

## **WESTFIR PLANNING COMMISSION MEETING MINUTES**

**Monday, March 7, 2022**

**Audio/Video Teleconference, 5:30 p.m.**

### **MINUTES**

#### **CALL TO ORDER:**

Chairperson Melody Cornelius called the meeting of the Planning Commission of the City of Westfir to order at 5:31 p.m. Commissioners Williams, Bishop, Johnstone, and Packard were present. Also in attendance was attorney Gary Darnielle of Lane Council of Governments.

Commissioner Cornelius made a motion to adopt the Final Order in Application SR2021-001, including Attachment A, with correction of the date in Section 3.4 to 2/07/22. Commissioner Williams seconded, and the motion carried, 4-0.

**AYES:** Cornelius, Williams, Johnstone, Packard   **NAYS:** 0   **ABSTENTIONS:** Bishop

Commissioner Cornelius made a motion to adopt the Final Order in Application CUP2021-001, including Attachment A, with correction of the date in Section 3.2 to 1/10/2022. Commissioner Johnstone seconded, and the motion carried, 3-1.

**AYES:** Cornelius, Williams, Johnstone   **NAYS:** Packard   **ABSTENTIONS:** Bishop

#### **ADJOURN MEETING:**

Chairperson Cornelius adjourned the meeting at 5:41 p.m.

## **WESTFIR CITY COUNCIL MEETING MINUTES**

**Monday, March 7, 2022**

**Audio/Video Teleconference, following the Planning Commission meeting**

### **MINUTES**

#### **CALL TO ORDER:**

Mayor Melody Cornelius called the meeting to order at 5:41 p.m. Councilors D'Lynn Williams, Katherine Bishop, Edward Johnstone, and Kelly Packard were present.

#### **MAYOR'S MINUTE:**

The Mayor announced that the State-wide indoor mask mandate would be lifted on March 12, and as such, the Council would hold its first hybrid in-person/remote City Council meeting on April 4. She explained a hybrid meeting as one in which Councilors and members of the public would be able to attend either in person at City Hall or remotely via Zoom.

#### **CITIZEN COMMENTS ON AGENDA ITEMS:**

There were no Citizen comments.

**COUNCILOR COMMENTS ON AGENDA ITEMS:**

There were no Councilor comments.

**PETITION TO REDUCE SPEED LIMIT ON WESTFIR ROAD:**

Mayor Cornelius stated that the City received the petition on December 13, 2021. She described the petition, a request to reduce the speed limit on Westfir-Oakridge Road to 25 MPH; to install electronic speed sensors and cameras; and to record license plates for the purpose of mailing speeding citations. Mayor Cornelius noted that since the County owns the road, the petition was asking the City Council to convey the requests to the County. Councilors Johnstone and Packard said they supported a 25 MPH limit. Mayor Cornelius asked for the input of Gary Darnielle, who stayed after the Planning Commission meeting. Mr. Darnielle recommended a letter from the Council to the City’s representative on the County Commission, Heather Buch, and to cc the public works director. He also recommended calling Commissioner Buch directly. Councilor Packard offered to draft the letter. The Council agreed that the citizen petition should be enclosed with the letter.

**OCCUPIED RV EXTENSION REQUEST:**

Evelyn Hendrickson, residing at 46715 Winfrey Road, had been granted a three-month extended stay by the Council for an occupied RV on her property, with an end date of March 20, 2022. On March 4, Ms. Hendrickson wrote a letter to the Council asking for unlimited time to keep the occupied RV on the property. The purpose of the occupied RV was to allow family to stay nearby to aid her and her husband who have health problems. Mayor Cornelius stated that although she appreciated the situation, to grant the request would set a precedent for other property owners to keep occupied RVs in violation of the City’s nuisance ordinance. The Mayor noted that the extended stay had been granted to allow time for the family to look into mobile home parks or alternative housing in the area, but it did not seem that Ms. Hendrickson and her family had made an effort to follow those recommendations. Councilors Bishop, Johnstone, and Packard agreed with the Mayor’s assessment. Councilor Williams recused herself from the discussion due to family connections.

The Mayor stated that she was especially concerned that Ms. Hendrickson’s letter mentioned that they planned to remove the wheels of the RV and make it a more permanent structure, which the Mayor noted was not allowed under the Westfir Land Development Code. The Council decided to move the end date for the extended stay to April 1, 2022, and to explain in the notification letter the reason for the Council’s decision. In particular, the letter should note that granting her request for an occupied RV would have set a precedent for violation of the nuisance ordinance and land use code. City Recorder Nicole Tritten stated that the letter should mention that the City had received a complaint about the occupied RV, which is how the matter came to the Council’s attention. Mayor Cornelius said that she would compose the letter, and Nicole would email the draft to the Councilors for their approval.

**POLICE REPORT:**

Mayor Cornelius noted that there was only one incident reported during February, which was good to see.

**WATER/SEWER REPORT:**

Robert Archer presented the water and sewer report for February, reporting no problems at either plant. Robert requested that the City Council allow him to use his personal vehicle while on duty as City Operator. He gave several reasons for using his person vehicle: he has immediate access to useful items stored in his truck; his truck’s canopy keeps tools dry in inclement weather and secures them whenever he is away from the truck; and using his personal vehicle would save time compared to using the City truck. He said that he would continue to use the City truck to take water samples to Lowell. Nicole reported that she contacted the City’s insurance agent, which sent an employee contract that Westfir could adapt. Nicole stated that the City’s insurance policy included “non-owned auto” coverage for

vehicles owned by employees and used for company business, which provided extra coverage above the employee's personal auto coverage for bodily injury and property damage liability. The Council was amenable to allowing the City Operator to use his personal vehicle. Mayor Cornelius asked that he report his average mileage for the month to the Council at the next meeting. Mayor Cornelius asked Robert about the checklist of educational progress that the Council had requested. He reported that he had received his certificate for passing the second course and was starting on the final course in wastewater treatment. He stated that he was updating the checklist as he went along and could provide a copy to the Council.

**APPROVE MINUTES:**

Councilor Williams made a motion to approve the minutes for February 7, 2022. Councilor Bishop seconded, and the motion carried, 5–0.

**AYES:** Cornelius, Williams, Bishop, Johnstone, Packard **NAYS:** 0 **ABSTENTIONS:** 0

**WAGE INCREASE FOR PORTAL OPERATOR:**

Mayor Cornelius explained that the motion had not been seconded at the last City Council meeting, so it was effectively tabled. She stated that she would abstain from the vote again.

Nicole read the motion from the February 7 meeting minutes: Councilor Williams made a motion to increase the monthly salary of Portal Operator Anthony Schlauch to \$850, retroactive to January 1, 2022.

Councilor Johnstone seconded, and the motion carried 4–0.

**YES:** Williams, Bishop, Johnstone, Packard **NAYS:** 0 **ABSTENTIONS:** 1 - Cornelius

**PORTAL RENTAL APPLICATION:**

Nicole updated the Council about the Portal rental application of Tenkara Bug Out, a fly-fishing event, which the Council had questions about at the last meeting. Nicole reported the times of the event each day for July 8–10. She stated that the Tenkara group was fine with the Triple Summit Challenge using the Portal on July 8, as long as the large shelter was available by 4 p.m. Nicole said that the Tenkara event only needed the large shelter and would be under 50 attendees, so they would not have Portal rental fees, just the \$100 refundable cleaning deposit. Mayor Cornelius said she was glad to see the Tenkara event coming to Westfir again, that it was great to have diverse activities at the Portal.

**CITY RECORDER REPORT:**

Nicole Tritten presented the report and addressed these items:

- She reminded the Council that Statement of Economic Interest filings are due by April 15. She asked Councilors to change old email addresses to the new City addresses in the online reporting system.
- Nicole asked the Council if the National Interscholastic Cycling Association (NICA) women's gathering, scheduled to use the Portal in July, could apply a \$200 credit from an Oregon Interscholastic Cycling League (OICL) event that had to be cancelled in 2020. She said the Council had previously approved OICL to use the credit in 2021, but they didn't hold an event. She stated that she didn't know how the organizations were related, but that it was the same contact person for both, and both organizations' logos appeared in her contact's email. [The Council agreed that NICA could use the OICL credit of \$200 toward their application fees for 2022.]

- She reported that the City received a development application for a setback variance for a manufactured house on a lot in Hemlock at Sunset Avenue and 22nd Street. She stated that the Council had already reviewed a site plan and determined that a 20-foot variance for the lot depth would be required. She said that she wasn't sure how to proceed given that the lot did not have a sewer connection. [Gary Darnielle stated that requiring the sewer connection be installed could be a condition of approving the variance. Mayor Cornelius explained that installing the sewer lines required digging under Sunset Avenue to tap the City sewer line. In the past, the cost to the property owner to install the sewer connection was estimated to be \$20,000–\$30,000. She suggested that the application be discussed at the next work session, when the Council would have documents to review. The Mayor asked Mr. Darnielle whether it was appropriate for the City Council to review the site plan, rather than waiting for the Planning Commission to do so at a public hearing. He stated that he thought the Council could look at the site plan with staff and talk about alternatives. Mr. Darnielle said that he could be available to attend the work session.]
- Nicole stated that there was \$10,000 in the current fiscal year budget in the General Fund for repairs to City Hall. She reported that she had received two bids for gutter replacement and one for painting the building, but she had been unable to get any bids to repair the siding. She said that the one contractor who looked at the building never sent a bid. [Mayor Cornelius reported that the contractor told her that the building was in too much disrepair to bring up to current standards for an office building, that it would cost more than a new building. The Mayor said that it was time to pursue funding for a new City Hall. Mr. Darnielle volunteered that LCOG had a grant writer, and he could ask the grant writer to identify various resources available to the City for the project. The Mayor enthusiastically accepted the offer of help.]

Nicole reported that the lower of the gutter estimates for City Hall was \$1,725, and the higher estimate was \$1,000 more than the lower estimate. Nicole said that she also received a bid to replace gutters on the large shelter at the Portal. The company with the lower bid for City Hall, bid \$750 for the large shelter. The company with the higher bid for City Hall opted to bid for all the structures at the Portal, coming in at just under \$4,000. [Councilor Williams stated that she thought all the Portal buildings should have gutters if the funds were available. The Mayor stepped away from the meeting briefly to consult Portal Maintenance Operator Tony Schlauch, and he said that the bathrooms badly needed gutters and it would be nice to have them on the small shelters. The Council decided to proceed with gutter installation at the Portal, but probably not City Hall because the fascia boards had to be replaced. The Mayor said the City should concentrate its efforts on an alternative to the City Hall building.]

- Nicole provided a draft of a code enforcement log that Mayor Cornelius had asked her to create to allow the Council to track the status of enforcement actions by the City. [Mayor Cornelius said that the document was what she had in mind. Councilor Packard reported that he talked to Justin Dimmick, an ex-sheriff, about serving as an ordinance officer for Westfir, and that Mr. Dimmick was willing to consider it. Mayor Cornelius asked Nicole to add the issue to the next work session, and the Council would write a job description for a code enforcement officer for Westfir.]
- She said a real estate agent called the office and asked if short term rentals were allowed in Westfir. Nicole pointed out that there were two Airbnbs in Westfir. [Mayor Cornelius stated that she was unaware of anything in City ordinance that addressed rental properties. Councilor Johnstone recommended that the Council be aware of how many houses in the City are short-term rentals, in case short-term rentals were to become a problem.]

**CITY FINANCIAL REVIEW:**

Nicole Tritten submitted the bank statement, cash deposits, and expenditure sheet, and she addressed these items:

- She reported to the Council that she had submitted all the documents requested by the auditor for 2020–21. Nicole stated that the auditor had filed for an extension to March 4, and although the deadline had been missed already, she didn't think the City's crime coverage was in jeopardy if the audit was filed by June 30.
- Nicole told the Council that she realized that she should have been tracking the hours she spent on the development applications, so the staff time could be billed to the applicants. She said there was no staff time rate on the fee schedule. [Mayor Cornelius said it was time to review the land development code, including establishment of a rate for staff time. Mr. Darnielle stated that staff time should be automatically covered by the payment agreement, but it was a matter of tracking the time.]
- Nicole reported that she spoke to a person with the office of the City's auditor about how to categorize development fees in the budget. The contact told her that a separate fund was required, a building or development fund. Nicole reported that she contacted LCOG about drafting a resolution to create such a fund but was advised that she should contact the City's attorney. [Mr. Darnielle said it was important to track the costs for each development application separately, and that any unused funds should be refunded to the applicant. He stated that he was going to meet with the Coburg City Council, and he would see if they had an example of a resolution to create a new fund or account for development fees.]
- She reported that three people had agreed to serve on the budget committee. [Mayor Cornelius asked the Council to recruit other citizens to the budget committee, since it was best to have five citizen members on the committee.]

The Mayor discussed rules-notification signs to be ordered for City parks and City Hall, and where they should be placed. Councilor Bishop asked if there were plans to address bike shuttles using City Hall for parking. Mayor Cornelius replied that the City had encouraged shuttle companies to park at City Hall to avoid congestion at the Portal, but that the congestion problem persisted. Councilor Williams stated that she thought the City should end the practice of allowing shuttle parking at City Hall because it was disruptive to the neighboring residents. Councilor Williams said that she had received complaints about people changing clothes out in the open in the City Hall parking lot, and Councilor Bishop added that people were urinating behind City Hall. Councilor Johnstone asked if the shuttles could use Forest Service property beyond the water plant for parking. Councilor Williams replied that the City could ask the Forest Service to make parking location a part of the shuttle companies' permits. Mayor Cornelius said she felt that they should still order the sign for City Hall. Councilor Williams agreed that all the signs should be ordered while the Council worked on addressing shuttle parking.

Mayor Cornelius made a motion to approve expenditures for March 2022 in the amount of \$35,712.08. Councilor Johnstone seconded, and the motion carried, 5–0.

**AYES:** Cornelius, Williams, Bishop, Johnstone, Packard   **NAYS:** 0   **ABSTENTIONS:** 0

**CITIZEN CONCERNS NOT ON AGENDA:**

There were no Citizen concerns.

**COUNCILOR CONCERNS NOT ON AGENDA:**

Councilor Packard reported that he was approached by an organizer of the Tree Planting Festival about whether Westfir would like to participate in the parade. Councilor Packard stated that he had a 1949 tractor and a trailer he was willing to drive in the parade. Councilor Williams asked if the covered bridge replica was in good-enough shape to move, but Mayor Cornelius didn't think it was. Councilor Packard said he would evaluate the replica and get back to the festival organizer about Westfir's participation. The Mayor thanked Councilor Packard for volunteering, since Westfir had not been involved in the Tree Planting Festival for years, and it would be nice for the City to be represented at the festival.

Councilor Williams asked the status of police and fire IGA negotiations with Oakridge for the next fiscal year. The Mayor said that Westfir was obligated to reach out to Oakridge to start negotiations in March. She asked Nicole to contact the Interim City Administrator to arrange a meeting to start negotiations for police and fire service IGAs, and to cc Chief Martin and the Oakridge Mayor.

**ADJOURN MEETING:**

Mayor Cornelius moved to adjourn the meeting. Councilor Williams seconded, and the meeting was adjourned at 8:00 p.m.

**AYES:** Cornelius, Williams, Bishop, Johnstone, Packard    **NAYS:** 0    **ABSTENTIONS:** 0

Respectfully submitted,

\_\_\_\_\_  
Melody Cornelius, Mayor

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ATTEST:  
Nicole Tritten, City Recorder

\_\_\_\_\_  
DATE