



CITY COUNCIL EXECUTIVE SESSION AND REGULAR MEETING AGENDA

Tuesday January 13, 2026

EXECUTIVE SESSION MEETING: 6:00 pm

REGULAR MEETING: 6:30 pm

John Day Fire Station

316 S Canyon Blvd, John Day, OR 97845

(541)575-0028 www.cityofjohnday.com

This meeting is open to the public. This agenda includes a list of the principal subjects anticipated to be considered at the meeting. However, the agenda does not limit the ability of the Council to consider additional subjects. Meetings may be canceled without notice. Zoom Meeting participants should use the "raise your hand" feature during these times to alert the moderator that they would like to speak.

Join Zoom Meeting

City of John Day is inviting you to a scheduled Zoom meeting.

<https://zoom.us/j/95867942253?pwd=dHE5c3djSEx4OFBuZndPQU5HMGN3QT09>

Meeting ID: 958 6794 2253

Passcode: 776959

Enter into Executive Session: 6:00 p.m.

Representatives of the news media and designated individuals are permitted to attend the executive sessions. All other members of the audience are asked to leave the room.

Representatives of the news media are specifically directed not to report on any deliberations held during the executive sessions, except to state the general subject of the executive sessions as previously announced. No decisions will be made in the executive session.

- a. ORS 192.660 2 (e); To conduct deliberations with persons designated by the governing body to negotiate real property transactions.
- b. ORS 192.660 2 (h): To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

Exit Executive Session

Call to Order: Regular John Day Council Meeting 6:30 pm.

1. Call John Day City Council Meeting to Order

2. Pledge of Allegiance

3. Roll Call

4. Amend or Accept Regular Agenda

5. STATE OF THE CITY – MAYOR RININGER

6. Public Comments (Please Limit to 3 Minutes)

Public Comments are an opportunity to present information or speak on an issue that is not on the agenda. Comments are limited to 3 minutes for each person. Visitors may state their comments and should not expect the council to engage in back and forth dialogue regarding the comment, council may either choose to add it to a follow up meeting or direct City Manager to follow up with the speaker.

7. Consent Agenda

All matters listed within the Consent Agenda have been distributed to every member of the City Council for reading and study, are considered routine, and will be enacted by one motion of the Council. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request.

- a. AP through 12-22-25
- b. Minutes of CC Workshop Mtg 12-3-25 (will be available next meeting)
- c. Minutes of CC Regular Mtg 12-9-25

8. Ordinance 25-06: An Ordinance amending the John Day Zoning Map for map and tax lot 13S-31E-23-01300 to increase the portion of the property zoned Parks and Reserve (PR) and decrease the portion of property zoned Residential Limited (RL).

9. Resolution 26-01; A resolution supporting the formation of a county wide library district

10. Utility Base Rate Requirement for Connected Properties- Informational

Other Business:

11. City Manager Comments

- a. Next Meeting- IT change over
- b. Discuss date for Goal Setting Retreat:

12. Mayor and Council Comments:

13. Adjournment: Next Meetings: Strategic Plan Town Hall January 14; Next Regular Meeting February 10, 2026

Report Criteria:

Report type: Invoice detail

Check.Type = {<>} "Adjustment" {AND} {<>} "EFT"

| Check Issue Date | Check Number | Vendor Number | Payee | Invoice Number | Invoice GL Account | Invoice Amount | Check Amount |
|---|--------------|---------------|--------------------------------|----------------|--------------------|----------------|--------------|
| ACS - ADVANCED CONTROL SYSTEMS | | | | | | | |
| 12/08/2025 | 760527 | 1013 | ACS - ADVANCED CONTROL SYSTEM | 41339 | 03-000-63450 | 415.00 | 415.00 |
| Total 760527: | | | | | | | |
| 12/08/2025 | 760528 | 1029 | AMERIFORMS | 62966 | 06-000-63800 | 588.64 | 588.64 |
| Total 760528: | | | | | | | |
| BIO-MED | | | | | | | |
| 12/08/2025 | 760529 | 1053 | BIO-MED | 121430 | 02-000-62650 | 200.00 | 200.00 |
| Total 760529: | | | | | | | |
| BRYANT, LOVLIEN, & JARVIS, PC. | | | | | | | |
| 12/08/2025 | 760530 | 1067 | BRYANT, LOVLIEN, & JARVIS, PC. | 25959 | 34-000-63450 | 575.00 | 575.00 |
| 12/08/2025 | 760530 | 1067 | BRYANT, LOVLIEN, & JARVIS, PC. | 25960 | 01-000-63450 | 50.00 | 50.00 |
| 12/08/2025 | 760530 | 1067 | BRYANT, LOVLIEN, & JARVIS, PC. | 25961 | 06-000-63450 | 100.00 | 100.00 |
| 12/08/2025 | 760530 | 1067 | BRYANT, LOVLIEN, & JARVIS, PC. | 25962 | 02-000-63450 | 100.00 | 100.00 |
| 12/08/2025 | 760530 | 1067 | BRYANT, LOVLIEN, & JARVIS, PC. | 25963 | 01-000-63450 | 75.00 | 75.00 |
| 12/08/2025 | 760530 | 1067 | BRYANT, LOVLIEN, & JARVIS, PC. | 25964 | 01-000-63450 | 420.00 | 420.00 |
| 12/08/2025 | 760530 | 1067 | BRYANT, LOVLIEN, & JARVIS, PC. | 25965 | 06-000-63450 | 600.00 | 600.00 |
| 12/08/2025 | 760530 | 1067 | BRYANT, LOVLIEN, & JARVIS, PC. | 25966 | 01-000-63450 | 375.00 | 375.00 |
| 12/08/2025 | 760530 | 1067 | BRYANT, LOVLIEN, & JARVIS, PC. | 25967 | 10-000-63450 | 4,600.00 | 4,600.00 |
| 12/08/2025 | 760530 | 1067 | BRYANT, LOVLIEN, & JARVIS, PC. | 25980 | 01-000-63450 | 3,300.00 | 3,300.00 |
| 12/08/2025 | 760530 | 1067 | BRYANT, LOVLIEN, & JARVIS, PC. | 26150 | 10-000-63450 | 200.00 | 200.00 |
| Total 760530: | | | | | | | |
| CASELLE, INC | | | | | | | |
| 12/08/2025 | 760531 | 1083 | CASELLE, INC | INV-12696 | 26-000-64000 | 1,254.00 | 1,254.00 |
| Total 760531: | | | | | | | |
| CHESTERS | | | | | | | |
| 12/08/2025 | 760532 | 1097 | CHESTERS | 008045020921 | 03-000-63400 | 120.60 | 120.60 |
| Total 760532: | | | | | | | |
| CLARK'S DISPOSAL | | | | | | | |
| 12/08/2025 | 760533 | 1109 | CLARK'S DISPOSAL | 1144-NOV25 | 01-050-64798 | 145.15 | 145.15 |
| Total 760533: | | | | | | | |
| CONNOR HOLLAND | | | | | | | |
| 12/08/2025 | 760534 | 17830 | CONNOR HOLLAND | REFUND-374 | 03-000-20130 | 65.62 | 65.62 |
| Total 760534: | | | | | | | |
| CONSOLIDATED SUPPLY COMPANY | | | | | | | |
| 12/08/2025 | 760535 | 1118 | CONSOLIDATED SUPPLY COMPANY | S012610679.0 | 02-000-62900 | 2,744.36 | 2,744.36 |

City of John Day
Live 7.16.2024

Check Register - Detail by Vendor Name
Check Issue Dates: 12/8/2025 - 12/8/2025

Page: 2
Dec 08, 2025 04:15PM

| Check Issue Date | Check Number | Vendor Number | Payee | Invoice Number | Invoice GL Account | Invoice Amount | Check Amount |
|---|--------------|---------------|--------------------------------|----------------|--------------------|----------------|--------------|
| Total 760535: | | | | | | | 2,744.36 |
| David & Kassi Helmricks | | | | | | | |
| 12/08/2025 | 760536 | 17850 | David & Kassi Helmricks | REFUND HEL | 03-000-20130 | 43.43 | 43.43 |
| Total 760536: | | | | | | | 43.43 |
| DUCOTE CONSULTING, LLC | | | | | | | |
| 12/08/2025 | 760537 | 1163 | DUCOTE CONSULTING, LLC | 2611 | 03-000-66230 | 1,343.75 | 1,343.75 |
| 12/08/2025 | 760537 | 1163 | DUCOTE CONSULTING, LLC | 2612 | 06-000-63825 | 4,524.99 | 4,524.99 |
| Total 760537: | | | | | | | 5,868.74 |
| ED STAUB & SONS PROPANE | | | | | | | |
| 12/08/2025 | 760538 | 1168 | ED STAUB & SONS PROPANE | 13326083 | 26-000-64798 | 932.91 | 932.91 |
| 12/08/2025 | 760538 | 1168 | ED STAUB & SONS PROPANE | 13375529 | 26-000-64798 | 100.00 | 100.00 |
| 12/08/2025 | 760538 | 1168 | ED STAUB & SONS PROPANE | CL436596 | 26-050-63100 | 496.05 | 496.05 |
| Total 760538: | | | | | | | 1,528.96 |
| FIELD'S TREE SERVICE, LLC | | | | | | | |
| 12/08/2025 | 760539 | 1182 | FIELD'S TREE SERVICE, LLC | 391 | 02-000-62900 | 800.00 | 800.00 |
| Total 760539: | | | | | | | 800.00 |
| GASLIN ACCOUNTING CPAS PC | | | | | | | |
| 12/08/2025 | 760540 | 1191 | GASLIN ACCOUNTING CPAS PC | 01974 | 06-000-63825 | 9,356.00 | 9,356.00 |
| Total 760540: | | | | | | | 9,356.00 |
| HIGH PERFORMANCE SIGNS | | | | | | | |
| 12/08/2025 | 760541 | 17835 | HIGH PERFORMANCE SIGNS | 30464 | 26-000-64700 | 930.00 | 930.00 |
| Total 760541: | | | | | | | 930.00 |
| JD RENTS & POWER EQUIPMENT INC | | | | | | | |
| 12/08/2025 | 760542 | 1258 | JD RENTS & POWER EQUIPMENT INC | 1-511993 | 03-000-63400 | 148.00 | 148.00 |
| 12/08/2025 | 760542 | 1258 | JD RENTS & POWER EQUIPMENT INC | 1-512219 | 10-000-63877 | 699.99 | 699.99 |
| Total 760542: | | | | | | | 847.99 |
| JOHN DAY AUTO PARTS | | | | | | | |
| 12/08/2025 | 760543 | 1273 | JOHN DAY AUTO PARTS | 274572 | 03-000-64250 | 165.00 | 165.00 |
| 12/08/2025 | 760543 | 1273 | JOHN DAY AUTO PARTS | 275191 | 03-000-62500 | 78.56 | 78.56 |
| 12/08/2025 | 760543 | 1273 | JOHN DAY AUTO PARTS | 275495 | 26-050-64701 | 6.99 | 6.99 |
| Total 760543: | | | | | | | 250.55 |
| JOHN DAY FIREFIGHTERS ASSOC | | | | | | | |
| 12/08/2025 | 760544 | 1276 | JOHN DAY FIREFIGHTERS ASSOC | JDFF-NOV25 | 01-050-62950 | 448.00 | 448.00 |
| Total 760544: | | | | | | | 448.00 |
| JOHN DAY TRUE VALUE HARDWARE | | | | | | | |
| 12/08/2025 | 760545 | 1280 | JOHN DAY TRUE VALUE HARDWARE | 634388 | 02-000-63800 | 6.60 | 6.60 |
| 12/08/2025 | 760545 | 1280 | JOHN DAY TRUE VALUE HARDWARE | 634457 | 02-000-64260 | 21.99 | 21.99 |

| Check Issue Date | Check Number | Vendor Number | Payee | Invoice Number | Invoice GL Account | Invoice Amount | Check Amount |
|---------------------------------------|--------------|---------------|-------------------------------|----------------|--------------------|----------------|--------------|
| 12/08/2025 | 760545 | 1280 | JOHN DAY TRUE VALUE HARDWARE | 634912 | 10-000-63877 | 38.77 | 38.77 |
| 12/08/2025 | 760545 | 1280 | JOHN DAY TRUE VALUE HARDWARE | 634914 | 10-000-63877 | 13.00 | 13.00 |
| 12/08/2025 | 760545 | 1280 | JOHN DAY TRUE VALUE HARDWARE | 635093 | 10-000-64425 | 15.99 | 15.99 |
| Total 760545: | | | | | | | 96.35 |
| KJDY | | | | | | | |
| 12/08/2025 | 760546 | 1305 | KJDY | CC-125111730 | 06-000-62100 | 349.00 | 349.00 |
| Total 760546: | | | | | | | 349.00 |
| NYDAM'S ACE HARDWARE | | | | | | | |
| 12/08/2025 | 760547 | 1381 | NYDAM'S ACE HARDWARE | 1676076 | 01-050-63550 | 80.97 | 80.97 |
| 12/08/2025 | 760547 | 1381 | NYDAM'S ACE HARDWARE | PO20442 | 03-000-62500 | 4.76 | 4.76 |
| Total 760547: | | | | | | | 85.73 |
| ONE CALL CONCEPTS | | | | | | | |
| 12/08/2025 | 760548 | 1387 | ONE CALL CONCEPTS | 5110393 | 06-000-64100 | 19.91 | 19.91 |
| Total 760548: | | | | | | | 19.91 |
| SAIF CORPORATION | | | | | | | |
| 12/08/2025 | 760549 | 1461 | SAIF CORPORATION | 1002112553 | 06-000-63300 | 899.79 | 899.79 |
| Total 760549: | | | | | | | 899.79 |
| TIMBER TRUCKERS LIGHTED PARADE | | | | | | | |
| 12/08/2025 | 760526 | 1682 | TIMBER TRUCKERS LIGHTED PARAD | 2025 TT LIGH | 10-000-64425 | 650.00 | 650.00 |
| Total 760526: | | | | | | | 650.00 |
| TRIANGLE OIL | | | | | | | |
| 12/08/2025 | 760550 | 1524 | TRIANGLE OIL | 129390 | 03-000-63400 | 1,492.83 | 1,492.83 |
| 12/08/2025 | 760550 | 1524 | TRIANGLE OIL | 129860 | 03-000-63400 | 746.20 | 746.20 |
| Total 760550: | | | | | | | 2,239.03 |
| USA BLUEBOOK | | | | | | | |
| 12/08/2025 | 760551 | 1534 | USA BLUEBOOK | INV00901449 | 03-000-64250 | 210.74 | 210.74 |
| Total 760551: | | | | | | | 210.74 |
| VISA | | | | | | | |
| 12/08/2025 | 760552 | 1540 | VISA | 0548-NOV25 | 02-000-63500 | 170.00 | 170.00 |
| 12/08/2025 | 760552 | 1540 | VISA | 2957-NOV25 | 01-000-63800 | 81.97 | 81.97 |
| Total 760552: | | | | | | | 251.97 |
| WELLS FARGO FINANCIAL LEASING | | | | | | | |
| 12/08/2025 | 760553 | 1548 | WELLS FARGO FINANCIAL LEASING | 5036669420 | 01-000-63460 | 20.81 | 20.81 |
| Total 760553: | | | | | | | 20.81 |
| Grand Totals: | | | | | | | 40,825.37 |

| GL Account | Debit | Credit | Proof |
|--------------|----------|-----------|-----------|
| 01-000-20000 | .00 | 8,906.62- | 8,906.62- |
| 01-000-62100 | 104.70 | .00 | 104.70 |
| 01-000-63300 | 112.47 | .00 | 112.47 |
| 01-000-63450 | 4,430.00 | .00 | 4,430.00 |
| 01-000-63460 | 20.81 | .00 | 20.81 |
| 01-000-63800 | 229.13 | .00 | 229.13 |
| 01-000-63825 | 2,806.80 | .00 | 2,806.80 |
| 01-000-64000 | 351.12 | .00 | 351.12 |
| 01-000-64798 | 36.28 | .00 | 36.28 |
| 01-050-62950 | 448.00 | .00 | 448.00 |
| 01-050-63300 | 224.95 | .00 | 224.95 |
| 01-050-63550 | 80.97 | .00 | 80.97 |
| 01-050-64000 | 25.08 | .00 | 25.08 |
| 01-050-64798 | 36.31 | .00 | 36.31 |
| 02-000-20000 | .00 | 8,422.46- | 8,422.46- |
| 02-000-20130 | 43.59 | .00 | 43.59 |
| 02-000-62100 | 104.70 | .00 | 104.70 |
| 02-000-62650 | 200.00 | .00 | 200.00 |
| 02-000-62900 | 3,544.36 | .00 | 3,544.36 |
| 02-000-63300 | 224.95 | .00 | 224.95 |
| 02-000-63450 | 310.00 | .00 | 310.00 |
| 02-000-63500 | 140.00 | .00 | 140.00 |
| 02-000-63800 | 153.76 | .00 | 153.76 |
| 02-000-63825 | 3,014.30 | .00 | 3,014.30 |
| 02-000-64000 | 363.66 | .00 | 363.66 |
| 02-000-64100 | 6.64 | .00 | 6.64 |
| 02-000-64260 | 21.99 | .00 | 21.99 |
| 02-000-64798 | 294.51 | .00 | 294.51 |
| 03-000-20000 | .00 | 8,771.82- | 8,771.82- |
| 03-000-20130 | 65.46 | .00 | 65.46 |
| 03-000-62100 | 104.70 | .00 | 104.70 |
| 03-000-62500 | 83.32 | .00 | 83.32 |
| 03-000-62710 | 224.95 | .00 | 224.95 |
| 03-000-62850 | 210.00 | .00 | 210.00 |
| 03-000-63200 | 30.00 | .00 | 30.00 |
| 03-000-63400 | 2,654.79 | .00 | 2,654.79 |
| 03-000-63450 | 3,014.30 | .00 | 3,014.30 |
| 03-000-63500 | 363.66 | .00 | 363.66 |
| 03-000-64100 | 6.64 | .00 | 6.64 |
| 03-000-64250 | 375.74 | .00 | 375.74 |
| 03-000-64301 | 61.28 | .00 | 61.28 |
| 03-000-64798 | 233.23 | .00 | 233.23 |
| 03-000-66230 | 1,343.75 | .00 | 1,343.75 |
| 06-000-20000 | .00 | 1,990.39- | 1,990.39- |
| 06-000-62100 | 34.90 | .00 | 34.90 |
| 06-000-63300 | 112.47 | .00 | 112.47 |
| 06-000-63450 | 70.00 | .00 | 70.00 |
| 06-000-63800 | 147.16 | .00 | 147.16 |
| 06-000-63825 | 1,235.60 | .00 | 1,235.60 |
| 06-000-64000 | 125.40 | .00 | 125.40 |
| 06-000-64100 | 6.63 | .00 | 6.63 |
| 06-000-64798 | 258.23 | .00 | 258.23 |
| 10-000-20000 | .00 | 6,217.75- | 6,217.75- |
| 10-000-63450 | 4,800.00 | .00 | 4,800.00 |
| 10-000-63877 | 751.76 | .00 | 751.76 |
| 10-000-64425 | 665.99 | .00 | 665.99 |
| 26-000-20000 | .00 | 1,716.34- | 1,716.34- |

| GL Account | Debit | Credit | Proof |
|----------------------|------------------|-------------------|------------|
| 26-000-63100 | 328.97 | .00 | 328.97 |
| 26-000-64000 | 25.08 | .00 | 25.08 |
| 26-000-64700 | 930.00 | .00 | 930.00 |
| 26-000-64798 | 258.22 | .00 | 258.22 |
| 26-050-63100 | 167.08 | .00 | 167.08 |
| 26-050-64701 | 6.99 | .00 | 6.99 |
| 34-000-20000 | .00 | 4,799.99- | 4,799.99- |
| 34-000-63450 | 575.00 | .00 | 575.00 |
| 34-000-63825 | 4,224.99 | .00 | 4,224.99 |
| Grand Totals: | 40,825.37 | 40,825.37- | .00 |

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: Invoice detail

Check.Type = {<>} "Adjustment" {AND} {<>} "EFT"

Report Criteria:

Report type: Invoice detail

Check.Type = {<>} "Adjustment" {AND} {<>} "EFT"

| Check Issue Date | Check Number | Vendor Number | Payee | Invoice Number | Invoice GL Account | Invoice Amount | Check Amount |
|---------------------------------------|--------------|---------------|-------------------------------|----------------|--------------------|----------------|--------------|
| 2025 REFUNDS | | | | | | | |
| 12/22/2025 | 760562 | 17840 | HOPE KINDEL | REFUND KIN | 03-000-20130 | 158.46 | 158.46 |
| | | Total 760562: | | | | 158.46 | |
| 4A STITCHING | | | | | | | |
| 12/22/2025 | 760554 | 17780 | 4A STITCHING | 677 | 01-000-63800 | 132.00 | 132.00 |
| | | Total 760554: | | | | 132.00 | |
| ACS - ADVANCED CONTROL SYSTEMS | | | | | | | |
| 12/22/2025 | 760555 | 1013 | ACS - ADVANCED CONTROL SYSTEM | 41496 | 02-000-63825 | 415.00 | 415.00 |
| | | Total 760555: | | | | 415.00 | |
| AMAZON CAPITAL SERVICES, INC. | | | | | | | |
| 12/22/2025 | 760556 | 1026 | AMAZON CAPITAL SERVICES, INC. | AMZ-121525 | 01-050-63800 | 554.58 | 554.58 |
| | | Total 760556: | | | | 554.58 | |
| BIO-MED | | | | | | | |
| 12/22/2025 | 760557 | 1053 | BIO-MED | 122560 | 01-000-63825 | 130.00 | 130.00 |
| | | Total 760557: | | | | 130.00 | |
| BOX R WATER ANALYSIS | | | | | | | |
| 12/22/2025 | 760558 | 1062 | BOX R WATER ANALYSIS | X064544 | 02-000-64100 | 51.00 | 51.00 |
| 12/22/2025 | 760558 | 1062 | BOX R WATER ANALYSIS | X064545 | 02-000-64100 | 51.00 | 51.00 |
| | | Total 760558: | | | | 102.00 | |
| CwM-H20, LLC | | | | | | | |
| 12/22/2025 | 760559 | 1125 | CwM-H20, LLC | 3019 | 03-000-66230 | 658.75 | 658.75 |
| 12/22/2025 | 760559 | 1125 | CwM-H20, LLC | 3080 | 03-000-66230 | 1,983.75 | 1,983.75 |
| | | Total 760559: | | | | 2,642.50 | |
| ED STAUB & SONS PROPANE | | | | | | | |
| 12/22/2025 | 760560 | 1168 | ED STAUB & SONS PROPANE | CL441567 | 26-050-63100 | 364.90 | 364.90 |
| | | Total 760560: | | | | 364.90 | |
| GRANT COUNTY TREASURER | | | | | | | |
| 12/22/2025 | 760561 | 1218 | GRANT COUNTY TREASURER | JD112025 | 01-000-62450 | 8,333.33 | 8,333.33 |
| | | Total 760561: | | | | 8,333.33 | |
| IUOE LOCAL 701 DUES OFFICE | | | | | | | |
| 12/22/2025 | 760563 | 17685 | IUOE LOCAL 701 DUES OFFICE | NOV 25 UNIO | 33-000-20251 | 476.75 | 476.75 |
| | | Total 760563: | | | | 476.75 | |

| Check Issue Date | Check Number | Vendor Number | Payee | Invoice Number | Invoice GL Account | Invoice Amount | Check Amount |
|--------------------------------------|--------------|---------------|-------------------------------|----------------|--------------------|----------------|------------------|
| JENSEN STRATEGIES | | | | | | | |
| 12/22/2025 | 760564 | 17730 | JENSEN STRATEGIES | 1673 | 06-000-63825 | 7,512.87 | <u>7,512.87</u> |
| | | | Total 760564: | | | | <u>7,512.87</u> |
| LANE COUNCIL OF GOVERNMENTS | | | | | | | |
| 12/22/2025 | 760565 | 1314 | LANE COUNCIL OF GOVERNMENTS | 100437 | 10-000-63825 | 4,582.09 | <u>4,582.09</u> |
| | | | Total 760565: | | | | <u>4,582.09</u> |
| NocTel Communications Inc | | | | | | | |
| 12/22/2025 | 760566 | 17825 | NocTel Communications Inc | 251093 | 03-000-64798 | 280.83 | <u>280.83</u> |
| | | | Total 760566: | | | | <u>280.83</u> |
| NORTH RIVER ELECTRIC INC. | | | | | | | |
| 12/22/2025 | 760567 | 1379 | NORTH RIVER ELECTRIC INC. | 31825 | 10-000-63877 | 1,215.19 | <u>1,215.19</u> |
| | | | Total 760567: | | | | <u>1,215.19</u> |
| OREGON CITY/COUNTY MANAGEMENT | | | | | | | |
| 12/22/2025 | 760568 | 1393 | OREGON CITY/COUNTY MANAGEMENT | 2025-200279- | 01-000-62650 | 284.13 | <u>284.13</u> |
| | | | Total 760568: | | | | <u>284.13</u> |
| OREGON MAYORS ASSOCIATION | | | | | | | |
| 12/22/2025 | 760569 | 1401 | OREGON MAYORS ASSOCIATION | ANNUAL MEM | 01-000-63500 | 174.00 | <u>174.00</u> |
| | | | Total 760569: | | | | <u>174.00</u> |
| TEC COPIER SYSTEMS LLC | | | | | | | |
| 12/22/2025 | 760570 | 1500 | TEC COPIER SYSTEMS LLC | 221558 | 06-000-62900 | 134.12 | <u>134.12</u> |
| 12/22/2025 | 760570 | 1500 | TEC COPIER SYSTEMS LLC | SEPT-NOV 20 | 06-000-62900 | 332.32 | <u>332.32</u> |
| | | | Total 760570: | | | | <u>466.44</u> |
| THE DYER PARTNERSHIP | | | | | | | |
| 12/22/2025 | 760571 | 1667 | THE DYER PARTNERSHIP | NOV-2025 DY | 10-000-63825 | 6,798.00 | <u>6,798.00</u> |
| | | | Total 760571: | | | | <u>6,798.00</u> |
| YELLOW JACKET DRILLING SVCS | | | | | | | |
| 12/22/2025 | 760572 | 1555 | YELLOW JACKET DRILLING SVCS | YJD25660OP | 03-000-66230 | 36,997.00 | <u>36,997.00</u> |
| | | | Total 760572: | | | | <u>36,997.00</u> |
| Grand Totals: | | | | | | | |
| | | | | | | | <u>71,620.07</u> |

Summary by General Ledger Account Number

| GL Account | Debit | Credit | Proof |
|--------------|-------|------------|------------|
| 01-000-20000 | .00 | 12,071.20- | 12,071.20- |
| 01-000-20251 | 18.82 | .00 | 18.82 |
| 01-000-62400 | 16.62 | .00 | 16.62 |

| GL Account | Debit | Credit | Proof |
|---------------|-----------|------------|------------|
| 01-000-62450 | 8,333.33 | .00 | 8,333.33 |
| 01-000-62650 | 284.13 | .00 | 284.13 |
| 01-000-62900 | 139.91 | .00 | 139.91 |
| 01-000-63500 | 174.00 | .00 | 174.00 |
| 01-000-63800 | 132.00 | .00 | 132.00 |
| 01-000-63825 | 2,383.86 | .00 | 2,383.86 |
| 01-000-64798 | 204.51 | .00 | 204.51 |
| 01-050-62900 | 113.34 | .00 | 113.34 |
| 01-050-63800 | 251.54 | .00 | 251.54 |
| 01-050-64798 | 19.14 | .00 | 19.14 |
| 02-000-20000 | .00 | 3,120.00- | 3,120.00- |
| 02-000-20130 | 63.38 | .00 | 63.38 |
| 02-000-20251 | 166.70 | .00 | 166.70 |
| 02-000-62900 | 139.91 | .00 | 139.91 |
| 02-000-63800 | 148.47 | .00 | 148.47 |
| 02-000-63825 | 2,461.36 | .00 | 2,461.36 |
| 02-000-64100 | 102.00 | .00 | 102.00 |
| 02-000-64798 | 38.18 | .00 | 38.18 |
| 03-000-20000 | .00 | 42,519.25- | 42,519.25- |
| 03-000-20130 | 95.08 | .00 | 95.08 |
| 03-000-20251 | 164.40 | .00 | 164.40 |
| 03-000-62500 | 139.91 | .00 | 139.91 |
| 03-000-63450 | 2,461.36 | .00 | 2,461.36 |
| 03-000-64798 | 19.00 | .00 | 19.00 |
| 03-000-66230 | 39,639.50 | .00 | 39,639.50 |
| 06-000-20000 | .00 | 918.72- | 918.72- |
| 06-000-20251 | 120.72 | .00 | 120.72 |
| 06-000-62900 | 46.71 | .00 | 46.71 |
| 06-000-63825 | 751.29 | .00 | 751.29 |
| 10-000-20000 | .00 | 12,597.79- | 12,597.79- |
| 10-000-20251 | 2.51 | .00 | 2.51 |
| 10-000-63825 | 11,380.09 | .00 | 11,380.09 |
| 10-000-63877 | 1,215.19 | .00 | 1,215.19 |
| 26-000-20000 | .00 | 389.92- | 389.92- |
| 26-000-20251 | .41 | .00 | .41 |
| 26-000-63100 | 290.91 | .00 | 290.91 |
| 26-000-64700 | 24.61 | .00 | 24.61 |
| 26-050-63100 | 73.99 | .00 | 73.99 |
| 33-000-20000 | .00 | 3.19- | 3.19- |
| 33-000-20251 | 3.19 | .00 | 3.19 |
| Grand Totals: | 71,620.07 | 71,620.07- | .00 |

Report Criteria:

Report type: Invoice detail

Check.Type = {<>} "Adjustment" {AND} {<>} "EFT"

| Check Issue Date | Check Number | Vendor Number | Payee | Invoice Number | Invoice GL Account | Invoice Amount | Check Amount |
|-------------------------------------|--------------|---------------|------------------------------|----------------|--------------------|----------------|--------------|
| BOX R WATER ANALYSIS | | | | | | | |
| 01/05/2026 | 760573 | 1062 | BOX R WATER ANALYSIS | X064798 | 02-000-64100 | 51.00 | 51.00 |
| 01/05/2026 | 760573 | 1062 | BOX R WATER ANALYSIS | X064799 | 02-000-64100 | 51.00 | 51.00 |
| Total 760573: | | | | | | | |
| | | | | | | 102.00 | |
| CLARK'S DISPOSAL | | | | | | | |
| 01/05/2026 | 760574 | 1109 | CLARK'S DISPOSAL | 1144-DEC25 | 01-050-64798 | 145.15 | 145.15 |
| Total 760574: | | | | | | | |
| | | | | | | 145.15 | |
| DUCOTE CONSULTING, LLC | | | | | | | |
| 01/05/2026 | 760575 | 1163 | DUCOTE CONSULTING, LLC | 2625 | 03-000-66230 | 1,562.50 | 1,562.50 |
| 01/05/2026 | 760575 | 1163 | DUCOTE CONSULTING, LLC | 2629 | 34-000-63825 | 1,893.75 | 1,893.75 |
| Total 760575: | | | | | | | |
| | | | | | | 3,456.25 | |
| ED STAUB & SONS PROPANE | | | | | | | |
| 01/05/2026 | 760576 | 1168 | ED STAUB & SONS PROPANE | 13470646 | 01-050-64798 | 989.77 | 989.77 |
| 01/05/2026 | 760576 | 1168 | ED STAUB & SONS PROPANE | 13470647 | 26-000-64798 | 862.89 | 862.89 |
| 01/05/2026 | 760576 | 1168 | ED STAUB & SONS PROPANE | 13523525 | 01-000-64798 | 40.00 | 40.00 |
| 01/05/2026 | 760576 | 1168 | ED STAUB & SONS PROPANE | CL446416 | 26-050-63100 | 633.10 | 633.10 |
| Total 760576: | | | | | | | |
| | | | | | | 2,525.76 | |
| IRON TRIANGLE RANCHES | | | | | | | |
| 01/05/2026 | 760577 | 1612 | IRON TRIANGLE RANCHES | W/S REFUND | 03-000-20130 | 200.00 | 200.00 |
| Total 760577: | | | | | | | |
| | | | | | | 200.00 | |
| IUOE LOCAL 701 DUES OFFICE | | | | | | | |
| 01/05/2026 | 760578 | 17685 | IUOE LOCAL 701 DUES OFFICE | DEC 25 UNIO | 26-000-20251 | 476.75 | 476.75 |
| Total 760578: | | | | | | | |
| | | | | | | 476.75 | |
| JOHN DAY AUTO PARTS | | | | | | | |
| 01/05/2026 | 760579 | 1273 | JOHN DAY AUTO PARTS | JD AUTO DEC | 03-000-64250 | 6,774.46 | 6,774.46 |
| Total 760579: | | | | | | | |
| | | | | | | 6,774.46 | |
| JOHN DAY FIREFIGHTERS ASSOC | | | | | | | |
| 01/05/2026 | 760580 | 1276 | JOHN DAY FIREFIGHTERS ASSOC | JDFF-DEC25 | 01-050-62950 | 414.00 | 414.00 |
| Total 760580: | | | | | | | |
| | | | | | | 414.00 | |
| JOHN DAY TRUE VALUE HARDWARE | | | | | | | |
| 01/05/2026 | 760581 | 1280 | JOHN DAY TRUE VALUE HARDWARE | JDH DEC 202 | 10-000-63877 | 1,246.36 | 1,246.36 |
| Total 760581: | | | | | | | |
| | | | | | | 1,246.36 | |
| KJDY | | | | | | | |
| 01/05/2026 | 760582 | 1305 | KJDY | CC-12512176 | 06-000-62100 | 349.00 | 349.00 |

| Check Issue Date | Check Number | Vendor Number | Payee | Invoice Number | Invoice GL Account | Invoice Amount | Check Amount |
|--------------------------------------|--------------|---------------|-----------------------------|----------------|--------------------|----------------|-----------------|
| Total 760582: | | | | | | | |
| LEN'S PHARMACY | | | | | | | |
| 01/05/2026 | 760583 | 1322 | LEN'S PHARMACY | LENS-DEC25 | 01-050-63550 | 162.73 | <u>162.73</u> |
| Total 760583: | | | | | | | |
| NYDAM'S ACE HARDWARE | | | | | | | |
| 01/05/2026 | 760584 | 1381 | NYDAM'S ACE HARDWARE | NYDAMS-DEC | 02-000-62900 | 90.76 | <u>90.76</u> |
| Total 760584: | | | | | | | |
| OREGON GOVERNMENT ETHICS COMM | | | | | | | |
| 01/05/2026 | 760585 | 1398 | OREGON GOVERNMENT ETHICS CO | AIE22448 | 06-000-62650 | 935.78 | <u>935.78</u> |
| Total 760585: | | | | | | | |
| QUILL CORPORATION | | | | | | | |
| 01/05/2026 | 760586 | 1432 | QUILL CORPORATION | 47083892 | 01-000-63800 | 88.09 | <u>88.09</u> |
| Total 760586: | | | | | | | |
| THE DYER PARTNERSHIP | | | | | | | |
| 01/05/2026 | 760587 | 1667 | THE DYER PARTNERSHIP | 40845 | 10-000-63825 | 1,990.00 | <u>1,990.00</u> |
| Total 760587: | | | | | | | |
| TIA KASTNER | | | | | | | |
| 01/05/2026 | 760588 | 17855 | TIA KASTNER | W/S REFUND | 03-000-20130 | 136.13 | <u>136.13</u> |
| Total 760588: | | | | | | | |
| US POSTMASTER | | | | | | | |
| 01/05/2026 | 760589 | 1533 | US POSTMASTER | POSTAGE-12 | 03-000-63460 | 1,000.00 | <u>1,000.00</u> |
| Total 760589: | | | | | | | |
| VERIZON | | | | | | | |
| 01/05/2026 | 760590 | 1538 | VERIZON | 6130594615 | 02-000-64798 | 118.74 | <u>118.74</u> |
| Total 760590: | | | | | | | |
| VISA | | | | | | | |
| 01/05/2026 | 760591 | 1540 | VISA | 0548-DEC25 | 01-050-62900 | 686.90 | <u>686.90</u> |
| 01/05/2026 | 760591 | 1540 | VISA | 2957-DEC25 | 01-000-63800 | 1,133.09 | <u>1,133.09</u> |
| Total 760591: | | | | | | | |
| Grand Totals: | | | | | | | |
| 22,031.95 | | | | | | | |



CITY OF **JOHN DAY**

CITY OF JOHN DAY WORK SESSION MINUTES December 3, 2025

COUCILORS PRESENT:

Sherrie Rninger, Mayor
Chris Labhart, Councilor
Bradley Hale, Councilor
Ron Phillips, Councilor
Vern Pifer, Councilor
Heather Swank, Councilor
Meloni Cochran, Councilor

COUNCILORS ABSENT

STAFF PRESENT:

Melissa Bethel, City Manager
Don Gabbard, Fire Chief
Amelia Wallace, Jensen Strategies

Call Meeting to Order

The Work Session was called to order at 6:30 pm.

Agenda Item No. 1—Pledge of Allegiance

The City Council stood for the Pledge of Allegiance.

Agenda Item No. 2—Roll Call and Attendance

All councilors were present.

Agenda Item No. 3—Strategic Plan Update; Themes and outcomes from input; Vision Statement

Wallace from Jensen Strategies delivered a PowerPoint presentation outlining the progress made to date in the Strategic Planning process. She provided a review of community feedback gathered through the John Day 2045 Vision process.

Several focus areas for the John Day 2045 Vision were identified including a thriving economy, a family friendly community, an excellent quality of life and support and safety for residents. Key concepts associated with these focus areas include well-paying jobs, an affordable cost of living, access to housing, a variety of community amenities, activities for all ages, strong schools and education, access to quality healthcare and overall safety and security.

Council members generally agreed the feedback was not surprising and noted that while the community's priorities and challenges are clear, additional guidance is needed on how to achieve the desired outcomes. Council members expressed appreciation for the community engagement efforts and indicated interest in moving forward with the next steps of the strategic planning process.

Agenda Item No. 4—Council Rules and Procedures; Council discussion

- a. Is there a specific Rules and Procedures Council would like to use as a base?

b. What specific content from other cities Rules and Procedures would Council like incorporated into John Day's?

The Council expressed consensus on the need to review and become familiar with the existing rules and practices before considering changes. Bethel stated to keep in mind that the current rules are old and outdated.

Adjourn:

There being no further business before council the meeting was adjourned.

Melissa Bethel, CM

DRAFT



CITY OF **JOHN DAY**

CITY OF JOHN DAY CITY COUNCIL MINUTES December 9, 2025

COUCILORS PRESENT:

Sherrie Rninger, Mayor
Chris Labhart, Councilor
Bradley Hale, Councilor
Ron Phillips, Councilor
Vern Pifer, Councilor
Heather Swank, Councilor
Meloni Cochran, Councilor

COUNCILORS ABSENT

STAFF PRESENT:

Don Gabbard, Fire Chief
Henry Hearley, Contract Planner
Trish Rice, Contract City Engineer

Agenda Item No. 1—Call Meeting to Order

The City Council meeting was called to order at 6:30 pm.

Agenda Item No. 2—Pledge of Allegiance

The City Council stood for the Pledge of Allegiance.

Agenda Item No. 3—Roll Call and Attendance

All councilors were present.

Agenda Item No. 4—Amend or Accept Regular Agenda

Councilor Pifer made a motion to approve the agenda as amended. The motion was seconded by Councilor Swank and passed unanimously.

Agenda Item No. 5—Public Comments

No public comments were made.

Agenda Item No. 6—Consent Agenda

- a. Accounts Payable through 12-3-25
- b. Minutes of City Council Meeting 11-18-25

Councilor Cochran made a motion to accept the consent agenda as published. The motion was seconded by Councilor Phillips and passed unanimously.

Agenda Item No. 7—Public Hearing

PAPA25-01: Grant County Fairgrounds is requesting Site Design Review for an expansion of the existing RV Park on Fairgrounds property. The proposal would add 25 new spaces on a vacant parcel off the extension of NW 3rd Street, adjacent to existing County Fairgrounds properties. In addition, the applicant is requesting a zoning change for a portion of the parcel from Residential Limited to Parks Reserve. Because the application includes a zone change, it is subject to a Type IV review, and the Site Design

Review will occur concurrently. The property lies within the regulated floodplain; a floodplain development permit will be required but it is not part of the current review before the Planning Commission and City Council. Planning Commission recommends approval with conditions.

a. Staff Report

Hearley presented a staff report. The applicant is requesting a zone change to increase the portion of land zoned Park Reserve and decrease the portion of land zoned Residential Limited in order to facilitate an RV Park on County land. Hearley reviewed all of the Planning Commissions recommendations. The City Council should accept, reject or revise those recommendations.

b. Applicant Presentation

Winegar clarified that the City Engineer is the duly appointed designee of the Public Works Director and would serve in this role only until a Public Works Director is hired and feels they should not have to pay the City Engineer for this interim role. The applicant provided responded to all questions raised by Council, addressing each inquiry thoroughly. She stated the RV park would enhance the fairgrounds operations and provide substantial benefits to local businesses and the community.

c. Open the hearing

Mayor Rininger opened the Public Hearing

d. Public Testimony

John Rowell: He expressed this project would benefit the county as a whole by attracting more people and boosting economic activity and believes it is an obvious opportunity to move forward

Dusty Williams: He noted that many had discussed transient room tax and reminded Council there will be a water and sewer bill at the RV rate, which will result in additional revenue for the City.

Luis Provencher: He expressed his support for the project, noting that the RV park is used by travel nurses and doctors which is critical for this area.

MT Anderson: He noted the lack of RV options in John Day and strongly encouraged the Council to move this project forward, highlighting its economic benefits and seeing no downside.

e. Applicant rebuttal

No Applicant Rebuttal

f. Close Public Hearing

Mayor Rininger closed the Public Hearing

g. Deliberation

Hearley and Rice clarified some points that were made. The City Engineer's review is covered by the application fees, by signing the application the applicant agrees to pay for this review. He also noted that the new floodplain regulations require a habitat mitigation assessment.

Winegar expressed that the trail system issues should be addressed at a later date, as it is not a decision she can make right now and it would just cause more delays.

Council reached a consensus to proceed with Option B for the right-of-way and it will be the applicant's responsibility to formally take action to correct the right-of-way.

Councilor Cochran made a motion to proceed with Option B and accept the recommendations presented to the Council by the Planning Commission. The motion was seconded by Councilor Phillips and passed unanimously.

Other Business:

None

Agenda Item No. 8—Mayor and Council Comments

Mayor Rininger need a Councilor to judge the businesses and their Christmas decorations. Councilor Cochran agreed to this.

Adjourn:

There being no further business before council the meeting was adjourned.

Melissa Bethel, CM

DRAFT

ORDINANCE NO. 26-01

AN ORDINANCE AMENDING THE JOHN DAY ZONING MAP FOR MAP AND TAXLOT 13S-31E-23-01300 TO INCREASE THE PORTION OF THE PROPERTY ZONED PARKS RESERVE AND DECREASE THE PORTION OF THE PROPERTY ZONED RESIDENTIAL LIMITED.

WHEREAS, City File # PAPA-25-01 is an application that involves a zone change for the property described above.

WHEREAS, On October 23rd, 2025, the John Day Planning Commission held a public hearing on the application. After the public hearing was closed, the Planning Commission passed a motion to recommend the zone change be approved.

WHEREAS, On December 9, 2025, after holding a public hearing, John Day City Council passed a motion to approve the zone change as requested.

WHEREAS, The zone change decreases the portion of the subject property zoned Residential Limited and increases the portion zoned Parks Reserve, as seen in **Exhibit 1**, attached hereto. Note: Exhibit 1 depicts old ROW description for 3rd Street. This will be updated once the new ROW description and zoning map are prepared.

WHEREAS, The City is currently in the process of updating Zoning Map but will not be ready by the time of adoption of this ordinance.

WHEREAS, Therefore, the zone change will be temporarily depicted on **Exhibit 1** until such time the updated Zoning Map is adopted.

WHEREAS, When the zoning map is formally updated, it shall be brought back to the City Council for review and approval, consistent with the criteria and procedures of the John Day Development Code.

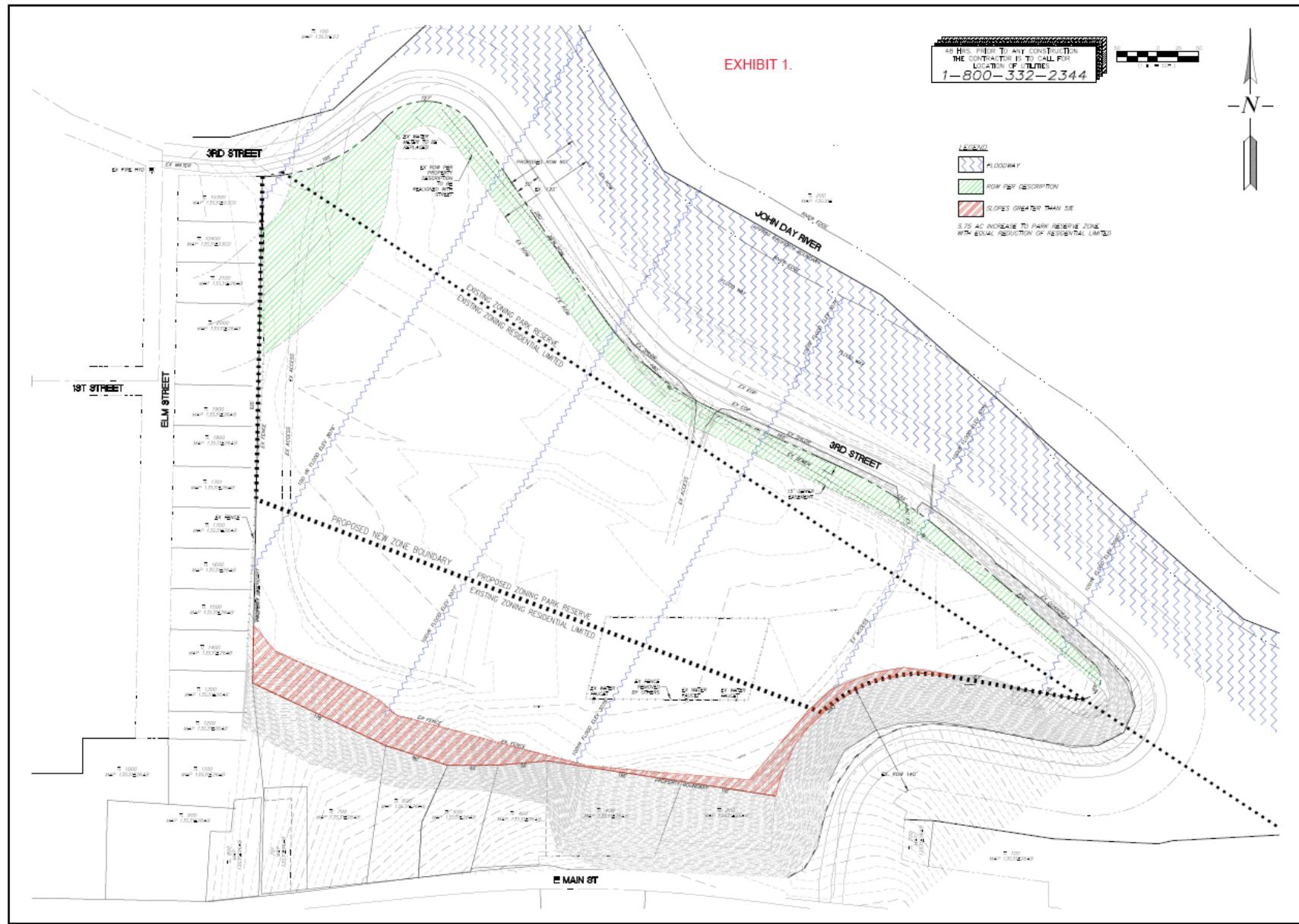
NOW, THEREFORE, THE CITY OF JOHN DAY, ORDAINS AS FOLLOWS:

1. **Zone Change.** The zoning designation of Map and Tax Lot 13S-31E-23-01300 is changed to increase the portion of the property zoned Parks Reserve and decrease the portion of the zoned Residential Limited, as depicted in **Exhibit 1**.
2. **Findings.** The City Council finds that the zone change meets the applicable approval criteria of John Day Development Code Chapter 5-4.7 and accepts the staff report and findings of fact as the basis for approval, seen as **Exhibit 2**, attached hereto.
3. **Updated Zoning Map.** The official Zoning Map shall be updated and brought back to City Council for review and adoption once completed.
4. **Authorization.**
The City Council authorizes the City Manager, or designee, to sign all documents and take all necessary actions to complete the filing, recording, and implementation of this ordinance in accordance with Oregon law.

This Ordinance was Passed Adopted by the City Council by a vote of ____ for and ____ against and Approved by the Mayor on this 13th day of January 2026.

Attest:

Sherrie Rininger, Mayor



SIGNAL ENGINEERING

DATE 24
SCALE N
DRAFTER G
C
SHEET 1
OF 03



CITY OF **JOHN DAY**

FINDINGS of FACT
Exhibit 2 to Ordinance 26-01
Zone Change and Site Design Review
Grant County Fairgrounds Expansion
PAPA 25-01

Date Approved: December 9, 2025

Decision: Approved with conditions

To: John Day City Council

From: Henry Hearley, Associate Planner, Lane Council of Governments & Trish Rice, Dyer Partnership, Contract City Engineer

Subject: Findings of Fact for PAPA 25-01

Location: Tax Lot 01300 on Map 13S-31E-23

Published Notice: October 1 & October 8, 2025

1. BACKGROUND.

Applicant: Mindy Winegar, Grant County Fairgrounds Manager

Request: To change the zoning of a portion of the property to increase the amount of property zoned Park Reserve and reduce the amount zoned Residential Limited. And Site Design Review to expand the Grant County RV Park by adding 25 new short-term RV spaces on the subject property. The two applications are being processed concurrently and because the application involves a zone change, the application type has been elevated to Type IV review by the Planning Commission and City Council.

2. PROPOSAL. As introduced above, the applicant is seeking to reduce the amount of land zoned Residential Limited and increase the amount of land zoned Parks Reserve. A zoning designation of Parks Reserve better fits the Fairgrounds needs, and the property is owned and operated by the Fairgrounds. A zoning designation of Parks Reserve will permit for the development of a RV park. The amount of land zoned Residential Limited will be reduced and will primarily be along the southwestern proportion of the property where there are existing homes. The second part of the proposal is for site design review. Site design review will look at the development of 25 new RV spaces for short-term use and act as an extension to the

450 EAST MAIN STREET, JOHN DAY, OR 97845

P:541.575.0028 | E:CITYOFJOHNDAY@GRANTCOUNTY-OR.GOV | CITYOFJOHNDAY.COM

Fairground's current RV park. Site improvements include power, water, and sanitary sewer to each new RV pad, and a common bathroom and laundry facility for guests use. The property also lies in the regulated floodplain, so the floodplain development code will be triggered by this development, and the development must comply with floodplain development regulations. Review of the floodplain development application will occur post land use review and approval. Note 3rd Avenue and 3rd Street are used interchangeably.

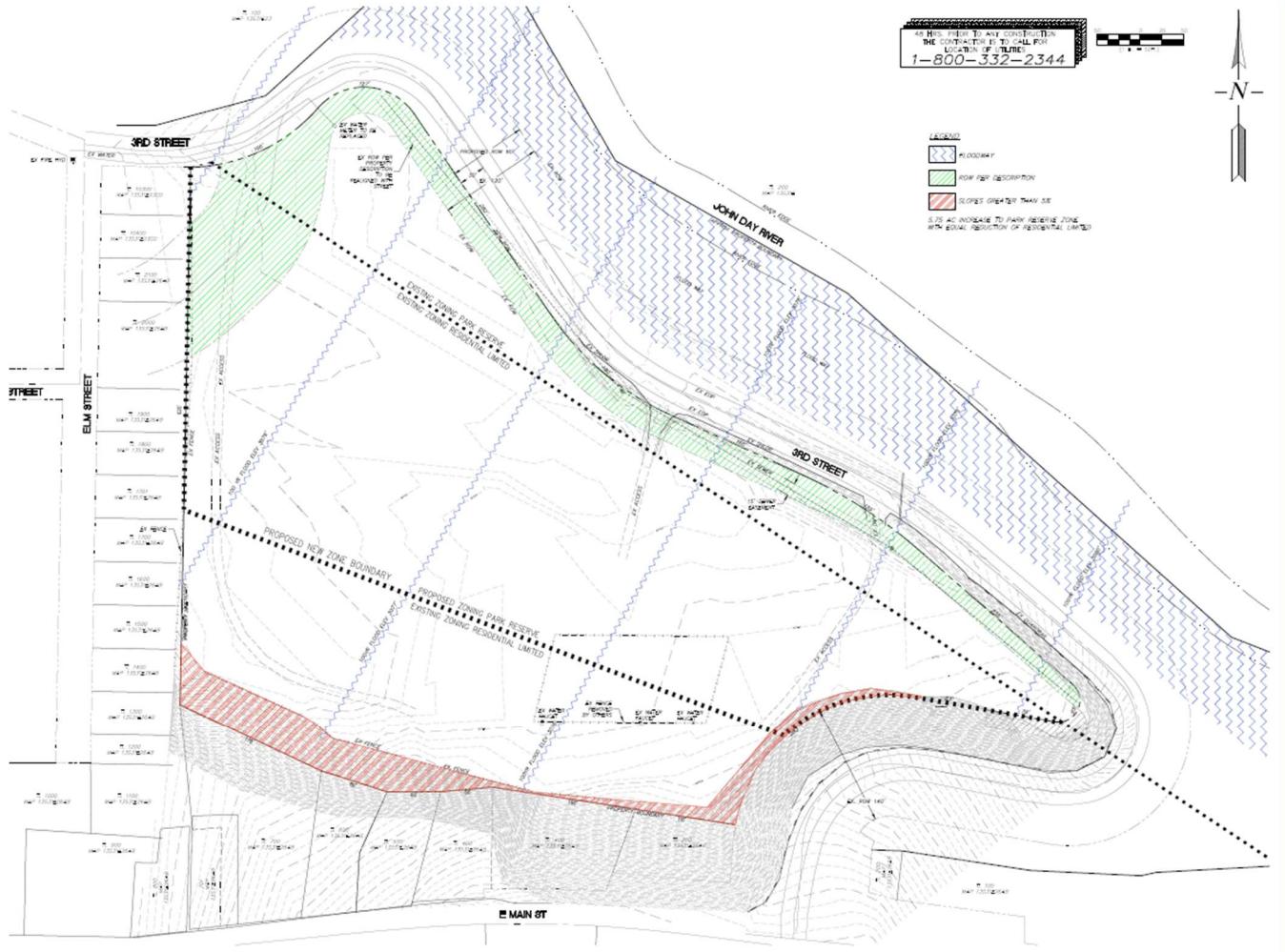


Figure 1. Zone change map. Note the final zoning map to be updated will have the new ROW description and alignment shown. What's shown here is the old description and alignment, which will be corrected with this approval.

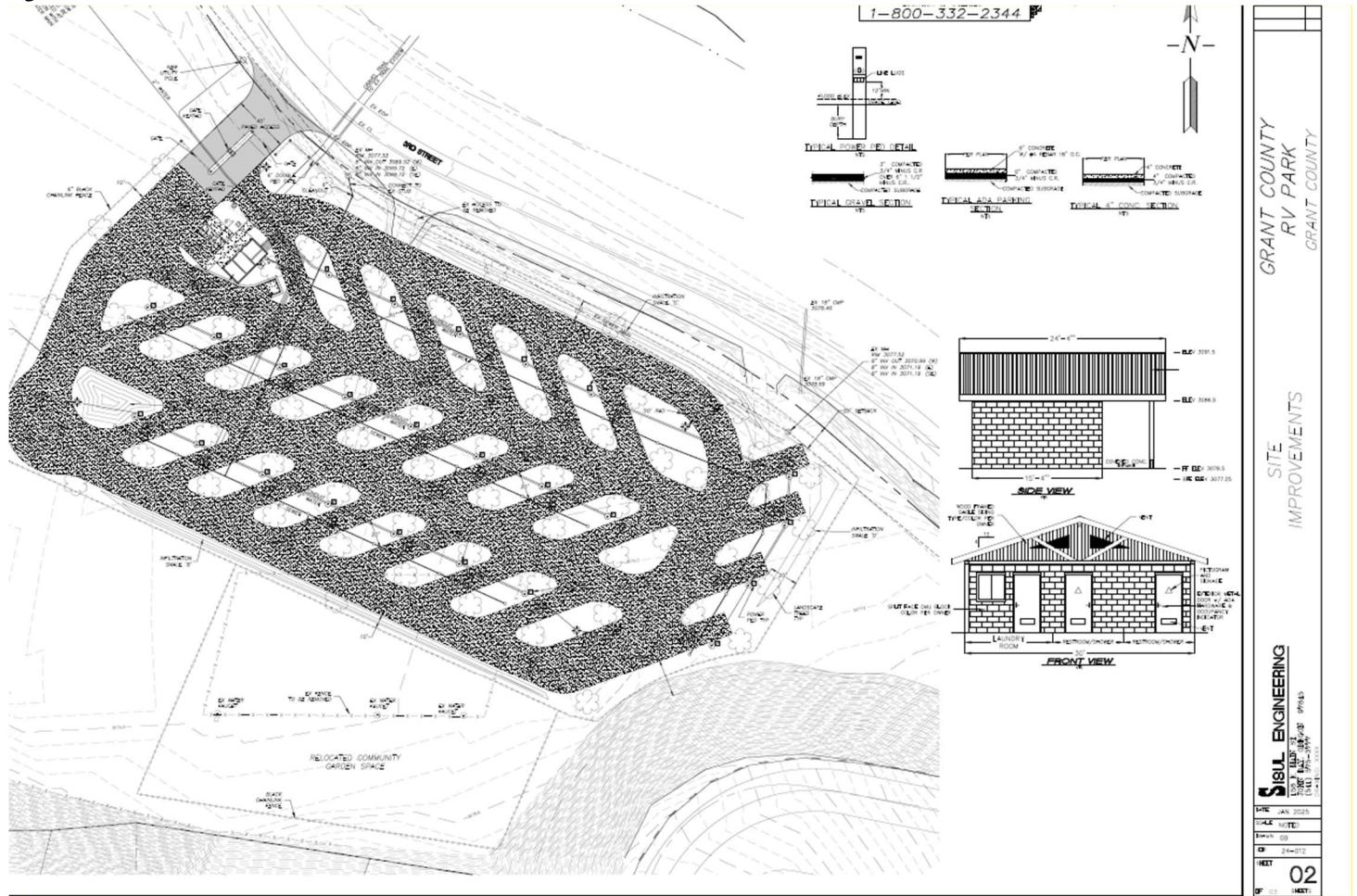


Figure 2. Proposed site plan.

3. PLANNING COMMISSION'S RECOMMENDATIONS.

What Planning Commission has recommended for approval at the past two meetings.

On the matter of the Zone Change:

- Planning Commission passed a motion to recommend approval of the zone change at its October 22nd meeting. Furthermore, the Planning Commission found the zone change to be of the public interest.
 - City Council accepted the recommendation.

On the matter of Fencing:

- Planning Commission passed a motion to recommend approval for the site to be entirely surrounded by 6' high fencing. Planning Commission found such a fence does not pose a hazard to public health or safety.
 - City Council accepted the recommendation.

On the matter of Off-Street Parking:

- Planning Commission passed a motion to recommend approval of off-street parking plan which is three off-street parking space, with one being ADA.
 - City Council accepted the recommendation.

On the matter of Bicycle Parking:

- Planning Commission passed a motion to recommend approval of three bicycle parking spaces and found that bicycle parking standards do apply to the proposed development.
 - City Council accepted the recommendation.

On the matter of Underground Utilities:

- Planning Commission passed a motion to recommend granting an exception to underground utilities and found the applicant's proposal to be acceptable. Applicant's proposal for utilities is to use an existing overhead pole for power, run power to the property, and once power reaches the property, it will be placed underground and through the site.
 - City Council accepted the recommendation.

On the matter of Fencing Around Swale 'A':

- Planning Commission passed a motion to only require fencing around Swale 'A' if the final design of Swale 'A' displays a depth of greater than 3.0 feet.
 - City Council accepted the recommendation.

On the matter of Landscape Plan:

- Planning Commission passed a motion to accept the applicant's landscape plan as proposed. Applicant's landscape plan features a variety of trees between 4-6', shrubs, and groundcovers. Each individual RV space will be landscaped as seen on the landscape plan. Plants are proposed to be hand-watered when necessary.
 - City Council accepted the recommendation.

On the matter of a Public Work Designee:

- Planning Commission passed a motion to approve the Contract City Engineer, Dyer Partnership, as the duly appointed designee of the Public Works Director.
 - City Council accepted the recommendation.

On the matter of Deferred Frontage Improvements:

- Planning Commission passed a motion to recommend acceptance of revised Condition of Approval #4 which reads: *"Prior to issuance of a building permit, connection to City water or sewer service, or creation of a new access to 3rd Street, whichever occurs first, the Applicant shall sign and record a Waiver of Remonstrance as a guarantee for future frontage improvements along 3rd Street for the length of the proposed development frontage, approximately 535 feet. Future frontage improvements shall be constructed consistent with the adopted Collector Street standards (Option D), including half-street improvements consisting of sidewalk, curb, and gutter. The rough proportionality of the required improvements corresponds to the length of the development frontage, approximately 535 feet along 3rd Street."*
 - Revised Condition of Approval #4 permits the applicant to defer frontage improvements associated with site development, specifically, the frontage improvements as specified in ROW standards for a Collector Street, Option D.
 - **City Council rejected this recommendation and instead accepted the applicant's proposal for Option B. Condition of Approval #4 has been updated to reflect City Council's decision.**

4. OUTSTANDING MATTERS for CITY COUNCIL ACTION.

Outstanding matters for City Council adjudication.

ROW Responsibility and Width for 3rd Street:

- At the November 12th Planning Committee meeting, staff presented a revision of Issue #1 which relates to the ROW discrepancy for 3rd Street. 3rd Street was never formally deeded or conveyed to the City for ultimate jurisdiction. The functional legal description for 3rd Street does not identify ROW width. There is an opportunity to fix this issue finally.

- **Issue #1 – ROW Discrepancy – whose responsibility?**
- Applicant's Attachment F – Identifies County (in agreement principle #6) as the entity "upon acceptance of this road, the County will convey title and jurisdiction of this road segment to the City of John Day."
- This didn't appear to happen. ROW width is effectively zero.

County agrees to complete construction of the pending road project easterly of the Grant County Fairgrounds known as the Third (3rd) Street Extension from State Highway 26 to the intersection of Elm Street and Northeast 3rd Street, John Day by performing the following work items.

The County agrees to the following work items:

1. Finish blading to grade stakes;
2. Install three (3) inches of Bituminous Hot Mix, thirty-eight (38) feet wide for two thousand one hundred twenty nine (2,129) linear feet. This includes five (5) foot bike lanes on both sides of travelway;
3. Place shoulder rock from edge of pavement on a 3:1 slope;
4. Stripe the centerline and bike paths;
5. Work to be completed consistent with the 1991 Oregon Standard Specifications for Highway Construction (orange book);
6. Upon acceptance of this road, the County will convey title and jurisdiction of this road segment to the City of John Day.

- City contends the discrepancy is for the applicant to resolve because in the 1996 agreement between Grant County and City of John Day, County agreed to the terms above, but notably it does not appear term #6 was ever completed, thus leaving this issue unresolved and unknown until now.
- On December 2, 2025, applicant submitted three items of note for City Council review (included in this staff report as **Exhibit D**).
 - A written response to conditions imposed by the Planning Commission, specifically a rebuttal to Revised Condition of Approval #1, and Revised Condition of Approval #12.
 - A proposed new legal description for 3rd Street ROW.
 - A map showing the new ROW of 3rd Street based on the new legal description.
- Applicant contends that Option B is more suitable for 3rd Street than Option D.

Route(s): **3rd Avenue between the Fairgrounds and US 26**

- Issue(s): Lack of sidewalk and/or bikeway system.
- Need(s): 3rd Avenue is an important connector from the neighborhoods southeast of downtown to open space and recreation trails along the John Day River, the Grant County Fairgrounds, and to Bridge Street with its access to the 7th Street Complex. Having sidewalks and bike lanes would facilitate these movements. The future development of Strawberry Heights will further increase the demand for these facilities.
- Physical Constraint(s): The 3rd Street ramp that connects US 26 to the at-grade portion of 3rd Street may not have sufficient space to locate sidewalks and bike lanes on both sides of the roadway.
- As the applicant calls out in their response to Revised Condition of Approval #1, the Local Street Network Plan (LSNP), identifies 3rd Avenue as lacking sidewalk and/or bikeway system and needs sidewalks and bike lanes (plural). This is the only area where plural sidewalks are called for along 3rd Avenue. All other references to 3rd Avenue reference a singular sidewalk on the south side and west side.

| | | |
|----|--------------|--|
| 23 | New Sidewalk | 3rd Avenue is not equipped with facilities for pedestrians or cyclists. A 6'-wide sidewalk is recommended for the south and west side of the roadway; the north side will be partially served by Project #22, and possibly connected by a mid-block crosswalk. |
|----|--------------|--|

- As applicant addresses in their response, Project #23 of the LSNP calls for a new 6' sidewalk (singular) for the south and west side of the roadway.

Project #23 - 3rd Avenue Sidewalks

3rd Avenue is not equipped with facilities for pedestrians or cyclists. A 6'-wide sidewalk is recommended for the south and west side of the roadway; the north side will be partially served by Project #22, and possibly connected by a mid-block crosswalk. The mid-block crossing would ideally be provided as an intersection when Project #18 is constructed. The ROW for the sidewalk on the south side of the street could be obtained through conditions when the adjacent parcel is divided and/or developed.

- In place of Option D, the applicant is requesting that the City Council approve Option B. The Grant County Fairgrounds is proposing a 40-foot ROW that would connect the existing 40-foot ROW for 3rd Street to the west. Moving east, the ROW width would increase to incorporate the existing fill slopes.

On the west end, the proposed 40-foot ROW is located within an already developed area, and requiring a wider dedication there would create encroachment issues with existing development. The existing road footprint consists of 34 feet of pavement and a 2-3-foot gravel shoulder on each side. Under Option B of the City's Collector Street standards, the required improvements could be constructed within the existing road prism.

| Collector | | | | | | | | | |
|-----------|---------|---------|------------------|------|-------|-------------|-----|------------------------|--------------|
| Option A | 44'-56' | 30'-32' | 10'-11'/ 10'-11' | None | 5'/5' | None | Yes | (optional) 2'-6'/2'-6' | 6'/6' |
| Option B | 40'-44' | 30'-32' | 10'-11'/ 10'-11' | None | 5'/5' | None | Yes | (optional) 2'-6' | 6'(one side) |
| Option C | 54' | 42' | 12'/12' | None | 5'/5' | 8' one side | Yes | None | 6'/6' |
| Option D | 62'-74' | 50' | 12'/12' | None | 5'/5' | 8'/8' | Yes | (optional) 2'-6'/2'-6' | 6'/6' |

Furthermore, applicant suggests the City Council take into consideration the following when debating the type of Collector for 3rd Street:

Has the City considered the feasibility of constructing a road section to match Option D?

- The extremely large amount of fill material required to widen the road 20-feet?
- The impact on the flood plain for this additional fill?
- The pavement width would increase by 16-feet, requiring 30% more pavement for the City to maintain vs benefit?
- The LSNPJD page 33 list physical constraints on the 3rd Street ramp that connects to US 26, we assume this pertains to the width and that existing guardrail that limits improvements. Option D would be the most difficult to construct in this area.

- Maintenance of the additional ROW and pavement section – additional snow plowing, weed control, trash, stormwater, etc.

Option B seems to be the most feasible and likely of any future improvements on this section of 3rd Street and any improvements to the West connecting to the sidewalk on Bridge Street. It meets the projects identified in the LSNPJD.

- City Council should evaluate the applicant's request to develop 3rd Avenue under Option B rather than Option D. Under Option B, the applicant may utilize the existing 34-foot pavement width without any roadway widening. Frontage improvements would be limited to the south side of 3rd Avenue and would include installation of a 6-foot sidewalk, curb and gutter, and restriping of the 5-foot bike lane for an appropriate distance along both ends of the development. The applicant does make a valid claim regarding the impact on the floodplain with additional fill and impervious surface.
- In contrast, Option D envisions full buildout of pedestrian and bicycle amenities on both sides of 3rd Avenue—sidewalk, on-street parking, and a bike lane on the north side in the long term, as well as the same improvements on the south side along the project frontage. While the applicant would not be responsible for constructing improvements on the north side, Option D would require additional pavement width and associated frontage improvements on the south (development) side to support the future corridor design. This option aligns with 3rd Avenue's potential long-term function as a primary throughfare and alternate route from Highway 26 into

John Day and provides a continuous connection to the existing trail system along the John Day River.

- The key distinction between the two options is that Option B does not develop the north side of 3rd Avenue, which means pedestrian circulation and access to the trail network would remain incomplete. For this reason, if Council elects to allow development under Option B, staff recommend requiring a formal trail easement across the Fairgrounds property as part of Condition of Approval #1. This easement would maintain continuous north-side pedestrian access consistent with the LSNP. Staff note that the existing trail segment on the Fairgrounds property is not currently supported by a formal recorded easement and remains under the Grant County control.
- If Council prefers Option D, the City would continue to express interest in securing a future trail easement; however, under Option D the trail easement would be desired rather than required and may be pursued later as a matter between the City and Grant County. This application need not resolve that issue today; staff raise it only because the applicant's request for Option B makes trail access a necessary component of maintaining pedestrian circulation.
- An Option B + Trail selection would result in the following revision to Condition of Approval #1.
 - The trail easement should be included as a development requirement in this Condition of Approval. Text with revised Condition of Approval #1 that is ~~stricken~~ is proposed for deletion. Underlined text is proposed for addition.
 - **Revised Condition of Approval #1:** Prior to issuance of a building permit, connecting to City water or sewer service, or creating a new access to 3rd Street, whichever occurs first, Applicant must take action(s) satisfactory to City to establish or correct the delineation of the 3rd Street right-of-way through the subject property such that it is 40 62 feet in width and none of applicant's improvements (other than permitted utility connections) are located within the right-of-way. Action may include dedicating right-of-way and/or filing petitions for vacation of right-of-way and/or street legalization process first brought up by the applicant's surveyor. A 40 62' ROW corresponds with Option B D for a Collector Street as adopted in *Table 5-3.4.101F, Minimum Street, Sidewalk and Bikeway Standards*. Condition of Approval #1 is tied to *Chapter 5-3.4.101(A)(1) & (3), Adequate Public Facilities and Street Improvements*. With the choice of Option B for the ROW for 3rd Street comes the need to obtain a formal trail easement to comply with the Local Street Network Plan for pedestrian travel on the north side of 3rd Street. To that end, as a condition development, Grant County Fairgrounds shall provide the City of John Day an access easement covering the existing trail network that generally begins near the southwestern corner of Map and Tax Lot 13S-31E-23-01300 and continues northward through said parcel to the northwestern corners and terminates at two points on Bridge Street, as outlined in graphical form in Figure 4.2, Existing trails and open spaces, of the John Day Innovation Gateway Plan. See Figure 4.2 included in this revised Condition of Approval #1 on December 3, 2025. Terms of access easement can be iterated on between Grant County Fairgrounds and John Day City Council, but shall be executed and recorded prior to the same terms as listed at the outset of this condition.

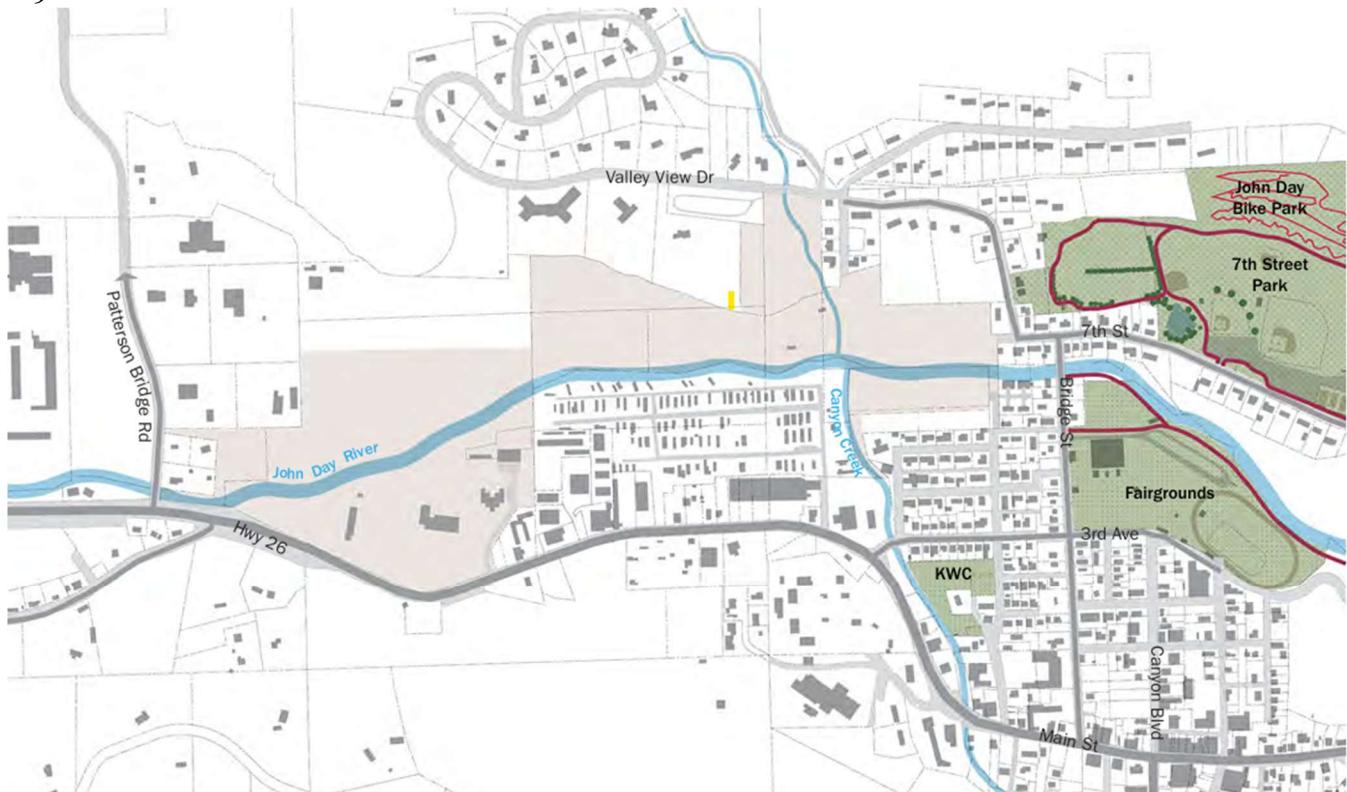


Fig. 4.2 Existing trails and open spaces

Figure 3. Existing trail segment through Fairgrounds.

Local Partnerships

As identified in previous sections, working with local business owners, organizations and residents can be a powerful way to help cover or reduce the costs associated with downtown, bicycle and pedestrian improvement projects. Specific strategies towards this end may include:

- Work with local property owners to secure any needed property or **easements**.

Figure 4. Need to obtain easements to formally complete trail network is called out in the LSNP.

- Council is asked to discuss both alternatives and provide direction to staff on which standard to apply.

FINDING: City Council considered the applicant's request for Option B, and it was selected. The Option B + Trail option was discussed but was not pursued. It was decided the trail and access easement question is better suited for a later discussion amongst City Council and Grant County Fairgrounds and is not tied directly to this application.

4. STAFF REPORT SECTION (substantially the same as previous two staff reports and revised in places to reflect changes)

Public Process:

Notice of the public hearing was duly published in the newspaper on 10/1/25 and 10/8/25. In addition, Grant County Fairgrounds held the required neighborhood meeting on 3/17/25.

5. REVIEW OF ZONE CHANGE CRITERIA. The criteria for a zone change are contained in John Day Development Chapter 5-4.7, Land Use District Map and Text Amendments. The criteria for a zone change are as follows:

B. Criteria for Quasi-Judicial Amendments. *A recommendation or a decision to approve, approve with conditions or to deny an application for a quasi-judicial amendment shall be based on all of the following criteria:*

1. *Approval of the request is consistent with the Statewide Planning Goals;*

Finding: Approval of the request is consistent with the Oregon Statewide Planning Goals. The proposal seeks to rezone County-owned property to decrease the area zoned Residential Limited and increase the area zoned Parks Reserve to support the development of a public RV park. The rezone and proposed use align with the applicable Statewide Planning Goals as follows:

Approval of the request is consistent with the Oregon Statewide Planning Goals. The proposal seeks to rezone County-owned property to decrease the area zoned Residential Limited and increase the area zoned Parks Reserve to support the development of a public RV park adjacent to the Grant County Fairgrounds. The rezone and proposed use align with the following applicable Statewide Planning Goals:

- **Goal 1 – Citizen Involvement:** The City provides notice and opportunities for public comment consistent with its acknowledged citizen involvement program. Review of this request includes mailed and published notice, a public hearing before the Planning Commission, and the opportunity for written and oral testimony.
- **Goal 2 – Land Use Planning:** The amendment is supported by an adequate factual base and is consistent with the City's Comprehensive Plan. The rezone maintains internal consistency between the zoning map and the Comprehensive Plan's Parks and Open Space designations and implements the City's policy direction to expand recreational opportunities and tourism-based economic development.

- **Goal 5 – Open Spaces, Scenic and Historic Areas, and Natural Resources:** The proposed RV park enhances public access and recreational opportunities near the John Day River and Fairgrounds area while maintaining floodplain functionality and avoiding adverse impacts to significant natural features.
- **Goal 8 – Recreational Needs:** The project directly supports Goal 8 by increasing and diversifying recreation and tourism amenities. The Parks Reserve designation allows the development of an RV park that will serve visitors attending events at the Fairgrounds and other community venues, supporting local tourism and outdoor recreation consistent with the City's long-term recreation strategy.
- **Goal 9 – Economic Development:** The proposal supports Goal 9 by promoting visitor-serving uses that contribute to the local economy, expand tourism infrastructure, and strengthen John Day's position as a regional recreation hub. The RV park will generate sustained economic benefits through visitor spending and extended stays.
- **Goal 10 – Housing:** Goal 10 requires cities to maintain an adequate supply of residential land to meet future housing needs. The *John Day Housing and Community Development Analysis* (Econorthwest, 2019) concludes that the City has sufficient residential land within the Urban Growth Boundary to accommodate projected housing needs through the 2040 planning horizon. The proposed rezone affects County-owned land adjacent to the Fairgrounds that is not currently developed or likely to develop for housing due to its location and ownership. No existing housing units are displaced, and the City retains a surplus of residentially zoned land. The rezone therefore does not diminish residential capacity and remains consistent with Goal 10.
- **Goal 11 – Public Facilities and Services:** The proposed RV park will utilize existing City utilities and transportation facilities, consistent with the goal of providing orderly and efficient service delivery within the Urban Growth Boundary.
- **Goal 12 – Transportation:** The rezone will not significantly affect the City's transportation system. The site is located on a local street network with direct access to U.S. Highway 26, consistent with the City's Transportation System Plan. See Staff Response under criterion specific to Transportation Planning Rule (TPR).
- **Goal 14 – Urbanization:** The rezone promotes efficient urban land use within the existing Urban Growth Boundary by converting underutilized public land to a recreational and economic use that supports community needs. The change does not require expansion of the UGB and aligns with Goal 14's emphasis on compact and efficient urban development.

FINDING: The proposed rezone to Parks Reserve is consistent with the applicable Oregon Statewide Planning Goals by promoting recreational and economic development opportunities, efficiently using existing infrastructure, maintaining adequate housing capacity, and providing orderly growth within the City's Urban Growth Boundary.

2. *Approval of the request is consistent with the Comprehensive Plan;*

FINDING: To address criterion #2 to determine whether the request is consistent with the John Day Comprehensive Plan, staff turn to a review and discussion of relevant Comprehensive Plan goals and policies.

General Goals and Principles (pp. iii)

- To retain and enhance the character and quality of the John Day Urban Area as growth and development occurs.
- To provide a sound basis for orderly and efficient urbanization by establishing proper relationships between residential, commercial, industrial, public and open land uses, and transportation uses.
- To provide for a close correlation between the provision of urban services and urban development in order to bring about a more orderly and efficient development pattern.
- To encourage and foster economic development in the community and to consider such a vital factor in the long-term overall development of the community.

FINDING: These goals support a balanced land use pattern and encourage economic development, which aligns with the concept of converting a portion of residential land to a recreational, revenue-generating public use (RV park).

Economic Development Goals and Policies (pp. 47–49)

Goals:

- Improve existing City infrastructure to adequately meet present and future needs.
- Maintain and create new job opportunities.
- Capitalize on the increasing Visitor and Tourism industry in the coming years.
- Encourage steady managed growth.

Policies:

- To diversify, stabilize, and improve the economy of the area.
- To require that development plans are based on the best economic information available and take into account areas suitable for economic development, available resources, and livability.
- To encourage and support industrial development and diversification.
- To expand job opportunities and reduce unemployment, reduce out-migration of youth, and accommodate the growth of the county labor force.
- To cluster commercial uses intended to meet the business needs of the area and highway travelers only in designated areas to prevent undesirable effects of spot zoning.

FINDING: These goals and policies directly support recreational, and visitor-serving uses such as RV parks, particularly since the project would enhance tourism and economic activity in Grant County.

Public Facility and Parks Policies (pp. 39–40)

Policies:

- Planning and implementation of public facilities and service programs necessary for the public health, safety, and welfare shall guide and support urban development.

- Public facilities and services provided shall take into consideration capacity of the air, land, and water resources of the urban area.
- Capital improvements programming and budgeting should be utilized to achieve desired types and levels of public facilities and services in the urban area.

FINDING: These emphasize coordination between new developments and existing infrastructure—relevant to siting an RV park with appropriate utilities and access.

Land Use and Urbanization Policies (pp. 80–83)

- Urban development shall be encouraged in areas where public services can be provided most efficiently and in a manner which will minimize costs related to necessary urban services such as schools, parks, streets, police, garbage disposal, fire protection, libraries, and other facilities and services.
- Undeveloped areas in close proximity to urban services should be developed first as far as possible to facilitate the orderly and economic provision of public facilities.
- Commercial development shall be concentrated in existing and designated areas to strengthen commercial activities.
- It is vitally important that improvements within all developments be at a level commensurate with applicable City specifications, both inside and outside the City Limits.

These support development of recreation or park facilities on land already served or easily serviceable by existing infrastructure, consistent with the proposed Parks Reserve zoning.

FINDING: As discussed above, the proposed rezone to Parks Reserve is consistent with the applicable Comprehensive Plan goals and policies, particularly, Economic Development, Public Facilities and Parks, and Land use and Urbanization.

3. *The property and affected area is presently provided with adequate public facilities, services and transportation networks to support the use, or such facilities, services and transportation networks are planned to be provided in the planning period; and*

FINDING: The proposed RV site will utilize an extension of NW 3rd Avenue for access. The existing site access will be removed and relocated westward, as shown on the site plan, with a new paved driveway approach. The development will include a 40-foot-wide paved driveway equipped with a gate keypad for guest entry, as well as a separate pedestrian access gate leading to a new crosswalk across 3rd Street. This crosswalk will connect the RV site to the existing gravel trail system adjacent to the John Day River, which is part of the City's pedestrian trail network.

A new utility pole will be installed near the driveway entrance. Utility improvements include a new 2-inch water line and a 6-inch sewer line, which will connect to an existing stub within 3rd Street right-of-way.

Frontage improvements are deferred pursuant to Condition of Approval #4 and 3rd Street will take the form of Collector Street, Option B, per the City Council's decision on December 9, 2025.

A more detailed analysis of transportation impacts and consistency with Statewide Planning Goal 12 and the Transportation Planning Rule (TPR) will be provided in Staff's review.

4. *The change is in the public interest with regard to neighborhood or community conditions, or corrects a mistake or inconsistency in the comprehensive plan map or zoning map regarding the property which is the subject of the application; and*

FINDING: The change in this case is the proposed zone change to reduce the portion of land on County property zoned residential and increase the amount of land zoned Parks Reserve, a zoning designation more consistent with a County and government use. There is no evidence on the record to suggest that the change is not in the public interest. The applicant held the required neighborhood meeting and answered any questions or concerns the public had. The Planning Commission found the zone change to be in the public interest during the October 22nd hearing; City Council concurred.

5. *The amendment conforms to the Transportation Planning Rule provisions under Section 5-4.7.060.*

FINDING: The applicant submitted a Transportation Planning Rule (TPR) Study, prepared by DKS Associates (dated May 2, 2025), to evaluate potential transportation impacts associated with the proposed zone change of approximately 5.75 acres from Residential Limited (RL) to Park Reserve (PR) at the Grant County Fairgrounds site. The study analyzed trip generation under both the existing and proposed zoning designations based on the reasonable worst-case development scenarios.

Under the current RL zoning, development could reasonably yield up to 40 single-family dwelling units, generating approximately 378 average weekday trips, 28 AM peak hour trips, and 38 PM peak hour trips. In contrast, under the proposed PR zoning, the study evaluated an RV park/campground scenario with 25 campsites (as depicted in Figure 1 – Site Plan for the Proposed RV Park), which would generate approximately 68 average weekday trips, 5 AM peak hour trips, and 7 PM peak hour trips. This represents a net decrease of 310 daily trips, 23 AM peak hour trips, and 31 PM peak hour trips.

Because the proposed zoning will substantially reduce vehicle trip generation relative to what is permitted under existing zoning, the amendment will not alter the functional classification or performance of adjacent transportation facilities, nor will it result in levels of traffic inconsistent with the City's Transportation System Plan. The proposed amendment therefore does not have a significant effect under OAR 660-012-0060 and is found to be in compliance with the Transportation Planning Rule (Goal 12).

TABLE 5: COMPARISON OF TRIP GENERATION

| ZONING SCENARIO | AVERAGE WEEKDAY TRIP GENERATION | | |
|--|---------------------------------|--------------|--------------|
| | DAILY | AM PEAK HOUR | PM PEAK HOUR |
| Current Zoning Trips (Table 2) | 378 | 28 | 38 |
| Proposed Zoning Trips (Table 4) | 68 | 5 | 7 |
| NET DIFFERENCE (PROPOSED – CURRENT) | -310 | -23 | -31 |

Figure 5. Trip generation from traffic memo.

FINDING: As presented in this staff report, staff find that the criteria for a zone change are met. The Planning Commission found the zone change to be in the public interest. City Council should affirm this or reject this.

Staff now turn to a review and discussion of the Site Design Review criteria.

6. REVIEW OF SITE DESIGN REIVIEW CRITERIA.

5-4.2.060 Site Design Review – Approval Criteria.

A. An application for Site Design Review shall be approved if the proposal meets all of the following criteria. The City decision making body may, in approving the application may impose reasonable conditions of approval, consistent with the applicable criteria:

- 1. The application is complete, as determined in accordance with Chapter 5-4.1 – Types of Applications and Section 5-4.2.050, above.*

FINDING: The application was deemed complete for processing on September 11, 2025.

- 2. The application complies with all of the applicable provisions of the underlying Land Use District (Article 5-2), including: building and yard setbacks, lot area and dimensions, density and floor area, lot coverage, building height, building orientation, architecture, and other applicable standards;*

FINDING: Following successful rezone to a larger portion of the subject property Parks Reserve, the proposed use of an RV Park is a permitted commercial recreational use in the PR zone.

- 3. The applicant shall be required to upgrade any existing development that does not comply with the applicable land use district standards, in conformance with Chapter 5-5.2, Non-Conforming Uses and Development;*

FINDING: There is no existing development on the subject property. The subject property is vacant and consists of bare ground. There are no non-conforming uses located on the subject property.

- 4. The proposal complies with all of the Design Standards in Article 5-3:***

FINDING: For a review and discussion of (4), Staff will provide a response for each Chapter described in (4) to address compliance with Article 5-3.

Chapter 5-3.1 - Access and Circulation;

C. Access Permit Required. *Access to a public street (e.g., a new curb cut or driveway approach) requires an Access Permit. An access permit may be in the form of a letter to the applicant, or it may be attached to a land use decision notice as a condition of approval. In either case, approval of an access permit shall follow the procedures and requirements of the applicable roadway authority, as determined through the review procedures in Article 5-4.*

FINDING: A new driveway approach is proposed off 3rd Street, therefore, an access permit will be required (called a “right-of-way” permit). The applicant shall submit for and obtain a right-of-way permit before the City signs off on the building permit application form. Traffic access and control plans may be required as part of the permit review. This shall be a condition of approval.

Condition of Approval #3: A right-of-way permit shall be required for any work to be performed in City right-of-way. A traffic control plan may be required. A right-of-way permit application may be submitted to the City either prior to or concurrent with building permit submittal.

D. Traffic Study Requirements. *The City may require a traffic study prepared by a qualified professional to determine access, circulation, and other transportation requirements in conformance with Section 5-4.1.090, Traffic Impact Study.*

FINDING: City did not require a full traffic study, rather City required TPR Significant Effects Analysis to be conducted. A TRP Significant Effects Analysis is required by virtue of the proposed zone change. A Significant Effects Analysis ensures that the future land use and traffic growth from the new land use is consistent with the transportation system. As alluded to earlier, the zone change actually results in a net decrease in overall trips.

E. Conditions of Approval. *The City or other roadway authority, as applicable, may require the closing or consolidation of existing curb cuts or other vehicle access points, recording of reciprocal access easements (i.e., for shared driveways), development of a frontage street, installation of traffic control devices, and/or other mitigation as a condition of granting an access permit, to ensure the safe and efficient operation of the street and highway system.*

FINDING: Chapter 5-3.1.020(E) authorizes the City to impose conditions of approval requiring the upgrading of transportation facilities impacted by development and having frontage on City rights-of-way. The subject property fronts the planned extension of 3rd Street, which currently lacks half-street improvements including curb, gutter, and sidewalk. These improvements are necessary to ensure safe pedestrian circulation and to support an interconnected street network consistent with City standards.

Additionally, pursuant to Chapter 5-3.010(A)(1) and (3), the City may require dedication of ROW where needed to ensure adequate public facilities consistent with adopted street standards. Because no ROW width is recorded for this segment of 3rd Street, the existing legal ROW width is functionally zero feet. As discussed at the outset of this staff report, this presents an opportunity to correct the ROW record and establish the appropriate street width. At the December 9, 2025 hearing, the applicant voluntarily accepted to be the responsible party to officially correct the ROW discrepancy.

The City Council accepted the applicant's proposal for the ROW to take the form of Collector Street, Option B.

City Council permitted the frontage improvements to be deferred, as written in Condition of Approval #4.

A signed and recorded waiver of remonstrance may be triggered at any time by the City when a Local Improvement District (LID) is formed. A waiver of remonstrance does not prohibit a property owner from testifying in favor or opposition to the formation of a LID, but they do waive their right to object to the formation of a LID. Revised Condition of Approval #4 is written reflecting City Council's selection of Option B.

Revised (12.3.25) Condition of Approval #4: Prior to issuance of a building permit, connection to City water or sewer service, or creation of a new access to 3rd Street—whichever occurs first—the Applicant shall sign and record a Waiver of Remonstrance as a guarantee for future frontage improvements along 3rd Avenue to address pedestrian safety and circulation. The City is imposing a condition of approval requiring construction of half-street improvements, including sidewalk, curb, and

gutter, built to City standards and specifications as referenced in Table 5-3.4.010.F (Option B for a Collector Street).

The rough proportionality of the required improvements corresponds to the length of the development frontage, approximately 535 feet along 3rd Street. Accordingly, half-street improvements consisting of sidewalk, curb, gutter, and bike-lane striping for the full ~535-foot frontage shall be required as a condition of approval.

Chapter 5-3.2 - Landscaping, Significant Vegetation, Street Trees, Fences and Walls:

5-3.2.020 Landscape Conservation.

E. Construction; Erosion and Sediment Control. An erosion and sediment control plan is required for all new construction. All significant vegetation on a site that is not otherwise designated and approved by the City for removal shall be protected prior to, during, and after construction in accordance with a limit-of-clearing and grading plan approved by the City. The City may limit grading activities and operation of vehicles and heavy equipment in and around significant vegetation areas, streams and other water bodies to prevent erosion, pollution, or landslide hazards.

FINDING: An erosion and control plan will be reviewed as part of the construction level review of the plans. Condition of Approval #5 is proposed for deletion. Applicants are hereby made aware an erosion and control plan shall accompany the final construction plans. Applicants are hereby made aware that providing a copy of their 1200-C or 1200-CA erosion control permit to the City will be required during construction plan review.

Condition of Approval #5: A final erosion and sediment control plan will be required to be submitted before the City signs off on the City portion of the building permit application.

5-3.2.030 Landscaping And Screening

- A. **Applicability.** This Section shall apply to all new developments requiring Site Design Review. The landscape standards may be modified in accordance with the Adjustment procedure in Section 5-4.2.060.B. The Planning Official may approve an adjustment to any standard in this section by up to 20%; the Planning Commission reviews larger adjustments.
- B. **Landscaping Plan Required.** A landscape plan is required. All landscape plans shall conform to the requirements in subsection 5-4.2.050B.5 (Landscape Plans).
- C. **Landscape Area Standards.** The minimum percentage of site area required to be in landscaping varies by zone. See the development standards in Article 5-2.
- D. **Landscape Materials.** Permitted landscape materials include trees, shrubs, ground cover plants, non-plant ground covers, and outdoor hardscape features, as described below. "Coverage" is based on the projected canopy cover of all plants upon maturity, i.e., typically three (3) or more years after planting.

FINDING: Planning Commission accepted the proposed landscaping plan as is during the November 12, 2025, deliberations. This matter is resolved unless City Council rejects the Planning Commission's recommendation.

Condition of Approval #6: Final Landscape plan shall clearly show ground cover, tree size with a minimum diameter or caliper 4 feet above grade and shrubs shall be planted from a 5-gallon container or larger. Non-plant ground cover may be bark dust, chips, or similar mulch and shall cover all landscape surfaces not otherwise planted or covered.

5-3.2.50 Fences And Walls

A. **General Requirements.** All fences and walls placed within a required setback yard shall comply with the standards of this Section.

1. The City may require installation of walls and/or fences as a condition of land use or development approval. (See also, Section 5-3.2.030 for screening requirements.)
2. Except as provided under subsection 5-3.2.050(B), below, fences and walls placed within a required setback yard shall not exceed the following height above grade, where grade is measured from the base of the subject fence or wall:
 - a. Within front and street-facing yard setbacks, four (4) feet
 - b. Within side and rear yard setbacks, six (6) feet

FINDING: Regarding the requirement for fencing around proposed Swale “A,” the City cites Chapter 5-3.2.050 as the regulatory authority for imposing a condition to ensure public safety, particularly that of small children who may enter the swale area. In addition, staff reference the Oregon Department of Transportation Hydraulics Manual (April 2014), *Safety Features for Treatment and Detention Facilities*, which recommends fencing for detention or treatment areas where specific safety risks exist—such as proximity to residential areas, schools, or playgrounds—and where side slopes are steeper than 1V:3H or water depths exceed three feet for more than 24 hours.

The applicant explains that Swale “A” is preliminary and that the final stormwater design, including the ultimate depth, is not yet determined. The three-foot depth currently shown on the plans is an estimate. The applicant also references several examples of unfenced infiltration areas in and around John Day, such as those at CCS, the Bank of Eastern Oregon, the Dollar General, and the John Day Fire Hall, and notes that fencing could interfere with snow-removal operations.

Staff acknowledge these examples but note that those facilities are not located in areas where small children are typically present. In contrast, the proposed RV Park expansion is within a residential neighborhood and adjacent to the County Fairgrounds—locations where young children are expected to be present. Accordingly, staff maintain that fencing around Swale “A” is appropriate and consistent with both City code and state safety guidance.

The Planning Commission discussed this matter and recommended requiring fencing only if the final stormwater design results in a depth greater than three feet. If the final design indicates a depth of three feet or less, fencing would not be required. City Council accepted the Planning Commission’s recommendation on this matter.

Table 5-3.3.030F – Parking Area Layout

| Table 5-3.3.030F - Parking Area Layout | | | | | | | | | |
|--|------------------|-------------|-------------|-----------|-------------|------------|------------|------------|---------------|
| Standard Space (See Figure 53.3.030F(3) for ADA space requirements) | PARKING ANGLE <° | CURB LENGTH | STALL DEPTH | | AISLE WIDTH | | BAY WIDTH | | STRIPE LENGTH |
| | | | SINGLE D1 | DOUBLE D2 | ONE WAY A1 | TWO WAY A2 | ONE WAY B1 | TWO WAY B2 | |
| 90° | 8'-6" | 18' | 36' | 23' | 23' | 59' | 59' | 18' | |
| | 10' | 20' | 40' | 17' | 18' | 57' | 58' | 23' | |
| | 12' | 18'-6" | 37' | 13' | 18' | 50' | 55' | 26'-6" | |
| | 17' | 16'-6" | 33' | 12' | 18' | 45' | 51' | 32'-8" | |
| | 22' | 8'-6" | 17' | 12' | 18' | 29' | 35' | 8'-6" | |

FINDING: Judging by the parking detail seen on Sheet 3, the curb length is short 6". The plan shows curb length at 8'. Applicant advised to revise and resubmit with building permit application plans for review and approval by the City Manager or their designee. The open record period submittals do not appear to address Condition of Approval #7, so it stays as is. Staff note, this should be an easy fix for the applicant to make on their plans and can be reviewed as part of construction review.

Condition of Approval #7: Revise parking detail to show 8' and 6" curb length rather than the 8' currently shown on Sheet 3.

Chapter 5-3.4 - Public Facilities

5-3.4.10 Transportation Standards

A. Development Standards and Criteria. Projects shall be required to meet the current standards in effect at the time an application is filed.

1. **Adequate Public Facilities.** No development shall be approved unless adequate transportation facilities are available or improvements will be constructed and operational, as required by this Code, the John Day Transportation System Plan and the John Day Local Street Network Plan. If existing improvements leading to or serving the site are inadequate to handle anticipated loads, improvements are to be constructed and operational prior to the issuance of building permits or in conjunction with construction of the approved lots or parcels pursuant to financial assurance for the improvements or a written agreement with the City prior to final plat approval. Development resulting in increased traffic on a state highway shall meet the traffic operations standards per the current Oregon Highway Plan.

3. **Street Improvements.** Streets within and adjacent to a development shall be improved in accordance with the City of John Day Transportation System Plan and the provisions of this Chapter. Development of new streets, including sidewalks, curbs, gutters, bicycle lanes, vehicle travel lanes, traffic control devices, and park strips, and additional right-of-way or street width or improvements planned as a portion of an existing street, shall be improved in accordance with this Chapter; and all public streets shall be dedicated to the applicable road authority upon the Public Works Director's acceptance of said improvements;

FINDING: Conditions of Approval #1 and #4 address this standard. Collector Street, Option B was selected and frontage improvements deferred.

4. Access Improvements. *All new streets, and driveways connecting to streets, shall be paved; driveways and driveway aprons shall be improved as required under Section 5-3.4.030 and subject to approval by the Public Works Director.*

FINDING: The proposal does not involve the creation of new streets. However, the proposal does include a new driveway connection to 3rd Street and driveway apron. The access improvements can be reviewed as part of the right-of-way permit review.

Condition of Approval #8: ~~New public improvements shall be duly inspected and accepted in writing by the City Manager or their designee. City will not accept public improvements until they have passed inspection.~~

B. Guarantee. The City may accept a future improvement guarantee (e.g., cash, bond, and/or owner agreement not to object to the formation of a local improvement district in the future) in lieu of street improvements if one or more of the following conditions exist:

1. *A partial improvement would create a potential safety hazard to motorists or pedestrians;*
2. *Due to the developed condition of adjacent properties it is unlikely that street improvements would be extended in the foreseeable future and the standard improvement associated with the project under review would not, by itself, provide increased street safety or capacity, or improved pedestrian circulation;*
3. *The improvement would be in conflict with an adopted capital improvement plan; or*
4. *The improvement is associated with an approved land partition and the proposed land partition does not create any new streets or result in increased transportation demand.*

FINDING: Chapter 5-3.2.020(B) allows the City to accept a future improvement guarantee—such as cash, a bond, or an agreement not to object to the formation of a Local Improvement District (LID), in lieu of constructing required street improvements when certain conditions are met. A LID is a financing mechanism through which benefited property owners share in the cost of public improvements, such as street or sidewalk construction, through a special assessment. Property owners who sign a Waiver of Remonstrance agree not to oppose the formation of an LID in the future if such improvements are initiated by the City.

This standard permit acceptance of a future improvement guarantee when the required conditions are found to be present. These conditions are listed above in the criteria. Staff reasonably believes that conditions (1) and (2) can be found to exist on the site: (1) construction of a partial improvement would create a potential safety hazard to motorists or pedestrians; and (2) due to the developed condition of adjacent properties, it is unlikely that street improvements will be extended in the foreseeable future, and the improvements associated with the proposed development would not, by themselves, provide increased street safety, capacity, or pedestrian circulation.

In their written narrative, the applicant explains that constructing sidewalk improvements concurrent with development would result in a disjointed pedestrian network because adjacent properties to the north and south lack sidewalks. As such, constructing sidewalks at this time would not improve pedestrian

circulation or safety and could create inconsistent or isolated infrastructure. The applicant does not object to providing a future improvement guarantee in the form of a Waiver of Remonstrance.

Based on discussions with the applicant and review of the applicable criteria, Staff finds that conditions #1 and #2 above are satisfied. Planning Commission recommended deferred improvements. City Council accepted Planning Commission's recommendation.

K. Sidewalks, Planter Strips, Bicycle Lanes. *Development shall be required to extend and improve sidewalks, planter strips, and bicycle lanes, as applicable, in conformance with the standards in Table 5-3.4.010, and pursuant to the City of John Day Transportation System Plan, John Day Local Street Network Plan, and/or the requirements of any other applicable roadway authority. The decision body may approve deferral of such improvements only as provided by Chapter 5-4.2 Site Design Review or Chapter 5-4.3 Land Divisions, as applicable. Maintenance of sidewalks and planter strips in the right-of-way is the continuing obligation of the adjacent property owner.*

FINDING: Subsection (K) is another provision that requires development to provide sidewalks, planter strips, and bike lanes, as necessary. In this application, the City is requiring that the extension of 3rd Street, when frontage improvements are triggered, conform to the Collector Street standards, **Option D OR B**, as identified in Table 5-3.4.010F. **City Council selected Option B at the December 9, 2025 hearing.**

| Street Type | Right-of-Way Width | Curb-to-Curb Paved Width | Within Curb-to-Curb Area | | | | Curb | Planting Strip | Sidewalks |
|--------------------------|--------------------|--------------------------|----------------------------|------------------|------------|-------------------|------|------------------------|------------------|
| | | | Motor Vehicle Travel Lanes | Center Turn Lane | Bike Lanes | On-Street Parking | | | |
| <u>Local Residential</u> | | | | | | | | | |
| Option A | 38'-40' | 28' | 10'/10' | None | None | 8' (one side) | Yes | None | 4'-6' |
| Option B | 40'-42' | 36' | 10'/10' | None | None | 8'/8' | Yes | None | 4'-6' (one side) |
| Option C | 38'-40' | 28' | 10'/10' | None | None | 8' (one side) | Yes | None | 4'-6' (one side) |
| Option D | 50' | 36' | 10'/10' | None | None | 8'/8' | Yes | None | 4'-6' |
| Option E | 60' | 36' | 10'/10' | None | None | 8'/8' | Yes | (optional) 2'-6'/2'-6' | 4'-6' |
| <u>Alley</u> | | | | | | | | | |
| A-1 | 16'-20' | 16'-20' | 8'-10'/8'-10' | None | None | None | No | None | None |
| <u>Collector</u> | | | | | | | | | |
| Option A | 44'-56' | 30'-32' | 10'-11'/ 10'-11' | None | 5'/5' | None | Yes | (optional) 2'-6'/2'-6 | 6'/6' |
| Option B | 40'-44' | 30'-32' | 10'-11'/ 10'-11' | None | 5'/5' | None | Yes | (optional) 2'-6' | 6'(one side) |
| Option C | 54' | 42' | 12'/12' | None | 5'/5' | 8' one side | Yes | None | 6'/6' |
| Option D | 62'-74' | 50' | 12'/12' | None | 5'/5' | 8'/8' | Yes | (optional) 2'-6'/2'-6 | 6'/6' |

Figure 6. Street standards.

5-3.4.30 Sanitary Sewer And Water Service Improvements

A. Sewers and Water Mains Required. Sanitary sewers and water mains shall be installed to serve each new development and to connect developments to existing mains in accordance with the City's Sanitary Sewer Master Plan, Water System Master Plan, and applicable engineering requirements. When streets are required to be stubbed to the edge of the

subdivision, sewer and water system improvements shall also be stubbed with the streets, except as may be waived by the Public Works Director when alternate alignment(s) are provided.

B. Sewer and Water Plan Approval. Development permits for sewer and water improvements shall not be issued until the Public Works Director has approved all sanitary sewer and water plans in conformance with City standards.

C. Over-Sizing. The City may require as a condition of development approval that sewer, water, and/or storm drainage systems serving new development be sized to accommodate future development within the area as projected by the applicable Water, Sewer, and/or Storm Drainage Master Plan, provided that the City may grant the developer credit toward any required system development charge for the same, or the City may authorize other cost-recovery or cost-sharing methods, in conformance with Section 5-3.4.010D.

D. Inadequate Facilities. Development permits may be restricted or rationed by the City where a deficiency exists in the existing water or sewer system that cannot be rectified by the development and which if not rectified will result in a threat to public health or safety, surcharging of existing mains, or violations of state or federal standards pertaining to operation of domestic water and sewerage treatment systems. The City may require water booster pumps or sanitary sewer lift stations be installed with backup power.

E. Water Pressure. Above a certain elevation, where the City has limited ability to serve new development, a developer may be required to install a water storage reservoir and related infrastructure for required water flow pressure, consistent with adopted City master plans.

FINDING: The applicant's final water and sewer plans will be required to show service connection details for construction permit review. Final water and sewer plans may be reviewed in detail during the construction review and permitting phase of the project at time of building permit plans submittal.

Revised Condition of Approval #9: Prior to issuance of building permits, the applicant's final water and sewer plans will be required to show service connection details for construction permit review. Final water and sewer plans shall be reviewed in detail during the construction review process.

Condition of Approval #9: Final water and sewer improvements plans shall be duly reviewed and approved by the City Manager or their designee before the City will sign off on the City portion of the building permit application form.

5-3.4.040 Storm Drainage Improvements

- General Provisions.** A development permit may be granted only when adequate provisions for storm water and flood water runoff have been assured (i.e., through plans and assurances approved by the City). See also, Section 5-3.4.090.
- Accommodation of Upstream Drainage.** Culverts and other drainage facilities shall be large enough to accommodate existing and potential future runoff from the entire upstream drainage area, whether inside or outside the development. Such facilities shall be subject to review and approval by the Public Works Director.
- Effect on Downstream Drainage.** The rate of stormwater runoff leaving a development site during and after development (post-development) shall not exceed the rate of stormwater runoff leaving the site before development (pre-development).
- Storm Drainage Analysis and Mitigation Required.** The Public Works Director may require an applicant for development to provide a storm drainage analysis prepared by a qualified

professional engineer registered in the State of Oregon to examine pre- and post-development stormwater runoff conditions and any required mitigation consistent with the City of John Day Stormwater Master Plan. Such analysis, at a minimum, shall quantify pre- and post-development runoff volumes and rates and propose mitigation based on stormwater management best practices, as specified by the Public Works Director. Such mitigation shall ensure that post-development runoff rates do not exceed pre-development rates and necessary facilities are provided to protect public health, safety, and welfare. If upon reviewing the applicant's storm drainage analysis, the Public Works Director determines that the stormwater runoff resulting from the development will overload any existing and/or proposed drainage facility, the City shall withhold approval of the development until provisions have been made for improvement of the potential adverse impacts.

5. **Over-Sizing.** The City may require as a condition of development approval that any public storm drainage system serving new development be sized to accommodate future development upstream, provided that the City may grant the developer credit toward any required system development charge for the same, or the City may authorize other cost-recovery or cost-sharing methods, in conformance with Section 5-3.4.010D.
6. **Existing Watercourse.** Where a watercourse, drainage way, channel, or stream traverses a proposed development there shall be provided a storm water easement or drainage right-of-way conforming substantially with the lines of such watercourse and such further width as will be adequate for conveyance and maintenance to protect the public health and safety. See also, Chapter 5-2.9 Flood Plain Overlay Zone.

FINDING: The applicant is proposing a series of infiltration swales to manage stormwater. The plans submitted indicate stormwater detention is proposed to manage runoff on site. Prior to issuance of building permits, the applicant shall receive approval of final storm drainage system design. Final review shall occur during the construction review process.

Condition of Approval #10: Final stormwater plans shall receive approval from the Public Works Director, or their designee, prior to the City signing off on the City portion of the building permit application form.

5-3.4.050 Utilities

1. Underground Utilities.

1. **Generally.** All new utility lines including, but not limited to, those required for electric, communication, lighting, and cable television services and related facilities shall be placed underground, except for surface mounted transformers, surface mounted connection boxes and meter cabinets which may be placed above ground, temporary utility service facilities during construction, and high capacity electric lines operating at 50,000 volts or above. The City may require screening and buffering of above ground facilities to protect the public health, safety or welfare through Site Development Review.

FINDING: Unless City Council rejects the Planning Commission's recommendation on this matter, the applicant has received an exception to NOT place utilities underground and instead follow their proposal as is outlined at the outset of this staff report. This matter has been resolved.

Condition of Approval #11: Final utility plans shall be reviewed and approved by the City Manager or their designee, prior to the City signing off on the City portion of the building permit application form. Consistent with the code requirements, new utilities shall be placed underground.

5-3.4.060 Easements

1. **Provision.** The developer or applicant shall make arrangements with the City, the applicable district, and each utility franchise for the provision and dedication of utility easements necessary to provide full services to the development. The City's standard width for public main line utility easements shall be determined by the Public Works Director.
2. **Recordation.** As determined by the Public Works Director, all easements for sewers, storm drainage and water quality facilities, water mains, electric lines, or other public utilities shall be recorded with the final plat. See Chapter 5-4.2, Site Design Review, and Chapter 5-4.3, Land Divisions.

FINDING: The Planning Commission recommended Dyer Partnership be the duly appointed designee of the Public Works Director. Furthermore, as evidenced by the applicant's December 2, 2025 submittal, the applicant does not object to providing a 20' sewer easement as was requested by the City at the November 12, 2025 deliberations. This matter is resolved.

Condition of Approval #12: All easements for sewers, storm drainage and water quality facilities, water mains, electrical lines, or any other public facilities shall be duly placed in an easement to the City. The City Manager or their designee shall have discretion in determining which improvements require easements to the City. In all cases, the duty to duly record any easements related to the proposal shall be the sole responsibility of the applicant and developer. Copies of all recorded documents shall be furnished to the City Manager.

5-3.4.070 Construction Plan Approval

1. **Plan Approval and Permit.** No public improvements, including sanitary sewers, storm sewers, streets, sidewalks, curbs, lighting, parks, or other requirements shall be undertaken except after the plans have been approved by the City, permit fee paid, and permit issued. The permit fee is required to defray the cost and expenses incurred by the City for construction and other services in connection with the improvement. The permit fee shall be set by City Council.
2. **Performance Guarantee.** The City may require the developer or subdivider to provide bonding or other performance guarantees, to the City's satisfaction, to ensure completion of required public improvements pursuant to Section 5-3.4.090.

FINDING: Construction plan review and approval will commence upon application following site design review and approval.

Installation

- A. **Conformance Required.** Improvements installed by the developer either as a requirement of these regulations or at his/her own option, shall conform to the requirements of this Chapter, approved construction plans, and to improvement standards and specifications adopted by the City.

FINDING: Improvements installed by the developer either as a requirement of these regulations or at their own option, shall conform to approved construction plans.

B. Adopted Installation Standards. The City of John Day may adopt design standards, criteria and specifications for public improvements as well as private utility installation within the public right-of-way; until such standards are adopted, project designs shall conform to the recommendations of the Public Works Director.

FINDING: While there are no public improvements involved in this development if the frontage improvements are deferred, private installation of utilities within public ROW shall conform to adopted design standards and specifications.

C. Commencement. Work in a public right-of-way shall not begin until all applicable agency permits have been approved and issued.

FINDING: Refer to Condition of Approval #3 stating a right-of-way permit is required. A DEQ 1200C NPDES permit will be required because the project involves greater than an acre of land.

D. Resumption. If work is discontinued for more than one month, it shall not be resumed until the City is notified in writing.

E. City Inspection. Improvements shall be constructed under the inspection and to the satisfaction of the City. The City may require minor changes in typical sections and details if unusual conditions arising during construction warrant such changes in the public interest. Modifications to the approved design requested by the developer may be subject to review under Chapter 5-4.6, Modifications to Approved Plans and Conditions of Approval. Any monuments that are disturbed before all improvements are completed by the subdivider shall be replaced prior to final acceptance of the improvements.

F. Engineer's Certification and As-Built Plans. A registered civil engineer shall provide written certification in a form required by the City that all improvements, workmanship, and materials are in accord with current and standard engineering and construction practices, conform to approved plans and conditions of approval, and are of high grade, prior to City acceptance of the public improvements, or any portion thereof, for operation and maintenance. The developer's engineer shall also provide 2 set(s) of "as-built" plans, in conformance with the Public Works Director's specifications, for permanent filing with the City. The Public Works Director may require the developer or subdivider to provide a warranty bond or other assurance pursuant to Section 5-3.4.090.

FINDING Engineer's Certification and As-Built Plans shall be provided to City for improvements that pertain to public improvements.

Revised Condition of Approval #13: Prior to connection to City water or City sewer system, Engineer's Certification and As-Built Plans shall be provided to City for improvements that pertain to public improvements.

Condition of Approval #13: An Engineer's Certification and As-Built Plans shall be provided to the City Manager or their designee prior to the first day of operation of the RV Park.

5-3.4.90 Performance Guarantee And Warranty Bond

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- A. Performance Guarantee Required.** The City at its discretion may approve a final plat or building permit when it determines that at least 75 percent of the public improvements required for the land division or phase thereof are complete and the applicant has an acceptable assurance for the balance of said improvements. The applicant shall provide a bond issued by a surety authorized to do business in the State of Oregon, irrevocable letter of credit from a surety or financial institution acceptable to the City, cash, or other form of security acceptable to the City.
- B. Determination of Sum.** The assurance of performance shall be for a sum determined by the City as required to cover the cost of the improvements and repairs, including related engineering and incidental expenses, plus reasonable inflationary costs (110% of estimated improvement costs, as prepared by a qualified civil engineer).
- C. Itemized Improvement Estimate.** The developer shall furnish to the City an itemized improvement estimate, certified by a registered civil engineer, to assist the City in calculating the amount of the performance assurance.
- D. Agreement.** A written agreement between the City and developer shall be recorded with the final plat. The agreement shall not be valid until it is signed and dated by both the applicant and City Planning Official. The agreement shall contain, at a minimum, all of the following:
 - a. The period within which all required improvements and repairs shall be completed;
 - b. A provision that if work is not completed within the period specified, the City may complete the work and recover the full cost and expenses from the applicant;
 - c. The improvement fees and deposits that are required;
 - d. (Optional) A provision for the construction of the improvements in stages and for the extension of time under specific conditions therein stated in the contract.

FINDING: If there are no frontage improvements then there will be no need for a performance guarantee or warranty bond. City Council allowed frontage improvements to be deferred, pursuant to Condition of Approval #4.

Informational Item #1: Staff recommend that the City Manager and the applicant enter into an Improvement Agreement that clearly outlines the required public improvements, identifies the party responsible for their construction, and establishes a timeline for completion.

G. Warranty Bond. A warranty bond good for two (2) years is required on all public improvements and landscaping when installed in the public right-of-way. The warranty bond shall equal fifteen percent (15%) of the total cost of improvements and begin upon acceptance of said improvements by the City.

FINDING: If there are no frontage improvements then there will be no need for a performance guarantee or warranty bond. City Council allowed frontage improvements to be deferred, pursuant to Condition of Approval #4.

Condition of Approval #14: Before commencement of construction activities on the subject property, a Performance Guarantee shall be furnished to the City Manager or their designee.

Condition of Approval #15: Warranty Bond shall be furnished to the City Manager or their designee at time of formal acceptance of public improvements.

7. CITY COUNCIL DECISION.

City Council passed a motion to approve the zone change and site design review, subject to the conditions contained in these Findings of Fact and the Final Order. These Findings of Facts and the Final Order outline all of the recommendations of the Planning Commission that were accepted by the City Council and the matter of the ROW and how 3rd Street should take form once dedicated, and eventually improved.

Furthermore, the zone change requires adoption of an ordinance formally amending the John Day Zoning Map. Staff propose that the ordinance approving the applicant's requested zone change clearly state that the City of John Day does not currently have the cartographic capability to prepare and issue an updated zoning map, but is in the process of obtaining such capability. The *WHEREAS* statements in the ordinance should reflect this limitation.

As a temporary measure, staff recommend that the ordinance proceed with *WHEREAS* clauses explaining that a new zoning map will be adopted once the City has the means to produce one. For purposes of implementing the RV Park zone change, the functional zoning map will be the applicant-provided map illustrating the revised designations for the property.

Once the updated zoning map is officially drafted, it will be brought back to the City Council for adoption and will incorporate this and any previous zone changes not reflected on the current map. Staff will also provide these Findings of Fact and Final Order for City Council review and signature at the same time as the ordinance for zone change is provided.

8. CONDITIONS OF APPROVAL.

Condition of Approval #1: Prior to issuance of a building permit, connecting to City water or sewer service, or creating a new access to 3rd Street, whichever occurs first, Applicant must take action(s) satisfactory to City to establish or correct the delineation of the 3rd Street right-of-way through the subject property such that it is 40-feet in width and none of applicant's improvements (other than permitted utility connections) are located within the right-of-way. Action may include dedicating right-of-way and/or filing petitions for vacation of right-of-way and/or street legalization process first brought up by the applicant's surveyor. A_40 ROW corresponds with Option B for a Collector Street as adopted in *Table 5-3.4.101F, Minimum Street, Sidewalk and Bikeway Standards*. Condition of Approval #1 is tied to *Chapter 5-3.4.101(A)(1) & (3), Adequate Public Facilities and Street Improvements*.

Condition of Approval #3: A right-of-way permit shall be required for any work to be performed in City right-of-way. A traffic control plan may be required. A right-of-way permit application may be submitted to the City either prior to or concurrent with building permit submittal.

Condition of Approval #4: Prior to issuance of a building permit, connection to City water or sewer service, or creation of a new access to 3rd Street—whichever occurs first—the Applicant shall sign and record a Waiver of Remonstrance as a guarantee for

future frontage improvements along 3rd Avenue to address pedestrian safety and circulation. The City is imposing a condition of approval requiring construction of half-street improvements, including sidewalk, curb, and gutter, built to City standards and specifications as referenced in Table 5-3.4.010.F (Option B for a Collector Street).

The rough proportionality of the required improvements corresponds to the length of the development frontage, approximately 535 feet along 3rd Street. Accordingly, half-street improvements consisting of sidewalk, curb, gutter, and bike-lane striping for the full ~535-foot frontage shall be required as a condition of approval.

Condition of Approval #7: Revise parking detail to show 8' and 6" curb length rather than the 8' currently shown on Sheet 3.

Condition of Approval #10: Final stormwater plans shall receive approval from the Public Works Director, or their designee, prior to the City signing off on the City portion of the building permit application form.

Condition of Approval #13: Prior to connection to City water or City sewer system, Engineer's Certification and As-Built Plans shall be provided to City for improvements that pertain to public improvements.

Informational Item #1: Please be aware of the two additional comments contained in the City Engineer's memorandum. These two comments are presented in order to ensure a smooth and expedient review of your project.

Informational Item #2: The applicant has been aware that a floodplain development permit is required before construction can commence. Staff re-informed the applicant of this need via email on October 23. Staff suggested the applicant and their design team begin working on the required Habitat Mitigation Assessment that must accompany floodplain development permits as a result of FEMA's imposition of the Pre-Implementation Compliance Measures to address No Net Loss of habitat.

These Findings of Fact are attached to the Final Order.

Findings of Facts accepted by John Day City Council as an accurate reflection of City Council's decision.

Date: _____

John Day Mayor, Sherrie Rininger



FINAL ORDER AND DECISION of the JOHN DAY CITY COUNCIL

**Zone Change and Site Design Review
Grant County Fairgrounds Expansion
PAPA 25-01**

A. Regarding the Zone Change approval, the John Day City Council finds the following:

- a. The application for zone change is consistent with the Statewide Planning Goals, as required by Chapter 5-4.7.B.1
- b. The application is consistent with the John Day Comprehensive Plan, as required by Chapter 5-4.7.B.2
- c. The property and affected area is presently provided with adequate public facilities, services and transportation networks to support the use, or such facilities, services and transportation networks planned to be provided in the planning period, as required by Chapter 5-4.7.B.3.
- d. The change is in the public interest with regard to neighborhood or community conditions, or corrects a mistake or inconsistency in the comprehensive plan map or zoning map regarding the property which is the subject of the application, as required by Chapter 5-4.7.B.4
- e. The amendment conforms to the Transportation Planning Rule provisions, as required by Chapter 5-4.7.B.5.
- f. An ordinance will be duly presented to City Council following the December 9, 2025 approval to officially change the zoning of the subject property, as requested by the applicant and approved by the City Council at the December 9, 2025 public hearing.

B. Regarding the Site Design Review approval, the John Day City Council finds the following:

- a. A 6' fence around the subject property is permitted and does not pose a hazard to public health or safety.
- b. An off-street parking plan consisting of three total off-street parking spaces with one space being ADA is acceptable.
- c. A bicycle parking plan consisting of three bicycle parking spaces is acceptable.
- d. An exception to underground utilities provision is granted due to existing development conditions in the area.
- e. A fence around Swale 'A' shall only be required in the event that the final design of Swale 'A' displays a depth of greater than 3.0 feet.
- f. A landscape plan consisting of a variety of trees and shrubs between 4-6' in height and associated groundcover is acceptable.
- g. The Contract City Engineer, Dyer Partnership, is the duly appointed designee of

the Public Works Director.

- h. Frontage improvements along 3rd Street are deferred in accordance with Condition of Approval #4.
- i. Future frontage improvements along 3rd Street, upon triggering, shall comply with the Collector, Option B street standards as listed in Table 5-3.4.010F, Minimum Street, Sidewalk and Bikeway Standards.
- j. The applicant shall be responsible for taking such actions, as listed in Condition of Approval #1, to establish or correct the delineation of the 3rd Street right-of-way through the subject property such that it is 40' in width.
- k. A complete application was submitted, as required by Chapter 5-4.060.A.1.
- l. The application complies with all of the applicable provisions of the underlying Land Use District (Article 5-2), including: building and yard setbacks, lot area and dimensions, density and floor area, lot coverage, building height, building orientation, architecture, and other applicable standards, as required by Chapter 5-4.060.A.2.
- m. The applicant received a deferral to any upgrades to existing development, as outlined in Condition of Approval #4, as listed in Chapter 5-4.060.A.3.
- n. The proposal complies with all of the Design Standards in Article 5-3: as required by Chapter 5-4.060.A.4.
- o. Adverse impacts to adjacent properties are avoided or minimized where present, as required by Chapter 5-4.060.A.5.
- p. There are no known existing conditions required as part of the a prior land use decision, as listed in Chapter 5-4.060.A.6.

C. Regarding Conditions of Approval, the John Day City Council hereby attaches the following Conditions of Approval:

Condition of Approval #1: Prior to issuance of a building permit, connecting to City water or sewer service, or creating a new access to 3rd Street, whichever occurs first, Applicant must take action(s) satisfactory to City to establish or correct the delineation of the 3rd Street right-of-way through the subject property such that it is 40-feet in width and none of applicant's improvements (other than permitted utility connections) are located within the right-of-way. Action may include dedicating right-of-way and/or filing petitions for vacation of right-of-way and/or street legalization process first brought up by the applicant's surveyor. A_40 ROW corresponds with Option B for a Collector Street as adopted in *Table 5-3.4.101F, Minimum Street, Sidewalk and Bikeway Standards*. Condition of Approval #1 is tied to *Chapter 5-3.4.101(A)(1) & (3), Adequate Public Facilities and Street Improvements*.

Condition of Approval #3: A right-of-way permit shall be required for any work to be performed in City right-of-way. A traffic control plan may be required. A right-of-way permit application may be submitted to the City either prior to or concurrent with building permit submittal.

Condition of Approval #4: Prior to issuance of a building permit, connection to City water or sewer service, or creation of a new access to 3rd Street—whichever occurs first—the Applicant shall sign and record a Waiver of Remonstrance as a guarantee for

future frontage improvements along 3rd Avenue to address pedestrian safety and circulation. The City is imposing a condition of approval requiring construction of half-street improvements, including sidewalk, curb, and gutter, built to City standards and specifications as referenced in Table 5-3.4.010.F (Option B for a Collector Street).

The rough proportionality of the required improvements corresponds to the length of the development frontage, approximately 535 feet along 3rd Street. Accordingly, half-street improvements consisting of sidewalk, curb, gutter, and bike-lane striping for the full ~535-foot frontage shall be required as a condition of approval.

Condition of Approval #7: Revise parking detail to show 8' and 6" curb length rather than the 8' currently shown on Sheet 3.

Condition of Approval #10: Final stormwater plans shall receive approval from the Public Works Director, or their designee, prior to the City signing off on the City portion of the building permit application form.

Condition of Approval #13: Prior to connection to City water or City sewer system, Engineer's Certification and As-Built Plans shall be provided to City for improvements that pertain to public improvements.

D. Findings of Fact.

- a. The Findings of Fact are hereby attached to this Final Order demonstrating compliance with all applicable approval criteria and the rationale for City Council's decision. The Findings of Fact are an iteration of the staff report that was presented to the City Council by Staff on December 9, 2025. The staff responses contained in the staff report are changed to official findings and updated to reflect the decisions made by the City Council on December 9, 2025.

E. Final Order.

- a. This Final Order along with the attached Findings of Fact are accepted by the John Day City Council in support of their decision to approve PAPA 25-01 granted on December 9, 2025.

Date: _____

John Day Mayor, Sherrie Rininger

RESOLUTION NO. 26-01

A RESOLUTION SUPPORTING THE FORMATION OF A COUNTY WIDE
LIBRARY DISTRICT

WHEREAS, the Court for Grant County intends to declare its intention to form a county-wide library district pursuant to ORS 198 and ORS 357 whose boundaries would include the City of John Day;

WHEREAS, Grant County is requesting a resolution from the city councils of the cities of Dayville, Canyon City, Granite, John Day, Long Creek, Monument, Mt. Vernon, Prairie City, and Seneca and to be attached to the County's order declaring its intent to form the district;

WHEREAS, ORS 198.835 states that "[i]f any part of the territory subject to formation of a district under this section is within a city, the order shall be accompanied by a certified copy of a resolution of the governing body of the city approving the order; and

WHEREAS, the City Council of the City of John Day is willing to provide such a resolution.

NOW, THEREFORE, BE IT RESOLVED by the John Day City Council that:

The City Council of the City of John Day approves the order of Grant County declaring its intent to form a library district encompassing Grant County and including the City of John Day.

Approved by the John Day City Council the 13 day of January, 2026, to take effect immediately.

Sherrie Rininger, Mayor

Attest:

Melissa Bethel, City Manager

City Presentation Outline
Save Our Library Committee

Monument
John Day
Prairie City
Seneca

Introductions

Hello - and thank you for inviting us to share an update on our work to identify a long term sustainable funding source for the Grant County Library.

I am Kathy Smith of the Save Our Library Committee - I am here because Grant County is _____ (why is this important to you and to Grant County)_____

I am here to request your support for the work of the Save Our Library Committee.

Currently there are 10 members of the Save Our Library Committee who are actively engaged in the development of a Library Special District. The committee has been working to cultivate political support, engage the community and work with the Grant County Court to understand the opportunities and challenges to funding a library in Grant County with a new source of funding. Chris Ostberg is working with us as our Technical Advisory.

We are here today to share with you the work we have done and our best recommendation for the future of the Grant County Library.

Ultimately, I am asking you to pass the Resolution before you - This resolution will allow the residents of John Day the opportunity to vote on whether they want to support the creation of a Special Library District.

To be absolutely clear, without a new source of funding, Grant County will not have a library after June 30, 2026.

Right now, I would like to share with you some of the work we have done - including:

- The history of the Grant County Library
- An overview of the financial challenges faced by Grant County and what brings us here

- A summary of the community input we have received to date
- Our recommendation and,
- A reiteration of why we need your support to create a special library district that includes the residents of John Day

Before we talk about the current situation facing the Grant County Library - we want to take a minute to talk about its origins.

History

Grant County's first Library was the John Day Library and was started by the John Day Lions around 1930 in a corner of the John Day Valley Ranger print shop. The Library outgrew that location, and moved into the old Hackney Building and then moved to the small room at the City Jail and later moved to the old mortuary building on Dayton Street.

County Court would not fund a "city" library, and the Civic Club said they would give everything to the county in return for funding

- The Grant County Court took control officially in November of 1956, and established 5 directors.
- Mr. and Mrs. Herman Oliver donated the current building and the bookmobile in 1956. The new building opened at the end of June in 1957, for 68 years, this building has housed the Grant County Library.

Donors/Fundraisers

- Before becoming a County program, the library had a long history of community support and public funding - the Valentines Ball, a smorgasbord, and vaudeville show are all part of the public playing a role to support the library. The community held teas, and donated books, held rummage sales, benefit basketball games and choral performances.

From the beginning, the Grant County Library has been an integral part of the community.

Current and Future of Grant County Library

Now we will share with you the current day circumstances of the library.

- As we all recognize, due to a severe budget shortfall, Grant County is faced with the need to reduce costs in order to deliver key services.

- In May 2025, the Grant County Budget Committee voted to use unappropriated funds to ensure that the Library and Jails were fully funded for the fiscal year ending June 30, 2026.
- When the County Court adopted the Fiscal Year 2025/26 Budget, you were clear that you would be unable to fund the library in future years.
- Knowing that the library would no longer be funded by Grant County after June 2026, a group of volunteers created the "Save Our Library Committee" (SOLC). Their mission is to identify alternative funding to keep the library open and serve the people of Grant County.

As we began the work to create a Feasibility Study - two things were clear:

1. The outstanding public turnout at the Public Hearings clearly indicates support for library services in Grant County, and;
2. A new source of funding must be identified and supported by residents of Grant County to keep the library open.

- As you remember, you met with the Save Our Library committee members in September and agreed to support our work

We are here to share what we have heard from the community - what is emerging as the best option for funding a library in Grant County in a long-term, sustainable manner and to request support from the Grant County Court.

Community Input - the following is a summary of what we heard. We shared these summaries with you and are just going to go over the highlights with you now.

Focus Groups

The purpose of the focus groups was to understand what participants want for their community, what are their values, experiences and aspirations for Grant County.

This summary integrates general community comments with broader reflections on Grant County's strengths, challenges, and future aspirations. Taken together, the feedback illustrates deep community pride alongside significant concerns about economic decline, loss of services, and the need for strong leadership and accessible information hubs—including the library.

11 Focus Group sessions were held between November 18 and November 20. The focus groups were conducted in each of the incorporated cities in Grant

County - Dayville, Long Creek, Monument, John Day, Canyon City, Prairie City, Granite (Bates), Seneca and Mt. Vernon. 55 individuals participated.

Across all categories—economy, youth, leadership, amenities, and identity—the **need for reliable information, community connection, and trusted public institutions was clear.**

Concerns included - Economic decline, population loss, rising costs, loss of essential services, and reduced amenities dominate perceptions. Families struggle to stay. Community divisions and reduced civic engagement exacerbate uncertainty about the county's future.

The library stood out as one of the few remaining institutions capable of meeting these needs through equitable access, communication infrastructure, community engagement, and lifelong learning. Strengthening this role will be essential to supporting Grant County's resilience and future prosperity.

Community Survey

The community survey was designed to determine how the community used the library, its value and what the residents of Grant County want for the future of the library. 433 individuals completed the survey, 417 of those who completed the survey were Grant County residents. Residents of every incorporated city in Grant County participated in the survey.

Most respondents were familiar with the library

More than 95% of respondents thought the library was very or extremely important to Grant County

More than 80% of respondents supported the work of the Save Our Library Committee to find an alternative source of funding to keep the library open - almost 50% of those respondents said they would contribute between \$26 and \$100 annually.

When asked about their options for keeping a library open - we asked about the characteristics of the two options - a levy or a special district.

- When asked whether they preferred a five year renewal vs a permanent ongoing funding source, respondents preferred a permanent option

- When asked whether they preferred the County Court oversee the library or a separate Community elected oversight body, there was a stronger preference to a separate agency
- When asked whether they preferred funding for operations only or to pay for all costs (including maintenance, staff and programs) again, there was a strong preference for funding all operations, programs, maintenance and staff.

More than 53% of respondents indicated that they would be willing to financially support keeping Grant County Library open

Across hundreds of comments, the community consistently sees the library as: A vital, essential, irreplaceable community institution providing education, literacy, resources, connection, safety, and opportunity—especially for children, families, seniors, and low-income residents.

Overwhelming respondents expressed positive sentiment regarding the library (about 90–95% of comments) with the dominant themes being:

- Public support for keeping the library open
- Deep affection and trust in library staff
- High value on children's programs
- Critical role in rural access to resources and technology
- Emotional connection through personal and family history

SOLC Recommendation

The Save Our Library Committee is requesting support from John Day to move forward with the creation of a Special Library District.

Why?

Grant County will continue to face funding challenges - The County is clear that they will no longer fund the library after June 30, 2026

The community is broadly supportive of a library and would like to see services reinstated to the cities outside the county core - including residents of

John Day

While the residents of Grant County are certainly facing financial challenges, any effort to fund a library will require that residents approve a new funding source.

We believe that a Special District Library will provide residents with the programs and services they deserve and the long-term commitment they want to a library.

As the City Council for John Day - in order for your residents to have the opportunity to vote on a special library district, you as the City Council need to pass a resolution in support of the County Court resolution to form a library district and include John Day in that district.

A Library District offers a permanent and sustainable option to Grant County residents. County residents recognize the challenges they face, they have experienced a tremendous amount of loss to public services and amenities and see the library as an important tool to keeping Grant County appealing to new economic activities, families and community integrity.

Thank you.

We are now asking you to formally adopt the resolution to include John Day residents in the creation of a special library district - giving them the opportunity to vote on the upcoming measure.

Anticipated questions?

What happens if a City does not pass the resolution?

The incorporated areas of your city will not be included in the vote to create a special library district. If they do not participate in the election, they cannot be part of the district. Once the District is formed, residents not within the District will need to pay an out of district fee of at least \$90/year to access the library. Baker Library District also charges \$90 for out of district users.

How much will a library district cost?

We are still finalizing the costs - we want to include the return of the book mobile and look at hours that serve more of the community. We don't have those final numbers yet. We don't want to put out information that is not absolutely correct.

We know that Grant County must identify a new source of funding if we want a library - a Special district provides the long-term sustainability and certainty to keep a library in Grant County.

Responses through the community feedback strongly indicate that the public is more supportive of an independent library district.

Keeping the library connected to Grant County makes the library and the county financially vulnerable.

How will a campaign be funded?

The committee is planning to create a PAC and raise money to run a campaign. We will work in all the communities in Grant County to ensure that they have the information they need to make an informed decision.

What is the Role of the Foundation?

The Grant County Library Foundation is a 503(c)3 nonprofit organization that was created in 1993 to support the Grant County Library. The Foundation has been raising money to build a new library building. Money raised for a new library building cannot be used to operate a library. A small portion of the Library Foundation budget is used annually to support summer programs and an intern.

What will happen with the building?

There are several details that will need to be worked out with the County Court - we will be looking forward to working these out when we are certain that we are moving forward with the creation of a Special District.

The Olivers donated the current library building to Grant County to be used as a library - we are hopeful that the County Court would honor that donation and offer the building to the special district at a reasonable cost.

Potential costs -

Costs are averaged by the assessed value - the average assessed value of a home in Grant Count is about \$150K

| | |
|-----------------------------------|--------------------------------|
| Range for a special district | ✓ |
| \$0.40 per \$1000 = \$300K budget | \$60.00 per household per year |
| \$0.50 per \$1000 = \$375K budget | \$75.00 per household per year |
| \$0.60 per \$1000 = \$450K budget | \$90.00 per household per year |

Because the amount set for a special district cannot be changed - we neeed to ensure that the amount is adequate for future planning. We are still working with the county Court and Library staff to finalize those numbers.

| Collected | Goal | Needed |
|-----------|------|--------|
|-----------|------|--------|

| Community Survey | Collected | Goal | Needed |
|------------------|-----------|------|--------|
| John Day | 143 | 117 | (26) |
| Prairie City | 55 | 58 | 3 |
| Monument | 8 | 8 | 0 |
| Seneca | 8 | 11 | 3 |
| Mount Vernon | 49 | 39 | (10) |
| Dayville | 14 | 9 | (5) |
| Canyon City | 69 | 46 | (23) |
| Long Creek | 17 | 12 | (5) |
| Granite | 2 | 5 | 3 |
| other.... | 68 | | (68) |
| | 433 | 305 | (128) |



REQUEST FOR COUNCIL ACTION

| DATE ACTION REQUESTED: | | | |
|--|-------------------------------------|---------------------------------|---|
| Ordinance <input type="checkbox"/> | Resolution <input type="checkbox"/> | Motion <input type="checkbox"/> | Information <input checked="" type="checkbox"/> |
| Date Prepared: 1/7/26 | | | Dept.: City Manager's Office |
| SUBJECT: Municipal Utilities base rate discussion | | | Contact Person for this Item: Melissa Bethel, City Manager, bethelm@grantcounty-org.gov 541 575 0028 ex 4224 |

SUBJECT: Utility Base Rate Requirement for Connected Properties

BACKGROUND: In June 2025, the City Council adopted Ordinances No. 25-03 and 25-04, which established a requirement that all properties connected to the City's water and sewer systems pay the applicable base rate, regardless of actual usage. Following adoption of these ordinances, staff has received questions from citizens regarding why a utility charge applies when water service is shut off or not actively used. At Council's request, this item has been placed on the agenda for informational purposes to explain the rationale for the ordinances and the necessity of continuing to assess base rates for all connected users.

INFORMATION: Municipal water and sewer utilities are funded through a combination of fixed charges (base rates) and variable charges (usage-based rates). The base rate is intended to recover the fixed costs of operating and maintaining a utility system that is available to serve a property, regardless of whether water is actively being consumed.

Water service may be shut off for a variety of reasons, including nonpayment, seasonal vacancy, or at the customer's request. In these circumstances, the physical connection to the utility system typically remains in place, and the property retains the ability to receive service immediately once the shutoff condition is resolved.

The base rate is not a charge for water consumption. Rather, it supports fixed and ongoing costs that the City incurs regardless of individual customer usage. These costs include, but are not limited to:

- Utility system infrastructure (pipes, valves, meters, hydrants)
- Debt service on capital improvements (e.g., sewer plant upgrades, well rehabilitations)
- Operations and maintenance staffing
- Billing, customer service, and account administration
- Regulatory compliance, testing, and reporting
- System readiness and emergency response capability

These costs continue even when water service to a particular account is shut off.

When service is shut off, the account remains connected to the system. The infrastructure serving that property is still maintained, reserved, and ready for reactivation. The base rate reflects the cost of maintaining that availability, not the act of delivering water.

Eliminating base rates during shutoff periods would shift fixed utility costs onto other ratepayers, even though shutoff accounts continue to benefit from system availability. Continuing to assess the base rate ensures that all connected properties contribute equitably to the shared costs of operating and maintaining the utility system.

Assessing base or service charges for all connected accounts, regardless of usage, is standard practice among municipal utilities and is consistent with generally accepted utility accounting and rate-setting principles. Waiving base rates during shutoff periods would create an incentive for customers to request temporary shutoffs to avoid contributing to fixed system costs while remaining connected to the system. This would undermine the financial integrity of the utility and complicate long-term infrastructure planning.

For these reasons, the assessment of base rate utility fees during water shutoff periods is appropriate, equitable, financially responsible, and consistent with Oregon municipal authority and standard utility practices.

NOTE: Audits of all utility accounts are underway. These reviews have identified some accounts with rate discrepancies, which are being corrected to align with current adopted rates.

FINANCIAL IMPACT: The adoption of Ordinances No. 25-03 and 25-04 is expected to result in an estimated additional \$80,000 in annual revenue to the Water and Sewer Funds, conservatively.

This additional revenue helps stabilize utility finances and allows the City to minimize future rate increases for full-time residents and regular ratepayers. It also reduces the need for the City to subsidize system costs for properties that are vacant, seasonally occupied, or owned by individuals or businesses that do not actively use the services year-round.



Frequently Asked Questions (Q&A)

Q: Why should customers pay a base rate if no water is being used?

A: The base rate does not pay for water usage. It pays for the infrastructure, staffing, and system readiness required to keep service available to the property, all of which continue even when no water is flowing.

Q: Isn't it unfair to charge for something that's shut off?

A: The service is not eliminated—only temporarily suspended. The property remains connected to the system, and the City continues to maintain the infrastructure needed to serve it. Waiving the base rate would shift those costs to other ratepayers.

Q: Does the City have legal authority to do this?

A: Yes. Oregon law and home rule authority allow cities to set utility rates that recover both fixed and variable costs. Base rates are a standard and lawful component of municipal utility rate structures.

Q: Would removing the base rate during shutoffs lower costs overall?

A: No. Fixed costs would still exist and would need to be recovered from remaining customers, potentially resulting in higher base rates for others.

Q: What if a property is vacant for an extended period?

A: As long as the property remains connected to the system and capable of receiving service, the base rate applies. Full disconnection or abandonment of service would require separate action under City code.

Q: How is this different from water usage charges?

A: Usage charges are based on actual water consumption and are not assessed when water is shut off. The base rate is separate and reflects the cost of maintaining the system itself.