

**CITY OF PORT ORFORD  
VIRTUAL SESSION OF THE COMMON COUNCIL  
THURSDAY, September 16, 2021 AT 5:30 P.M.**

**AGENDA**

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1. **Call to Order**
2. **Additions to the Agenda**
3. **Presentations to Council/Citizens**
  - a. Suicide Awareness and Prevention Month- Proclamation
4. **Consent Calendar**
  - a. Approve Minutes August 19, 2021
  - b. Approve Special Session Minutes August 27, 2021
5. **Citizens' Concerns (Speak Only for Old & New Business Items on the Agenda)**
6. **Departmental Reports- (All Updates about State of Emergency and Water will be discussed in Old Business)**

a. Public Works	b. Administration	c. Finance	d. Planning	e. Liaison
Fire District- Garratt	TLT- Pogwizd		Watershed- LaRoche	Health- Burns
Port- Cox	Parks- Tidey		Emergency Mgmt.- Burns	
School District- Kessler				
7. **Old Business**
  - a. Water Infrastructure/ State of Emergency
  - b. Vacation Rentals
8. **New Business**
  - a. Approval of Job Description for Utility Accounts Clerk/Receptionist
  - b. Right of Way Usage Permit Approval- Maudie Swanstrom.
9. **Considerations**
  - a. Citizen
  - b. Staff
  - c. Councilor
  - d. Mayor
10. **Future Meetings**

Thursday, October 21, 2021, Regular Council Meeting 5:30 Virtual
11. **Adjourn**

**PUBLIC:** When you join the meeting (5-10 min. prior to the meeting)

- If you plan to speak/comment during the meeting (when permissible to do so), please announce your name and "how" you are joining the meeting (i.e. by computer and/or phone). Speak slowly and clearly, so the organizer may "find" you and identify your "caller" location.
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- Be aware even if you are not on camera, sound can be heard over unmuted phones and will be distracting. And if you are on camera “absences” will be noticeable, and also distracting.
- To minimize feedback noise, we will only have the meeting host, Mayor, and one other speaker unmuted at any time during the meeting.
- Please be aware that if poor etiquette is being observed, it may be called out so you have an opportunity to fix the situation.

## PROCLAMATION

### September as Suicide Awareness and Prevention Plus Action Month

**WHEREAS**, suicidal thoughts can affect anyone regardless of age, gender, race, orientation, income level, religion, or background; and suicide is a major public health issue that requires vigilant attention and preventative action, especially during times of a pandemic, and

**WHEREAS**, 44,834 people lost their lives to suicide in 2020 including 897 Oregonians. and

**WHEREAS**, in 2019 suicide was the leading cause of death for 15-54 year-old Oregonians, and

**WHEREAS**, 20% of Curry County 11th graders reported seriously considering attempting suicide and 9% actually attempted suicide in 2019, and

**WHEREAS**, each death by suicide directly impacts numerous family members, friends, loved ones, and by extension the entire community; and

**WHEREAS**, research shows that 95% of adults would do something if someone close to them was thinking about suicide if they only knew what to say or do.

**NOW, THEREFORE**, the Gold Beach City Council hereby proclaims September, 2021 as

### SUICIDE AWARENESS AND PREVENTION + ACTION MONTH

**BE IT FURTHER RESOLVED** that the Councilors encourage all citizens to learn the warning signs, trust their gut and use that information to ask a troubled friend, colleague or family member "R U OK?"

**City of Port Orford**  
**City Council Meeting Minutes**  
**In the Gable Chambers / Virtual participants**  
**Thursday, August 19, 2021 at 5:30 P.M.**

Mayor and Council	Present	City Staff	Present
<i>Pat Cox, Mayor</i>	X	<i>CA Ginsburg</i>	X
<i>Gary Burns</i>	X	<i>Shala Kudlac, City Attorney</i>	X
<i>Tim Pogwizd, President</i>	X	<i>John Isadore, Public Works</i>	X
<i>Lorrin Kessler</i>	X		
<i>James Garratt</i>	X		
<i>Carolyn LaRoche</i>	X		
<i>Greg Tidey</i>	X		

Others Present: Monica Ward, Jim and Jenna Howe, Penny Suess/Dana Gurnee, Hal Lowry, Linda Tarr of TLC, Steve Lawton, Gordon Clay, Aaron Ashdown

**1. Call to Order**

Mayor Cox called to order this Regular Meeting of the Common Council on Thursday, August 19, 2021, at 5:30 p.m. Mayor Cox lead the council in the Pledge of Allegiance.

**2. Additions to the Agenda:** None.

**3. Presentations to Council/Citizens:** None.

**4. Consent Calendar** – Councilor LaRoche moved to approve the City Council minutes of June 17, 2021, and July 15, 2021, with Councilor Burns as second. Councilor LaRoche withdrew her motion and Councilor Burns withdrew his second. ***Motion withdrawn.***

Councilor LaRoche moved to approve the City Council minutes of June 17, 2021, meeting and City Council minutes of July 15, 2021, as amended, with Councilor Burns as second.

***Motion carried 6-0.***

Discussion: Councilor LaRoche asked for amendment in the June 17, 2021, and July 15, 2021, minutes at discussion of 15.17.070 subsection E stating signs to be off from 8:00 a.m. to 6:00 a.m. She stated that should read 8:00 p.m. to 6:00 a.m. Mayor Cox advised CA Ginsburg to review the ordinance to be sure it reads correct.

***Councilor Garratt    Yes    Councilor LaRoche    Yes    Councilor Burns    Yes***  
***Councilor Kessler    Yes    Councilor Tidey    Yes    Councilor Pogwizd    Yes***

**5. Citizen’s Concerns:** (Old and New Business on Agenda).

Steve Lawton, resident of Port Orford, expressed appreciation to city councilors and city administration for considering vacation rentals on the agenda. He advised that other coastal towns are limiting the number of vacation rentals in specific zones within their communities. Other communities are also requiring occupancy caps, off street parking, city compliance inspections and having someone available to respond to problems 24 hours a day. Mr.

4 Lawton stated many vacation rentals are lodging businesses located in residential  
5 neighborhoods with the sole purpose of generating business income. Mr. Lawton is  
6 concerned about the city infrastructure stating that vacation rentals are hard on water and  
7 sewage systems. Vacation rentals can invite parking issues and noise problems. Mr. Lawton  
8 feels that vacation rentals negatively impact affordable housing. Available rental houses that  
9 are converted to vacation rental resulting in net loss of affordable housing. He notes that  
10 vacation rentals in other communities have increased real estate values, which impacts the  
11 affordability for local residents. Vacation rentals are not always licensing or paying TLT  
12 taxes. Mr. Lawson respectfully requested the City of Port Orford consider appropriate limits  
13 to vacation rentals, appropriate regulations to vacation rentals and how the city might be able  
14 to monitor and ensure compliance to protect the livability of the residential community.  
15

16 Gordon Clay reminded councilors that September is suicide awareness and prevention  
17 month. Mr. Clay stated suicide is a serious public health issue. Suicide rates went down from  
18 2019 to 2020 for the first time since 2003; however, there was found to be an increase in  
19 suicide ideation, attempts and self-harm during the COVID-19 pandemic. Mayor Cox  
20 reminded Mr. Clay this subject is not on the agenda. Mayor Cox offered a ten-minute  
21 presentation by Mr. Clay to be put on an agenda. Mayor Cox and councilors agree to allow  
22 Mr. Clay to continue at this meeting. Mr. Clay asked to be put on the September agenda. He  
23 will provide the proclamation to councilors at that time. Mr. Clay continued reading the  
24 proclamation to council.  
25

26 Harold Lowry, city resident, expressed appreciation for the virtual meetings. Mr. Lowry  
27 spoke on water infrastructure with an old system, leaks and a lot of need for repair and  
28 maintenance. Mr. Lowry shared that part of the city's comprehensive plan is to maintain and  
29 improve the quality of air, water and land resources in the City of Port Orford. Mr. Lowry  
30 reported getting a letter from Oregon Health Authority that was a legal notice for public  
31 review and comment period if interested in proposing an intended use plan attached to  
32 Oregon Drinking Water revolving fund. The deadline is September 15. Mr. Lowry suggested  
33 there are a lot of options for funding at this time, confirmed by Mayor Cox who stated this  
34 funding is on the agenda. Mr. Lowry expressed his appreciation for councilors' work.  
35

## 36 6. Departmental Reports

- 37 a. Public Works: John Isador not available due to urgent water issue. CA Ginsburg reported  
38 three large leaks this week. She reported Mr. Isador is working on moving the meter at  
39 the school.
- 40 b. Administration: CA Ginsburg had the Curry County building inspector come in  
41 anticipation of opening City Hall. The payment window needs a fire rated glass, and the  
42 wooden frame is in a firewall, so it needs replaced. Bricks above the window need  
43 support. CA Ginsburg spoke to the inspector of abandoned building abatement laws  
44 regarding buildings that need condemned or fixed. The inspector was informative. The  
45 inspector will start in September. The city will provide addresses and let the inspector  
46 choose which to work with first. It takes two or three months per building prior to

4 beginning demolition or repair. CA Ginsburg suggested getting city volunteers from the  
5 juvenile probation program that need volunteer hours as well as high school graduates  
6 that need volunteer hours. Local landscaping businesses were contacted about donating  
7 time for landscaping around city hall. CA Ginsburg reminded councilors that Assistant  
8 Planner Clark is retiring in December. A new job description is being created and will be  
9 presented to City Council. Union contract was approved and signed. Oceanview was  
10 paved and crosswalk will be put back in. A wastewater treatment plant operator was hired  
11 and will start in September.

- 12 c. Finance: CA Ginsburg provided councilors with notes. She introduced that the new  
13 accountant, Tami Graham, started in July. CA Ginsburg and Accountant Graham  
14 reviewed receivables missed. The three biggest were in utilities, some municipal codes  
15 and receivables for citations. Some receivables for utilities are over six years old and  
16 cannot be collected by Oregon law. A list of those will be provided to councilors at the  
17 next meeting. Payments are being collected on older receivables that are collectable and  
18 accounts are being closed out. Tami is working on updating and collecting on business  
19 licenses. An open citation list was made of the citations the city can suspend or had  
20 already suspended. The judge provided ideas for collection. A report with numbers will  
21 be provided to councilors when audit is complete.

22 d. Planning: None.

23 e. Liaison

24 **Fire District:** Councilor Garratt spoke with the Fire Chief. They are holding regular  
25 meetings. Nothing special to discuss.

26 **Port:** Application to EDA submitted for seawater system. New funding available for  
27 other infrastructure.

28 **School District:** Councilor Kessler reported that next week is orientation for the staff.  
29 Mask and vaccination status will not be known until after the Monday meeting. The new  
30 science teacher has left. Councilor Kessler will sit in until the replacement arrives.

31 **TLT:** Councilor Pogwizd advised he needs to meet with Mayor Cox and CA Ginsburg  
32 prior to starting cranberries since starting earlier. He is concerned about the advertising  
33 piece of TLT. TLT is collecting the 1% and he would like to be sure they are advertising  
34 the City of Port Orford.

35 **Parks:** Councilor Tidey reported Parks Commission had an in-person meeting. The putt-  
36 putt fundraiser for Community Center has been postponed. Commissioner Fraser gave  
37 ideas for grants and fund raisers for new playground equipment at Buffington Park. The  
38 councilors and commissioners will walk around the park to observe the layout of the disk  
39 golf course. Councilor Tidey reported Parks is looking into a security camera system for  
40 the Visitor Center due to recent thefts.

41 **Watershed:** Councilor LaRoche introduced Linda Tarr for update. Ms. Tarr stated the  
42 most important item is the need for the Forest Management Plan to be eligible for source  
43 water protection grants, which is the money needed for the land acquisition for the  
44 Wilson property. Ms. Tarr recommended prioritizing a meeting between CA Ginsburg  
45 and Erin Minster from the Soil and Water Conservation District regarding the Forest

4 Protection Plan. Ms. Minster is hoping to host a walk with councilors and administration  
5 on the city properties that are part of the water shed.

6 **Main Street:** Councilor Burns attended the Main Street meeting. Susan Russel will be  
7 the head of Main Street. Bylaws were reviewed at the last meeting. Three projects are  
8 being created to work on this next year. Mary Bosch of Main Street Organization is  
9 assisting with reorganizing Port Orford Main Street.

10 **Emergency Management:** None.

11 **Health:** Councilor Burns reported the new clinic has opened. They are reviewing  
12 signage for entry and exit.

- 13  
14  
15 7. **Old Business:** Councilor Garratt reminded attendees it has been determined they cannot use  
16 the chat for equal opportunity reasons. Others cannot participate in that fashion and cannot  
17 read those messages. It also circumvents council rules.

18 **Vacation rentals:** Councilors need to consider whether or not to pursue vacation rental  
19 limitations or moratorium. Councilor Burns suggested passing vacation rentals to Port  
20 Orford Planning Commission that partners with affordable housing for the commission's  
21 next project. He suggested a moratorium in the interim.

22  
23 Councilor Pogwizd agreed to the idea of sending this to the Planning Commission. He  
24 wanted clarification on which zone is being addressed. Commercial zones are designed for  
25 rentals. Councilor Pogwizd agrees with problems vacation rentals cause, but ADUs create the  
26 same issues. Business licenses on vacation homes in residential zones could lead to other  
27 commercial activity in the residential zones.

28  
29 Councilor Burns suggested this might be a cottage industry. People can do business in their  
30 homes. Councilor LaRoche reported there are currently vacation homes in residential areas  
31 with out a license. This makes it difficult to track TLT tax.

32  
33 Councilor Garratt advised he has extensive background in vacation rentals and long-term  
34 rentals. He clarified that one- or two-time incidents do not create status quo. He reminded  
35 that travelers do not always cause parking issues due to the fact they travel in one car and  
36 rental properties have driveways. There are occasional exceptions. Councilor Garratt  
37 suggested councilors review licensing fees for businesses and what they grant or do not  
38 grant. He recommended councilors create a list of related material, review it and then come  
39 back for a discussion on facts. He agreed with sending the topic to Planning Commission  
40 with City Council's intended intention and goal.

41  
42 Legal Counsel Kudlac advised that this will likely have to go through planning since it will  
43 be a land use regulation. Legal Counsel Kudlac advised that council has the authority to enter  
44 a moratorium while reviewing vacation rentals. There is a process, including a hearing on the  
45 moratorium and plan on working out of it.

Councilor Garratt suggested CA Ginsburg and Legal Counsel Kudlac get information on what is related to the vacation rentals including licensing and provide this to councilors. He suggested a bullet point list of concerns and considerations for organized discussion.

Councilor Garratt moved to table the discussion of vacation rentals until next meeting with Councilor Burns as second. **Motion passed 6-0.**

Discussion: As above.

<b>Councilor Garratt</b>	<u><b>Yes</b></u>	<b>Councilor LaRoche</b>	<u><b>Yes</b></u>	<b>Councilor Burns</b>	<u><b>Yes</b></u>
<b>Councilor Kessler</b>	<u><b>Yes</b></u>	<b>Councilor Tidey</b>	<u><b>Yes</b></u>	<b>Councilor Pogwizd</b>	<u><b>Yes</b></u>

**8. New Business:**

a. **Mike DuBose, Right of Way Usage:** Right of way for a fence from existing fence line and gate towards roadway, not following the line of the current fence, as if to create a barrier. The fence would be extended 20 feet more than anything else on the edge of that road up to 10 feet from the pavement. No hydrant interference. Signed off by public works. Police Chief is on vacation. CA Ginsburg is not sure about fire signoff. CA Ginsburg will signoff after all others are signed off. Councilor Garratt questioned the purpose of the fence. Councilor Pogwizd questioned city criteria regarding fences on right of ways. Applicant not available for questions.

Councilor Garratt moved to decline the right of way request of Mike DuBose with Councilor Burns as second. **Motion carried 6-0.**

Discussion: Per Mayor Cox, the applicant can resubmit an application with more information.

<b>Councilor Garratt</b>	<u><b>Yes</b></u>	<b>Councilor LaRoche</b>	<u><b>Yes</b></u>	<b>Councilor Burns</b>	<u><b>Yes</b></u>
<b>Councilor Kessler</b>	<u><b>Yes</b></u>	<b>Councilor Tidey</b>	<u><b>Yes</b></u>	<b>Councilor Pogwizd</b>	<u><b>Yes</b></u>

b. **Geoffrey Smith, Right of Way Usage:** The is a request to put new gravel on the existing road. Councilor Garratt observed the site of request. They are not making a change other than adding gravel for maintenance of the right of way.

Councilor Tidey moved to approve Geoffrey Smith’s application for right of way usage with Councilor Kessler as second. **Motion carried 6-0.**

Discussion: Councilor Garratt expressed concern of compactor use next to engineered road. CA Ginsburg affirmed it has been signed off by public works.

<b>Councilor Garratt</b>	<u><b>Yes</b></u>	<b>Councilor LaRoche</b>	<u><b>Yes</b></u>	<b>Councilor Burns</b>	<u><b>Yes</b></u>
<b>Councilor Kessler</b>	<u><b>Yes</b></u>	<b>Councilor Tidey</b>	<u><b>Yes</b></u>	<b>Councilor Pogwizd</b>	<u><b>Yes</b></u>

c. **Sandra Anderson, Right of Way Usage:** Right of way request is for a driveway to a building site, signed off by public works. Chief of Police is on vacation; however, he is well aware of the application and is fine with it. CA Ginsburg will sign off when the police chief returns for signature. CA Ginsburg related that the fire department was at the scene with public works. Councilor Garratt identified that the plan submitted was not very technical and would like to see a more detailed plan with dimensions and engineering proposal to show what fill is needed, widening might be needed, etc. Trees



4 on the city right of way might need removed, which needs reviewed. Councilor LaRoche  
5 advised that trees have already been cut on 11<sup>th</sup> Street in the right of way and thrown over  
6 the hill, thus starting the project prior to permission. Mayor Cox reported the location is in  
7 close proximity to 1800 and 1801 Deady and runs the risk of crossing the property lines.  
8 City responsibility for access is discussed. Legal Counsel Kudlac will review. She  
9 suggested a planner look at the site. Ms. Anderson is not available for questions.  
10 Neighboring properties have not received notice of this request as is required. Additional  
11 information is needed from the applicant.

12 Councilor Garratt moved to table this application until the next meeting pending  
13 additional information with Councilor Kessler as second. **Motion carried 6-0.**

14 Discussion: Councilor LaRoche wants information on why trees were removed from city  
15 property. CA Ginsburg will contact the applicant.

16	<b>Councilor Garratt</b>	<u><b>Yes</b></u>	<b>Councilor LaRoche</b>	<u><b>Yes</b></u>	<b>Councilor Burns</b>	<u><b>Yes</b></u>
17	<b>Councilor Kessler</b>	<u><b>Yes</b></u>	<b>Councilor Tidey</b>	<u><b>Yes</b></u>	<b>Councilor Pogwizd</b>	<u><b>Yes</b></u>

18  
19 **d. Emergency Preparedness:** Grant funding fell through. Jenna and Jim Howe have put a  
20 lot of time into this. Councilor Burns informed councilors that they need to decide who is  
21 going to be making decisions on infrastructure and training moving forward and how far  
22 they want to take this plan. Councilor Burns suggested a board or commission. He stated  
23 expecting a volunteer for emergency coordinator is unrealistic. Councilor Burns feels the  
24 city will need an emergency coordinator and grant writer. He feels hiring Jim and Jenna  
25 for the project is reasonable. Mayor Cox stated the city will have to advertise for the  
26 position. CA Ginsburg addressed the budget, which was very small at 5,000 dollars for the  
27 full year. Past receivables that will be collected might be helpful as well as COVID funds.  
28 Councilors agree this is a very important department to fund.

29  
30 Councilor Garratt suggested using the funds to hire a grant writer first, which could  
31 provide needed funds for this project and also open other doors. Councilors agree funding  
32 a grant writer is the better way to start. CA Ginsburg claimed experience in grant writing.  
33 Councilor LaRoche suggested an experienced person to assist. Mayor Cox expressed  
34 importance of keeping emergency preparedness at the top of the list. He agrees with the  
35 importance of a grant writer. CA Ginsburg will research neighboring communities to  
36 ascertain the cost of a grant writer.

37  
38 Jenna and Jim Howe are in attendance. Jenna Howe has technical writing experience that  
39 is transferable though has not done grant writing. She is willing to work with CA  
40 Ginsburg. Councilor Garratt reminded that grant finding is the hardest part of grant  
41 writing. A team might be required with parttime positions included. He suggested  
42 publishing this to the community with a request for help.

43  
44 A list of grants needed will be provided to the Howes with a list of the master plan and  
45 Parks Commission's requests. The council asked CA Ginsburg to put out a notice publicly  
46 requesting volunteers with appropriate skills for grant finding and writing.

4  
5 **e. Water Infrastructure Grants:** See above.  
6

7 **9. Considerations**

8 **a. Citizens:**

9 Steve Lawton addressed grant writing. He suggested a county-wide grant writer. Other  
10 counties and communities have found success in their Emergency Preparedness plans.  
11

12 Gordon Clay read information updating COVID cases in Curry County. He provided  
13 information with a chart to councilors. Mr. Clay addressed vacation rentals as related to  
14 Airbnb. City economy is a positive aspect in that it adds funds to the host to spend in the  
15 community. Airbnb brings in people to spend money into the community. Many want to  
16 return.  
17

18 Linda Tarr addressed the grant topic. She wants the city to be aware that once a grant  
19 has been granted, staff time is required to be able to utilize the grants effectively. She  
20 suggested utilizing the resources DEQ has to offer.  
21

22 **b. Staff:** None.  
23

24 **c. Councilors:**

25 Councilor Burns suggested moving forward on affordable housing and vacation rentals  
26 when Planning Commission is finished with building height limits. He suggested a  
27 possible workshop with Planning Commission.  
28

29 Councilor Pogwizd stated the importance of posting packets on time, prior to the  
30 weekend, to enable councilors to prepare. He asked for sign-off sheets for right of ways  
31 and all reports accompanying the agendas as well as financials and public works reports.  
32 Councilor Pogwizd expressed his appreciation to CA Ginsburg and Mayor Cox for their  
33 efforts. CA Ginsburg advised financials are being cleaned up. Once they are cleaned up,  
34 they will be provided to councilors. Public works has been shorthanded and busy, but CA  
35 Ginsburg will contact John Isadore.  
36

37 Councilor Garratt suggested a note at the top of the agenda specifying the typed chat in  
38 the virtual sessions is not allowed as per an official decision previously made by council.  
39 It would be nice to have documents in the packet in order. Previously, councilors made  
40 the decision that packets should have page numbering and numbered/lettered reference to  
41 agenda item. Councilor Garratt suggested considering amending council rules. Since  
42 virtual sessions are continuing, he suggested public comment pertaining to items occur as  
43 each item is brought up after councilors finish discussing the item. Also, items should be  
44 introduced by the mayor or person speaking on the topic, motions readily made versus  
45 haphazard discussions. Councilor Garratt would like to see gas tax move forward. It was  
46 supposed to be on the agenda this meeting. He asked it to be put on the agenda for next

4 meeting. Councilor Garratt addressed city volunteer contribution recognition and asked  
5 that City Council recognize the volunteers to encourage more volunteerism.

6  
7 Councilor Tidey spoke on neighboring communities adopting a State of Oregon  
8 ordinance about camping on public property. Councilor Tidey did not find a camping  
9 ordinance in Port Orford. At this time, the State of Oregon states that anybody can camp  
10 on public-owned property in the city limits. He feels this needs to be put on the agenda at  
11 the next meeting before this becomes a city problem.

12  
13 **d. Mayor:**

14 Mayor Cox asked councilors to touch bases with him prior to asking CA Ginsburg to put  
15 something on the agenda. If a councilor contacts CA Ginsburg without speaking at a  
16 council meeting or contacting the mayor, it is the same as a citizen going to City Hall and  
17 telling CA Ginsburg what to do. People are still sending messages to Terri Richards. CA  
18 Ginsburg stated those were being forwarded to David Johnson's email. David Johnson's  
19 email is going directly to Tami. CA Ginsburg will talk with Tami to follow up on the  
20 emails.

21  
22 Mayor Cox recollected that building heights of 45 feet was approved in the marine  
23 district. There were a handful of lots above that do not coincide with other districts where  
24 heights should be lower. When it went to Planning, commissioners recommended a 35-  
25 foot height for the entire marine district. Councilor Garratt believed that the height limit  
26 will be put in place, but the Port will have exceptions for what is necessary for Port  
27 functionality. This can be reviewed and addressed when the recommendations return  
28 from Planning Commission.

29  
30 **10. Future Meetings:** Thursday, September 16, Regular meeting of the Common Council at  
31 5:30 p.m.

32  
33 There being no further business, Mayor Cox Adjourned the meeting at 8:39 p.m.

34  
35  
36  
37  
38 Attest:

39  
40  
41  
42  
43 \_\_\_\_\_  
Mayor, Pat Cox

\_\_\_\_\_  
City Recorder, Jessica Ginsburg

**City of Port Orford**  
**City Council Special Meeting - Water**  
**In the Gable Chambers / Virtual participants**  
**Thursday, August 27, 2021 at 9:00 A.M.**

<b>Mayor and Council</b>	<b>Present</b>	<b>City Staff</b>	<b>Present</b>
<i>Pat Cox, Mayor</i>	X	<i>CA Ginsburg</i>	X
<i>Gary Burns</i>	X	<i>Shala Kudlac, City Attorney</i>	X
<i>Tim Pogwizd, President</i>	X	<i>John Isadore, Public Works</i>	X
<i>Lorrin Kessler</i>	X		
<i>James Garratt</i>	X		
<i>Carolyn LaRoche</i>	X		
<i>Greg Tidey</i>	X		

Others Present:

**1. Call to Order**

Mayor Cox called to order this Special Meeting of the Common Council on Thursday, August 27, 2021, at 9:00 a.m.

**2. Water Restrictions Approval:** Mayor Cox introduced the topic of water restrictions. There is a lot of process prior to a moratorium on water use. Mayor Cox asked councilors to address anything on the list they received yesterday that they think is egregious or overdone or missing.

Councilor Pogwizd reviewed the list and suggested grants for water saving devices. He addressed the fact that the city will save water with these devices but also will lose revenue. He feels saving water is in the city’s best interest now. The grants cover aerators, showerheads and low-flow toilets.

Mayor Cox expressed concern about restricting the boat wash, since boat engines cannot function correctly without flushing. He offered for the Port to post signs asking to limit water usage at the boat wash. Councilor Tidey recommended limiting recreational use of the boat wash and not commercial; however, there are some smaller commercial “live fish” boats.

CA Ginsburg suggested not approving right of way requests that include boring or excavating to prevent water line breakage. John Isadore agrees it could cost the city four feet of water with a breakage. Councilor Pogwizd suggested postponing the requests until after rainfall returns.

John Isadore reported the water supply recovery rate is slow due sediment with the lack of dredging in the past. Water use is higher than recovery. Immediate dredging of the impound requires state permitting since only 25 yards a year can be removed currently. The city is still

4 losing 40 to 50 percent of water. There are new connections scheduled. John Isadore  
5 suggested not allowing new connections.

6  
7 Mayor Cox is concerned about the Port digging with the excavator instead of dredging.  
8 Digging introduces a risk of nicking the bentonite layer, which will cause water loss. John  
9 Isadore reported the city started seeing decrease in recovery Wednesday. It could be due to  
10 low water in the tributaries of the watershed. The dam needs replaced due to rot at the very  
11 bottom. If the lower drain were to be functional a lot of the sediment would be flushed out.  
12 Pulling from the top is not getting rid of the sediment, which is why the compound is filling  
13 with sediment.

14  
15 CA Ginsburg reported having conversations with state representative for water, Mr. Downs,  
16 and Jason from RCAC. It is a free service for Jason to come to Port Orford for a consultation  
17 and plan of attack. The state informed CA Ginsburg that Garrison Lake is listed as Port  
18 Orford's emergency water source. Public Works needs to confirm that Garrison Lake  
19 pumphouse is still hooked up to city services. CA Ginsburg believes it has been down since  
20 1993. Samples will have to be tested for city use. Mayor Cox reminded council that Garrison  
21 Lake is a lagoon. The clear water is 15 to 20 feet down in the middle. There was a snail  
22 problem causing pump problems that partly caused the shutdown. Councilor Kessler shared a  
23 study that showed the septic tanks on the north side of the lake were draining into Garrison  
24 Lake. Winters sometimes cause overtopping adding saltwater to the lake. Mayor Cox  
25 suggested the fire department use Garrison Lake water.

26  
27 Mayor Cox inquired about new connections. Legal counsel Kudlac advised it could be done  
28 for a short time period through water restrictions, but much more than two months a  
29 moratorium will have to be put in place with a work-out plan. Port Orford is one of the few  
30 cities in Oregon that does not have a section on water restrictions and conservation in the  
31 municipal code. Port Orford has to use state statute since nothing is in the Port Orford code.  
32 Declaration of emergency is required to implement things not in city code. Councilor Burns  
33 would like to get an water restriction ordinance in motion.

34  
35 Legal counsel Kudlac advised that today council should implement water restrictions, so the  
36 public is aware, and possibly curtail some water use. City Council should then start the  
37 process of declaring an emergency and put the resolution in place. Councilor Pogwizd  
38 suggested addressing this as a widespread drought problem, not just a Port Orford drought  
39 situation. After the declaration is written, the City Council will have to vote on it. CA  
40 Ginsburg provided samples of restrictions. Councilor Pogwizd would like to see the word  
41 "suggestion" removed. CA Ginsburg would like to see the right of way permits added.  
42 Restrictions can be put into a letter and sent to the public.

43  
44 John Isadore stated there were 10 or 11 new connection this year. CA Ginsburg advised there  
45 are three pending with three or four new construction that will be requesting soon. Property  
46 owners have the option of a well. Legal counsel Kudlac advised that the pending connections

4 have likely guaranteed to their lenders they have access to water and can finish their build.  
5 This will create a problem with their loans. She suggested not cutting off those that the city  
6 has approved and is in process. Those should be treated the same as people currently on the  
7 water system.

8  
9 New applicants can be delayed. If delayed by moratorium there must be a workout plan  
10 within 60 days, after which there is another timeline to implement the plan. The plan could  
11 be dredging the reservoir, fixing the dam and start the mainline replacement; all of which  
12 needs funding. This might require voters to approve a bond. CA Ginsburg advised that  
13 declaring a state of emergency might qualify Port Orford for emergency funding to help with  
14 infrastructure. Councilor Pogwizd and Mayor Cox spoke with David Brock Smith and  
15 Senator Weiden’s staff about five months ago, both of which stated Port Orford was not on  
16 the current list but possibly the next, which is just around the corner. He suggested a follow  
17 up conversation with them due to new funding available.

18  
19 Councilor Pogwizd moved to declare a state of emergency on the water shortage problem to  
20 include no watering of lawns; no filling of pools or spas; no car washing at home, use  
21 commercial carwash; no new water hookups; water in restaurants only if requested, to  
22 provide bottled water; no power washer usage; no washing of boats, watercrafts, ATVs,  
23 UTVs unless at designated carwash with the exception of commercial fishing fleet, who are  
24 to flush at a reduced level. Indoor water conservation: take shallow baths instead of showers,  
25 saves 15 to 20 gallons per day; showers five minutes or less; do not use the toilet as a  
26 garbage can, excessive flushing wastes water; turn off water while brushing teeth; run only  
27 four loads of laundry and dish washers; use garbage disposal less and compost more.  
28 Collectively this will save millions of gallons per year. This emergency declaration is to be in  
29 place for 60 days starting September 1, 2021 – with Councilor Burns as second. **Motion**  
30 **carried 6-0.**

31 Discussion: CA Ginsburg wants the right of way permits added. Councilor Garratt is  
32 concerned about interfering with construction income.

33 **Councilor Garratt** Yes **Councilor LaRoche** Yes **Councilor Burns** Yes  
34 **Councilor Kessler** Yes **Councilor Tidey** Yes **Councilor Pogwizd** Yes

35  
36 Councilor Pogwizd moved that boring or excavating in city right of ways be suspended for  
37 60 days with Councilor Burns as second. **Motion carried 6-0.**

38 Discussion: None.

39 **Councilor Garratt** Yes **Councilor LaRoche** Yes **Councilor Burns** Yes  
40 **Councilor Kessler** Yes **Councilor Tidey** Yes **Councilor Pogwizd** Yes

41  
42 A declaration of emergency with formal resolution will be drafted and presented at a special  
43 meeting to be scheduled prior to the September 1 deadline. The special meeting can include a  
44 discussion of a moratorium. To inform citizens, a letter will have to go out to the public,  
45 posted on the city webpage, posted on the city Facebook page and posted around town.

4 Informative information will be sent to city council members and the Port. The Port will look  
5 into dredging in lieu of excavating to prevent damage.

6

7 **3. Adjourn:** There being no further business, Mayor Cox Adjourned the meeting at 9:45 a.m.

8

9

10

11

12

Attest:

13

14

15

16

17

\_\_\_\_\_  
Mayor, Pat Cox

\_\_\_\_\_  
City Recorder, Jessica Ginsburg

**From:** Lawton, Stephen J <Steve.Lawton@bus.oregonstate.edu>  
**Sent:** Wednesday, September 8, 2021 2:14 PM  
**To:** Jessica Ginsburg (jginsburg@portorford.org); pcox@portorford.org  
**Subject:** Vacation Rentals

Jessica,

Please include this email in the City Council Meeting Packet for their next meeting.

Thanks,

Steve

**T0:** Port Orford City Council

**From:** Steve Lawton  
710 Jefferson St.  
Port Orford

**Subject:** Restricting Vacation Rentals

I recommend that the City of Port Orford restrict all new vacation rentals which is consistent with other Oregon coastal communities.

**Water Shortage**

Currently, the City of Port Orford is struggling with an diminishing supply of raw water, an aging and inadequate water treatment and distribution system, an historically high demand for water due to the growth in new homes and vacation rentals, and an unprecedented drought forecasted to continue. This has required the City of Port Orford to implement water restrictions and halt all new water hook ups.

This is not an unexpected water crisis. Our city has had a serious water problem for over 30 years that has been well-documented by numerous consulting and engineering studies and Oregon State University. In both the 2005 and 2010 Water Supply Expansion Reports, they both concluded that we have a serious raw water shortage and a woefully inadequate treatment and distribution system that leaks over 50% of the treated water that is distributed.

In 2010, our city tried to address this issue with a \$13 M bond measure that would improve our water supply, treatment and distribution system. Unfortunately, the bond measure failed to pass. Since 2010, the city has shifted from addressing this major water problem to completing short-term repairs for leaks and increasing contact time in the distribution system. Our city has also failed to maintain and improve our Hubbard Creek reservoir in the past ten years and we now have a leaking dam and only one-third of its holding capacity.

Meanwhile, the city has experienced significant growth in new homes and vacation rentals that is placing an increased demand on our scarce water resulting in a 33% increase in our water consumption in the month of July from the prior year. Our city does not have the luxury to wait for



more engineering and consulting reports that will only confirm what we know---we have a limited supply of raw water, and the drought is expected to continue due to global warming.

It is time for the City Council to decide on how to assure that the local residents will have an adequate supply of water. Allowing the current growth of vacation rentals is irresponsible considering this water shortage. Our city needs to live within our natural limits and ensure that we have a sustainable and healthy community.

## Overview of Vacation Rentals(VRs)

The following information is the result of extensive research and is based and not on anecdotal evidence that all too often becomes a part of important city discussions. I also encourage you to refer to one of the most comprehensive and well-researched vacation rental study that was initiated by 33 communities in Arizona: *The Negative Consequences of Short-Term Rentals*, prepared by Elliott D. Pollack & Company in February 2021. [Microsoft Word - STR Draft White Paper 2-19-21 \(mml.org\)](#)

## U.S. Vacation Rental (VR) Industry

- VR ownership and income goals have shifted
- from local residents renting out one of their bedrooms for extra income
- to mostly non-resident investors and corporations owning multiple units
- Oregon coast real estate market is shifting
- from owner occupied residences
- to non-owner income properties
- many VRs are large, out-of-scale, multi-bedroom units to maximize income
- a 4-unit Port Orford VR generates gross income of \$1,189/night and \$36,859/month
- **VRs are businesses operating in residential neighborhoods**
- \$15.3 B revenue projected in 2021 (Statista)
- Projected \$20.1 B revenue with 62.8M users by 2025
- 2.58 M VRs in 2021 (iProperty Management)
- Most managed by 25,000 VR companies (Hostfully)
- Travelers prefer (iGSM)
- rural and coastal destinations (74% prefer coastal locations) (iProperty Management)
- 67% increase in booking in small, rural towns in USA between 2019-2021 (AirDNA)
- 61% of families like to visit a peaceful, outdoor destination rather than urban one (VRBO)
- rural, drive-to markets with limited air travel are have unprecedented demand (CRBE)
- lesser-known destinations preferred to avoid crowds and concerns over COVID
- increasing trend using luxury recreational vehicles and trailers (and RV parks?) for VRs
- 64% of guests say top VR amenity when booking is the kitchen in the VR (Bookfull)
- Less than 1 out of 3 meals are eaten out at local restaurants

- Decreasing to 1 out of 4 due to concerns over COVID
- Many guests drive and bring most of their food and beverages
- Local families renting a non-VR unit would spend more in the local economy
- Oregon had a 15% increase in bookings between 2019-2021 (AirDNA)
- ***South Oregon coast is one of the 9 most popular vacation destinations in the US with rising vacationing interest based on Google activity (Google Trends)***

### **Port Orford Vacation Rental Market**

- Port Orford VR market is rapidly growing due to above industry trends and traveler preferences
- Port Orford has 47 VRs listed on Airbnb and VRBO
- Port Orford had only 153 rental units in 2019 (city-data.com)
- Nearly a third are VRs
- Are all these VRs licensed and paying TLT taxes?
- How many VRs in Port Orford are not licensed or paying their TLT taxes?
- Does Port Orford actively monitor and enforce licensing and payment of TLT taxes?
- Coos Bay discovered last month that only 10 of 82 VRs are licensed

### **Oregon Coastal Cities Are Responding to Vacation Rentals**

- Oregon Coastal communities are struggling with finding the balance between:
  - serving as a tourism destination
  - while maintaining the essence of a small, coastal, residential community
- Last month, Coos Bay placed a completed moratorium on additional VRs
- Lincoln City, Gearhart, Manzanita, Yachats, Coos Bay, are limiting the number of VRs
- Other coastal communities are considering limitations on VRs in specific zones
- Newport and Warrenton restrict conversion of single-family homes into VRs in residential areas
- Many coastal communities are not only limiting VR permits, but they are also requiring:
  - occupancy caps
  - off-street parking
  - city compliance inspections
  - having someone available to respond to problems 24 hours per day

- Port Orford has place a moratorium on new VRs due to water shortage

### Challenges for Coastal Communities Over VRs

- Conversion of traditional rental units and owner-occupied homes into VRs result in:
  - decline in available affordable workforce and local resident housing
  - house prices rising due to competition by VR investors for available units
  - **Port Orford is experiencing a labor shortage due to lack of affordable housing**
- Vacation rental owners/investors/guests view the community differently than full-time residents
  - VR's focus on income generation and less on community livability
  - VR's tend to resist licensing and taxes, planning restrictions, parking ordinances, etc.
  - VR guests do not contribute to the development of the community's social fabric
  - VR guests do not volunteer or contribute to the community
- VR's place a disproportionate burden on city infrastructure (water, sewage, streets)
  - Public Works informed the Council last month that water usage is up by 33%
  - VR's increase the demand for our limited water during our driest months
  - **VR guests use 1.5 times water than local residents** (Gosling)
- Water and electricity are "free" since it is included in the rent
  - turn the AC down a few more degrees, take longer showers
- VR's increase on-street parking and traffic
  - VR's increase noise and traffic in residential neighborhoods
- turnover of new customers every few days
- VR's raise real estate values and property taxes which impacts affordability for local residents

### Vacation Rental Market Does Not Provide Significant Economic Returns to Communities

- Vast majority of the economic activity occurs over the internet outside the community
- Most VRs are financed with cash or by non-local financial institutions and corporations
- All of the VR rental revenue flows through Airbnb and Visa
- Local banks do not benefit from this economic activity
- Vast majority of VR rental revenue flows to non-resident investors
- **Tourism-related employment declines due to online VR platforms** (Pollack)
- loss of jobs in traditional, more labor- intensive lodging
- less discretionary food expenditures in local restaurants vs. traditional tourism
- Local communities only capture revenue from:

- TLT taxes (if VRs are registered and pay)
- Discretionary purchases by VR guests
- Some groceries, few meals, gas, incidental shopping

**Local communities are subsidizing VR guests and non-local investors by diminishing the livability of the community, harming neighborhoods, and providing them with scare water**

**The true costs of the VR industry are externalized on many segments of society, from residential neighborhoods that must deal with disruptions, traffic, and noise, to the hotel industry that is facing unfair competition, to reduction of jobs, and to the housing market that is facing rising costs and reduced supply** (Pollack)

# Public Works report for the month of August 2021

## Water Plant: Op's

Raw water into plant 8,044,00 Treated water 5,780,00.

## Immediate Major Issues Water

Hubbard's, Raw Water Pump #1 / Reservoir Dredging / Dam leakage

Water Treatment plant, Finished Water Pump Replacement / Pressure relief valve on raw water

Coast Guard Hill Pump Station, Complete Skid Controls / pumps and piping replacement

Main & Branch line leaks average water is 50%, we should around 15% or less

## Water leaks Repaired:

- 6" main break on Arizona & 14<sup>th</sup>
- 2" at 18<sup>th</sup> St. pump shack
- 2" on Paradise Rd.
- 2" on Jefferson at pump shack
- Cla-valve at Deady St.
- 1" 17<sup>th</sup> and Idaho
- Coast Guard hill pump station multiple leaks and failed pump.

## New Services in 2021 and 6 pending to be installed:

- 670 8<sup>th</sup> St.
- 980 12<sup>th</sup> St
- 15 ½ Hamlet
- 508 Boot hill
- 106 25<sup>th</sup>
- 2402 Arizona
- 2402 ½ Arizona
- 865 Stage coach lane (Gold Run)
- 1840 Oregon St.
- 2225 Jackson

# Public Works report for the month of August 2021

## Waste Water plant: Op's:

Grit system and classifier replacement on going.

Repairs & maintenance plant / collections.

- **Grit removal system**, In Progress
- **Idaho Lift Station Controls**, In Progress
- **Blower #1**, Serviced still needs to be run to determine it its operational
- **Pending Influent Flow Meter**, In progress

## Streets Maintenance:

- **Continue summer time maintenance**, mowing and trimming of road shoulders
- **Fire Hydrant Main**. Started annual hydrant maintenance
- **ODOT** conflicts, completed meter re-locates for Driftwood school and Chevron

## Parks

- Remove bench at Battle Rock Rotted out
- Pick up and disposal of trash and debris in parks.
- Un-clog & clean 12<sup>th</sup> St & Battle Rock bathrooms (26 time's)
- Continue summer time mowing and trimming.
- (Still pending) Researching new swings & hardware to replace missing and worn-out equipment.

## PW Works Equipment PM

- Vac-con needs replacement.
- Run and Pm generators monthly
- Run and Pm pumps / small equipment monthly
- (work in progress) Continue working on Public Works shop cleanup and organize
- (work in progress) Continue disposal of old junk and garbage

August	Gallons in Millions
made	5,566,000
sold	(3,603,589)
unbilled	(670)
leaks - John	(225,000)
leaks - Patty	<u>(283,517)</u>
<b>excess</b>	<b>1,453,224</b>

# Consumption Summary Report

City of Port Orford

Service Summaries

Consumption Test Based on: Total Consumption  
 Consumption to Use: Total Meter Consumption

Consumption Period From: 08/2021  
 To: 08/2021

## Account Class Summaries

Account Class Code - Description	Total Billed Consumption	Total Meter Consumption	Number of Bills	Average Total Cons.	Demand Consumption	Unbilled Consumption
<b>Range 1 From: -999999999 Range 1 To: 999999999</b>						
-	0	670	0	670		670
12A - 12 UNIT APT	29,230	29,230	1	29,230		
14A - 14 UNIT APT	30,060	30,060	1	30,060		
3PX - 3-PLEX	42,000	42,000	4	42,000		
6AP - 6 UNIT APT	13,980	13,980	1	13,980		
CH - CHURCH	89,530	89,530	8	89,530		
COM - COMMERCIAL	701,010	701,010	54	701,010		
DUP - DUPLEX	33,210	33,210	7	33,210		
EAT - RESTAURANT	79,960	79,960	8	79,960		
NC - NO CHARGE CITY OWNED	84,840	84,840	11	84,840		
OUT - OUTSIDE CITY	46,560	46,560	10	46,560		
PRK - PARKS	1,420	1,420	1	1,420		
RES - RESIDENTIAL	2,314,119	2,314,119	582	2,311,044		
RV - RV PARKS	134,680	134,680	4	134,680		
SCH - SCHOOL	2,990	2,990	2	2,990		
<b>Sub Totals for Range 1 -999999999 - 999999999:</b>	<b>3,603,589</b>	<b>3,604,259</b>	<b>694</b>	<b>3,601,184</b>		<b>670</b>

## Rate Code Summaries

Rate Code - Description	Total Billed Consumption	Total Meter Consumption	Number of Bills	Average Total Cons.	Demand Consumption	Unbilled Consumption
<b>Range 1 From: -999999999 Range 1 To: 999999999</b>						
100 - RES WATER USAGE	3,051,709	3,052,379	653	3,049,304		670
101 - DUPLEX WATER USAGE	39,920	39,920	7	39,920		
102 - 3 PLEX WATER USAGE	35,230	35,230	3	35,230		
103 - 6 PLEX WATER USAGE	13,980	13,980	1	13,980		
104 - 12 UNIT WATER USAGE	29,230	29,230	1	29,230		
105 - 14 UNIT WATER USAGE	30,060	30,060	1	30,060		
106 - OUTSIDE WATER USAGE	53,880	53,880	12	53,880		
107 - NO CHARGE GOVT	84,840	84,840	11	84,840		
108 - SEWER ONLY	264,740	264,740	5	264,740		
<b>Sub Totals for Range 1 -999999999 - 999999999:</b>	<b>3,603,589</b>	<b>3,604,259</b>	<b>694</b>	<b>3,601,184</b>		<b>670</b>

## Read Group Summaries

Read Group Code - Description	Total Billed Consumption	Total Meter Consumption	Number of Bills	Average Total Cons.	Demand Consumption	Unbilled Consumption
<b>Range 1 From: -999999999 Range 1 To: 999999999</b>						
1 - Read Group: 1	396,970	396,970	94	396,620		
2 - Read Group: 2	1,025,020	1,025,020	155	1,025,020		
3 - Read Group: 3	556,049	556,229	121	553,504		180
4 - Read Group: 4	772,930	772,930	117	772,930		
5 - Read Group: 5	459,960	459,960	109	459,960		
6 - Read Group: 6	392,660	393,150	98	393,150		490
<b>Sub Totals for Range 1 -999999999 - 999999999:</b>	<b>3,603,589</b>	<b>3,604,259</b>	<b>694</b>	<b>3,601,184</b>		<b>670</b>

GA-4



### Billing Cycle Summaries

<u>Billing Cycle Code - Description</u>	<u>Total Billed Consumption</u>	<u>Total Meter Consumption</u>	<u>Number of Bills</u>	<u>Average Total Cons.</u>	<u>Demand Consumption</u>	<u>Unbilled Consumption</u>
<b>Range 1 From: -999999999    Range 1 To: 999999999</b>						
01 - Cycle: 01	3,603,589	3,604,259	694	3,601,184		670
<b>Sub Totals for Range 1 -999999999 - 999999999:</b>	<b>3,603,589</b>	<b>3,604,259</b>	<b>694</b>	<b>3,601,184</b>		<b>670</b>

6A-5

## City Administrator Report for September 16, 2021

As City Council members and Residents are aware of middle/end of August thru till now the main focus has been on the State of Emergency and water infrastructure issues that we have been experiencing. However, that update is going to be in a separate report. Therefore, on top of dealing with the water issues there still has been a lot going on in city hall and other projects.

As mentioned at the last city council meeting I have been wanting to get City Hall prepared so when we are able to open to the public we are not under construction with the new payment window that is located in the mail hallway. I had the building inspector for Curry County Garret come and look at what had been done and discussed out options going forward. The wall that was cut into is a fire wall. Some of the things that he pointed out were the following, the frame for the window is wooden (not allowed in a fire wall), the glass that was installed is not a fire rated glass as required, the top of the counter is also not supposed to be in a fire wall, when the bricks were taken out he is worried about the integrity of the rest of the wall above the window. He isn't sure if something had been put in them to make sure they hold in place or not. Also on the paper work that was submitted to them the contractor listed is not a licensed contractor. So with all those issues I called around and found a new contractor Travis. He came in and took some measurements and we discussed 2 possible options either to re-brick the wall back up and use the current payment window or to fix it all to have it pass inspection. He came back with 2 quotes and ultimately the decision was made to re-brick the wall back up. The cost is \$5,000 when if we decided to fix the wall to pass inspection it was looking in and above the \$30,000 range.

Another project that I have tackled is the outstanding Utility billings. I have reviewed all the inactive accounts and separated them into collectable and non-collectable. The Non-collectable/Write off list was sent in separate e-mail to council members. The total amount that was sitting in inactive accounts is \$19,801.36. The total amount that we need to write off is \$10,908.81. The main 2 reasons for the write offs are age of debt and death of account holder. This is 55% of the total amount outstanding. This is something that we need to review on an annual basis so that we can collect as much as possible when someone disconnects service. The amount that we are going to work on collecting is \$8,892.55. We have already collected about \$2,000 of this since the letters went out about 2 weeks ago.

The other side of that project is the outstanding Traffic/Ordinance fines. I have printed a list of citations that have balances and that list is almost over whelming (136 pages!) Each account is getting reviewed for accuracy and to ensure that all processes and procedures have been followed. One item that we need to update/follow thru on is pulling information on the driver that the citation is getting issued too in order to ensure that traffic school is allowed and not just taking the word of the driver. There is a program called leads that we should be pulling this information from and currently that process is not getting done. The other things that I am looking for are fines being increased, letters/notices were sent out along with licenses being suspended. A lot of the items that are done for traffic citations is currently a manual process with little to no tracking besides in Incode. In some instances, I see that the Incode system has not been updated with the latest item completed on citations. I am currently working on a new process for this so we are able to see a spreadsheet for license suspensions, payment plans,

defaulted payment plans, traffic school progress and more. On the collection side of this we are able to work with the Oregon Department of Revenue and have them garnish tax refunds and more in order to collect these fines. I reached out to a City Administrator group that I belong too and have received a contact at the Department of Revenue that will be able to help us move forward on the collection side once we reach that point. Before we do that I am sending letters out to the person who the citation was issued to with a final demand letter. That letter is attached for your information. These letters will begin to go out in the next week or so. Since Patty is retiring at the end of the year I have gotten finger printed in order to be more involved in this aspect of her job till we are able to train the next person.

With Patty retiring at the end of the year I have updated her job description and that is going to be listed in new business portion of the meeting. However, as your will notice I focused more on the utility billing, Accounts Receivable and receptionist portion of her job. I feel like that position has become very over whelming and with too much responsibility therefore things have been falling thru the cracks. Currently we have moved business license issuance and purchasing to Tami the new accountant so that has helped a little but there is still a lot that goes thru the receptionist. Due to that I would like the person who is going to be moving into that position focus on utilities (Billing, Accounts Receivable, Disconnections, New Installs), customer services, and daily banking duties. Once that is taken care of and in good standing then we can work on that person getting CJIS certified to be able to do more of the court duties.

The final item that we have been working on is enforcing the business license municipal code. Tami and I did some research a few months ago and realized that a lot of businesses that are operating within city limits did not have business licenses or were not in compliance with the municipal code. Tami offered to take this project on and also be the main contact in the office going forward for business licenses. She started this process and it has gotten some push back but a majority of business owners were unaware of what was stated in the code and were happy to apply for a business license. The amount for revenue for business licenses in the budget is \$6,500 however we have already collected \$9,162 which is an increase from the budget of \$2,662 as of today. There are still a handful of businesses that we have not heard from but we are actively working on tracking down the owners.

A few of the other items I have touched on are:

- 1) Getting volunteers to help with City Clean up on Right away and also make the files digital in City hall. I have reached out to the High school since the seniors need volunteer hours to graduate, I have also reached out to the juvenile detention/probation department for kids who need community service, along with adults too.
- 2) We would like to update and clean up the outside landscaping for city hall and paint the inside of the administrative offices. Main Street association has reached out and shown interest in this project. Will be working with them in the coming weeks about it.
- 3) Kayak Launch in Garrison Lake is starting. I have met with Dave and have a meeting about the grant next week. Hoping to get this project off the ground since the deadline for the grant last year was missed.

- 4) The Forest Management Planning Grant for the watershed project is on target. Exchanged e-mails with Tawni and Jackie at DEQ they needed out SAMS and DUNS numbers and for us to show we are active those have been submitted and confirmation has been received from Tawni that was all she needed at the moment.

In July we completed the following projects:

- 1- Union Contract- Approved and Signed
- 2- OceanView has been paved. Working on getting Cross walk completed.
- 3- Hired a new WasteWater Treatment Plant Operator starting in September.

In August we completed the following projects:

- 1- Reviewed Utility Inactive Accounts- Submitted a write off list to City council, Sent 1<sup>st</sup> round of Collection letters.
- 2- Business license Review and updated with majority if not all business that do business within City Limits.
- 3- Re-written job description for Utility Clerk. In Agenda and packet for review and approval by City Council.

# CITY OF PORT ORFORD

555 West 20<sup>th</sup> Street  
Post Office Box 310  
Port Orford, Oregon 97465  
541-332-3681(v)  
[jginsburg@portorford.org](mailto:jginsburg@portorford.org)

Date:

Re: Docket No/ Citation No:

WHEREAS, you failed to appear for arraignment pursuant to a citation issued to answer the charge (s) {All Offenses}. Thereafter, you failed to appear in answer to the Court's ORDER TO APPEAR and/or contact the City of Port Orford to make payment arrangements.

THEREFORE, pursuant to ORS 153.102 (2), you have been found GUILTY BY DEFAULT. Accordingly, the Court has imposed the maximum fine allowed by the law plus the mandatory State and County assessments.

FURTHER, because of your failure to appear, your account plus a 25% collection fee will be referred to the Oregon Department of Revenue 30 days from this notice. The total now due is \$ {Case Balance}.

Respectfully,

*Jessica Ginsburg*

City Administrator  
Port Orford Municipal Court

For: Gary Milliman  
Municipal Court Judge

# City of Port Orford

## Financial Report of Unusual Revenue and Expenses

**AUGUST 30, 2021**

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### **General Fund**

- Revenue is larger than budgeted as a result of \$127K received from the Federal Government as part of the Cares Act (COVID)

### **Parks Fund**

- Revenue is from TLT
- Expenses were larger than budgeted because of the seasonal worker and a large demand for restroom supplies and services

### **Public Safety Fund**

- Expenses were larger than budgeted because of the additional Police Officer and insurances
- Although Mike was out sick he was still being paid 100% utilizing vacation and sick time

### **Water Enterprise Fund**

- Revenue represents the monthly water billing to City residents
- Expenses were larger than budgeted due to \$4K in overtime pay

### **Sewer Enterprise Fund**

- Revenue represents the monthly sewer billing to City residents

### **Street Fund**

- Expenses were larger than budgeted due to \$81K billed by Civil West for Ocean View paving

# Income Statement Group Summary

City of Port Orford

For Fiscal: 2021-2022 Period Ending: 08/31/2021

Account Type	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 010 - GENERAL FUND</b>					
Revenue	929,383.00	929,383.00	152,353.30	177,947.20	751,435.80
Expense	929,383.00	929,383.00	41,368.16	47,158.97	882,224.03
<b>Fund: 010 - GENERAL FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>110,985.14</b>	<b>130,788.23</b>	<b>-130,788.23</b>
<b>Fund: 014 - PARKS FUND</b>					
Revenue	260,516.00	260,516.00	12,307.40	41,302.96	219,213.04
Expense	260,516.00	260,516.00	8,725.79	16,114.24	244,401.76
<b>Fund: 014 - PARKS FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>3,581.61</b>	<b>25,188.72</b>	<b>-25,188.72</b>
<b>Fund: 020 - PUBLIC SAFETY</b>					
Revenue	588,755.00	588,755.00	1,485.98	3,863.38	584,891.62
Expense	588,755.00	588,755.00	44,054.67	61,486.26	527,268.74
<b>Fund: 020 - PUBLIC SAFETY Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-42,568.69</b>	<b>-57,622.88</b>	<b>57,622.88</b>
<b>Fund: 030 - WATER ENTERPRISE FUND</b>					
Revenue	1,075,142.00	1,075,142.00	45,970.84	92,209.19	982,932.81
Expense	1,075,142.00	1,075,142.00	52,274.16	89,256.53	985,885.47
<b>Fund: 030 - WATER ENTERPRISE FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-6,303.32</b>	<b>2,952.66</b>	<b>-2,952.66</b>
<b>Fund: 031 - WATER CAPITAL RESERVES</b>					
Revenue	83,408.00	83,408.00	87.72	181.97	83,226.03
Expense	83,408.00	83,408.00	0.00	0.00	83,408.00
<b>Fund: 031 - WATER CAPITAL RESERVES Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>87.72</b>	<b>181.97</b>	<b>-181.97</b>
<b>Fund: 035 - SEWER ENTERPRISE FUND</b>					
Revenue	1,321,853.00	1,321,853.00	60,252.87	117,010.75	1,204,842.25
Expense	1,321,853.00	1,321,853.00	23,818.21	49,257.84	1,272,595.16
<b>Fund: 035 - SEWER ENTERPRISE FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>36,434.66</b>	<b>67,752.91</b>	<b>-67,752.91</b>
<b>Fund: 036 - SEWER CAPITAL RESERVES</b>					
Revenue	255,359.00	255,359.00	84.07	174.40	255,184.60
Expense	255,359.00	255,359.00	0.00	0.00	255,359.00
<b>Fund: 036 - SEWER CAPITAL RESERVES Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>84.07</b>	<b>174.40</b>	<b>-174.40</b>
<b>Fund: 040 - STREET FUND</b>					
Revenue	177,933.00	177,933.00	6,393.70	14,043.96	163,889.04
Expense	177,933.00	177,933.00	81,101.11	86,816.37	91,116.63
<b>Fund: 040 - STREET FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-74,707.41</b>	<b>-72,772.41</b>	<b>72,772.41</b>
<b>Fund: 042 - STREETS CAPITAL IMPROVEMENT</b>					
Revenue	32,451.00	32,451.00	1.81	3.76	32,447.24
Expense	32,451.00	32,451.00	0.00	0.00	32,451.00
<b>Fund: 042 - STREETS CAPITAL IMPROVEMENT Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>1.81</b>	<b>3.76</b>	<b>-3.76</b>
<b>Fund: 045 - EQUIPMENT REPLACEMENT FUND</b>					
Revenue	113,884.00	113,884.00	38.13	79.10	113,804.90
Expense	113,884.00	113,884.00	0.00	0.00	113,884.00
<b>Fund: 045 - EQUIPMENT REPLACEMENT FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>38.13</b>	<b>79.10</b>	<b>-79.10</b>
<b>Fund: 061 - WATER SYSTEM DEVELOPMENT</b>					
Revenue	516,563.00	516,563.00	9,302.42	9,524.20	507,038.80
Expense	516,563.00	516,563.00	0.00	0.00	516,563.00
<b>Fund: 061 - WATER SYSTEM DEVELOPMENT Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>9,302.42</b>	<b>9,524.20</b>	<b>-9,524.20</b>
<b>Fund: 062 - SEWER SYSTEM DEVELOPMENT</b>					
Revenue	339,889.00	339,889.00	5,196.40	5,342.95	334,546.05
Expense	339,889.00	339,889.00	0.00	0.00	339,889.00
<b>Fund: 062 - SEWER SYSTEM DEVELOPMENT Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>5,196.40</b>	<b>5,342.95</b>	<b>-5,342.95</b>
<b>Total Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>42,132.54</b>	<b>111,593.61</b>	

**CITY OF PORT ORFORD PLANNING DEPARTMENT  
REPORT TO MAYOR, CITY COUNCIL & CITY ADMINISTRATOR**

**Date:** September, 2021

**To:** Pat Cox, Mayor, City Council members

**From:** Patty Clark, Planning Assistant

**I. City Planning Commission Activity**

At the regular meeting of September 7, 2021 the Planning Commission approved the minutes of the August 7, 2021 planning commission.

**II. Public Hearing**

- None

**III. Planning Matters**

Finish up on the building height revisions. This will go to the Planning Commission as a public hearing on November 9, 2021 and to the Council as a public hearing on November 18, 2021.

**IV. Permit Clearance Activity**

The City planning and public works staff review all requests for building permits within the city to determine whether the request complies with the city's land use and public works regulations. The city staff confirms that building permit applications conform to these regulations by reviewing Permit Clearance forms that are filed with the city prior to applying to the county for the building permit.

During the months of July and August, 2021 the City received three applications.

PC 21-08 1120 Jefferson SFD 1R Zone  
PC 22-02 150 7<sup>th</sup> Street SFD 10 MU Zone  
PC 21-07 2225 Jackson SFD 4C Zone



# Water Infrastructure/ State of Emergency Update

## Timeline of Events for the State of Emergency due to the Water Infrastructure issue:

8/24/2021- Discussing between Mayor Cox, Jessica Ginsburg and John Isadore Re Hubbard's Creek Dam and Water level- Decision to call Special Session for City Council to discuss options that the city has Re-State of Emergency and Water Restrictions

8/26/2021- Special Session of City Council meeting took place along with decisions on Water restrictions and to approve a state of emergency to be declared.

8/27/2021- Letter sent out to Water and sewer customers informing them of water restrictions that will state September 1 2021. Copy of letter attached. (NA-5)

8/31/2021- Jessica, John and Wade met with Jason from the RCAC and Marlin from Civil West Engineering (Circuit Rider program) to look at infrastructure issues, and start on an immediate action plan for the city.

8/31/2021- Special Session City Council meeting to Approve Resolution for Water restrictions and approve state of emergency that was written. Copy of State of Emergency and Resolution Attached. NA-6-NA-8

9/1/2021- Jessica reached out the Jackie at the DEQ and Tawni to explain to them the situation with the water in order to get contacts and or suggestions emergency water infrastructure money's available.

9/2/2021- Jessica Following up with Marlin at Civil West Engineering, He mentioned to call Darrin at City of Myrtle point he is a great resource and Marlin has worked with him on multiple projects. Talked to Tyler at US Army Corp. of Engineers about Dredging permit. Also talked to Darrin at city of Myrtle point. Darrin gave me Alex Campbell's contact information at the Governor's office. Sent e-mail to Alex with summary of what is going on.

9/3/2021 – Jessica Received call from Alex Campbell. After discussions he sent out a large e-mail to the group of people in Curry county who he knows can help City of Port Orford. Details about e-mail and outcome discussed below.

## Bullet Points from meetings/Phone calls along with status updates on various moving pieces:

- 1) John, Wade and myself met with Jason from the RCAC and Marlin from Civil West engineering on August 31<sup>st</sup>. Here is a list of action items that we discussed and needed immediate attention based on observations at Hubbards Creek, Garrison Lake Pump House, Water Plant and Coast Guard Hill Pump station. Status updates are in red. They were started based on suggestions from RCAC and Civil West Engineering meeting.
  1. Hubbard Creek intake:
    - a. Seal off leaking Dam. John's team working on temp fix to plug dam.
      1. Civil West to provide scope to Port Orford and Jason for comment Civil West to prepare engineering plans for longer term fix of dam

NA-1

- b. Ensure intake pump #1 runs correctly. Pump 1 is burned up. New motor and mechanical seal is on order from vendor.
    - 1. John and Wade to test pump in hand and auto modes.
    - 2. Possible electrical issues: (contact electrician for repair)
      - 1. Tripped breaker.
      - 2. Tripped thermal overload
  - c. PLC programming issues: (contact integrator for repair/modification of program)
    - 1. Make sure to get an offline copy of the updated PLC program, thumb drive storage is fine - Tag is going to provide up to date copy for our records.
  - d. Check on current dredging limit in reservoir and contact regulating agency by phone to inquire about an increase.
    - 1. Jessica to follow up with this Follow up information below.
2. Water Treatment Plant:
- a. John: Coordinate change of non-functioning finished water (FW) pump-John Pump and motor are on order. Pump is still a couple of weeks out. Will need to hire contractor to install
  - b. John: Coordinate install of new breaker and OL heaters in MCC bucket for FW pump #1 Breakers and heaters are on sight
  - c. John: Pressure relief valve on raw water line need repair. Looking into repairing pressure relief valve ASAP
    - 1. Coordinate with Jason or contractor for repair
3. Coast Guard Pump Station:
- a. John: Coordinate electrician to connect pump #2 to be able to take #1 offline ASAP Pump 1 was taken out of service on the 1<sup>st</sup>. Pump 2 is in service and working great. Still have some leaking but has not gotten worse. Reached out to a few vendors for the new pump skid waiting on quotes.
  - b. Marlin: Get mechanical contractor contact information to Jessica
- 2) Jessica's Call with Tyler at US Army Corp. of Engineers- I found an older permit and letter that was issued by the Army Corp of Engineers for our dredging permit. It was reduced from 2500 yards to 25 yards a few years ago. From speaking with Tyler it sounds like it was reduced due to City of Port Orford not having or completing an Environmental Survey that is required to larger dredging permit. I explained to him the situation and expressed the urgency of us getting a larger dredging permit. He said currently it is about a 9-month process to receive one. He is sending me the application and all the materials I need in order to start the application process. He will do his best and pushing it thru but cannot guarantee anything. He said with the state of emergency declared it may be able to proceed faster but will let me know ASAP.
- 3) Jessica's Call with Darrin (City Administrator for Myrtle point)- Darrin and I discussed multiple grants that he has applied for on both an annual and bi-annual basis that are available for municipalities thru the state. Generally the municipalities that apply get them frequently. He said for road improvements, water infrastructure and more. These are all things that we can look for in the future. However, he did give me a contact at the Governor's office Alex Campbell and he said he is a great resource and will know the best people for emergency funding.
- 4) Jessica's call with Alex Campbell (Governor's office Regional Solutions Coordinator) The email to Alex was sent on Thursday afternoon. I received a call a little before 7:30am on Friday morning

to discuss the City of Port Orford's needs. I have included his e-mail that was sent after our conversation in this water update section. He sent it to multiple people and agencies and the result of this e-mail is the meeting on September 20<sup>th</sup>. (email NA-9-7A-10)

**Next Steps and planned meetings:**

Meeting planned for John and I to attend with the following people on 09/20/2021:

- Heath Cokeley- Oregon Health Authority
- Sean Stevens- Business Oregon
- Deanna Quimby- USDA
- Jason Carman- RCAC
- Tawni Bean- Business Oregon
- Holly Halligan- USDA
- Marlin Gochnour- Civil West Engineering
- Dyer Engineering- Wrote Water Management Plan.

This meeting will discuss both short term and long term needs for the City of Port Orford. We will also discuss grant and other finance options that we have to repair and eventually replace the current infrastructure. We will be given multiple options hopefully and we can begin working on those options at that point.

**Continuing action items:**

When Jessica and John began discussions on the water and infrastructure issues Jessica went thru the Water Management plan that she put together in November 2014 by Dyer Engineering. There were a lot of issues that were identified then that needed to be addressed however, a few key components that were not started. These are identified in section 10 called Water Management and Conservation plan. According to Oregon Administrative Rules (OAR) 690-086-100 to 170 almost all municipal water suppliers who request new water permits or permit extensions must have a Water Management and conservation plan written into their municipal code. Which we are required to have.

This Water Management and Conservation plan must include the following chapters:

- Water Supplier Description
- Water Conservation
- Water Curtailment
- Water Supply

Section 10 Attached  
NA-11

List of local government who the plan was made available too

Purpose date for an updated plan with no more than 10 years between

And/ if we need additional time to implement metering or a benchmark established in previous approved plan showing the additional time that is need to avoid unreasonable and excessive costs.

These are 4 plus new and much needed Ordinances that need to be written. They are something that all the funding sources we could use are going to look for when we go to them for funding. I have started on them along with another one called Water Supply protection. There is a 300-page guidebook that was published specifically for municipalities on writing these ordinances.

There is a longer process then the normal ordinances that are written and adopted at the City Council level. Once they have all been completed and sent to City Council a copy will also go to our local government officials/commissioners for a review. They will have 30 days to review and submit comments and suggestions. Once those are taken into account and completed then they will go to Oregon Water Management and Conservation Plans (WMCP) for 30-day public comment. After the public comment it will be reviewed by WMCP and will be either approved or sent back with revisions requested. Jessica has begun working on writing these and is working with Dyer on possible updates that have been done since the Water management plan was completed in 2014. Jessica has pulled copies from other municipalities that has completed these requirements as examples. Based on conversations with the multiple entities helping us with funding opportunities if we can show that we are working on these Ordinances and progress steadily then it might not be a problem however we will not know for sure till the discussions have started. If City Council members can agree that we can continue to write them/work on them that should be a step in the right direction.

#### **Current Funds Earmarked for this Plan**

Final item is that we received Covid funds from the State at about \$129K a few days before everything took place. I have pulled those funds and marked them to be used for water infrastructure and repairs till we receive more funding. This should help in the short term to get items in order.

# CITY OF PORT ORFORD

555 West 20<sup>th</sup> Street  
Post Office Box 310  
Port Orford, Oregon 97465  
541-332-3681 (v)  
[jginsburg@portorford.org](mailto:jginsburg@portorford.org)

August 27, 2021

Re: Implementation of Water Restrictions on September 1, 2021 for City of Port Orford

Dear Water/Sewer User:

On August 27<sup>th</sup> 2021 The City Council of Port Orford had a special session to discuss and implement water restrictions within the City limits. The water restrictions will be starting September 1, 2021 and will last at least 60 days. The following water restrictions are going to be in place:

- No Watering of Lawns
- No Filling of Pools and or Spas
- No Car Washing at home- The Car Wash on 101 is on a well & it will still be open for use
- No NEW Water hook ups
- Water can be served IF requested in Restaurants
- No Power Washer Usage
- No Washing of Boats, Water Crafts, ATV's and UTV's unless at the designated car wash-  
Excluding Commercial Fishing Vessels
- No Right Away Permits for Contractor Boring and Excavation will be granted during this time.

In order to help us conserve water within Port Orford here are some Indoor Water Conservation tips:

- Take a shallow bath instead of a shower. (Saves 15-20 gallons per day). If you take a shower, make it 5 minutes and install a shower timer.
- Don't use the toilet as a garbage can. (Saves 400-600 gallons per month).
- Turn off the water while brushing your teeth. (Saves 3 gallons per day).
- Run only full loads in the washing machine and dishwasher. (Saves 75-200 gallons per week).
- Keep a bottle of cold water in the refrigerator for drinking instead of running the faucet. (Saves 200-300 gallons per month).
- Use the garbage disposal less and compost more. (Saves 50-150 gallons per month).
- If you don't want water in a restaurant, don't take it, you will save the water in the glass and the water used to wash the glass. (Collectively saves millions of gallons per year).

The City is looking into all options in order to remedy the situation; however, we need to all work together to conserve water until then.

Thank you for your efforts in this matter:

*Jessica Ginsburg*

City Administrator  
City of Port Orford

Before the Common Council of the City of Port Orford  
For the City of Port Orford, Curry County, Oregon

In the matter of declaring            )  
a Local Emergency in the City    )  
of Port Orford and requesting a    )            Resolution No: 2022-02  
Curry County declaration of        )  
a State of Emergency                )

Whereas; commencing in September 2021, and continuing, an emergency condition involving the City of Port Orford Hubbard Creek Water Impoundment which is located just outside of the City of Port Orford in Curry County, has occurred, threatening life and property. This emergency condition has occurred as a result of less than normal rainfall, a large amount of silt and gravel filling the impoundment and decreasing its storage capacity, and lack of maintenance dredging to remove the accumulated silt. This has made the capacity of the water storage impoundment decrease. This Impoundment is already significantly undersized for the needs of the City of Port Orford, and,

Whereas; the lack of water storage in the Hubbard Creek Impoundment affects the ability of the City of Port Orford to supply potable water to City residents and visitors alike, threatening the health and safety of residents and visitors, and

Whereas; the City of Port Orford has been working with regulatory agencies in an attempt to secure necessary permits for maintenance dredging and have been unsuccessful to date, and

Whereas; the severity and magnitude of the emergency is beyond the timely and effective response capability of the City of Port Orford; and

Whereas; the City of Port Orford has requested assistance from the US Army Corps of Engineers, Division of State Lands, and other regulatory agencies, to grant the necessary maintenance dredging permits, and such assistance has been delayed, and

Whereas; the City of Port Orford had determined that there is a need for extraordinary County, State and Federal assistance to respond to the emergency condition;

**Now, therefore, be it hereby resolved that:**

The Common Council of the City of Port Orford declares that a Local Emergency now exists in the City of Port Orford at the location of the Hubbard Creek Impoundment.

Furthermore, it is requested that Curry County declare a State of Emergency and consider Curry County an "emergency area" as provided for in ORS 401.055 and provide such assistance as requested by the City of Port Orford and available by Curry County, and the State of Oregon.

It is further requested that the Governor of the State of Oregon request additional assistance from the President of the United States, if needed.

Done this 1st day of September, 2021, at 0930 hours.

Adopted by the Common Council of the City of Port Orford  
for the City of Port Orford, Curry County, Oregon

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Council President

\_\_\_\_\_  
City of Port Orford Emergency Manager

Attest:

\_\_\_\_\_  
City Recorder

Approved as to form:

\_\_\_\_\_  
Legal Counsel

7A-7

**RESOLUTION 2022-03**

**A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF PORT ORFORD ESTABLISHING A BAN ON NON-ESSENTIAL WATER USE**

**WHEREAS** commencing September 1, 2021 the City of Port Orford is declaring a state of Emergency due to conditions at Hubbard Creek Water Impoundment.

**WHEREAS** the lack of water storage in Hubbard's Creek Impoundment affects the ability of the City of Port Orford to supply potable water to City residents and visitors alike.

**WHEREAS** the City of Port Orford is working with regulatory agencies in an attempt to secure water from various sources in and around the City of Port Orford. The Ban on Non-Essential Water Use is at least till November 1, 2021. It can be extended or terminated at any time with City Council approval.

**WHEREAS** it is the best interests of the City to ensure conservation of the City's water supply for essential use.

**NOW THEREFORE BE IT RESOLVED** by the *Common Council of the City of Port Orford* that the following non-essential use of municipal water in the City of Port Orford is hereby banned; specifically, non-essential water use means:

- No Watering of Lawns
- No Filling of Pools and or Spas
- No Car Washing at home- The Car Wash on 101 is on a well & it will still be open for use
- No NEW Water hook ups
- Water can be served IF requested in Restaurants
- No Power Washer Usage
- No Washing of Boats, Water Crafts, ATV's and UTV's unless at the designated car wash-  
Excluding Commercial Fishing Vessels
- No Right Of Way Permits for Contractor Boring and Excavation will be granted during this time.

**ADOPTED** by the *Common Council of the City of Port Orford* and effective this 1<sup>st</sup> day of September 2021.

\_\_\_\_\_  
Pat Cox, Mayor

ATTEST:

\_\_\_\_\_  
Jessica Ginsburg, City Recorder



## Jessica Ginsburg

---

**From:** CAMPBELL Alex \* GOV <Alex.CAMPBELL@oregon.gov>  
**Sent:** Friday, September 3, 2021 9:28 AM  
**To:** STEVENS Sean \* BIZ; JACKSON Kate \* DEQ  
**Cc:** Jessica Ginsburg; REP SmithD; Black, Dahna (Merkley); Darrow, Traci (Wyden); kathy.erickson@mail.house.gov; PATTEE Tom; SEN Heard; Kazmierczak Russell A; Stevenson Shawn P; Deanna Quimby - USDA (deanna.quimby@or.usda.gov)  
**Subject:** RE: City of Port Orford- State of emergency due to water supply shortage.

Sean/Kate-

(Cc'ing Sen. Heard, Rep. Smith & Federal office partners for awareness)

City of Port Orford has declared a state of emergency. They are facing a combination of factors: both low stream flows & deferred maintenance issues that have forced water restrictions. A few relevant details:

- ◆ Had a dredging permit for the in-stream storage "tank," but only dredged once in last 10 years, have lost ~1/3 of storage
- ◆ Impoundment dam has wooden boards, experiencing rotting & leaking (plugged with mud at crisis level), but still losing 60-100 GPM
- ◆ 10+ main breaks in last week (I would imagine loss of /reduced pressure is part of the reason)
- ◆ Are seeing new construction, 20 new installs this year, Jessica is researching how/where she might be able to use SDC payments to address legacy system issues
- ◆ Lots of older pump stations; top priority pump station serves ~ 60 residences & needs serious maintenance/overhaul, but is welded in place
- ◆ RCAC is assisting with developing action plan; water master plan was completed in 2014 – but very few activities carried out
- ◆ City did receive ~\$125K ARPA funds that Jessica has identified as likely funding for water system fixes.
- ◆ Will be flying a drone up-stream on Hubbards Creek & tributaries to see if any up-stream issues are contributing to low flows

Sean/Kate- Could you two put together any suggestions for areas of state funding/assistance that Jessica may want to consider?

My thoughts about areas that *\_might\_* be worth exploring in the near-term:

- ◆ Circuit rider program
- ◆ Source Water protection (if there is an up-stream issue) [cc'ing Tom Pattee & his back-ups here in case he or they have thoughts]
- ◆ CDBG-emergency (but/if I'm not sure what level of emergency/disaster declaration would be required)

As far as long-term:

- ◆ I gave Jessica a brief sketch about how you all use a One-Stop (once some of the more medium- to longer-term fixes are identified). [Cc'ing Deanna Quimby ... who I would guess is already aware due to RCAC involvement?]
- ◆ The Water Resources Department program that I mentioned starts up in the spring. This is a very competitive program – but if you identify any projects that have multiple benefits, e.g., eco-system & drinking water, it can be a source of grant funding:

<https://www.oregon.gov/OWRD/programs/FundingOpportunities/WaterProjectGrantAndLoans/Pages/default.aspx>

Please reach out to Jessica directly with suggestions!!!!

Best, Alex

**Alex Campbell**  
State of Oregon  
Regional Solutions Coordinator  
Office of Governor Brown

(541) 601-0408 Work  
alex.campbell@oregon.gov  
37 N. Central Ave.  
Medford, OR 97501

**From:** Jessica Ginsburg <jginsburg@portorford.org>

**Sent:** Thursday, September 2, 2021 9:26 PM

**To:** CAMPBELL Alex \* GOV <Alex.CAMPBELL@oregon.gov>

**Subject:** City of Port Orford- State of emergency due to water supply shortage.

Alex-

My name is Jessica Ginsburg and I am the City Administrator for the City of Port Orford on the southern Oregon Coast. I reached out to the City Administrator in Myrtle Point and he gave me your email address and said that you could possibly be a good source for me. We have declared state of emergency based on our water shortage and infrastructure issues that we have I am working with a few places from the RCAC, our civil engineers, the DEQ and the army corp. of engineers for dredging permits. However I need to see if we can get some funds for both long term and short term to get items fixed, and upgraded so we are not just patching water leaks and mains breaks weekly. The city Admin from myrtle point said you might be able to put me in contact with the right people or agencies for both short term and long term needs.

*Sincerely,*

*Jessica Ginsburg  
City Administrator  
City of Port Orford*

*Phone: Office: 541-366-4568*

*Cell: 541-655-0044*

*Fax: 877-281-5307*

# **Water Management and Conservation Plan**

Section

**10**

7A-11

# Water Management and Conservation Plan

Section

10

## 10.1 Conservation Planning Strategy

Water conservation consists of any beneficial reduction in water losses, waste, or consumption. As water providers face growing demands of them and their limited resources, conservation planning is playing an increasingly important role in their management practices. Water that is conserved, in effect, becomes a new and relatively inexpensive source of water for the utility.

Conservation can have the effect of helping water providers avoid, downsize, or postpone water and wastewater expansion projects. Capital, maintenance, and financing costs, and many other expenses may be reduced by effectively practicing conservation within the water system. Additional benefits for the environment include restoring stream flows to support aquatic life, providing recreational opportunities, and maintaining water quality. Investments in conservation planning yield savings that can be measured in terms of reclaimed water, resources and related operating dollars.

A water conservation plan is a long-term program intended to reduce average per capita water consumption, thus diminishing the overall demand placed on a water system and its resources. The Oregon Department of Water Resources reviews municipal water management and conservation plans based on the requirements found in the Oregon Administrative Rules (OAR) Division 86 (OAR 690-086-100 to 170). Much of what is required in a conservation plan is provided in a standard water master plan. However, the conservation and curtailment elements of a conservation plan are typically not part of a water system master plan. Sections 9 and 10 of this Master Plan have been specifically prepared to satisfy the requirements outlined in OAR 690-086-100 to 170. The entire Master Plan will be submitted to the Oregon Department of Water Resources as well as to the Oregon Health Division for review and acceptance.

As outlined in OAR 690-086-125, a water management and conservation plan shall include the following:

- Water supplier description,
- Water conservation element,
- Water curtailment element,
- Water supply element,
- A list of affected local governments to whom the draft plan was made available pursuant to OAR 690-086-120(6), and a copy of any comments on the plan provided by the local governments,
- A proposed date for submittal of an updated plan with no more than 10 years based on proposed schedule for implementation of conservation measures, any relevant schedules for other community planning activities, and the rate of growth or other changes expected by the water supplier or an explanation of why submittal of an updated plan is unnecessary and will not be required, and

- If the municipal water supplier is requesting additional time to implement metering as required under OAR 690-086-0150(4)(b) or a benchmark established in a previously approved plan, documentation showing additional time is necessary to avoid unreasonable and excessive costs.

Much of this Master Plan is summarized in this section, including information on the existing system, service population, system demand, and long-range supply. The municipal water supplier description and conservation elements of the City's Water Management and Conservation Plan are addressed in this section. The water curtailment element is discussed in Section 10 and the water supply element is presented in Section 11.

## **10.2 Municipal Water Supplier Description (OAR 690-86-140)**

The City of Port Orford is located next to Highway 101 in the northern portion of Curry County, approximately 26 miles south of Bandon and 24 miles north of Gold Beach. (Figure 3.1.1). Port Orford is located along the Pacific Ocean, surrounded by forested hills and farm and pasture land. The City provides potable water service to its residents, commercial/industrial users, schools, and public/non-profit customers.

A comprehensive description of the City's water supply and usage is given below in accordance with OAR 690-086-140.

### **Supply Sources and Supply/Delivery Contracts (OAR 690-86-140 (1))**

The primary water source for the City of Port Orford is the North Fork of Hubbard Creek. The City's withdrawal from North Fork of Hubbard Creek Reservoir is based on the City's water right of 1.25 cfs from North Fork of Hubbard Creek and the City's water right for stored water in the reservoir (3.2 ac-ft for municipal diversion). The City has water right permits for the diversion of water from Garrison Lake and Gold Run Creek, but is not currently diverting water from these two sources.

The City does not have any other interconnections with other municipal or community water systems.

### **Current Service Area and Population (OAR 690-086-140(2))**

The City's water service area includes users within the City limits and outside the City limits as well. The City's service area is shown in Figure 10.2.1.

The current population (Year 2012) within the City of Port Orford is 1,135 based on Portland State University (PSU) Population Research Center's estimate. Based on United States Census data, the City of Port Orford's population decreased from 1,153 to 1,135 between 2000 and 2010. This decrease equates to an average annual growth rate of -0.2%. During this same period, the average growth rate in Curry County was 0.6%. Table 10.2.1 summarizes the population projections over the next 20 years, using the Year 2013 PSU estimate of the City population (1,133) as the base figure.

Growth is expected to continue at a rate lower than that experienced in the community during the last decade. The coordinated population projection of 0.45% per year has been selected by Curry County in its Comprehensive Plan (2009) for the next 25 years (to the Year 2040).

**TABLE 10.2.1  
CURRENT POPULATION ESTIMATE AND POPULATION PROJECTIONS**

Year	2000	2010	2013	2018	2023	2030	2040
Residential Population	1153	1133	1132	1146	1185	1232	1260

For Calendar Year 2012, there were 546 residential potable water connections within the City. The number of equivalent dwelling units (EDUs) for these connections is 546 (See Section 6.2 for more details.). With a current city population of 1,133, the number of per capita equivalent dwelling units is 2.08 (1,133 capita/546 EDUs, rounded).

In addition to the City’s residents, there are a total of 2 residential water connections outside the City limits. The number of equivalent dwelling units (EDUs) for these connections is 2 EDUs outside the City (See Section 6.2 for more details.). Based on representative Year 2010 Census data, the average number of persons per household ranges from approximately 2.35 to 2.47. Assuming 2.47 persons per EDU and 2 EDUs with water service outside the City, the estimated population of potable water users outside the City limits is 4.94. City staff considers future growth of potable water users in these currently served areas to be equal to or exceeding City growth.

The current and future total number of potable water users on the City’s system is summarized in Table 10.2.2.

**TABLE 10.2.2  
CURRENT AND FUTURE POTABLE WATER USE POPULATION**

Year	Population		
	Exist. & Future City Users	Exist Outside Users	Total
2013	1,132	891	2,023
2015	1,131	926	2,057
2020	1,162	936	2,098
2025	1,200	950	2,150
2030	1,232	962	2,194
2035	1,250	975	2,225
2040	1,260	987	2,247

**Assessment on the Adequacy and Reliability of Existing Water Supplies (OAR 690-086-140(3))**

The City currently diverts water from the North Fork Hubbard Creek Reservoir. To date, this supply has been adequate to satisfy the City’s potable water demand. The main limitation has been the City’s ability to provide adequate storage in the reservoir due to siltation and dredging issues.

This source has been historically unreliable due to the issues associated with dredging the reservoir. The City has not been able to maintain the size of impoundment while sustaining flow downstream in the creek during the dry summer months. This source is capable of supplying an adequate amount of water during the wet winter months; however turbidity limits use at times.

**Quantification of Water Delivered by Supplier (OAR 690-086-140(4))**

The amount of water produced at the water treatment plant and sent to the City for consumption is based on daily records supplied by the City staff. The amount of treated water produced at a WTP is typically

equal to the sum of the amount of water sent to the City for consumption plus the amount of water used for backwash, and miscellaneous water usage at the WTP (e.g. for pump seals, sanitary usage, etc.). As the City does not currently record miscellaneous water usage at the WTP, this miscellaneous usage at the WTP is not known. Consequently, for this study, water treatment plant production will be based on the sum of water pumped to the City for consumption and the amount of water used for backwash.

Water production rates were derived from the plant data for average annual demand (AAD), average daily demand (ADD), maximum monthly demand (MMD), peak weekly demand (PWD), and maximum daily demand (MDD). A definition of each of these water demand parameters was previously given in Section 6.1. A summary of the compiled water demand parameters for the current year is presented in Table 10.2.3.

**TABLE 10.2.3  
CURRENT ANNUAL, MONTHLY, WEEKLY & DAILY WATER PRODUCTION W/BACKWASH**

ADD, gpd	MMD, gpd	MDD, gpd	PHD, gpd
78,000	97,000	195,000	312,000

**Tabular List of Water Rights (OAR 690-086-140(5))**

A tabular list summarizing information on the City’s water rights and sources is presented in Table 10.2.4.

**TABLE 10.2.4  
WATER RIGHTS AND SOURCES**

Location	Application	Permit	Certification	Magnitude	Priority Date
N. Fork Hubbard Creek/Reservoir	R 74399	-	69194	3.2af	1/1/1993
N. Fork Hubbard Creek	S 43146	S32982	42379	0.50 cfs	3/20/1968
N. Fork Hubbard Creek	S 65306	S47688	65322	0.75 cfs	7/15/1983
Garrison Lake	S 55747	S42566	65199	1.00 cfs	4/25/1977
Gold Run Creek	R 74403	S12266	11810	1.00 cfs	8/20/1936

**Existing Service Population (OAR 690-086-140(6))**

The City of Port Orford services users inside and outside the City limits. A summary of the City’s water user accounts for the Year 2011 is provided in Table 9.2.5.

<b>TABLE 10.2.5 SUMMARY OF EDU CALCULATIONS 2012</b>		
Description	Units	Value
Ave. Number of Accounts		643
12 Mo. Water Usage	gals	28,289,937
<b>Water Usage by Customer Class</b>		
No. Res & Small Com EDUs	EDU	848
Res EDU Usage/Yr	gals	18,231,767
Usage per EDU	gpd	92
Small Commercial	gals	2,695,920
Large Commercial	gals	966,210
Multi-Unit	gals	2,695,920
Restaurants	gals	335,640
RV Parks	gals	944,910
Outside	gals	60,750
Institutional / City	gals	1,011,450
Motels	gals	1,347,370
<b>EDUs by Customer Class</b>		
Residential	EDU	546
Small Commercial	EDU	81
Large Commercial	EDU	29
Multi-Unit	EDU	81
Restaurants	EDU	10
RV Parks	EDU	28
Outside	EDU	2
Institutional / City	EDU	30
Motels	EDU	40
Total EDUs	EDU	848

It will be reiterated that Table 10.2.5 shows the average consumption levels within the system. All losses, nonaccount water, and other water uses are not accounted for within the consumption data. Residential sources account for approximately 86 percent of all water consumed within the City. The remaining system users (i.e. commercial/industrial, schools, public/non-profit) utilize 14 percent of the city-metered water.

### **Connections with Other Systems (OAR 690-86-140(7))**

The City has no connections with and nor does it supply potable water to any other systems.

### **System Schematic (OAR 690-86-140(8))**

A schematic of the City of Port Orford's existing water system is displayed in Figure 10.2.2. This schematic shows the raw water diversions, the WTP, treated water mains from the WTP, and treated water reservoir tanks. The actual location of these facilities is shown in Figures 3.1.2 and 5.5.1.



**Quantification & Description of System Losses (OAR 690-086-140(9))**

Water sold is typically less than the amount of water produced at the plant due to system leaks, unmetered use at the WTP (backwash water, turbidimeter water, washdown, etc.), unmetered use within the distribution system, inaccuracies in customer meters, and other unmetered use such as fire flows and system flushing. A comparison of the amount of water treated (sum of water pumped to the City and backwash), and the amount of water consumed is given in Table 10.2.6.

**TABLE 10.2.6.  
COMPARISON OF WATER PRODUCED, BACKWASH, PUMPED & CONSUMED**

Time Period	Water Produced	Backwash	Water Pumped	Water Consumed
2011	54,670,000	1,850,000	50,491,000	29,846,340
2012	55,023,000	1,481,000	50,299,000	28,289,937
Average	54,846,500	1,665,500	50,395,000	29,068,139

Over the last five years, the average amount of nonaccount water pumped to the City is approximately 47 percent. Previously, the percent of nonaccount water within the City has been reported as 30 percent in 1999-2001, and 42 percent in 2001 (SHN 2005). Potential sources of lost treated water include the following:

- Leakage within the City’s water distribution system.
- Inaccurate water meters.
- Unauthorized use or connections without meters.
- Unmetered water for firefighting and operations such as street cleaning, water main flushing and testing.
- Losses due to main line breaks or leaking lines.
- Other approved, but non-metered, water uses.

**10.3 Water Conservation Element (OAR 690-086-150)**

Municipal water providers are in the service of providing potable drinking water to their patrons. The sale of that water allows the utility to pay expenses, retire debts for system development loans, and plan for future water production facilities. Some providers may view conservation as an activity that may jeopardize the financial survival of their water system. However, practically every water system is capable of making changes in their operation that will result in reducing “lost water” and lowering production costs. Conservation often results in an increase of operating revenues and a decrease in unnecessary and wasteful expenses. Responsible water management also includes educating the public about wasteful water usage practices. This section addresses current and proposed water conservation measures for the City to implement.

**Water Conservation Progress Report (OAR 690-86-150 (1))**

As the City does not have a previously approved plan, a progress report for previously implemented conservation measures is not required. However, existing conservation measures are described later in this section.

**Water Use Measurement and Reporting Program (OAR 690-86-150(2))**

As part of the proposed improvements to the WTP, flowmeters with flow totalizers will be installed on

the influent line to the WTP. The City's water diversion will be measured with this device. This flow measurement system complies with the measurement standards in OAR 690-085.

### **Current Conservation Practices (OAR 690-86-150(3))**

The current conservation practices employed by the City of Port Orford are metering and rate structure. The vast majority of the existing water system is metered, enabling the City to charge its users according to consumption. The meters are read on fixed intervals and can be used for audits and accounting practices.

The City current rate method assesses a fee for basic service (which includes the first 2,000 gallons). The customer is billed the base rate regardless of whether or not the water is used. Thereafter, the customer is billed on a sliding scale for additional 2001 to 5000 gallons used, 5001 to 10,000 gallons used, 10,000 to 20,000 gallons used, and over 20,000 gallons. This rate structure is in conformance with the requirements of OAR 690-086-150(4d). This water rate structure provides excellent revenue stability, is a good conservation tool, provides good equity, and is simple to administer and explain.

### **Planned Conservation Program Activities (OAR 690-86-150(4,6))**

This section describes the City of Port Orford's planned water conservation program activities for the Years 2015 to 2020. A table of conservation benchmarks, as required in the Division 86 rules, is at the end of each section. These conservation benchmarks are specific commitments that the City will implement according to the schedule in each table. The Year 2015 to 2020 time period is the focus of the conservation benchmarks, as the proposed submission of a revised Water Management and Conservation Plan for the City is the Year 2020.

### **Annual Water Audit (OAR 690-086-150(4a))**

The purpose for a water audit is to track the efficiency of the system, monitor water consumption levels, determine effectiveness of conservation measures, and gather system performance data. The OAR requires determination of the level of water loss as communities seek to reach efficiency goals of 90 percent or greater.

The City will compile an annual water audit of its system, since it currently does not perform one. Installation of water meters is recommended for those services not currently metered. A spreadsheet and method for incorporating this data into the spreadsheet will need to be developed to incorporate the various water measurement data and perform the necessary calculations in a reasonable time frame.

The City will also develop estimates of known uses and losses on a monthly basis and maintain records of this water use. Known uses and losses will include estimating quantities of water used for flushing mains, loss due to major leaks or water main replacement, and water utilized through hydrant meters. In addition, the City will need to implement a system to track water used for fire suppression and training through its hydrants. This auditing will be implemented as soon as possible even though all of the components may not be in place.

In addition to annual audits, the City will implement a monthly water audit within its raw and treated water systems. This monthly audit will prove to be helpful in detecting irregular water use patterns that may be attributable to leaks, malfunctions, and other system problems. Performance of monthly audits will provide the City with relatively "fast" feedback on the performance of its system and the response of

specific repairs or improvements that have been developed. Conservation benchmarks for annual water audits are listed in Table 10.3.1.

**TABLE 10.3.1  
ANNUAL WATER AUDIT BENCHMARKS – YEAR 2015-2020**

Benchmark	Start Date	Frequency or Completion
Install new meters & read existing water meters as described under Metering Benchmarks (Table 9.3.2)	2018	Dec. 2019
Develop electronic spreadsheets & procedure for implementing audits	2018	Dec. 2019
Collect & record monthly meter readings, complete monthly audits	2018	Monthly
Perform annual water audit	2018	Annual

**Metering (OAR 690-086-150(4b))**

City facilities are mostly metered and usage is being tracked for some uses.

**Metering Testing and Maintenance Program (OAR 690-086-150(4c))**

Water meters are a water provider’s cash register used to equitably charge for provided water. Yet many providers rely on old, poorly maintained meters that can be inaccurate by as much as 10 to more than 50 percent of the actual water flowing through the meters. Inaccurate water meters usually are providing flow readings in favor of the customer. The water that is able to “slip” through the meter undetected becomes not only lost revenue, but also lost water.

The City has replaced some-of the ¾-inch and 1-inch meters throughout the years; however, most of the meters are old and may be inaccurate. Typically the meter testing schedule for these size meters ranges from 5 years (for 2-inch) to 8 years (for ¾-inch). Thus, the 2-inch meters were tested in Year 2010 and the ¾-inch meters beginning in the Year 2011. However due to the number of meters to be tested, it is recommended that meter testing be done on one-quarter of the system meters every year for four years.

The large meters (2-inch and larger) will be calibrated annually and a program will be implemented.

The City will verify the WTP source meters at least every two years, or as needed, by using the drawdown or fill up method. With this method, a known or calculated amount of water flows through the meter and then a comparison is done between the calculated and metered amounts. The source meter can be verified by calculating the amount of water that is filling up the flocculation basin and two sediment basins (with no outputs). For both methods, at least two to three drawdowns or fillups will be conducted and the results averaged to verify the source meter accuracy.

Meter testing and maintenance program conservation benchmarks are shown in Table 10.3.2.

**TABLE 10.3.2  
METER TESTING & MAINTENANCE PROGRAM BENCHMARKS – YEAR 2010-2015**

Benchmark	Start Date	Frequency or Completion
Verify 2-inch Meters within system	2015	Every 5 years
Verify ¾-inch Meters	2015	¼ of total meters, Annually from 2010-2012
Verify Large Meters (>2-inch)	Ongoing	Annually
Source Meters	2015	Every 2 years or as needed

### **Rate Structure (OAR 690-086-150(4d))**

The City of Port Orford currently charges customers for their water based upon a standard base rate plus a sliding scale consumption rate. The customer is billed the base rate regardless of whether or not the water is used. The City current rate method assesses a fee for basic service (which includes the first 2,000 gallons). The customer is billed the base rate regardless of whether or not the water is used. Thereafter, the customer is billed on a sliding scale for an additional 2001 to 5000 gallons used, 5001 to 10,000 gallons used, 10,000 to 20,000 gallons used, and over 20,000 gallons. This rate structure is in conformance with the requirements of OAR 690-086-150(4d).

### **Leak Detection Program (OAR 690-086-150(4e))**

No annual water audits have been carried out to determine the amount of leakage in the City's system due to the number of unmetered services. Consequently, the City is not able to determine at this time if system leakage exceeds 10 percent. However, the City's percent of non-account water losses discussed in Section 9.2 is at a level that suggests implementation of a leak detection program would be prudent. A leak detection program makes use of planned strategy and various techniques and technologies to efficiently and effectively locate leaks in the system and identify pipelines requiring repair or replacement.

#### Leak Detection Measures

Leak detection measures may include regular on-site testing using computer-assisted leak detection equipment, sonic leak detection surveys, or another acceptable method for detecting leaks along water distribution mains, valves, services, and meters. The inspections can also include the internal inspection of water tanks and reservoirs. The City staff or an outside consultant can perform leak detection of the City's water system.

A number of different methods are available for locating leaks in a water system. The simplest method of leak detection is to search for and locate wet spots or green areas that might indicate the presence of a leak. This technique would be especially suited for water mains that are not under buildings or paved surfaces.

The next level of leak detection is to use listening devices that amplify vibrations caused by a leak. The simplest device is a steel bar held against a pipe or valve. To detect leaks, listening devices (such as geophones) will be placed on fire hydrants, valves, meters, mains and services. If a leak sound is detected, a detailed investigation will be initiated by listening to each meter in the area of the leak sound. Listening on the meter allows one to check the meter coupling and curb stop for leakage and may indicate whether the leak is on the service or main.

For more sophisticated detection techniques, the City may wish to bring in leak-detection consultants to scan the water system for leakage. These detection techniques include the use of electronic leak detectors and leak noise correlators. A typical leak detection survey costs anywhere from \$100 to \$400 per mile of main surveyed, depending on the size of the system, the material of mains to be surveyed, and the distance traveled (Fenney 1999). Leaks from PVC and PE pipes and appurtenances are difficult to detect because sound does not travel very far through these materials. Special listening equipment may be needed for these pipes. General surveying equipment costs from \$2,000 to \$5,000, while leak noise correlators can cost from \$35,000 to \$60,000 (Ibid 1999).

Another method that the City may employ to detect leaks is the isolation method. This method includes the isolation of short piping sections utilizing existing and newly installed mainline valves. The mainline

is isolated under “line” pressure and all services are turned off at the meters with prior notice to customers. A pressure gauge is attached to one service and the pressure is monitored over a period of time. If the pressure falls off relatively quickly, it is likely that a major leak is located within that section of piping. Pressurizing the isolated main to a higher pressure than normal can increase the sensitivity of this method. Once a pipe segment has been identified to be leaking, listening or electronic devices can be used to pinpoint the location of the leak.

**Leak Detection Strategy**

The recommended strategy for leak detection within the City of Port Orford is to focus on the portions of the water system that are the most likely, or have been observed, to leak. This strategy will rely primarily on the age and material of water mains within the system. For example, older piping made of asbestos concrete, steel and cast iron is anticipated to be more susceptible to leak problems than newer PVC pipe. With respect to service lines, galvanized pipe is considered more prone to leakage than poly or copper pipe. Consequently, leak detection efforts will concentrate on the most susceptible portions of the City’s water system.

A list of the City’s distribution piping and associated location for leak detection within the City is presented in Table 10.3.3.

**TABLE 10.3.3  
PRIORITY AREAS FOR LEAK DETECTION**

Pipe Size & Material	Length (LF) <sup>(1)</sup>	Location
2-inch AC	1,550	Lakeshore Drive to Hamlet Place
4-inch AC	2,500	Hamlet Place
6-inch AC	530	Wyoming
6-inch AC	1,960	Jackson Street
6-inch AC	2,250	9 <sup>th</sup> Street
6-inch AC	1,020	7 <sup>th</sup> Street / Sweep Way
6-inch AC	820	Pinehurst Drive

<sup>(1)</sup> – Approximate lengths, pipe material as per City staff

The City will develop a map that will allow them to graphically document and track their progress and findings. Items recommended on this map include: 1) areas monitored or tested for leaks; 2) location of service lines that are of older materials or AC; and 3) areas where water mains and/or service lines have been repaired or replaced.

The recommended schedule for a leak detection program for initiation and completion of the systematic leak detection is dependent upon the results of the comprehensive Annual Water Audit to be completed in 2016. If the system leakage is greater than 10 percent based on this Annual Water Audit, then the leak detection program of Priority No. 1 areas will be initiated. Once Priority No. 1 areas have been completed, then leak detection will be initiated on Priority No. 2 areas, and thence to Priority No. 3 areas once Priority No. 2 is completed. This time frame for implementation of the leak detection program is considered both feasible and appropriate since the City will be seeking to simultaneously implement this leak detection program and other water conservation measures, make necessary pipe repairs, and proceed with recommended measures and capital improvements presented in this Master Plan. If a substantial number of the Priority 1 mains are replaced, then the City will move to suspect leak detection of Priority 2 and 3 mains unless system leakage still remains above 10 percent.

A summary of leak detection program benchmarks is presented in Table 10.3.4.

**TABLE 10.3.4  
LEAK DETECTION PROGRAM BENCHMARKS – YEAR 2011-2016**

Benchmark	Start Date	Frequency or Completion
If System Leakage is shown to be >10%, perform leak detection of areas	2015	January 2016
Leak Occurrence Map of City's Water Distribution System	2015	Ongoing

**Public Education Program (OAR 690-086-150(4f))**

The goal of a public information program on water use efficiency is to develop a conservation ethic among water users. A public information and education program on water conservation is recommended as a means of influencing water consumption practices and patterns within the system. An informed public will also be more likely to support changes in the rate structure and management practices if they feel they are part of the conservation effort. Public education may take the form of mailers, workshops, school programs, and individual conservation reviews.

Public information programs can educate consumers on a wide variety of conservation issues including the following.

- Toilet flushing and fixture efficiency,
- Detecting and fixing leaks,
- Efficient use of water when washing cars or other outdoor use,
- Landscape efficiency and irrigation practices,
- Low water use landscaping (Xeriscape™),
- Rebates and other incentives promoting conservation practices,
- Potential curtailment activities,
- General conservation awareness.

A significant amount of education materials have been developed at little or no cost to the water provider by such organizations as AWWA and OSU Extension Service. Pamphlets, videos, CD-ROM computer programs, and other materials are available to assist the water provider in their public education efforts. Information is available on a variety of topics, and materials can be obtained for practically any age group, demographic, or purpose.

The effectiveness of public education programs, in terms of conservation, is difficult to predict. During periods of drought, public awareness is high and public education may result in significant water consumption reductions. During other periods, the effectiveness will depend greatly on the program itself. Studies have suggested that a four to five percent reduction in water consumption could be expected from a comprehensive public education program.

The City will implement an ongoing public education program on water conservation. During the fall and winter months, it is recommended that the educational efforts target indoor water use. The educational focus in the spring and summer months will shift and emphasize conservation of outdoor uses. Of the focus areas, the City will focus most of its efforts on outdoor water use, as it is the highest and most critical time period. Increase in water consumption during the summer months is attributed to outdoor recreation, gardening, and landscaping water use brought on by mild or warm summer weather. Outdoor water usage drives maximum-day demand, which in turn drives system capacity requirements for water system components. Reduction of landscape water demand can play a positive role in a water conservation program by reducing the overall water demand in the dry season months.

Specific tasks recommended include the following:

- Creation of a water conservation web page on the City’s web site. This page will contain information about how to conserve water, any technical and financial assistance available to customers, and a link to American Water Works Association’s (AWWA) Waterwiser® site. <http://esa21.kennesaw.edu/activities/water-use/awwa-drip-calculator.htm>
- Publish water conservation articles in the City’s quarterly newsletter. The topics of these articles will include tips on reducing seasonal peak usage (outdoor measures), suggestions to reduce base demand (indoor measures), introduction of water conservation information on the City’s web page, any technical and financial assistance available to customers, and any other pertinent conservation information.
- Provide water conservation brochures at City Hall and the Library. Copies of or ideas for brochures can be obtained from AWWA or other municipalities with an existing water conservation program (e.g. Cities of Ashland and Bend. In keeping with the recommended focus of reducing outdoor water usage, recommended brochure topics include lawn-watering guide, low water landscaping (i.e. Xeriscaping™), and drip irrigation.

**TABLE 10.3.5  
PUBLIC EDUCATION PROGRAM BENCHMARKS – YEAR 2005-2010**

Benchmark	Start Date	Frequency or Completion
Creation of a water conservation web page on City’s web site	2015	December 2016
Provide water conservation brochures at City Hall & Library	2015	Ongoing

**Leak Repair or Line Replacement Program (OAR 690-086-150(6a))**

The intent of a leak detection and repair program is to reduce the amount of water that leaves mains, tanks, or other system components through cracks, openings, and defects. The goal of this program will be to reduce leakage to 15 percent of the total diverted water. If the reduction to 15 percent is found to be feasible and appropriate, additional measures will be implemented to reduce leakage to 10 percent or less.

The impact of water leakage can be measured in terms of water volumes as well as the associated costs required to treat, store, and distribute water to the consumers—“lost” water produces no revenue for the utility. Repairing leaks can result in significant savings and additional revenues for the water system.

The City currently makes repairs to its water system when leaks have been found or reported. However, there is not a formal program to systematically detect and repair leaks. A leak detection program has been proposed and is discussed above. Results from this leak detection will assist the City in determining which pipe segments will be replaced. Pipe segments with leaks will be repaired as soon as practical. Mains that are determined to be impractical to repair will be temporarily patched and slated for replacement.

Much of the distribution system consists of cast iron and AC piping. The Capital Improvement Plan presented in Section 7 includes several improvements that will replace a number of existing mains with larger diameter pipe. With the replacement of these water mains, the services off these mains will also be replaced from the water main to the meter. For additional details on these improvements, please refer to Section 7.

**TABLE 10.3.6  
LEAK REPAIR & LINE REPLACEMENT PROGRAM BENCHMARKS – YEAR 2010-2015**

Benchmark	Start Date	Frequency or Completion
Design & construct proposed water line replacement presented in the Capital Improvement Plan	2015 est.	2019 est.
Repair leaky pipe segments determined from Leak Detection Program and observed or reported.	Ongoing	Ongoing

**Technical & Financial Assistance Programs (OAR 690-086-150(6b))**

One of the keys to a successful water conservation program is participation of the water users. Conservation is achieved at the customer level by changing consumption habits via the knowledge of water usage and means to implement conservation measures. Technical and financial assistance water conservation programs can play a significant role in encouraging water users implement conservation ideas and make conservation measures a reality. Examples of technical and financial assistance measures include the following:

- Providing technical water conservation educational materials to interested customers,
- Partnering with large water users in evaluating current usage and options to reduce consumption.

Measures for conducting water audits, entering into partnerships, and implementing rebates are discussed below. Public educational materials and measures were previously discussed above under the Public Education Program.

Audits/Partnerships

As the City’s water conservation program is in its infancy, it is recommended that the City first concentrate on auditing and/or entering into partnerships with existing large commercial and industrial water users. Depending on the experience and success of these initial partnerships, the City may wish to enlarge their approach to include other commercial and industrial users, and even residential customers.

**Retrofit/Replacement Program of Inefficient Fixtures (OAR 690-086-150(6c))**

One incentive to encourage users to conserve water is to provide retrofit kits to increase the efficiency of their existing plumbing fixtures. Retrofit kits usually consist of toilet tank inserts, low-flow shower heads, faucet flow restriction devices, toilet leak detection dye tablets, and an informational guide. The cost of a retrofit kit varies from \$10.00 to \$16.00, depending upon the number and specific items included. Only showerheads and faucet restrictions will be needed for new residences. One limitation of retrofits is that the long-term effectiveness is questionable because 1) the resident may not install them; 2) installed retrofits can easily be removed; and 3) some devices (e.g. toilet tank displacement devices) have a limited life of three to five years.

The potential cost and water savings for the City to procure and distribute retrofit kits is not cost-effective for the City of Port Orford.

**Adoption of Rate Structures, Schedules, Programs That Support and Encourage Water Conservation (OAR 690-086-150(6d))**

A proper water rate structure can support and encourage water conservation. Water rates can take many forms. Five basic types include blanket, uniform, declining block, inclining block, and seasonal rate



structures. A number of different factors are generally considered in selecting a rate structure. These factors can include revenue stability, water conservation, equity to customers, and simplicity in terms of implementation and customer understanding. A comparison of the five basic types of rate structures with respect to these factors is given in Table 10.3.7 (NRWA 1990, AWWA 2000).

**TABLE 10.3.7  
COMPARISON OF WATER RATE STRUCTURES**

Type of Structure	Revenue Stability	Conservation	Equity	Simplicity
Blanket	Poor	Poor	Poor	Excellent
Uniform	Excellent	Good	Good	Excellent
Declining Block	Fair	Poor	Fair	Fair
Inclining Block	Fair	Excellent	Fair	Fair
Seasonal	Fair	Excellent	Fair	Fair

The ideal conservation rate structure would be one that encourages maximum participation in the conservation efforts while providing revenue stability, user equality, and easy implementation and administration.

The City currently utilizes a base rate with uniform charges for consumption. This water rate structure provides excellent revenue stability, is a good conservation tool, provides good equity, and is simple to administer and explain. In reviewing potential rate structures, we recommend that the City review its current rate structure and consider the possibility of implementing an inclining block or seasonal water rate structure.

The inclining block rate structure most effectively encourages efficient water use as it is set up to charge higher unit prices to customers who place a higher demand or strain on the water supply system, and to charge lower unit prices to customers who use average or below-average amounts of water. The seasonal rate structure provides a conservation price signal when moving from winter to summer and can be made more effective for water conservation if the seasonal rate incorporates inclining block rates. Both the inclining block and seasonal rate structures are excellent water conservation tools while being fair in providing revenue stability, equity among customers and in administration. The rate structure program benchmarks are provided in Table 10.3.8.

**TABLE 10.3.8  
RATE STRUCTURE PROGRAM BENCHMARKS – YEAR 2015-2020**

Benchmark	Start Date	Frequency or Completion
Evaluate Inclining Block and Seasonal Rate Structures	2015	January 2017
Adoption of Alternate Rate Structure, if accepted	2017	April 2020

**Other Conservation Measures Identified by the Water Supplier to Improve Water Use Efficiency (OAR 690-086-150(6f))**

The water supplier has identified no other conservation measures to improve water use efficiency at this time.

**10.4 Water Conservation Benchmarks**

All of the actions or “benchmarks” that the City plans to implement during the period 2012 to 2017 are presented in Table 10.4.1. The City anticipates submitting an updated Water Management and

Conservation Plan in 2014 with conservation actions for the time after 2012 based on the experience gained during the 2008 to 2011 time period. The City believes that these benchmarks fully comply with the State’s requirements for the water conservation element of the required Water Management and Conservation Plan.

**TABLE 10.4.1  
SUMMARY OF ALL CONSERVATION BENCHMARKS – YEAR 2015 -2020**

Benchmark	Start Date	Frequency or Completion
<b>Annual Water Audit</b>		
Install new meters & read existing water meters as described under Metering Benchmarks (Table 9.3.2)	2015	December 2016
Develop electronic spreadsheets & procedure for implementing audits	2021	Dec. 2020
Collect & record monthly meter readings, complete monthly audits	2021	Monthly
Perform annual water audit	2021	Annual
<b>Metering</b>		
Install new meters	2021	Dec. 2020
Collect water usage data from existing meters not currently being read	2021	Dec. 2020
Install meter on WTP backwash stream	2017	Feb. 2017
<b>Meter Testing &amp; Maintenance</b>		
Verify 2-inch Meters within system	2020	Every 5 years
Verify ¾-inch Meters	2016	¼ of total meters, Annually from 2008-2012
Verify Large Meters (>2-inch)	Ongoing	Annually
Source Meters	2017	Every 2 years or as needed
<b>Leak Detection Program</b>		
If System Leakage is shown to be >10%, perform leak detection of	2015	January 2022
Leak Occurrence Map of City's Water Distribution System	2015	Ongoing
<b>Public Education</b>		
Creation of a water conservation web page on City's web site	2015	Dec. 2016
Provide water conservation brochures at City Hall & Library	2015	Ongoing
<b>Leak Repair &amp; Replacement</b>		
Design & construct proposed water line replacements presented in the Capital Improvement Plan	2020 est.	2021 est.
Repair leaky pipe segments determined from Leak Detection Program and observed or reported.	Ongoing	Ongoing
<b>Rate Structure</b>		
Evaluate Inclining Block and Seasonal Rate Structures	2015	Dec. 2017
Adoption of Alternate Rate Structure, if accepted	2017	April 2020

### 10.4.1 Public Education Programs

Public education and acceptance are critical to the success of any conservation program. Not only will an education program assist the public in changing their water-use habits, it will also affect how water consumers respond to a change in the water rates or increased billing amounts due to new and accurate water meters. Generally, customers that are informed and involved are more likely to support the water system's conservation planning goals.

A public information and education program on water conservation is recommended as a means of influencing water consumptive practices and patterns within the service area. Utilities can provide a variety of methods to disseminate information and educate the public on water conservation.

Systems can provide information on water conservation and encourage the use of water conservation practices through a variety of school programs. Contacts through schools can help socialize young people about the value of water resources and conservation techniques aimed at protecting those resources.

Workshops can be held to provide education materials to the public as well as plumbing contractors, builders, industrial clients, and others who may play a direct role in future conservation efforts.

Public education programs are a cost-effective method of obtaining the support of the water users within the system. The City of Port Orford may wish to develop a public education program for the benefit of the consumers within the service area.

#### **10.4.2 Informative Water Bill/ Water Bill Inserts**

An informative water bill goes beyond a simple request for payment. Additional items that may be included on the bill are a comparison to previous bills to show increases or decreases in water use patterns, tips for reduced water consumption, and other information relevant to the customers' water consumption.

The water provider may wish to identify the top ten residential water consumers within the system each month. Their bill could alert them to the fact that they are among the highest water users in the system and that retrofit kits, residential conservation information, or other assistance is available by calling the water provider. Each month, a handful of water consumers may begin to reconsider their water use practices.

Another efficient method of getting information to the consumers includes water bill inserts or mailings of brochures, pamphlets, and guides. Brochures, suitable for mailings, cost anywhere from \$0.10 to \$0.25 each. Mailing information packets every summer can identify household conservation measures along with explaining the potential for a future water curtailment situation within the water system. These occasional inserts may be an appropriate step to remind customers not to waste water.

#### **10.4.3 Water Conservation Advisory Committee**

A water conservation advisory committee can involve the public in the conservation process. Potential committee members include elected officials, local business people, interested citizens, agency representatives, and other interested parties. The committee can provide feedback to the utility concerning its conservation plan and develop new material and ideas about public information and support for conservation within the community.

#### **10.4.4 Analysis of Nonaccount Water**

Nonaccount water includes all water that is metered but not billed as well as all water use that is not metered. This may include City of Port Orford water use, fire system flushing, and training, nonprofit water use, and other public water uses. Nonaccount water also includes unauthorized water uses, water theft, accounting or meter reading errors, inaccurate meters, leaks and all other forms of water loss. Much of the nonaccount water usage is identifiable. If the water usage is not measurable or identifiable, the water is referred to as unaccounted-for water.

Nonaccount water use will be analyzed to identify potential revenue-producing opportunities as well as recoverable losses and leaks. Some utilities may consider charging for water that was previously given away for public or non-profit use. A special category and rate structure may be developed for this purpose. Through these efforts, water records can be kept and water use tracked where it may have previously been ignored.

Analysis of nonaccount water will be a regular part of the yearly water audits. The City of Port Orford will work to reduce the volume of nonaccount water usage to zero. (All water use throughout the system

will be accounted for.)

To identify areas with badly deteriorated and leaking pipelines, it is also proposed that metering vaults be placed on mains within the distribution system. Four metering vaults locations have been identified as part of the recommended improvements and are shown in Figure 6.5.

#### **10.4.5 System-Wide Pressure Management**

Reducing excessive pressures within a system can have a significant impact on water losses. Reducing water pressure can reduce leakage in the piping network, reduce the flow through open faucets and valves, and reduce the stresses on pipes and joints that may result in future leaks.

For residential areas, pressures exceeding 80 psi will be assessed for reduction. Pressure management and reduction strategies must be consistent with state and local regulations and standards, as well as take into account the system condition and needs.

In order to reduce high-pressure zones, pressure-reducing valves may be installed on water mains as well as individual service connections.

#### **Water-Use Standards and Regulations**

Regulations and ordinances will be in place to effectively manage water use during drought or other water-supply emergencies. These regulations and ordinances typically fall within the scope of a water curtailment plan. In some cases, utilities may find it desirable to declare voluntary or mandatory water-use regulations to promote conservation during non-emergency situations.

Examples of water use regulations may include:

- Restrictions on nonessential uses such as lawn watering, car washing, filling swimming pools, washing sidewalks, and irrigating golf courses;
- Restrictions on commercial car washes, nurseries, hotels, and restaurants;
- Standards for water-using fixtures and appliances;
- Bans or restrictions on once-through cooling water;
- Bans on non-recalculating car washes, laundries, and decorative fountains;
- Bans on certain types of water use or practices.

The City of Port Orford will implement a water curtailment plan. See Section 10 of this Master Plan for recommendations for the City of Port Orford Water Curtailment Plan.

# Vacation Rentals- Update/Additional information

## Discussing points from last City Council Meeting:

Limiting the number of Vacation rental home business licenses that are issued within City Limits. Yachats Municipal code limits them to 125.

Complaints should be in writing and filled with City Hall about the vacation rentals. After 3 complaints filled with City Hall in a 90-day period City Council or City Administrator can take corrective action including but not limited to revoking the license.

With the Business license application for Vacation Home the owner has to designate a local contact person who lives within 10 miles of the City of Port Orford and must be able to respond to alleged violations within two (2) hours of notification

## Additional Research on Vacation Rentals

Since some if not all of the vacation rentals are in residential areas that are not zoned for commercial how does the city issue business licenses to them- Suggestions to correct this issue:

Create an ordinance within Business Licenses that are specific to Vacation Rentals including rules and regulations. As part of that give a limit of type of dwelling or number of bedrooms in vacation rental homes that are in residential areas.

Modify Residential Zones Conditional uses code to include Bed and Breakfasts. Which is defined as a Single Family dwelling containing rooms for rent.

Portland does not allow Vacation Rentals in Residential Areas at all.

Modify what Residential, or Residential Use is within the Zoning ordinance. This means land use in which housing predominates, as opposed to industrial and commercial uses. Housing may vary significantly between, and through, residential areas. These include single-family housing, multi-family residential, or mobile homes. Nonresidential uses may be included in some areas such as home occupations or offices, or traveler's accommodations. (This is from City of Rockaway Beach) 17B-3

Require that the owner complete a land use permit to use the property as a short term rental. (City of Bend Requires this)

Properties within Residential zoning districts to be rented as Short Term Rental 30 days or more within a 12-month period. Must post a City "Notice of Proposed Development" sign on the property during the 14-day public notice and comment period; the City will also mail notice to neighboring property owners. Staff review and issue a decision typically within 45-60 days after the application is accepted as complete.

Senate Bill 621 has been introduced in 2019 and the Public hearing happened in 2019. This will prohibit local governments from restricting use of lawful dwellings as vacation rentals.

This could potentially over turn anything that we do so the Council should keep this in mind when discussing vacation rentals

The City of Bend incorporated Good Neighbor Guidelines that the Short Term rentals have to post within the rental but also sign and agree too before their licenses are granted. (Copy Attached) *1B-5*

Create a Business License Application specifically for Vacation Rentals. I have included a few sample business license applications from different cities within Oregon.

Clatsop County has a large packet that they are required to fill out that includes building inspections, proof of insurance and TLT registration form. (I have attached the packet as reference) *1B-6*

The additional point that needs to be made is that in order to properly track the TLT returns we should be receiving we need to start to issue business licenses that are specific to Vacation Rentals. Until this very important 1<sup>st</sup> step is completed we are completely in the dark.

Also as a note a lot of jurisdictions have "grandfathered" in the current vacation homes under specific conditions including that they apply and receive the appropriate licenses.

**City of Rockaway Beach, Oregon**

276 S. Highway 101, PO Box 5  
Rockaway Beach, OR 97136  
(503) 374-1752 FAX (503) 355-8221  
[www.corb.us](http://www.corb.us) \* [cityhall@corb.us](mailto:cityhall@corb.us)



**SHORT TERM RENTAL LICENSE APPLICATION**

New Application

Renewal Application- Customer Number: \_\_\_\_\_

1. Applicant Name(s): \_\_\_\_\_

2. Address: \_\_\_\_\_

3. Email: \_\_\_\_\_

4. Phone Number: \_\_\_\_\_ Local Phone Number, if any: \_\_\_\_\_

5. Name of Rental: \_\_\_\_\_ Number of Sleeping Rooms: \_\_\_\_\_

6. Street Address of Rental: \_\_\_\_\_

7. All Owners (Include any person with a legal property interest. Continue on second sheet if needed).

Name	Address	Phone	Email

8. Local Contact Person(s)

Short term rental owner or owner-designated representative who has a key to the rental unit and is able to respond physically to the short-term rental within thirty (30) minutes to address issues.

a. Primary owner or agency making reservations: \_\_\_\_\_

Name of local contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

b. Secondary owner or agency making reservations (if any): \_\_\_\_\_

Name of local contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

9. Require Weekly Garbage Service provided by: check one

R SANITARY SERVICE     RECOLOGY WESTERN OREGON

**Fees are required:**

\$250.00 Annual Short-Term Rental License Fee (License valid 07/01 to 06/30)

ALL LEGAL OWNERS OF PROPERTY MUST SIGN ON PAGE TWO OF THIS FORM.

Applicant Name(s): \_\_\_\_\_

**BY MY SIGNATURE:**

1. I certify that the information on this application is accurate and that I will notify the City of Rockaway Beach should there be any changes.
2. I state my understanding that it is illegal to rent or to advertise for rent on a short-term basis this or any other property inside the City of Rockaway Beach without first obtaining and posting a current City of Rockaway Beach Short Term Rental License/ Certificate of Authority as required in City of Rockaway Beach.
- A. I agree to comply with all City of Rockaway Beach Ordinances and Regulations governing Short- Term Rentals and transient lodging taxes and acknowledge my understanding that failure to comply may result in the revocation of my Short-Term Rental license following its issuance.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co- Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Owner's Signature

\_\_\_\_\_  
Date

(If this property is owned by a trust or a corporation of any kind, you must attach legal documentation stating all associated persons.)

**OFFICE USE:**

Paid- Receipt # \_\_\_\_\_

Date: \_\_\_\_\_

(Fee is not subject to proration)

The City of Rockaway Beach is an Equal Opportunity Employer and TTY accessible at <http://www.oregonrelay.com>

7B-4





CITY OF BEND

## Short Term Rental Operating License Good Neighbor Guidelines

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The Good Neighbor Guidelines (GNG) were created to educate Short Term Rental (STR) owners and tenants/guests on the importance of being a good neighbor. Welcome neighbors! Be nice, you're in Bend!

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- 1. 24-Hour Contact Information.** If at any time you have concerns about your stay or in regards to your neighbors, please call the 24-hour contact number listed in the rental lease agreement or posted in the unit. In the event of an emergency, please call 911.
- 2. General Respect for Neighbors.** Be friendly, courteous, and treat your neighbors like you want to be treated. Respect your neighbors and their property.
- 3. Noise.** Be considerate of the neighborhood and your neighbor's right to the quiet enjoyment of their home and property, especially after 10 p.m.
- 4. Maintenance of Property.** Be sure to pick up after yourself and keep the property clean, presentable and free of trash.
- 5. Garbage Disposal.** Place trash and recycling containers at the appropriate place and time for pickup. Return trash and recycling containers to the designated location within 12 hours after pickup. Cigarette butts should be properly extinguished and disposed of in the garbage.
- 6. Parking & Traffic Safety.** Refer to the parking diagram posted in the unit and park on-site whenever possible. Do not park on lawns or in a manner which blocks driveways, sidewalks, alleys or mailboxes. Drive slowly through neighborhoods and watch for pedestrians and children playing.
- 7. Pets.** Promptly clean-up after your pets. Prevent excessive and prolonged barking, and keep pets from roaming the neighborhood. Control aggressive pets, and be sure to abide by the local leash laws. Store pet food indoors and in a secure container to reduce the likelihood of unwanted pest problems.
- 8. Tenant/Guest Responsibility.** Approved guests and visitors are expected to follow the Good Neighbor Guidelines. Be sure to read your rental agreement for additional terms and restrictions which may include consequences for violating the Good Neighbor Guidelines.

City of Bend Mission Statement:

***Delivering the right public services for the Bend way of life.***

nb-5



# Guide to Clatsop County Short-Term Rentals



## CLATSOP COUNTY ASSESSMENT AND TAXATION

820 Exchange Street, Suite 210

Astoria, Oregon 97103

Phone: (503) 325-8522

Fax: (503) 338-3638



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# **QUICK VIEW**

## **CLATSOP COUNTY**

### **SHORT TERM RENTAL PROCESS**

#### **STEP #1**

Before submitting an application package, please contact the Clatsop County Community Development Division to verify that the property is zoned for short-term rentals. Land Use Planning staff must sign the Land Use Compatibility Statement (LUCS) included in this packet certifying that the property is zoned for short-term rental use.

#### **STEP #2**

Submit completed application, \$550 fee, and all supporting documents, except Certificate of Compliance from Public Health and Home Inspection Checklist from Building Codes. These departments will contact the applicant to schedule an inspection. Applications should be submitted to the Clatsop County Assessment and Taxation Department

#### **STEP #3**

County staff will route the application to the Clatsop County Public Health Department. Public Health staff will contact the applicant. After the Public Health Department issues a Certificate of Compliance staff will route the application to Clatsop County Building Codes.

#### **STEP #4**

Staff from Clatsop County Building Codes will contact the applicant to schedule a home inspection. After Building Codes issues a Certificate of Compliance the application will be returned to Clatsop County Assessment and Taxation.

#### **STEP #5**

Staff from Clatsop County Assessment and Taxation issues a display permit.

#### **STEP #6**

Clatsop County will mail required notice to surrounding properties within 300 feet.



# CLATSOP COUNTY SHORT TERM RENTAL CHECKLIST

In order for a short-term rental application and/or renewal to be complete, the following documents must be submitted. If any documents are missing, the application must be returned to the applicant along with a letter outlining the missing elements.

## TO BE PROVIDED BY THE APPLICANT

- \$550 permit fee**  
Payment may be made in cash (if in person), credit card, debit card or check payable to Clatsop County Assessment and Taxation Department. Payment must accompany the application.
- Clatsop County Short Term Rental Application (Page 4)**  
All property owners and the designated agent (if applicable) must sign the application form. Use additional sheets of paper for more than two owners.
- Signed Applicant Statement (Page 6)**
- Zoning Land Use Compatibility Statement (LUCS) (Page 7)**  
Signed documentation from the Clatsop County Planning Division verifying that the proposed use is permitted in the zone
- Map Depicting the Tsunami Evacuation Route (if applicable)**
- Scaled Site Drawing**  
The site drawing must show property lines and buildings, including garages parking spaces, driveways and other off-street parking spaces. This sketch does not need to be the quality of a formal "engineering drawing" but does need to be to scale (Example: 1" = 25').
- Floor Plan**  
The floor plan must show the location of all sleeping areas, beds, windows and doors.
- Proof of Liability Coverage on the Short-Term Rental**  
The insurance must include the address of the short-term rental.
- Information on Renter Notification of Regulations**  
Statements describing how renters will be notified in writing regarding regulations, location of parking, quiet hours, garbage removal and recycling.
- Transient Room Tax Registration Form (Page 8)**  
All application packets must also include a completed Transient Room Tax Registration Form (as required by the Assessor's Office).
- Bacteria and Nitrate Water Testing (if applicable)**  
All applicants with properties that utilize a non-public supply for potable water (i.e. well, cistern, etc.) must submit a Bac-T test from a currently licensed potable water testing lab in the State of Oregon.
- Instructions Regarding Delivery of Permit**  
If the permit is to be mailed to someone other than the first owner listed in our records, please provide written delivery instructions.

## TO BE PROVIDED BY COUNTY STAFF

- Certificate of Compliance from Clatsop County Public Health Department**  
Staff from the County's Public Health Department will contact the applicant to confirm whether records are available for the existing septic system or whether an Evaluation of Existing System (EES) is required. All required repairs and upgrades must be completed prior to a Certificate of Compliance being issued.
- Home Inspection Form completed by the Clatsop County Building Official**  
Staff from the County's Building Codes Division will contact the applicant to schedule an inspection time. All repairs/upgrades required to address life safety requirements must be completed prior to final approval from Building Codes.
- Display Permit**  
Staff from Assessment and Taxation will issue the final display permit once all County approvals have been acquired. A permit is valid for five (5) years.
- Notification of Surrounding Property Owners**  
Clatsop County staff will mail the required notices to surrounding property owners within 300 feet of the short-term rental.



# CLATSOP COUNTY SHORT TERM RENTAL PERMIT APPLICATION

Clatsop County Assessment and Taxation  
820 Exchange Street, Suite 210, Astoria, Oregon 97103  
Phone: (503) 325-8522 Fax: (503) 338-3638  
[assessor@co.clatsop.or.us](mailto:assessor@co.clatsop.or.us) [www.co.clatsop.or.us](http://www.co.clatsop.or.us)

## FEE: \$550

Effective July 1, 2018, Clatsop County requires approval of a revocable permit for short term (up to 30 consecutive days) rental of residential property in unincorporated areas of Clatsop County, including within urban growth boundaries. In Arch Cape, these rentals are limited to either a minimum period of seven nights or, if fewer than seven nights, then to no more than one rental within a seven (7) night period. These permits are processed and reviewed similar to a Type 1 Development Permit.

### INSTRUCTIONS TO APPLICANT – COMPLETE THIS FORM – PLEASE PRINT CLEARLY

#### REQUIRED ATTACHMENTS:

- Certification from the Clatsop County Planning Division that the proposed use is permitted in the zone
- Scaled drawing showing property lines and, including all buildings, garage spaces, driveways and off street parking.
- Floor plan showing sleeping areas, beds, doors and windows.
- Map depicting the tsunami evacuation route (if applicable)
- Proof of liability coverage on the short term rental (including address of rental property)
- Statement describing how renters will be informed of regulations and location of parking, quiet hours, garbage removal and recycling.
- Completed Transient Room Tax Registration form. Attach a list, with signatures, of all owners if more than two.
- Bacteria and Nitrate Water Testing (if applicable)
- Instructions regarding delivery of permit if it is to be mailed to someone other than the first owner listed in our records.
- Completed application
- Signed Applicant Statement
- \$550 application fee

### ALL PROPERTY OWNERS MUST SIGN THIS APPLICATION

INCOMPLETE APPLICATIONS CANNOT BE ACCEPTED OR PROCESSED

Property Address \_\_\_\_\_

Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ Tax Lot \_\_\_\_\_

Number of sleeping areas proposed: \_\_\_\_\_ Property in Arch Cape?: Y \_\_\_\_\_ N \_\_\_\_\_

Applicant Name \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_ City State Zip \_\_\_\_\_

Phone: Daytime \_\_\_\_\_ Evening \_\_\_\_\_ Cell \_\_\_\_\_

Use additional sheets of paper for more than two property owners. NOTE: Owner addresses will be displayed on permits.

<sup>1</sup>Owner Name \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_ City State Zip \_\_\_\_\_

Phone: Daytime \_\_\_\_\_ Evening \_\_\_\_\_ Cell \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If the property owner does not sign this application, a letter authorizing signature by the applicant must be attached.

<sup>2</sup>Owner Name \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_ City State Zip \_\_\_\_\_

Phone: Daytime \_\_\_\_\_ Evening \_\_\_\_\_ Cell \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If the property owner does not sign this application, a letter authorizing signature by the applicant must be attached.

### PARTY RESPONSIBLE AND AUTHORIZED TO ACT TO PROMPTLY REMEDY ANY COMPLAINTS:

Agent/Manager Name \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_ City State Zip \_\_\_\_\_

Phone: Daytime \_\_\_\_\_ Evening \_\_\_\_\_ Cell \_\_\_\_\_



# CLATSOP COUNTY SHORT TERM RENTAL PERMIT APPLICATION

Clatsop County Assessment and Taxation  
820 Exchange Street, Suite 210, Astoria, Oregon 97103  
Phone: (503) 325-8522 Fax: (503) 338-3638  
[assessor@co.clatsop.or.us](mailto:assessor@co.clatsop.or.us) [www.co.clatsop.or.us](http://www.co.clatsop.or.us)

## Department Use Only –

Permit No. \_\_\_\_\_ Date Issued: \_\_\_\_\_ Authorization: \_\_\_\_\_

FEE \$550.00 \_\_\_\_\_

### PUBLIC HEALTH APPROVAL

# Sleeping Areas Authorized by Public Health: \_\_\_\_\_

Date of Certificate of Compliance: \_\_\_\_\_

Public Health Signature: \_\_\_\_\_

### BUILDING CODES APPROVAL

Initial Inspection Date: \_\_\_\_\_

Requires Re-inspection? Y \_\_\_\_\_ N \_\_\_\_\_

Re-inspection date (if applicable): \_\_\_\_\_

Requires Re-inspection \_\_\_\_\_? (Additional fee required) Y \_\_\_\_\_ N \_\_\_\_\_

FEE \$125.00 \_\_\_\_\_

Building Codes Approval Date: \_\_\_\_\_

Building Codes Signature: \_\_\_\_\_





# CLATSOP COUNTY SHORT TERM RENTAL APPLICANT STATEMENT

1. I declare that I am the legal owner of subject property or an authorized agent of the legal owner of record. I will obtain all necessary permits and complete any modifications required renting the subject property for a short term rental. All statements in this application are true and accurate to the best of my knowledge. I understand that if a permit is issued based on false statements, or it is determined that I have failed to fully comply with all requirements that are part of this permit, any permit approval may be revoked.
2. I will at all times fully abide by all State, Federal and local laws, rules and regulations governing my activities conducted or planned pursuant to this permit.
3. As a condition for issuing this Clatsop County Short Term Rental Permit, I agree to hold Clatsop County harmless from and indemnify the county for any liability that might arise from short term rentals of this property and for any and all claims, damages, actions, causes of action or suits of any kind or nature whatsoever, which might result from the undersigned's failure to fully abide by any of the requirements in Clatsop County Ordinance No. 03-13 (Arch Cape), Clatsop County Ordinance No. 18-01 (unincorporated Clatsop County, excluding Arch Cape) and/or any other applicable law.
4. **WAIVER OF VESTED RIGHTS DURING APPEAL PERIOD.** The issuance of a short term rental permit by the Clatsop County Assessment and Taxation Director may be appealed within twenty (20) calendar days of the date of the notice of conditions, suspension or revocation. I understand that the issuance of a permit may be reversed on appeal. I further understand that actions taken by me during the appeal period shall be at my own risk. I agree that Clatsop County is not responsible for consequences or damages in the event that the issuance of a permit is reversed in appeal.
5. I am aware that my failure to abide by Clatsop County ordinances may result in revocation of this permit or enforcement action by the County and that enforcement action may result in revocation of this short term rental permit.
6. I understand that a change in use is not authorized under this permit and may require a new Clatsop County Short Term Rental Permit. (Check first with the Clatsop County Community Development Department).
7. I understand that any modifications to the dwelling that require a building permit also require a new inspection by Clatsop County Building Codes and a new Clatsop County Short Term Rental Permit. (Check first with the Clatsop County Community Development Department).

**I have read and understand the APPLICANT'S STATEMENT and agree to abide by the terms.  
I have met and will continue to comply with the standards under this ordinance.**

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_



**Clatsop County**  
 Community Development  
 800 Exchange Street, Suite 100  
 Astoria, Oregon 97103  
 Phone 503 325-8611 Fax 503 338-3606  
[comdev@co.clatsop.or.us](mailto:comdev@co.clatsop.or.us) [www.co.clatsop.or.us](http://www.co.clatsop.or.us)

## Short Term Rental Land Use Compatibility Statement

Property Address: \_\_\_\_\_  
 \_\_\_\_\_

Base Zone: \_\_\_\_\_ Overlay District(s): \_\_\_\_\_

**Short-Term Rental Location:**

T \_\_\_\_\_ R \_\_\_\_\_ S \_\_\_\_\_ TL \_\_\_\_\_ Acres \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Other Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

**SIGNATURES:**

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Agent/Other: \_\_\_\_\_ Date: \_\_\_\_\_

**Clatsop County Community Development:**

Based upon the above zoning, it is determined that Short Term Rental is a use permitted in that zone. Short Term Rentals are subject to the regulations outlined in Ordinance 17-02 and Ordinance 19-04. These ordinances apply to Short Term Rentals located within the unincorporated areas of Clatsop County, including within the urban growth boundaries that are NOT subject to an Urban Growth Boundary Management Agreement.

Authorization: \_\_\_\_\_ Date: \_\_\_\_\_



Clatsop County Tax Office
820 Exchange Street, Suite 210
Astoria, OR 97103

Transient Room Tax Registration

Rental Property Address \_\_\_\_\_ Map and Tax lot Number \_\_\_\_\_

Owner Information:

1Owner Name: \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: Day \_\_\_\_\_ Evening \_\_\_\_\_ Cell \_\_\_\_\_

2Owner Name: \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: Day \_\_\_\_\_ Evening \_\_\_\_\_ Cell \_\_\_\_\_

Property Manager Information:

Agency Name: \_\_\_\_\_ Agent Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\*\*\* The information above is subject to Public Information request\*\*\*

Lodging Intermediaries:

List the Intermediaries that will be collecting Transient Room Tax on your behalf i.e. VRBO:

\_\_\_\_\_

Will you be collecting rents from tenants separately from the Lodging Intermediaries listed above? \_\_\_\_\_

All Owners and Managers must sign this form in order for it to be considered complete.

Owner \_\_\_\_\_ Date \_\_\_\_\_

Owner \_\_\_\_\_ Date \_\_\_\_\_

Property Manager \_\_\_\_\_ Date \_\_\_\_\_

\*\*\* Pursuant to Clatsop County Ordinance 17-01 and 18-01 it is the responsibility of the Property Owner to ensure Transient Room Tax is collected and remitted to the Tax Administrator. \*\*\*



**Clatsop County**  
Assessment and Taxation

820 Exchange St., Suite 210  
Astoria, OR 97103  
(503) 325-8522 phone / (503) 338-3638 fax  
[www.co.clatsop.or.us](http://www.co.clatsop.or.us)

**Short-Term Rental Application Fees**  
*Adopted December 12, 2018*

<b>Short-term Rental Application.....</b>	<b>\$550</b>
<b>Building Codes Re-inspection Following 2<sup>nd</sup> Inspection Fee.....</b> per additional inspection	<b>\$125</b>
<b>Ownership Transfer Only (no structural changes since issuance of permit.....)</b>	<b>\$50</b>
<b>Ownership Transfer and Re-inspection.....</b>	<b>\$300</b>



# LAND USE AND BUILDING CODES REQUIREMENTS AND STANDARDS

## PERMIT REQUIRED:

Effective July 1, 2018, Clatsop County began requiring approval of a revocable permit for the short term rental (up to 30 consecutive days) of any residential property in the unincorporated areas of Clatsop County. Owners of short term rentals must also comply with the requirements of the Clatsop County Transient Room Tax Ordinance 17-01.

“Rental” is defined as an agreement granting the use and possession of a dwelling unit to a person. Use of a dwelling unit by a recorded owner or other person or persons without monetary consideration shall not be considered to be a rental under this Ordinance.

“Rented” means the use of a dwelling unit granted to a person in exchange for monetary consideration.

**Arch Cape Only: Rental of a short term dwelling unit is limited to either a minimum of seven nights or, if fewer than seven nights, to no more than one rental within a seven-night period.**

## APPLICATION PROCESS:

**STEP #1:** Contact the Clatsop County Planning Division to verify that the property is zoned for short-term rentals. Land Use Planning staff must sign the Land Use Compatibility Statement (LUCS) that is included in this packet (Page 7) to certify that the property is zoned for short-term rental use.

**STEP #2:** Submit a complete application packet, including all documents on the Clatsop County Short Term Rental Checklist to:

**Clatsop County Assessment and Taxation**  
820 Exchange Street, Suite 210, Astoria, Oregon 97103  
Phone: (503) 325-8522 Fax: (503) 338-3638  
[assessor@co.clatsop.or.us](mailto:assessor@co.clatsop.or.us) [www.co.clatsop.or.us](http://www.co.clatsop.or.us)  
Monday through Friday 8:00 a.m. to 5:00 p.m. (except holidays)

A complete application packet is required for each rental property and may be submitted in person or by mail to the above address. Applications are usually processed within two weeks of receipt, but can take longer, depending upon volume.

**STEP #3:** Public Health staff will contact the applicant to determine the status of the septic system and verify what documentation may be required from the applicant. If repairs are required, these repairs must be completed prior to Public Health issuing a Certificate of Compliance. Complete information regarding the Public Health Certificate of Compliance process can be found on Page 16.

**STEP #4:** Building Codes staff will contact the applicant to schedule an inspection. Any repairs or code-related health and safety requirements must be completed before Building Codes can sign off

on the permit application.

- STEP #5:** Permits are valid for a maximum of five (5) years. Original permits will be mailed to the first owner listed on the application form **unless** a written request is submitted indicating:
- the permit should be mailed to the agent indicated on the application
  - the permit will be picked up in person. Please include contact information so that staff can notify that the permit is ready for pick-up
  - other arrangements for delivery of the permit

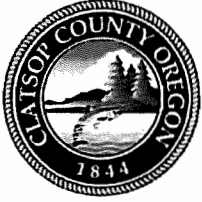
**STEP #6:** Clatsop County Staff will mail required notices to surrounding property owners within 300 feet of the short term rental.

Minimum required standards for short term rentals are listed in the table below. Complete copies of Ordinance 17-02 (Arch Cape) and 19-04 (Unincorporated Clatsop County, excluding Arch Cape) are available upon request.

<b>AREA SPECIFIC SHORT TERM RENTAL REQUIREMENTS</b> (short term rentals must meet these standards based upon the location of the property)		
<b>REQUIREMENT</b>	<b>ARCH CAPE ONLY</b>	<b>UNINCORPORATED CLATSOP COUNTY (EXCLUDING ARCH CAPE)</b>
<b>Maximum Number of Short Term Rental Units per Lot</b>	One rental per lot or parcel, excluding a caretaker residing in the Residence or ADU	One dwelling unit per single lot or parcel
<b>Length of Rental</b>	Minimum of seven (7) nights, or if fewer than seven (7) nights, no more than one rental within a seven (7) night period	Not to exceed thirty (30) consecutive nights
<b>Parking</b>	County staff will determine the number of parking spaces based on information in the approved Building Codes checklist.  On-street parking may be used only if off-street parking spaces are not physically available. If on-street parking must be used, the renter is required to use the parking along the frontage of the rental unit.	One (1) off-street parking space for each approved sleeping area, plus one (1) additional parking space. Trailers for boats and all-terrain vehicles may be allowed in available off-street parking spaces
<b>Maximum Occupancy</b>	Two (2) people per sleeping room, plus an additional four people, up to a maximum of 14 people.	Three (3) persons per sleeping area, plus an additional two (2) persons in the rental unit. Those under two (2) years of age shall not be counted. Tents and recreational vehicles shall not be used to increase the number of people approved to occupy a short term rental.

<b>UNINCORPORATED COUNTY-WIDE SHORT TERM RENTAL REQUIREMENTS</b> (ALL short term rentals in unincorporated Clatsop County, including Arch Cape, must meet these standards)	
<b># of Sleeping Rooms</b>	Each sleeping room must be a fully enclosed habitable space with a heat source and an exterior exit that opens directly to the outside or an emergency escape/rescue window. Building Codes staff will determine the number of qualified sleeping rooms.
<b>Payment of Transient Room Tax</b>	All applicable county room taxes shall be paid pursuant to County Code Chapter 3.16
<b>Home Inspection</b>	Clatsop County Building Codes approval of the home inspection. Required inspection items are detailed on Building Codes Checklist included in this packet.
<b>Parking</b>	Parking shall not, under any circumstances, hinder the path of any emergency vehicle. Renters may be cited and fined under existing State law in the event they park illegally.
<b>Garbage Removal</b>	The owner or contact person shall notify every renter in writing of the required off-street parking and other parking spaces available to serve the short term rental. The owner shall provide covered garbage containers that can be secured. All garbage must be placed and be kept in secured containers provided for that purpose. Containers shall not block access to the property or dwelling unit. Garbage shall be removed a minimum of one (1) time per week unless the short term rental is not rented. Owners shall provide guests with information about recycling opportunities.
<b>Quiet Hours</b>	The hours of 10:00 p.m. until 7:00 a.m. the next day are required quiet time. Renters who violate this standard may be issued a citation and be subject to a fine pursuant to Clatsop County Code §8.12.
<b>Complaints</b>	The owner or contact person shall notify every renter, in writing, of the quiet times and that a renter may be fined for violations under this ordinance. The owner or contact person shall attempt to contact a renter by phone or in person within twenty (20) minutes of receiving any complaint concerning the conduct of a renter.
<b>On-Site Wastewater Treatment</b>	If the property is not connected to a public sewer the on-site wastewater treatment system must be able to handle the capacity of the number of bedrooms of the home and the total number of occupants. <b>Specific information regarding the certification process is provided in the Public Health – FAQs Sheet, included in this packet.</b>





# Clatsop County

## Community Development – Building Codes

800 Exchange St., Suite 100  
Astoria, OR 97103  
(503) 338-3697 phone  
(503) 338-3666 fax  
[www.co.clatsop.or.us](http://www.co.clatsop.or.us)

### Building Code Requirements:

1. House numbers clearly visible from the street.
2. The current short term rental permit permanently and prominently displayed inside and near the front entrance of the short term rental.
3. At least one off street parking space available for each approved sleeping area plus one additional parking space. On street parking is not allowed.
4. Dwelling equipped with adequate and secured garbage storage containers. Weekly service required when dwelling is occupied.
5. At least one functioning fire extinguisher accessibly located within each floor of the dwelling. Fire extinguisher has a minimum rating of 2-A:10-B:C. The extinguisher is mounted on a wall with the handle between 3-4 feet above the floor.
6. Smoke alarms installed in all sleeping rooms, outside all sleeping areas, and on each floor.
7. Carbon monoxide alarms installed inside each sleeping room or within 15' of each sleeping area.
8. All stairways with four or more risers equipped with an approved handrail.
9. All guardrails able to withstand a 200 hundred pound lateral impact force.
10. All sleeping rooms/areas have windows or doors designed to emergency egress requirements. Rooms that do not meet the required egress standards are locked at all times when the dwelling is used as a short term rental. The sills of required egress windows do not exceed 44" above the floor. The minimum net clear opening of grade floor egress windows at least 5.0 square feet; the net clear opening of upper floor egress windows at least 5.7 square feet. All required egress windows have minimum clear width of at least 20" and minimum height of 24".
11. Exterior hot tub has adequate structural support and a locking cover or other barrier to adequately protect against potential drowning when the hot tub is not available for permissive use.
12. No broken windows or damaged doors.
13. Doors have working locks openable from the inside without a key or special knowledge.
14. All plug-ins and light switches have face plates.
15. The electrical panel has all circuits labeled and is accessible to the tenants.
16. Ground Fault Circuit Interrupter (GFCIs) protected receptacles provided at all outdoor locations, kitchen and bathroom sinks.
17. All fireplaces, fireplace inserts and other fuel burning appliances or heat sources properly installed and vented.
19. If the fireplace, fireplace insert or other fuel burning appliance does not have a chimney or flue in compliance with the code and the manufacturer's installation requirements the appliance must be permanently secured and signed "NOT FOR USE".



# CLATSOP COUNTY ENVIRONMENTAL HEALTH FAQs

**Q: What is the first step in the certification process for assuring my septic system is adequate for complying with the short-term rental ordinance?**

**A:** The first step is to determine whether Clatsop County Public Health has records on your septic system. This can be accomplished by coming into the Public Health office located at 820 Exchange Street in Astoria, Oregon, or by calling 503-325-9302. You will need to have a site address and the Section, Township and Range of the property to help us find the records.

**Q: What is needed to receive a Certificate of Compliance from Clatsop County Public Health?**

**A:** There are several routes to receive a Certificate of Compliance. Here are the most likely scenarios:

- If records of the septic system are available for a given property and the septic system is less than 10 years old, is not in a state of failure, and the system is not pressurized, the owner would receive a certificate of Compliance from Clatsop County Public Health.
- If records of the septic system are available, and the septic system is 10 years old or older, **OR** if a property does not have septic system records, an Evaluation of Existing System (EES) is required. If the EES indicates that the system is functioning properly, no repairs will be required on the system.
- If the EES indicates that the system is **not** operating properly, a letter of non-compliance will be provided to the owner outlining the problems with the system that must be addressed. Owners will have 60 days to correct the problems noted on the EES. **Please note that a repair permit issued by Clatsop County Public Health is required for all septic system repairs.**
- **Pressurized Systems:** In addition to the items above, if the system is pressurized, an Operation and Maintenance contract with a third party provider will be required. Once the Operation and Maintenance contract has been submitted to Clatsop County Public Health, the owner would receive a Certificate of Compliance.
- If the EES finds that a cesspool, drywell or similar system that is inadequate for treating residential strength sewage is the type of septic system serving the property, the owner will receive a letter of noncompliance. The owner would be required to abandon that system and install a new (repaired) system within 60 days. Once the system has been properly repaired, and an Operation and Maintenance contract has been submitted to Clatsop County Public Health, the owner would receive a Certificate of Compliance.

**Q: Where do I find the list of providers who can perform an Evaluation of Existing System and/or repair a septic system?**

A: You can find the list of licensed providers who can perform EES's here:

[http://www.co.clatsop.or.us/sites/default/files/fileattachments/public\\_health/page/2971/licensed\\_septic\\_disposal\\_services.pdf](http://www.co.clatsop.or.us/sites/default/files/fileattachments/public_health/page/2971/licensed_septic_disposal_services.pdf)

**Q: Where would I find a list of providers who can perform Operation and Maintenance?**

A: You can find the list of licensed Operation and Maintenance providers who can perform repairs here:

[http://www.co.clatsop.or.us/sites/default/files/fileattachments/public\\_health/page/1776/maintenance\\_providers\\_om\\_list\\_1.pdf](http://www.co.clatsop.or.us/sites/default/files/fileattachments/public_health/page/1776/maintenance_providers_om_list_1.pdf)

**Q: Where are the forms I need to submit to repair a system?**

A: All the forms you will need for this process are located here:

<http://www.co.clatsop.or.us/publichealth/page/onsite-septic-sewer-program-applications-and-forms>

**Q: What is the fee for this process?**

A: The fee for determining compliance is included in the \$550 short term rental application fee. **Please be advised that other fees may be required if a repair is necessary to receive a Certificate of Compliance.**

**Q: How do I go about testing my well/drinking water supply?**

A: You will need to contact a certified laboratory. You can find them using your web browser and the key words, "certified water testing labs near me." Once you have selected a company to work with, ask them for the supplies and instructions to test your water supply for bacteria and nitrates.

After receiving the results, submit them to Clatsop County Public Health for review. If the results indicate your water is free of bacteria and nitrates, no further testing will be required. If the results indicate the presence of bacteria or nitrates, your application will not move forward until the contaminant is eliminated from the water supply. The certified lab you choose to work with can assist you through a re-sampling process.

**Q: If I have questions about this process, who should I contact?**

A: You should contact the On-site Septic System Program at Clatsop County Public Health at 503-325-9302 or by email at [health@co.clatsop.or.us](mailto:health@co.clatsop.or.us).



# CLATSOP COUNTY SHORT TERM RENTAL COMPLAINT PROCESS & FORM

## **COMPLIANCE, INVESTIGATIONS, HEARINGS AND PENALTIES:**

- Owners of short term rental units must obey all applicable ordinances and regulations of Clatsop County and are subject to the enforcement and penalty proceedings contained in the applicable County Ordinances.
- Any property owner who operates a short term rental in violation of this section is subject to the abatement and penalty provisions of ORS 203.065, 203.810, and ordinances adopted under the Clatsop County Charter. The enforcement provisions of Clatsop County Code, Chapter 1 also apply, except where modified by this section

### **If there is a problem, these are the steps:**

- The complaining party notifies the contact person designated on the permit of the alleged violation and outlines the desired remedy.
- The contact person promptly responds and fixes any situation or problem.
- If the response is not satisfactory, the complaining party can file a complaint with Clatsop County. Complaints must be submitted in writing and include a description of the alleged violation as well as the time, date and nature of the alleged violation.
- The property owner must allow the County to inspect any records related to the short term rental dwelling unit upon request. The County can initiate enforcement under Chapter 1 of the Clatsop County Code. After conducting its investigation, the County options may:
  - Take no action on the request for the revocation of the short-term rental permit
  - Attach conditions to the existing short-term rental permit
  - Require a new inspection
  - Suspend the short-term rental permit until conditions are met
  - Revoke the short-term rental permit

Anyone dissatisfied with the County's enforcement decision may appeal and seek a hearing in front of the Clatsop County Hearings Officer.

If a permit is revoked, the owner cannot obtain a short term rental permit prior to one year from the date of revocation.

Any property owner found in violation of the provisions of this ordinance will be required to reimburse Clatsop County for the costs of enforcement including reimbursement of staff time, investigation costs, mailings, service fees, mileage and other costs related to the investigation and prosecution of the violation in question.



# Clatsop County

## Community Development

800 Exchange Street, Suite 100  
Astoria, Oregon 97103  
Phone: 503 325-8611  
Fax: 503 338-3606  
[comdev@co.clatsop.or.us](mailto:comdev@co.clatsop.or.us)  
[www.co.clatsop.or.us](http://www.co.clatsop.or.us)

### COMPLAINT FORM

Subject Property Address: \_\_\_\_\_

Location: Please describe using landmarks and mileposts. Be as detailed as possible.

\_\_\_\_\_

Legal Description: T \_\_\_\_\_ R \_\_\_\_\_ S \_\_\_\_\_ TL(s) \_\_\_\_\_

Zoning: \_\_\_\_\_ Overlay Districts: \_\_\_\_\_

Owner: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Violator: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Have you contacted the violating party? Yes  No  \_\_\_\_\_

Complaint filed as follows:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Complainant: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **UTILITY ACCOUNTS CLERK/RECEPTIONIST**

### **GENERAL DUTIES**

Perform various administrative, accounts receivable and citation duties. Act as receptionist; answer phones, route messages to appropriate staff, and greet customers at the office window. Receive payment for various City fees; records payment and forward documentation to appropriate staff. Receive, open and distribute mail; does related work as required. Responsible for all functions of the water/sewer utility billing system. The position also requires that you can be CJIS Certified.

### **GENERAL FEATURES OF THE CLASSIFICATION**

Responsible to the City Administrator for administrative, accounts receivable and citation duties. Work involves considerable contact with the general public both in person and on the phone. Generally expected to work independently, but refers exceptional situations to the City Administrator.

### **SUPERVISION EXERCISED**

Supervision is not a responsibility of this position.

### **KEY PERFORMANCE AREAS**

Greet the public, act as receptionist, provide information regarding City services, answer inquires/complaints and refer to the appropriate parties. Answer phones and route calls or take messages.

Receive, open and distribute mail; does related work as required. Go to the Post Office 3 days a week.

Data entry of utility meter readings monthly. Follow-up on erroneous meter readings.

Receive and post utility payments; prepare daily bank deposit. Go to bank 3 days a week.

Enter adjustments to specified accounts when approved by the City Administrator.

Generate and mail utility bills; respond to customer inquiries relating to bills. Follow-up on bills including research and problem solving.

General update and maintenance of customers' accounts; change of address, setting up "new service" requests, process "disconnect service" requests. Forward service request to Public Works department.

Maintain all necessary records of past due accounts. Prepare and mail notices to customers regarding past due accounts. Refer unpaid accounts to appropriate authority for collection or other procedure according to City ordinances.

Maintain court records for traffic and ordinance citations. Including receiving payments, attending monthly municipal court hearing at city hall, prepare notices to DMV for unpaid accounts and refer unpaid accounts to appropriate authority for collections

Other duties as assigned.

### **MINIMUM QUALIFICATIONS**

Ability to understand and follow detailed verbal and written instructions. Ability to learn clerical tasks, adhere to prescribed departmental routines; must have a general clerical aptitude and a basic knowledge of accounts receivable. Any combination of experience and training which demonstrates the knowledge, skills and ability to perform the described duties.

### **KNOWLEDGE DESIRABLE**

Skilled in Microsoft office products including Word and Excel. General office practices and procedures; accounts receivable practices used in the maintenance of utility accounts, billing procedures; cash posting procedures; filing systems; business English, grammar and spelling.

### **SKILLS**

The operation of standard office equipment, including the operation of a computer to update/access files; computer document/word processing; making computations and tabulations accurately; understand and follow verbal/written instructions, learn clerical tasks, and adhere to prescribed departmental routines. Ability to learn Tyler Technologies a Public Sector Software system.

### **ABILITIES**

Properly record and document City transactions; deal effectively with frequent interruptions; establish priorities and organize own workload. Organize, file and retrieve materials and documents; communicate effectively verbally and in writing; use tact and courtesy in dealing with the public and other officials. Use independent judgment in making decisions and work with limited supervision, and work as a team.

### **EDUCATIONAL REQUIREMENTS**

High school graduation or equivalency; preference given to post-secondary training.

### **EXPERIENCE**

One year of experience involving responsible administrative/accounts receivable duties, and customer service.

**PRE-EMPLOYMENT REQUIREMENTS**

Drug screening may be required, must be able to be bonded, educational and experience verification. Pass a background check. Must be able to be CJIS Certified. Demonstrated ability to perform essential functions.

**WORKING CONDITION and PHYSICAL ABILITIES**

Work is performed in office setting. Hand-eye coordination and fine manipulations are necessary to operate computers and various office machinery. This position requires occasional lifting of up to 50 pounds and lots of sitting.

**FLSA EXEMPTION STATUS**

Non-exempt

Approved by the Common Council on December 11, 2000.



**City of Port Orford**  
P.O. Box 310, Port Orford, OR 97465  
(541) 332-3681

**CITY RIGHT-OF-WAY USAGE LICENSE**

City Ordinance Chapter 12.24

**Licensee Information:**

Date: 9/5/21

Name: Maudie Swanstrom Phone #: 949-292-0995

Address: 406/408 9<sup>th</sup> St. Signature: M. Swanstrom

**Property location:**

Street location: 406 9<sup>th</sup> St. Assessors Map: 3315-05 AD Lot#: 4800

**Description of Improvements:** Attach Drawings / Plans if available:

Scrape approximately 4 inches of sod along 9<sup>th</sup> St and Washington St. to have gravel laid to replace it.

**Agreements:**

1. Licensee confirms they are the owner of the property adjacent to the City's right of way.
2. Licensee agrees that this license is personal to the licensee, non-transferable and may be revoked by the City of Port Orford at any time and without notice to licensee.
3. Licensee agrees that the use of the City's right of way is limited to the specific use authorized by this license.
4. Licensee shall notify in writing any purchaser of the property of this revocable license.
5. Licensee shall have all utilities and property lines located and marked at licensee's expense before submitting permit. (Utility locate service 1-800-332-2344)
6. The City of Port Orford reserves the right to remove any ground cover, landscaping or structures without compensation to licensee/property owner for utility installation/repair, Street maintenance/repairs, Street widening, Sidewalk construction and/or any other Street improvements, Right-of-way maintenance or any other actions deemed necessary by the City of Port Orford.
7. **HOLD HARMLESS CLAUSE:** The licensee agrees that their performance under this license is at their own sole risk and that they shall indemnify the City of Port Orford, its agents and employees and hold harmless from any and all liability for damages, costs, losses and expenses resulting from, arising out of, or in any way connected with this license and from any loss arising from the licensee's use of the property, or from the licensee's failure to perform fully hereunder, and the licensee further agrees to defend the City of Port Orford, its agents, and employees, against all suits, actions or proceedings brought by any third party against them for which the license holder would be liable hereunder.
8. If applicant disagrees with the action of City Staff, an appeal may be filed with the City Council within 14 days of the action, or the decision becomes final.
9. Criteria that will be used to evaluate proposed right of way use:
  - A. Potential impact on existing utilities (water, sewer, storm water, etc.) including potential future maintenance requirements for those utilities.
  - B. Will the proposed use negatively impact visibility for traffic on adjoining roadways?
  - C. Are there any other potential public safety concerns?
  - D. Will the proposed use be likely to create negative visual impact on adjoining properties?
  - E. Will the proposed use impact any other existing uses?
  - F. Is granting the ROW usage license in the public interest?

# City of Port Orford

## OFFICE USE ONLY

### PUBLIC WORKS REVIEW

Reviewed by: [Signature] Title: PU Super Date: 9/9/21

Recommendation: Approve  Approve w/Conditions  Deny

Conditions No excavation

### POLICE DEPARTMENT REVIEW

Name: [Signature] Title: Police Chief Date: 9/9/21

Recommendation: Approve  Approve w/Conditions  Deny

Conditions \_\_\_\_\_

### CITY ADMINISTRATION REVIEW & FINAL DECISION

Recommendation: Approve  Approve w/Conditions  Deny

Conditions \_\_\_\_\_

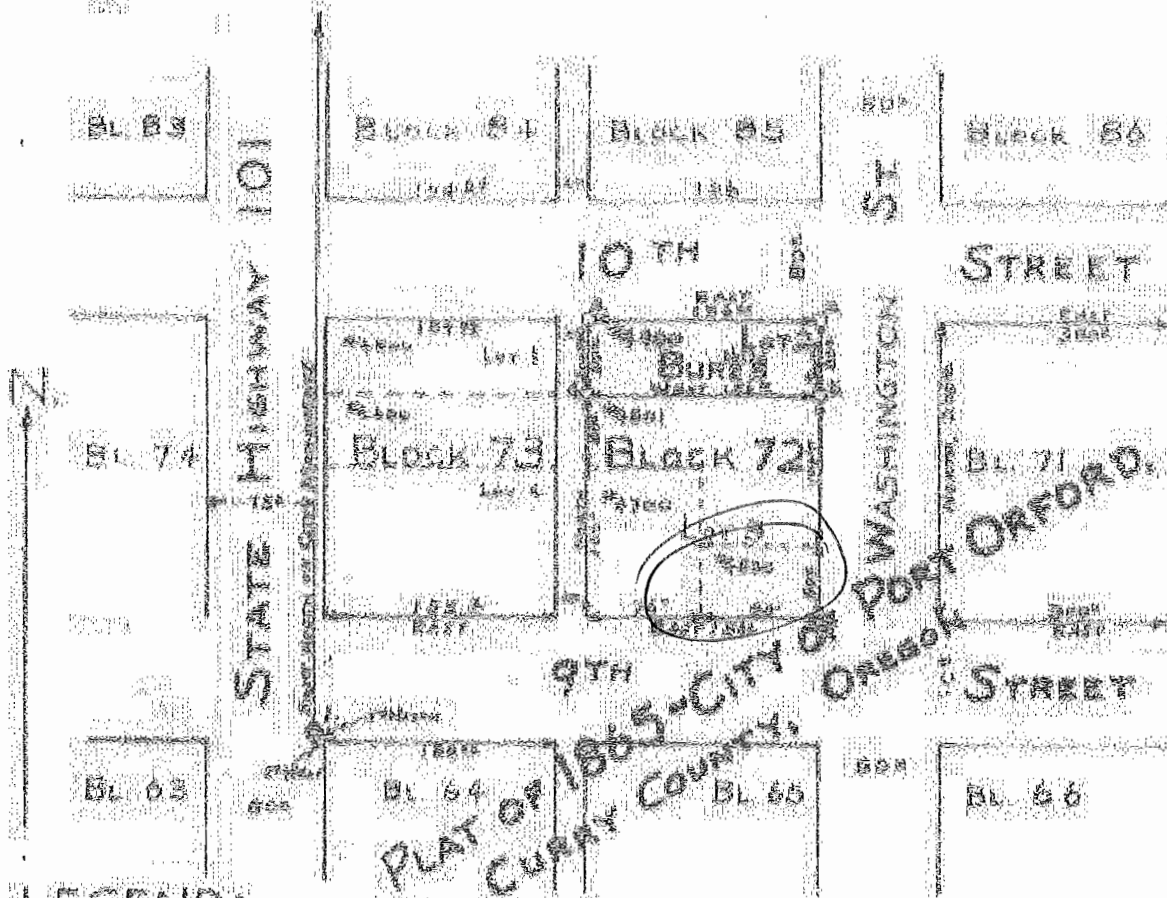
If Applicant disagrees with City Administration Review and Final Decision, the matter may be appealed to the City Council. Appeals must be in writing, and requested within 30 days of the final administrative decision or the decision becomes final.

In order to have standing to appeal you must be the applicant, an adjoining property owner, or an adversely affected citizen of the City of Port Orford.

# SURVEY FOR MARY E AND DALE BURES

LOT 2, BLOCK 72, CITY OF PORT ORFORD, ORE.

SCALE: 1" = 100 FEET



## LEGEND:

- ⊙ CORNER FOUND (x)
- ⊙ CORNER SET THIS SURVEY

1. IN CITY MONUMENT - 54 NORTH AND 56 WEST OF BLOCK CENTER
2. SET 8" IR SPIKE IN SHADY OF LARGE MENTERY CYPRESS TREE
3. SET 2" PIPE - ON HIGH
4. SET 2" PIPE - ON HIGH
5. SET 2" PIPE - ON HIGH IN THE SAME HOLE AS A BUSTED 2" PIPE (WHICH I BROKED)

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

*Lois P. Pihanar*

OREGON  
LOIS P. PIHANAR  
1976

JUNE 1, 1976

Sheet 33-15  
SAD

