max Height - Rear
42 in	6 ft	6 ft	6 ft

J. Permitted Uses

1. Basic utilities
2. Brewery
3. Commercial indoor recreation (under 25,000 sq ft)
4. Community service
5. Daycare (adult or child)
6. Educational services, not a school (e.g., tutoring or similar services)
7. Governmental buildings
8. Hotel or motel
9. Indoor recreation facilities (under 25,000 sq ft)
10. Laundromat not including dry cleaning on site
11. Medical centers
- 12. *Medical or Recreational Marijuana Dispensary*¹⁷**
13. Mortuary (not crematory)
14. Offices
 - a. Cafeterias
 - b. Health facilities
 - c. Other facilities primarily for the use of employees of the firm or business
15. Parks and open space
16. Private club, lodge, convent, social or recreational building or community assembly hall
17. Public park, playground, or recreational area, and buildings used in connection therewith
18. Quick vehicle servicing or vehicle repair (see also drive-up/drive-in/drive-through uses, per Section 17.12.090) - fully enclosed
19. Religious institutions and houses of worship

20. Restaurants (not including drive-through)
 21. Retail sales and service (see also drive-up uses)
 22. Small animal veterinary office or hospital
 23. Studios including music, dancing, art, photography, or health
 24. Television and radio studios
 25. Temporary uses (limited to “P” and “CU” uses)
 26. Theater, except drive-in
 27. Transportation facilities (operation, maintenance, preservation, and construction)
 28. Use customarily incidental and subordinate to a PRINCIPLE use permitted outright
- K. Accessory Uses
1. Accessory structures (with a permitted use)
 2. Accessory uses for retail sales
 - a. Manufacturing or repackaging of goods for on-site sales
 - b. Parking
 - c. Storage of goods
 3. Signs (subject to requirements of Chapter 18.32)
- L. Conditional Uses
1. Bars and taverns³
 2. Bed and breakfast inns
 3. Buildings and structures exceeding the height limits in Table 17.12.2
 4. Bus depot but not a bus garage or storage yard
 5. Colleges and schools
 6. Commercial indoor recreation (25,000 sq ft or greater)
 7. Commercial outdoor recreation
 8. Commercial parking
 9. Condominium developments (commercial)
 10. Drive-up/drive-in/drive-through (drive-up windows, kiosks, ATMs, similar uses/facilities) per Section 17.12.090
 11. Entertainment, major event
 12. Motion picture production studios and allied services
 13. Multifamily (4 or more) residential⁴
 14. Private nursery school, kindergarten, or daycare center⁵
 15. Quick vehicle servicing or vehicle repair (see also drive-up/drive-in/drive-through uses, per Section 17.12.090) - not enclosed
 16. Public utility and communication facilities, such as a branch telephone exchange, static transformer, booster station, or pumping station

17. Radio frequency transmission facilities
18. Rail lines and corridors
19. Residential uses above and behind storefronts
20. Senior housing
21. Swimming pools
22. Telecommunication facilities
23. Uses operating between 10:00 p.m. and 6:00 a.m.

C-2, GENERAL COMMERCIAL DISTRICT

Development Standards

- A. 10,000 sq ft - Minimum lot area (sq ft) *Development must conform to lot width, depth, yard setback and coverage standards
- B. 60 ft - Minimum lot width
- C. 120 ft - Minimum lot depth
- D. 45 ft - Maximum building height
- E. Yes - Building height transition
- F. 80% - Maximum lot coverage
- G. 15% - Minimum landscape area (% of site)

H. Minimum Setback (ft)⁶

Front	Side	Street Side	Rear	Along Arterials
10 ft	10 ft	20 ft	10 ft	See TSP

I. Fences and Gardening/Retaining Walls⁷

Max Height - Front	Max Height - Side	Max Height - Street Side	Max Height - Rear
42 in	6 ft	6 ft	6 ft

J. Permitted Uses

1. Basic utilities
2. Brewery
3. Commercial indoor recreation (under 25,000 sq ft)
4. Community service
5. Daycare (adult or child)
6. Drive-through restaurant

7. Drive-up/drive-in/drive-through (drive-up windows, kiosks, ATMs, similar uses/facilities) per Section 17.12.090
8. Educational services, not a school (e.g., tutoring or similar services)
9. Hotel or motel
10. Indoor recreation facilities (under 25,000 sq ft)
11. Laundromat not including dry cleaning on site
12. Medical centers
- 13. *Medical or Recreational Marijuana Dispensary*¹⁷**
14. Mortuary (not crematory)
15. Motion picture production studios and allied services
16. Offices
 - a. Cafeterias
 - b. Health facilities
 - c. Other facilities primarily for the use of employees of the firm or business
17. Parks and open space
18. Public park, playground, or recreational area, and buildings used in connection therewith
19. Quick vehicle servicing or vehicle repair (see also drive-up/drive-in/drive-through uses, per Section 17.12.090) - fully enclosed
20. Recreational vehicle camping parks
21. Religious institutions and houses of worship
22. Restaurants (not including drive-through)
23. Retail sales and service (see also drive-up uses)
24. Self service storage
25. Small animal veterinary office or hospital
26. Studios including music, dancing, art, photography, or health
27. Temporary uses (limited to "P" and "CU" uses)
28. Theater, except drive-in
29. Transportation facilities (operation, maintenance, preservation, and construction)
30. Vehicle repair⁸
31. Vehicle sales⁹
32. Use customarily incidental and subordinate to a PRINCIPLE use permitted outright
- K. Accessory Uses**
 1. Accessory structures (with a permitted use)
 2. Accessory uses for retail sales
 - a. Gasoline, parts, tire sales and vehicle washing when accessory to vehicle sales or repair
 - b. Manufacturing or repackaging of goods for on-site sales

- c. Parking
- d. Storage of goods
- 3. Signs (subject to requirements of Chapter 18.32)
- L. Conditional Uses
 - 1. Bars and taverns¹⁰
 - 2. Buildings and structures exceeding the height limits in Table 17.12.2
 - 3. Bus depot but not a bus garage or storage yard, except as provided in subsection (L)(21) of this section
 - 4. Cemetery
 - 5. Colleges and schools
 - 6. Commercial indoor recreation (25,000 sq ft or greater)
 - 7. Commercial outdoor recreation
 - 8. Commercial parking
 - 9. Condominium developments (commercial)
 - 10. Drive-in movie theatre
 - 11. Entertainment, major event
 - 12. Governmental buildings
 - 13. Indoor recreation facilities greater than 25,000 sq ft
 - 14. Laundromat, including dry cleaning on-site
 - 15. Private club, lodge, convent, social or recreational building or community assembly hall
 - 16. Public utility and communication facilities, such as a branch telephone exchange, static transformer, booster station, or pumping station
 - 17. Quick vehicle servicing or vehicle repair (see also drive-up/drive-in/drive-through uses, per Section 17.12.090) - not enclosed
 - 18. Radio frequency transmission facilities
 - 19. Rail lines and corridors
 - 20. Telecommunication facilities
 - 21. Television and radio stations
 - 22. Uses operating between 10:00 p.m. and 6:00 a.m.
 - 23. Senior housing

Table 17.12.1 identifies the land uses that are allowed in the Commercial Districts. The specific land use categories are described and uses are defined in Title 16.

Table 17.12.1 - Commercial Districts—Allowed Land Uses

Uses	Status of Use in District	
	C-1	C-2

Accessory structures (with a permitted use)	AU	AU
Bars and taverns ¹¹	CU	CU
Basic utilities	P	P
Bed and breakfast inn	CU	N
Brewery	P	P
Buildings and structures exceeding the height limits in Table 17.12.2	CU	CU
Bus depot but not a bus garage or storage yard	CU	CU
Colleges and schools	CU	CU
Commercial indoor recreation (under 25,000 sq ft)	P	P
Commercial indoor recreation (25,000 sq ft and over)	CU	CU
Commercial outdoor recreation	CU	CU
Commercial parking	CU	CU
Community service	P	P
Condominium developments (commercial)	CU	CU
Daycare (adult or child)	P	P
Drive-in movie theatre	N	CU
Drive-up/drive-in/drive-through (drive-up windows, kiosks, ATMs, similar uses/facilities) per Section 17.12.090	CU	P
Educational services, not a school (e.g., tutoring or similar services)	P	P
Entertainment, major event	CU	CU
Governmental buildings	P	CU
Hotel or motel	P	P
Indoor recreation facilities	P	P
Laundromat, including dry cleaning on-site	N	CU
Laundromat, not including dry cleaning on-site	P	P
Medical centers	P	P
<i>Medical Marijuana Dispensary</i>	<i>P¹⁷</i>	<i>P¹⁷</i>
Mortuary (not crematory)	P	P
Motion picture production studios and allied services	CU	P
Multifamily (4 or more units)	P	N
Offices	P	P
Cafeterias	AU	AU
Health facilities	AU	AU
Other facilities primarily for the use of the employees of the firm or business	AU	AU

Parks and open space	P	P
Private club, lodge, convent, social or recreational building or community assembly hall	P	CU
Private nursery school, kindergarten, or daycare center ¹²	CU	N
Public park, playground, or recreational area, and buildings used in connection therewith	P	P
Public utility and communication facilities, such as a branch telephone exchange, static transformer, booster station, or pumping station	CU	CU
Quick Vehicle Servicing or Vehicle Repair (See also Drive-Up/Drive-In/Drive-Through Uses, per Section 17.12.090)		
Fully enclosed	P	P
Not enclosed	CU	CU
Radio frequency transmission facilities	CU	CU
Rail lines and corridors	CU	CU
Recreational vehicle camping parks	N	P
<i>Recreational Marijuana Dispensary</i>	P¹⁷	P¹⁷
Religious institutions and houses of worship	P	P
Residential uses above and behind storefronts	CU	N
Restaurants (not including drive-through)	P	P
Retail sales and service (see also drive-up uses)	P	P
Accessory Uses for Retail Sales		
Gasoline, parts, tire sales and vehicle washing when accessory to vehicle sales or repair	N	AU
Manufacturing or repackaging of goods for on-site sales	AU	AU
Parking	AU	AU
Storage of goods	AU	AU
Self service storage	N	P
Senior housing	CU	CU
Signs (subject to requirements of Chapter 18.32)	AU	AU
Small animal veterinary office or hospital	P	P
Studios including music, dancing, art, photography, or health	P	P
Swimming pools	CU	N
Telecommunication facilities	CU	CU
Television and radio studios	P	CU
Temporary uses (limited to “P” and “CU” uses)	P	P
Theater, except drive-in	P	P
Transportation facilities (operation, maintenance, preservation, and construction)	P	P

Use customarily incidental and subordinate to a PRINCIPLE use permitted outright	P	P
Uses operating between 10:00 p.m. and 6:00 a.m.	CU	CU
Vehicle repair ¹³	N	P
Vehicle sales ¹⁴	N	P

Key:

- P = Permitted, subject to site/development review
- CU = Conditional Use Permit required
- N = Not permitted
- AU = Accessory Uses

The development standards in Table 17.12.2 apply to all new structures, buildings, and development, and major remodels, in the Commercial Districts.

Table 17.12.2 - Commercial Districts—Development Standards

Standard	C-1	C-2
Minimum Lot Area (sq ft) *Development must conform to lot width, depth, yard setback and coverage standards	None	10,000
Minimum Lot Width (ft)	50	60
Minimum Lot Depth (ft)	100	120
Maximum Building Height (ft)	45	45
Building Height Transition	Yes	Yes
Maximum Lot Coverage (%)	100	80
Minimum Landscape Area (% of site)	5	15
Minimum Setback (ft)¹⁵		
Front	0	10
Side	0	10
Street Side	0	20
Rear	0	10
Setbacks Along Arterials	See TSP	See TSP
Fences and Gardening/Retaining Walls¹⁶		
Max Height - Front	42 in	42 in
Max Height - Side	6 ft	6 ft
Max Height - Street Side	6 ft	6 ft
Max Height - Rear	6 ft	6 ft

Notes:

1 No balconies may extend into the public right-of-way.

- 2 See also Sections 18.04.020 Vision Clearance and 18.08.050 Fences and Walls.
- 3 Bars and taverns established after the effective date of this Code shall not be located within 500 feet of another use classified as a bar or tavern.
- 4 Setbacks for multifamily development in this district shall comply with the standards of Section 17.08.030 through Section 17.08.100 as well as to meet the development standards of Section 17.08.020.
- 5 On lots having a minimum of 10,000 sq ft, provided there is established in connection therewith, a play lot having a minimum area of 400 sq ft plus an additional 40 sq ft for each child in excess of 10, which play lot is separated from adjoining properties by a sight-obscuring security fence.
- 6 No balconies may extend into the public right-of-way.
- 7 See also Sections 18.04.020 Vision Clearance and 18.08.050 Fences and Walls.
- 8 Includes passenger vehicle, light and medium truck, motorcycle, boat and recreational vehicle sales and repair in an enclosed building, quick lubrication services, transmission or muffler services, auto body services, detailing and upholstery shops. Does not include junking, wrecking, storage, towing, or salvaging operations.
- 9 Does not include junking, wrecking, storage, towing, or salvaging operations.
- 10 Bars and taverns established after the effective date of this Code shall not be located within 500 feet of another use classified as a bar or tavern.
- 11 Bars and taverns established after the effective date of this Code shall not be located within 500 feet of another use classified as a bar or tavern.
- 12 On lots having a minimum of 10,000 sq ft, provided there is established in connection therewith a play lot having a minimum area of 400 sq ft plus an additional 40 sq ft for each child in excess of 10, which play lot is separated from adjoining properties by a sight-obscuring security fence.
- 13 Includes passenger vehicle, light and medium truck, motorcycle, boat and recreational vehicle sales and repair in an enclosed building, quick lubrication services, transmission or muffler services, auto body services, detailing and upholstery shops. Does not include junking, wrecking, storage, towing, or salvaging operations.
- 14 Does not include junking, wrecking, storage, towing, or salvaging operations.
- 15 No balconies may extend into the public right-of-way.
- 16 See also Sections 18.04.020 Vision Clearance and 18.08.050 Fences and Walls.
- 17 Must be located on real property adjacent to, or with legal access through property adjacent to: (a) the public right of way on W. Main St. between OR HWY 213 and Industrial Way; (b) the public right of way on OR 213 between Toliver Rd and City boundary furthest to the South; (c) the public right of way on Molalla Ave between Heintz St and S 3rd St.; (d) or the public right of way on W. Main St. (OR HWY 211) between Molalla Ave and Hart St. Furthermore, location shall not be within 1,000 feet of the real property comprising another medical or recreational marijuana dispensary. In addition, any and all medical and recreational marijuana dispensaries must be registered respectively with the Oregon Health Authority under ORD 475.314 and comply with all OHA rules and the Oregon Liquor Control Commission and comply with all OLCC rules.***

All new developments shall:

1. Always avoid utility easements when building is near property lines;
2. Porches, balconies, and patios must be less than 50 percent enclosed on side elevations;
3. On street side fences, retaining/garden walls the six-foot height may be expanded to eight feet with approval through a building permit. (Ord. 2011-04; Ord. 2010-15 §1; Ord. 2010-04 §1)

*Section 17.16.020 of the Molalla Municipal Code is hereby amended by adding Medical Marijuana Producers, Marijuana Producers, Marijuana Processors and Marijuana Wholesalers as permitted uses in the M-1 and M-2 zoning districts, as follows (new language in **bold/italics**):*

17.16.020 Land uses and development standards.

M-1, LIGHT INDUSTRIAL DISTRICT

Development Standards

- A. 15,000 sq ft - Minimum lot area (sq ft) *Development must conform to lot width, depth, yard setback and coverage standards
- B. No minimum - Minimum lot width
- C. No minimum - Minimum lot depth
- D. 45 ft - Maximum building height
- E. No - Building height transition
- F. 85% - Maximum lot coverage
- G. 15% - Minimum landscape area (% of site)
- H. Minimum Setback (ft)¹

Front	Side	Street Side	Rear	Along Arterials
20 ft	10 ft	20 ft	10 ft	See TSP

I. Fences and Gardening/Retaining Walls²

Max Height - Front	Max Height - Side	Max Height - Street Side	Max Height - Rear
42 in	6 ft	6 ft	6 ft

J. Permitted Uses

1. Basic utilities
2. Computer component assembly plants
3. Corporate or government headquarters or regional offices with 50 or more employees
4. Distribution or warehousing
5. Engineering, architectural and surveying services
6. Experimental, film or testing laboratories
7. Industries that manufacture from, or otherwise process, previously prepared materials
8. Industrial and professional equipment and supply stores, which may include service and repair of the same
9. Manufacture and production, fully enclosed
10. ***Medical Marijuana Producers, Marijuana Producers, Marijuana Processors and Marijuana Wholesalers¹⁰***
11. Mortuary
12. Non-commercial, educational, scientific and research organizations
13. Printing, publishing, bookbinding, graphic or photographic reproduction, blueprinting or photo processing
14. Research and development activities
15. Quick vehicle servicing or vehicle repair
16. Self service storage

17. Software and hardware development
 18. Transportation facilities (operation, maintenance, preservation, and construction, in accordance with the City's transportation systems plan)
 19. Veterinary clinics and hospitals for small animals (both large and small animals)
 20. Warehouse and freight movement
 21. Wholesale sales (per Section 17.16.020)
- K. Accessory Uses
1. Accessory structures
 2. Agriculture - Nurseries and similar horticulture (see also, wholesale and retail uses)
 3. Offices
 4. Parks and open space
- L. Conditional Uses
1. Aircraft and parts
 2. Buildings and structures exceeding the height limits
 3. Bus depot, but not bus garage or storage yard
 4. Colleges
 5. Manufactured home used as a permanent residence for a night watchman or caretaker
 6. Mobile food unit
 7. Outdoor recreation, commercial
 8. Parking lot (when not an accessory use)
 9. Radio frequency transmission facilities
 10. Rail lines and utility corridors
 11. Recycling depots
 12. Religious institutions and houses of worship
 13. Telecommunications facilities
 14. Temporary uses per Section 19.36.010
 15. Trade schools including technical, professional, vocational, business schools and college or university programs serving industrial needs

M-2, HEAVY INDUSTRIAL DISTRICT

Development Standards

- A. 25,000 sq ft - Minimum lot area (sq ft) *Development must conform to lot width, depth, yard setback and coverage standards
- B. No minimum - Minimum lot width
- C. No minimum - Minimum lot depth
- D. 45 ft - Maximum building height

- E. No - Building height transition
- F. 85% - Maximum lot coverage
- G. 15% - Minimum landscape area (% of site)

H. Minimum Setback (ft)³

Front	Side	Street Side	Rear	Along Arterials
20 ft	10 ft	20 ft	10 ft	See TSP

I. Fences and Gardening/Retaining Walls⁴

Max Height - Front	Max Height - Side	Max Height - Street Side	Max Height - Rear
42 in	6 ft	6 ft	6 ft

J. Permitted Uses

1. Basic utilities
2. Computer component assembly plants
3. Corporate or government headquarters or regional offices with 50 or more employees
4. Experimental, film or testing laboratories
5. Industries that manufacture from, or otherwise process previously prepared materials
6. Industrial and professional equipment and supply stores, which may include service repair of the same
7. Manufacturing and production, fully enclosed
8. ***Medical Marijuana Producers, Marijuana Producers, Marijuana Processors and Marijuana Wholesalers¹⁰***
9. Parking lot (when not an accessory use)
10. Printing, publishing, bookbinding, graphic or photographic reproduction, blueprinting or photo processing
11. Quick vehicle servicing or vehicle repair
12. Transportation facilities (operation, maintenance, preservation, and construction, in accordance with the City's TSP)
13. Veterinary clinics and hospitals for small animals (both large and small animals)
14. Warehouse and freight movement
15. Wholesale sales (per Section 17.16.020)

K. Accessory Uses

1. Accessory structures
2. Agriculture - Nurseries and similar horticulture (see also, wholesale and retail uses)
3. Offices

- 4. Parks and open space
- L. Conditional Uses
 - 1. Aircraft and parts
 - 2. Buildings and structures exceeding the height limits
 - 3. Bus depot, but not bus garage or storage yard
 - 4. Crematory
 - 5. Drive-in theatre
 - 6. Entertainment, major event
 - 7. Manufactured home used as a permanent residence for a night watchman or caretaker
 - 8. Manufacturing and production, not enclosed
 - 9. Mining
 - 10. Mobile food unit
 - 11. Mortuary
 - 12. Radio frequency transmission facilities
 - 13. Rail lines and utility corridors
 - 14. Recycling depots
 - 15. Research and development activities
 - 16. Self service storage
 - 17. Software and hardware development
 - 18. Telecommunications facilities
 - 19. Temporary uses per Section [19.36.010](#)

EMPLOYMENT DISTRICT

Development Standards

- A. 25,000 square feet - Minimum lot area (sq ft) *Development must conform to lot width, depth, yard setback and coverage standards.
- B. 100 ft - Minimum lot width
- C. 100 ft - Minimum lot depth
- D. 45 feet - Maximum building height
- E. Yes - Building height transition
- F. 85% - Maximum lot coverage
- G. 15% - Minimum landscape area (% of site)
- H. Minimum Setback (ft)⁵ - Along All Public Rights-of-Way⁶

Front	Side	Street Side	Rear	Along Arterials
20 ft	10 ft	20 ft	10 ft	See TSP

I. Fences and Gardening/Retaining Walls⁷

Max Height - Front	Max Height - Side	Max Height - Street Side	Max Height - Rear
42 in	6 ft	6 ft	6 ft

J. Permitted Uses

1. Colleges
2. Corporate or government headquarters or regional offices with 50 or more employees
3. Computer component assembly plants
4. Engineering, architectural and surveying services
5. Experimental, film or testing laboratories
6. Financial, insurance, real estate or other professional offices, as an accessory use to a permitted use, located in the same building as the permitted use and limited to 10% of the total floor area of the development. Financial institutions shall primarily serve the needs of businesses and employees within the development and drive-through features are prohibited
7. Industrial and professional equipment and supply stores, which may include service and repair of the same
8. Industries that manufacture from, or otherwise process, previously prepared materials
9. Information and data processing centers
10. Manufacturing and production (fully enclosed)
11. Non-commercial, educational, scientific and research organizations
12. Parks and open space
13. Printing, publishing, bookbinding, graphic or photographic reproduction, blueprinting or photo processing
14. Trade schools including technical, professional, vocational, business schools and college or university programs serving industrial needs
15. Research and development activities
16. Rail lines and utility corridors
17. Religious institutions and houses of worship
18. Retail sales and services, including eating establishments for employees (i.e., a cafe or sandwich shop), located in a single building or in multiple buildings that are part of the same development shall be limited to a maximum of 20,000 square feet or 5% of the building square footage, whichever is less and the retail sales and services shall not occupy more than 10% of the net developable portion of all contiguous industrial lands
19. Software and hardware development
20. Transportation facilities (operations, maintenance, preservation, and construction, in accordance with the City's TSP)

K. Accessory Uses

No accessory structure shall be detached from the main building and must be built to the same look of the existing structure when connected to an existing structure.

L. Conditional Uses

Any other use which, in the opinion of the Planning Commission, is of similar character of those specified as outright uses and conditional uses. In addition the proposed conditional uses:

- Will have minimal adverse impact on the appropriate development of primary uses on abutting properties and the surrounding area considering location, size, design and operating characteristics of the use;
- Will not create odor, dust, smoke, fumes, noise, glare, heat or vibrations which are incompatible with primary uses allowed in this district;
- Will be located on a site occupied by a primary use, or, if separate, in a structure which is compatible with the character and scale or uses allowed within the district and on a site no larger than necessary for the use and operational requirements of the use; and
- Will provide vehicular and pedestrian access, circulation, parking and loading areas which are compatible with similar facilities for uses on the same site or adjacent sites.

- M. Distribution or warehousing
- N. Building and structures exceeding the height limitation
- O. Bus depot, but not bus garage or storage yard
- P. Outdoor recreation commercial
- Q. Parking lot (when not an accessory use)
- R. Radio frequency transmission facilities
- S. Temporary uses per Section 19.36.010
- T. Wholesale sales

Table 17.16.1 identifies the land uses that are allowed in the Industrial Districts. The specific land use categories are described and uses are defined in Chapters 16.12 and 16.16.

Table 17.16.1 - Land Uses Allowed in Industrial Districts

Uses	Status of Use in District		
	M-1	M-2	EZ
Accessory structures	AU	AU	AU
Agriculture - Nurseries and similar horticulture (see also, wholesale and retail uses)	AU	AU	N
Aircraft and parts	CU	CU	N
Basic utilities	P	P	N
Buildings and structures exceeding the height limitations	CU	CU	CU
Bus depot, but not bus garage or storage yard	CU	CU	CU
Colleges	CU	N	P
Computer component assembly plants	P	P	P

Corporate or government headquarters or regional offices with 50 or more employees	P	P	P
Crematory	N	CU	N
Distribution or warehousing	P	P	P
Drive-in theatre	N	CU	N
Engineering, architectural and surveying services	P	N	P
Experimental, film or testing laboratories	P	P	P
Financial, insurance, real estate or other professional offices, as an accessory use to a permitted use, located in the same building as the permitted use and limited to 10% of the total floor area of the development. Financial institutions shall primarily serve the needs of businesses and employees within the development and drive-through features are prohibited.	N	N	P
Uses	Status of Use in District		
	M-1	M-2	EZ
Industries that manufacture from, or otherwise process, previously prepared materials	P	P	P
Industrial and professional equipment and supply stores, which may include service and repair of the same	P	P	N
Information and data processing centers	N	N	P
Manufactured home used as a permanent residence for a night watchman or caretaker	CU	CU	N
<i>Medical Marijuana Producers, Marijuana Producers, Marijuana Processors and Marijuana Wholesalers</i>	<i>P¹⁰</i>	<i>P¹⁰</i>	<i>N</i>
Manufacturing and production			
Fully enclosed	P	P	P
Not fully enclosed	N	CU	N
Mining	N	CU	N
Mobile food unit	CU	CU	N
Mortuary	P	CU	N
Non-commercial, educational, scientific and research organizations	P	N	P
Offices	AU	AU	P
Outdoor recreation commercial	CU	N	CU
Parking lot (when not an accessory use)	CU	P	CU
Parks and open space	P	AU	P
Printing, publishing, bookbinding, graphic or photographic reproduction, blueprinting or photo processing	P	P	P

Quick vehicle servicing or vehicle repair	P	P	N
Radio frequency transmission facilities	CU	CU	CU
Rail lines and utility corridors	CU	CU	P
Recycling depots	CU	CU	N
Religious institutions and houses of worship	CU	N	P
Research and development activities	P	CU	P
Retail sales and services, including eating establishments for employees (i.e. a cafe or sandwich shop), located in a single building or in multiple buildings that are part of the same development shall be limited to a maximum of 20,000 square feet or 5% of the building square footage, whichever is less and the retail sales and services shall not occupy more than 10% of the net developable portion of all contiguous industrial lands	N	N	P
Self service storage	P	CU	N
Software and hardware development	P	CU	P
Telecommunications facilities	CU	CU	CU
Temporary uses per Section 19.36.010	CU	CU	N
Trade schools including technical, professional, vocational, business schools and college or university programs serving industrial needs	CU	N	P
Transportation facilities (operations, maintenance, preservation, and construction, in accordance with the City's TSP)	P	P	P
Veterinary clinics and hospitals for small animals (large and small animals)	P	P	N
	Status of Use in District		
Uses	M-1	M-2	EZ
Warehouse and freight movement	P	P	N
Wholesale sales (per Section 17.16.020)	P	P	SP
Any other use which, in the opinion of the Planning Commission, is of similar character of those specified as outright uses and conditional uses. In addition the proposed conditional uses: - Will have minimal adverse impact on the appropriate development of primary uses on abutting properties and the surrounding area considering location, size, design and operating characteristics of the use; - Will not create odor, dust, smoke, fumes, noise, glare, heat or vibrations which are incompatible with primary uses allowed in this district; - Will be located on a site occupied by a primary use, or, if separate, in a structure which is compatible with the character and scale or uses allowed within the district and on a site no larger than necessary for the use and operational requirements of the use; and			CU

- Will provide vehicular and pedestrian access, circulation, parking and loading areas which are compatible with similar facilities for uses on the same site or adjacent sites.			
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Key:

P = Permitted, subject to site/development review

CU = Conditional Use Permit required

N = Not permitted

AU = Accessory

SP = Only specified uses

***No accessory structure shall be detached from the main building and must be built to the same look of the existing structure when connected to an existing structure.**

The development standards in Table 17.16.2 apply to all new structures, buildings, and development, and major remodels, in the Industrial Districts.

Table 17.16.2 - Development Standards for Industrial Districts

Standard	M-1	M-2
Minimum Lot Area (sq ft) *Development must conform to lot width, depth, yard setback and coverage standards	15,000	25,000
Minimum Lot Width (ft)	No Minimum	No Minimum
Minimum Lot Depth (ft)	No Minimum	No Minimum
Maximum Building Height (ft)	45	45
Building Height Transition	No	No
Maximum Lot Coverage (%)	85	85
Minimum Landscape Area (% of site)	15	15
Standard	M-1	M-2
Minimum setback (ft)⁸		
Front	20	20
Side	10	10
Street Side	20	20
Rear	10	10
Setbacks along Arterials	See TSP	See TSP
Fences and Gardening/Retaining Walls⁹		

Max Height - Front	42 in	42 in
Max Height - Side	6 ft	6 ft
Max Height - Street Side	6 ft	6 ft
Max Height - Rear	6 ft	6 ft

Notes:

- ¹ No balconies may extend into public rights-of-way.
- ² See also Sections 18.04.020, Vision clearance, and 18.08.050, Fences and walls.
- ³ No balconies may extend into public rights-of-way.
- ⁴ See also Sections 18.04.020, Vision clearance, and 18.08.050, Fences and walls.
- ⁵ No balconies may extend into the public right-of-way.
- ⁶ Buffers shall follow those of industrial uses abutting residential when such an adjacent use exists.
- ⁷ See also Sections 18.04.020, Vision clearance and 18.08.050, Fences and walls. Fences and walls may be extended to 8 feet when approved through a land use procedure.
- ⁸ No balconies may extend into the public right-of-way.
- ⁹ See also Sections 18.04.020, Vision clearance and 18.08.050, Fences and walls.
- ¹⁰ ***Must be located on real property West of Molalla Forest Rd. All Medical Marijuana Producers, Marijuana Producers, Marijuana Processors and Marijuana Wholesalers must be registered with the Oregon Health Authority or the Oregon Liquor Control Commission, as applicable, and comply with all applicable OHA and OLCC rules.***

Proposed Marijuana Retail and Production Districts



Proposed Districts

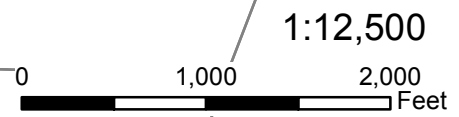
- Retail District
- Production District

City Zoning

- Commercially Zoned
- Industrially Zoned

City Boundary

-



Ordinance 2016-01

AN ORDINANCE OF THE CITY OF MOLALLA
FOR AMEND, REPEAL AND ADD MOLALLA MUNICIPAL CODE CHAPTER 13.08 SECTIONS 1,
5 AND 9

The City of Molalla ordains as follows:

Section 1. Whereas staff has reviewed the noted sections and recommends the following changes be made to the Molalla Municipal Code as follows to change the current code (FROM):

WHEREAS, 13.08 Article 1 - 13.08.040 Building Sewer be amended TO:

From: “Building sewer” means the extension from the building drain to the public sewer or other place of disposal. (Ord. 2007-07 §1; Ord. 1976-2 Art. 1 §3)

To: “Building sewer” means the extension from the building drain, *including the connection*, to the public sewer or other place of disposal.

WHEREAS, 13.08 Article 5 - 13.08.570 Special Agreements be repealed in its entirety and a new sections as 13.08.580 be added to chapter 13 as:

Reporting of Harmful Discharges: *Businesses are required to accurately report chemical discharges to the sewerage system and other discharges that may affect the sewerage system as directed by the Public Works Director via survey or other means.*

WHEREAS, 13.08 Article 9 - 13.08.660 Violation – Penalty be amended FROM:

From: Any person who continues any violation beyond the time limit provided for in Section [13.08.650](#) shall be guilty of a violation and, on conviction thereof, shall be fined in the amount not exceeding \$500.00 for each violation. Each day in which any such violation continues shall be deemed a separate offense. (Ord. 2007-07 §1; Ord. 1976-2 Art. 9 §2)

To: Any person who continues any violation beyond the time limit provided for in Section [13.08.650](#) shall be guilty of a violation and, on conviction thereof, shall be fined in the amount not exceeding **\$1000.00** for each violation. Each day in which any such violation continues shall be deemed a separate offense. *Failure to comply with a written directive or timeline of the Public Works Director made under the authority of this chapter is a punishable offense and may result in a temporary loss of City water and sewer services.*

Duly adopted by the City Council of the City of Molalla this 8th day of January 2016, by a vote of ___ayes and ___nays.

Mayor Mike Clarke

ATTEST this 8th day of January 2016,

Sadie Cramer, City Recorder

RESOLUTION 2015-12

A RESOLUTION INCREASING FEES FOR THE CITY OF MOLALLA UTILITY BILLING

The City Council of Molalla finds that:

WHEREAS, the Molalla Municipal Code specifies that the City Council shall establish fees for city services and programs 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, after administrative review the City of Molalla Utility Billing program the fees for accounts in a delinquent status need to be increased to offset the costs for the additional management of these accounts; and

WHEREAS, for administrative efficiencies the fees is to be imposed by the City of Molalla Utility Billing are:

- Late Fee ~~\$10.00~~ **Shall remain unchanged at \$5.00** (defined as all accounts with a balance of greater than \$5.00 on the first business day after the 20th of a given month)
- Termination Notice \$25.00 (notice sent out to customers 60 days or greater past due notifying them of shut off potential 20 calendar days before actual service termination)
- Shut Off Fee \$50.00 (fee for water service that has been terminated for failure to respond to the termination notice and then restored after payment)

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 ~~28th day of October, 2015~~ 13th day of January 2016.

Mayor Rogge

ATTEST this 13th day of January, 2016:

Sadie Cramer
City Recorder

RESOLUTION 2016-01

A RESOLUTION APPOINTING THE CITY MANAGER AS BUDGET OFFICER FOR FISCAL YEAR 2016-2017

WHEREAS: Municipal Budgeting requires the appointment of a Budget Officer to prepare and present the budget for the City of Molalla; and

WHEREAS: the City of Molalla is initiating preparation of its fiscal year 2016-2017 budget; and

NOW, THEREFORE, THE CITY OF MOLALLA RESOLVES to appoint City Manager, Dan Huff as Budget Officer for fiscal year 2016-2017.

DULY APPOINTED, by the City Council and the City of Molalla on this 13th day of January 2016.

Mayor Debbie Rogge

ATTEST:

Sadie Cramer, City Recorder

RESOLUTION 2016-02

**RESOLUTION MAKING TRANSFERS
WITHIN THE GENERAL LEDGER FOR THE CITY OF MOLALLA**

WHEREAS, transfers within the 2015/2016 budget need to be made in order to balance certain budget line items; and

WHEREAS, necessary transfers are set forth in Exhibit A (below) and these transfers are standard accounting practice transfer discussed during the budgeting process;

Now, therefore, BE IT RESOLVED by the City Council of the City of Molalla, Oregon, that;

1. The Finance Director is directed to execute transfers set forth in Exhibit A (below) totaling \$753,271.56 without delay.
2. This resolution shall take effect upon adoption.

Passed and adopted by the Molalla City Council on this 13th day of January, 2016 by a vote of _____ ayes and _____ nays.

Deborah Rogge, Mayor

Attest this 13th day of January, 2016:

Sadie Cramer, City Recorder

EXHIBIT A – Adopted budget transfers for debt in budget year 2015/2016

Sewer SDC's (540-541-560-1300)	\$187,343.00	
CWSRF from Sewer SDC (520-521-390-4700)		\$187,343.00
Sewer Proprietary Fund (105-501-560-5600)	\$315,928.56	
Sewer Debt Retirement (420-421-390-4200)		\$315,928.56
Water Proprietary Fund (106-601-560-5300)	\$250,000.00	
Water Debt Retirement (430-431-390-4300)		\$250,000.00
Total	\$753,271.56	\$753,271.56

RESOLUTION 2016-03

**A RESOLUTION SE4TTING FEE FOR THE CITY OF MOLALLA VIOLATION FEE
IN SECTION 13.08 ARTICLE 9 - 13.08.660 VIOLATION – PENALTY**

The City Council of Molalla finds that:

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

Whereas, to comply the adopted changes in Ordinance 2016-01: An Ordinance Amending Articles 1, 5, 9 of Municipal Code 13.08; and

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 13th day of January, 2016.

Mayor Rogge

ATTEST this 13th day of January, 2016:

Sadie Cramer
City Recorder