



HERMISTON CITY COUNCIL

180 NE 2nd Street – Hermiston, OR 97838

Regular Meeting

February 22nd, 2016

A G E N D A

COUNCIL/CITY MANAGER WORK SESSION-6:00PM
Transportation System Plan (TSP) Review

1. CALL MEETING TO ORDER– 7:00 pm
2. DECLARATION OF QUORUM
3. FLAG SALUTE
4. PROCLAMATIONS, PRESENTATIONS & RECOGNITIONS
 - A) Presentation- Sheriff Rowan
5. CITIZEN INPUT ON NON-AGENDA ITEMS (Anyone wishing to bring anything before the council that is not on the agenda is asked to please do the following: 1. Limit discussion to not more than FIVE minutes; 2. State your name and address; 3. Direct your comments to the Mayor.)
6. CONSENT AGENDA
 - A) January Expenditures

Bonded Debt	0.00	Energy Services	587,335.88
General	627,769.38	Regional Water	42,447.71
State Tax Street	52,967.51	EOTEC Construction Fund	0.00
Transient Room Tax	2,373.81	Law Enforcement Special Revenue	735.74
Utility	240,558.65	Library Special Revenue	4,176.67
Recreation Special Revenue	0.00	2014 Water & Sewer Bonds	10,082.77
Reserve	53,497.66	Senior Center Construction Fund	330.00
Municipal Court	14,512.51	HURA Fund	368.37
Miscellaneous Special Revenue	2,449.88	TOTAL	1,655,844.76
Conference Center	16,238.22		
 - B) Announcement of standing committee vacancy for the unexpired portion of a 3-year term beginning April 11th, 2016 and ending March 31st, 2019.
Planning Commission- positions #1, #2, and #3.
(Deadline for submitting applications is March, 14th, 2016.)
 - C) Minutes of the February 8th, regular City Council meeting.
 - D) Minutes of the December 9, Planning Commission meeting.

- E) Minutes of the January 14th, Parks and Recreation meeting.
- F) Minutes of the January 30th, Council Goal Setting meeting.
- G) Minutes of the January 19th, Hispanic Advisory Committee meeting.
- H) Minutes of the February 8th, Community Livability Asset Oversight Committee meeting.
- I) Final Plat – Olive Court Subdivision SW 10th Street.

Action – Motion to approve consent agenda items.

Roll Call

7. ITEMS REMOVED FROM CONSENT AGENDA

8. PUBLIC HEARINGS

- A) Consider a request for annexation of approximately 0.45 acre parcel of land located at 260 E Theater Lane. The applicant wishes to annex to the City to allow connection to municipal sewer service. Thomas Morris proposes to annex the property with an R-4 zoning designation.
 - 1) Declaration of potential conflict of interest
 - 2) Hearing Guidelines
 - 3) Open Hearing
 - 4) Staff Report
 - 5) Public Testimony (people wishing to speak are asked to come to the microphone and state their name and mailing address)
 - a. Proponents
 - b. Opponents
 - 6) Close Hearing
 - 7) Finding of Fact

Action: Motion to approve findings of fact. Roll Call

- B) Consider an amendment to the City of Hermiston Transportation System Plan (TSP). The proposed amendment to the transportation system plan will amend the 2003 Hermiston TSP 395 Corridor Refinement Plan. The amendment to the corridor plan amends the street circulation plan and adds a new signal to service proposed retail and existing industrial development.
 - 1) Declaration of potential conflict of interest
 - 2) Hearing Guidelines
 - 3) Open Hearing
 - 4) Staff Report
 - 5) Public Testimony (people wishing to speak are asked to come to the microphone and state their name and mailing address)
 - a. Proponents
 - b. Opponents
 - 6) Close Hearing
 - 7) Finding of Fact

Action: Motion to approve findings of fact. Roll Call

9. RESOLUTIONS & ORDINANCES

- A) Ordinance No. 2238 – Consider a request for annexation of approximately 0.45 acre parcel of land located at 260 E Theater Lane. The applicant wishes to annex to the City to allow connection to municipal sewer service. Thomas Morris proposes to annex the property with an R-4 zoning designation.
- Action - Mayor requests first reading of the ordinance be read by title only and calls for a roll call. Roll Call
- Action - Mayor requests that the ordinance be put on for final adoption at this meeting and that the second reading be by title only and calls for a roll call. Roll Call
- Action - Motion that ordinance No. 2238 be adopted and become effective 30 days after its enactment. Roll Call
- B) Ordinance No. 2239 – Consider an amendment to the City of Hermiston Transportation System Plan (TSP). The proposed amendment to the transportation system plan will amend the 2003 Hermiston TSP 395 Corridor Refinement Plan. The amendment to the corridor plan amends the street circulation plan and adds a new signal to service proposed retail and existing industrial development.
- Action - Mayor requests first reading of the ordinance be read by title only and calls for a roll call. Roll Call
- Action - Mayor requests that the ordinance be put on for final adoption at this meeting and that the second reading be by title only and calls for a roll call. Roll Call
- Action - Motion that ordinance No. 2239 be adopted and become effective 30 days after its enactment. Roll Call
- C) Resolution No. 2016- A resolution approving a Utility Easement Grant to Umatilla Electric Cooperative along Geer Road and W. Dusk Ave, and authorizing the City Manager to sign on behalf of the City.
- Action- Motion to approve and lay upon the record. Roll Call
- D) Resolution No. 2017- A resolution approving a Utility Easement Grant to Umatilla Electric Cooperative along Theater Sports Park abutting Geer Road between Harper Road and W. Theater Lane, and authorizing the City Manager to sign on behalf of the City.
- Action- Motion to approve and lay upon the record. Roll Call

10. OTHER

- A) EOTEC Monthly Report.
- B) Confirm EOTEC Board appointment for the remaining unexpired portion of a 4-year term beginning February 22nd, 2016 and ending December 31st, 2018: City Position #3 Rodeo – Ed Brookshier
- Action- Motion to approve. Roll Call
- C) January Financial Report- Amy Palmer
- Action- Motion to approve. Roll Call

11. COMMITTEE REPORTS

- A) City Committees and Liaison: Airport Advisory, Budget, Hispanic Advisory, Library Board, Parks & Recreation, Planning Commission, Recreation Projects Fund, Faith-Based Advisory Committee, Community Enhancement Committee, Public Safety Committee, Public Infrastructure Committee, Hermiston's Branding Committee.

B) Mayor's Report –

C) Council Report –

D) Manager's Report –

12. ADJOURNMENT

UPCOMING MEETINGS AND EVENTS

At City Hall unless otherwise specified

Feb 22	6:00 pm	City Council Work Session
Feb 22	7:00pm	City Council Meeting
Feb 24	4:00pm	Library Board Meeting (Library)
Feb 24	5:00pm	Hermiston's Branding Committee Meeting (Rotary Room, Conference Center)
Feb 26	7:00 am	EOTEC Meeting (Stafford Hansell Government Center)
Mar 1	4:00pm	Faith-Based Advisory Committee Meeting
Mar 2	4:00pm	Airport Advisory Committee Meeting
Mar 9	7:00 pm	Planning Commission Meeting
Mar 10	5:30pm	Parks and Recreation Committee Meeting
Mar 14	6:00 pm	City Council Work Session
Mar 14	7:00pm	City Council Meeting
Mar 21	7:00 pm	Hispanic Advisory Committee Meeting

HERMISTON CITY COUNCIL

Regular Meeting

February 8th, 2016

Mayor Dave Drotzmann called the regular meeting to order at 7:00 pm. Present were Councilors Myers, Gutierrez, Primmer, Hardin, and Davis. Councilors Beas-Fitzgerald, Kirwan, and Smith were excused. Staff members in attendance were City Manager Byron Smith, City Attorney Gary Luisi, Assistant City Manager Mark Morgan, Chief Edmiston, Bill Schmittle, Ron Sivey, Amy Palmer, and Lilly Alarcon-Strong. News media present was Jade McDowell of the East Oregonian and Michael Kane of NE Oregon Now. The pledge of allegiance was given.

Consent Items

Councilor Davis moved and Councilor Primmer seconded to approve all Consent Agenda items, to include:

1. Minutes of the January 25th, work session and regular City Council meeting.
2. Minutes of the December 16th, Library Board meeting.
3. Minutes of the January 6th, Airport Advisory Committee meeting.
4. Liquor License Application - "Full On-Premises Sales, Commercial Establishment Change of Ownership" for La Hacienda Mexican Restaurant located at 285 E. Main Street.
5. Liquor License Application - "Off-Premises Sales, New Outlet" for Mercado San Juan located at 1150 W Hartley Ave Ste A.

Motion carried unanimously.

Res. No. 2013- Authorizing a Memorandum of Agreement between the City and Good Shepherd Medical Center to outline financial responsibilities for a traffic signal and turn pocket on Hwy 207- was read and discussed. Assistant City Manager Morgan gave a brief presentation guaranteeing the City will only pay 25% of the improvement costs for the traffic signal and turn pocket on Hwy 207 if Good Shepard Medical Center does not create 58 new jobs and sustain at least a total of 482 jobs for a year, which have already been created, as outlined in the Immediate Opportunity Fund Grant through the state. Councilor Gutierrez moved and Councilor Primmer seconded to approve Resolution No. 2013 and lay upon the record. Motion carried unanimously.

Res. No. 2014- Authorizing an Immediate Opportunity Fund Agreement with the State of Oregon in order to construct a new traffic signal and turn lane at the 11th & Elm intersection- was read and discussed. Assistant City Manager Morgan gave a brief presentation regarding the agreement between the City and ODOT to install a new traffic signal and turn lanes at the intersection of 11th and Elm. Councilor Myers moved and Councilor Hardin seconded to approve Resolution No. 2014 and lay upon the record. Motion carried unanimously.

Res. No. 2015- Authorizing the Eastern Oregon Trade and Event Center Board to enter into necessary financing agreements to finish capital construction on Phase 1-was read and discussed. City Manager Smith gave a brief presentation explaining Counties in Oregon cannot borrow money by pledging land as collateral, but can pledge their Full Faith and Credit which is what was approved at their January 19th, 2016 meeting for EOTEC. Councilor Myers moved and Councilor Primmer seconded to approve Resolution No. 2015 and lay upon the record. Motion carried unanimously.

HERMISTON CITY COUNCIL

Regular Meeting

February 8th, 2016

Direct the City Recorder to post Public Notice of the May 17th, 2016 Primary Election.

City Manager Smith stated the City has not previously advertised, in the newspaper, the open elected office positions, but thought this would be a good resource to allow for broader public knowledge. The open positions for the May 17th, Primary Election are Mayor and Municipal Judge. Candidates must submit their applications to the City Recorder no later than March 8th. At-Large Council elections will be held only at the General Election in November and Candidates will have until August 30th to apply. Public Notice will also be given for the At-Large Council positions later this year. Councilor Davis moved and Councilor Primmer seconded to direct the City Recorder to post Public Notice of the May 17th, 2016 Primary Election. Motion carried unanimously.

December Financial Report

Councilor Primmer moved and Councilor Hardin seconded to approve the December Financial Report as prepared and presented by Finance Director Amy Palmer. Motion carried unanimously.

Council Report

Hispanic Advisory Committee: Councilor Gutierrez stated the Hispanic Advisory Committee will meet Tuesday, February 16th, as Monday is a Holiday. He will be unable to attend as he has prior engagements.

Faith-Based Advisory Committee: Councilor Hardin stated Craig Fraley, the Committees Chairman has resigned due to health issues. Councilor Hardin stated the Committee is looking for new members, paperwork has been submitted for Hermiston's Family Promise, and Parks and Recreation Director Larry Fetter gave a presentation regarding the Community Clean-Up Event on April 9th, with the County contributing \$5,000.

Mayor Drotzmann stated Mr. Fraley's work with the Faith-Based Advisory Committee is very much appreciated and hopes his health will improve. Mayor Drotzmann encouraged those interested in being part of the Faith-Based Advisory Committee to apply at City Hall.

Hermiston's Branding Committee: Mayor Drotzmann stated the Branding Committee has added another three members to the Committee. The meetings have been very well attended with good participation from the high school, specifically Mr. Roger Berger and his students. The Committee plans to present their findings to the public and Council in March. Mayor Drotzmann encouraged the public to spread the word and participate in the Branding Survey that will be available for input, before the new logo and tagline are adopted by the City.

Community Livability Oversight Committee: Mayor Drotzmann stated with the help of Assistant City Manager Morgan, the Livability Oversight Committee will be presenting their findings to the Council for their recommendations on how, and what to move forward with from the outcome of the over 2,000 returned community surveys.

HERMISTON CITY COUNCIL

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Mayors Report

Mayor Drotzmann thanked the members of the Council that were able to participate in the Fair Appreciation Dinner, where they met the new Fair Director; Goal Setting Retreat; and Distinguished Citizens Award, where Josh Smith, son of Councilor Smith, was recognized for his service to the Emergency Fire Department. The Hermiston Education Foundation was also very well attended with at least 300 participants. Mayor Drotzmann stated he recently toured the EOTEC, Sheriff's Department, Dispatch Center, and Jail which are all great facilities.

Managers Report

City Manager Smith stated the auditors have completed their audit and will be presenting it to the Council in March; the City will also submit the report to GFOA.

City Manager Smith stated the EOTEC Board met twice in the last two weeks to outline the majority of contracts with Frew Development. Barn Designs will be ready to go out to bid in the next 6 weeks and Rodeo Designs in the next 8 to 10 weeks. Paving, parking lighting, hooking up electricity to the new sewer pump station, and much more will be worked on at the site in the next 18 months. Additional irrigation wells will be drilled, as well as pursuing water rights from Hermiston and Stanfield Irrigation Districts. City Manager Smith stated EOTEC Board Member David Bothum has resigned, as he wishes to participate in the EOTEC bid process. The Farm City Pro Rodeo will be recommending a replacement to the Council for appointment.

Mayor Drotzmann recognized the phenomenal job David Bothum has done in the last five years volunteering his time to the EOTEC project. Mayor Drotzmann stated the EOTEC Fundraising Board has raised over \$650,000 and encouraged the community to donate.

Adjournment

There was no other business, and the meeting was adjourned at 7:46 pm.

SIGNED:

/s/ David Drotzmann

MAYOR

ATTEST:

/s/Lilly Alarcon-Strong

ASSISTANT CITY RECORDER

HERMISTON PLANNING COMMISSION

Regular Meeting

December 9, 2015

Chairman Saylor called the meeting to order at 7:00 PM. Commissioners Saylor, Hamm, Caplinger, Erz, and Fialka, Dohery, and Flaiz were present. Commissioners Rebman and Medelez were absent.

Minutes

Commissioner Fialka moved and Commissioner Hamm seconded to approve the minutes of the November 18, 2015 meeting. Motion passed unanimously.

Hearing – Text Amendment Hermiston Code of Ordinances (continued from November 18, 2015)

The planning commission is continuing a hearing to consider amending the Hermiston Code of Ordinances section 157.002 to read:

DWELLING, MULTI-FAMILY. Three or more dwelling units contained in a single building, or within several buildings in one complex.

The applicant is the City of Hermiston.

City Planner Spencer presented the staff report which addressed the issues raised at the November hearing. Commissioners may wish to consider the following amended definition: *“A building containing three or more dwelling units. For the purposes of this ordinance multiple two family dwellings, multiple single family dwellings and any combination thereof on a single lot shall also be considered multi-family dwellings as long as the total number of dwelling units is equal to or greater than three.”*

Findings of Fact

Subject to the comments and considerations of the public hearing, the following findings are presented:

Statewide Planning Goals and Comprehensive Plan Policies.

Goal 1 and Policy 1. Citizen Involvement. The City will insure that citizens have an adequate opportunity to be involved in all phases of the planning process.

1. Notice of the planning commission hearing was published in the Hermiston Herald at least 20 days prior to the hearing on October 28, 2015 in accordance with §157.226 of the Hermiston Code of Ordinances.
2. The Planning Commission held a public hearing on November 18, and December 9, 2015 in accordance with §157.226(F).
3. The City Council held a public hearing on December 28, 2015 in accordance with §157.226(F)

Goal 1 and Policy 2. Planning Process. The City of Hermiston will monitor and update periodically its comprehensive plan and implementing ordinances to respond to changing conditions.

4. Policy 2 requires the City to annually review development activity and its impacts.
5. The planning commission reviewed the multi-family dwelling definition and determined it was inadequate to address all desired multi-family housing types.

6. The city council directed staff to prepare a code amendment to amend the definition for multi-family dwelling.

Goal 2 and Policy 3. Intergovernmental Coordination. The City of Hermiston will facilitate intergovernmental coordination so that decisions affecting local, state, and federal planning and development actions in the Hermiston area are rendered in an efficient and consistent manner.

7. The notice of proposed amendment was sent to the Department of Land Conservation and Development on October 13, 2015, more than 35 days prior to the first evidentiary hearing in accord with Oregon Administrative Rules, Chapter 660, Division 18.

Goal 3 Agricultural Lands.

8. Housing, especially multi-family housing, must be located within one of the city's five residential zones. Multi-family housing is not permitted on agricultural land. Farming practices and available arable land will not be impacted by amending the definition for multi-family dwelling.

Goal 4 Forest Lands, Goal 15 Willamette River Greenway, Goal 16 Estuarine Resources, Goal 17 Coastal Shorelands, Goal 18 Beaches and Dunes, Goal 19 Ocean Resources.

9. There are no tracts of lands subject to Goals 4, 15, 16, 17, 18, or 19 anywhere within the city limits or UGB. These goals are not applicable.

Goal 5 Natural Resources, Scenic and Historic Areas, and Open Space, Goal 6 Air, Water and Land Resource Quality, Goal 7 Areas Subject to Natural Hazards, Goal 8 Recreation Needs, Goal 9 Economic Development, Goal 11 Public Facilities and Services, Goal 13 Energy Conservation, Goal 14 Urbanization.

10. The City's acknowledged comprehensive plan has policies established to for compliance with Goals 5, 6, 7, 8, 9, 11, 13, and 14. No new uses are being permitted through the amendments. No additional findings must be made demonstrating compliance with these Goals.

Goal 9 Housing

11. Goal 9 requires the city to accommodate all forms of needed housing units. Broadening the definition of multi-family housing will allow additional forms of multi-family housing to be built.

Goal 12 Transportation and OAR 660, Division 012

12. The proposed amendment does not permit any new uses. Therefore no new trips will be created and no transportation facility will be significantly affected as a result of the amendment.

Hermiston Zoning Ordinance §157.226

13. The City Council initiated the proposed amendment to the zoning ordinance by motion on October 12, 2015 in compliance with §157.226(A).
14. The proposed amendment amends the text of the zoning ordinance, has a widespread impact on the city as a whole, and does not involve an amendment to the zoning map. Therefore, the proposed amendment is a legislative amendment as defined by §157.226(B)(1) and §157.226(C)(1) and (2).

15. Based upon Finding #14, the proposed amendment is not a quasi-judicial action and the approval criteria in §157.226(E)(1) are not applicable.
16. Notice of the proposed amendment was provided to the Oregon Department of Land Conservation and Development on October 13, 2015, more than 35 days in advance of the first evidentiary hearing as required by §157.226(F) and modified by ORS 197.610.
17. A notice of public hearing for the planning commission hearing was published on October 28, 2015 and the city council notice was published on November 4, 2015. Each notice was published in the Hermiston Herald at least 20 days in advance of the hearing as required by §157.229(D).
18. Based upon Finding #14, the proposed amendment is legislative and mailed notice to property owners is not required per §157.229(D).

Staff Recommendation

The planning commission has raised several issues which may impact the overall necessity of the text change. Looking at the long term impacts of the change, all possible consequences should be considered and weighed. Over a long enough horizon, virtually any development proposal could happen. To date there has been zero interest in constructing a tiny house colony in Hermiston. The tiny house movement appeals to a small demographic group which has not yet considered Hermiston. One reason why little traction has been evident for tiny houses is the relatively low cost of development and available land supply. Until there is more history with that development type and its longevity is proven, staff would not recommend developing comprehensive development standards. However, staff has still provided two potential amendments which the planning commission may wish to consider and recommend one or none to the city council.

New Definition:

“three or more dwelling units contained in a single building, or several buildings within one complex.”

Amended Definition:

“A building containing three or more dwelling units. For the purposes of this ordinance multiple two family dwellings, multiple single family dwellings and any combination thereof on a single lot shall also be considered multi-family dwellings as long as the total number of dwelling units is equal to or greater than three.”

Planning Commissioners discussed if amending the definition would make existing non-conforming lots with multiple dwellings conforming. City Planner Spencer responded that it would depend on the zoning of the lot. Commissioners discussed the striking out of the phrase multiple single family dwellings in the definition. Chairman Saylor closed the hearing at 7:10PM.

Commissioner Fialka moved to accept the Findings of Fact as written. Commissioner Doherty seconded the motion. Motion passed.

Commissioner Erz moved, and Commissioner Hamm seconded to recommend that the City Council adopt the new definition as rewritten to read: *“A building containing three or more dwelling units. For the purposes of this ordinance multiple two family dwellings, on a single lot shall also be considered multi-family dwellings as long as the total number of dwelling units is equal to or greater than three.”* Motion passed.

Hearing – Conditional Use Permit Desert View Elementary

The planning commission is holding a hearing to consider a request for a conditional use permit. The request must be approved by the planning commission subject to the criteria established in §157.208 of the Hermiston Code of Ordinances. The applicant, Wade Smith of the Hermiston School District #8R, is requesting that the City allow one additional modular facility to be placed at Desert View Elementary School. The school district wishes to accommodate student growth. The property is located at 1225 SW 9th Street and is also described as 4N2815BD, Tax Lot 900. The property is zoned R-1.

Chairman Saylor asked if any commissioners had a conflict of interest. Hearing none, she read the following guidelines:

- a. The applicable substantive criteria relied upon by the City in rendering the decision to grant the conditional use permit are contained in §157.208 of the Hermiston Code of Ordinances.
- b. Testimony and evidence must be directed toward the criteria described above or other criteria in the comprehensive plan or land use regulations which the person believes apply to the decision.
- c. Failure to raise an issue by the close of the record at or following the hearing, in person or by letter, precludes appeal to the Land Use Board of Appeals (LUBA) or the city council based on that issue.
- d. Failure to raise an issue with sufficient specificity to afford the decision maker and the parties an opportunity to respond to that issue precludes appeal to LUBA or the city council based on that issue.
- e. Failure to raise constitutional or other issues relating to proposed conditions of approval with sufficient specificity to allow the local government or its designee to respond to the issue precludes an action for damages in circuit court.
- f. Prior to the conclusion of the evidentiary hearing, any participant may request an opportunity to present additional evidence, arguments or testimony regarding the application. The planning commission shall grant such a request by continuing the public hearing pursuant to ORS 197.763(6)(B) or leaving the record open for additional written evidence, arguments or testimony pursuant to ORS 197.763(6)(C).

For this hearing, the process begins with the staff report, followed by testimony from the applicants and any other supporters of the application. This will be followed by opponents to the application. Finally, a rebuttal by the applicant will be allowed. The public hearing portion of the procedure will then be closed, and the planning commission will consider the information and testimony received and may render a decision.

The hearing was opened at 7:12PM. City Planner Spencer presented the staff report.

Findings of Fact

The proposal is in conformance with the comprehensive plan and zoning code.

1. In the City of Hermiston, a school and its accessory uses may be permitted in the R-1 zone subject to the provisions of a conditional use permit.
2. The city held a public hearing on the proposed conditional use permit on December 9, 2015 at which time public testimony was solicited.
3. The property presently contains a school and associated athletic fields and playground space.

4. The property is zoned Single Family Residential (R-1).
5. Per §157.025(B)(10) of the Hermiston Code of Ordinances, a school and its accessory uses are a conditional use in the R-1 zone.
6. The new modular structure encompasses approximately 1,792 square feet.
7. The total lot area is 19.1 acres.
8. The new modular structure will cover less than one percent of the entire lot. The overall lot coverage of the school and proposed modular classroom is 54,492 square feet which is 7% and less than the 30% lot coverage allowed in the R-1 zone.
9. The proposed modular building exceeds the minimum setbacks for the R-1 zone.

The property is adequate in size and shape to accommodate the proposed use, together with all other zoning requirements and any additional conditions imposed by the planning commission.

10. The overall property size is 19.1 acres.
11. An additional 1,792 square feet of modular structure will cover less than 1% of the total lot area.
12. This small lot coverage will not impact the school's ability to provide required open space recreational facilities for students.
13. The proposed 1,792 square feet of classroom space will not require new parking spaces. Section 157.176 of the Hermiston Code of Ordinances requires 1.5 parking spaces per classroom. The existing school facilities have 20 classrooms and require 30 spaces. The modular building will have two additional classrooms requiring 3 additional spaces. Since the existing school contains over 80 parking spaces, no additional parking is required for this proposal.

Public facilities are of adequate size and quality to serve the proposed use.

14. The site is already serviced by municipal water and sewer lines. No additional capacity is required to service the modular buildings, although new connections to the lines are anticipated.

The proposed use will prove reasonably compatible with surrounding properties.

15. The property is utilized as a school and has been in operation for over ten years. In the intervening time, substantial residential and school related developments have occurred around the building.
16. The modular classrooms are located in a location designed to minimize impact to adjacent residential users while simultaneously creating the best flow of students from the modulars to the regular structure.
17. A 177 foot separation provides an adequate buffer between classrooms and nearby residences.
18. The modulars are designed to compliment the nearby residential houses through design features such as lap siding, higher roof pitches, architectural shingles, and other features.

Staff Recommendation

Based upon the site plan submitted by the school district and the findings of fact, the addition of modular structures is in compliance with the city's requirements and policies. Therefore, staff recommends that the placement of an additional modular classroom at Desert View Elementary School be approved by the planning commission.

The staff report was presented by City Planner Spencer. The hearing was closed at 7:17PM.

Commissioner Caplinger moved and Commissioner Fialka seconded to approve the Findings as written. Motion passed unanimously. Commissioner Erz moved and Commissioner Hamm seconded to approve the

conditional use application to allow the additional modular at Desert View Elementary School. Motion passed unanimously.

Hearing – Conditional Use Permit Sunset Elementary

The planning commission is holding a hearing to consider a request for a conditional use permit. The request must be approved by the planning commission subject to the criteria established in §157.208 of the Hermiston Code of Ordinances. The applicant, Wade Smith of the Hermiston School District #8R, is requesting that the City allow the addition of up to two modular facilities to be placed at Sunset Elementary School. The property is located at 300 E Catherine Ave and is also described as 4N2811BC, Tax Lot 4500. The property is zoned R-2.

There were no conflicts of interest declared. Commissioners waived reading the hearing guidelines. The hearing was opened at 7:19PM. City Planner Spencer presented the staff report.

Findings of Fact

The proposal is in conformance with the comprehensive plan and zoning code.

1. In the City of Hermiston, a school and its accessory uses may be permitted in the R-2 zone subject to the provisions of a conditional use permit.
2. The city held a public hearing on the proposed conditional use permit on December 9, 2015 at which time public testimony was solicited.
3. The property presently contains a school and athletic fields and playground space for the school.
4. The property is zoned Duplex Residential (R-2).
5. Per §157.026(B)(1) of the Hermiston Code of Ordinances, a school and its accessory uses are a conditional use in the R-2 zone.
6. The new modular structures encompass approximately 3,584 square feet.
7. The total lot area is 14.82 acres or 645,559 square feet.
8. The new modular structures will cover less than one percent of the entire lot. The overall lot coverage of the school and proposed modular classrooms is 64,584 square feet which is 10% and less than the 35% lot coverage allowed in the R-2 zone.
9. Each of the proposed modular buildings exceeds the minimum setbacks for the R-2 zone.

The property is adequate in size and shape to accommodate the proposed use, together with all other zoning requirements and any additional conditions imposed by the planning commission.

10. The overall property size is 14.82 acres.
11. An additional 3,584 square feet of modular structures will cover less than 1% of the total lot area.
12. This small lot coverage will not impact the school's ability to provide required open space recreational facilities for students.
13. The proposed 3,584 square feet of classroom space will not require new parking spaces. Section 157.176 of the Hermiston Code of Ordinances requires 1.5 parking spaces per classroom. 122 parking spaces are required for the existing school. The two modular buildings will have 4 additional classrooms requiring 6 additional spaces. The existing school contains 132 parking spaces, no additional parking is required for this proposal.

Public facilities are of adequate size and quality to serve the proposed use.

14. The site is already serviced by municipal water and sewer lines. No additional capacity is required to service the modular buildings, although new connections to the lines are anticipated.

The proposed use will prove reasonably compatible with surrounding properties.

15. The modular classrooms are located in a location designed to minimize impact to adjacent residential users while simultaneously creating the best flow of students from the modulars to the regular structure.
16. The modulars are designed to compliment the nearby residential houses through design features such as lap siding, higher roof pitches, architectural shingles, and other features.

Staff Recommendation

Based upon the site plan submitted by the school district and the findings of fact, the addition of modular structures is in compliance with the city's requirements and policies. Therefore, staff recommends that the placement of additional modular classrooms at Sunset Elementary School be approved by the planning commission

Chairman Saylor closed the hearing. Commissioner Hamm moved and Commissioner Caplinger seconded to adopt the Findings as written. Motion passed unanimously. Commissioner Caplinger moved and Commissioner Fialka seconded to approve the conditional use to allow the placement of up to two additional modular at Sunset Elementary School. Motion passed unanimously.

Hearing – Conditional Use Permit Hermiston High School

The planning commission is holding a hearing to consider a request for a conditional use permit. The request must be approved by the planning commission subject to the criteria established in §157.208 of the Hermiston Code of Ordinances. The applicant, Wade Smith of the Hermiston School District #8R, is requesting that the City allow the addition of up to three modular facilities to be placed at Hermiston High School. The property is located at 600 S First St and is also described as 4N2810DD, Tax Lot 300. The property is zoned R-2.

There were no conflicts of interest declared. Commissioners waived reading the hearing guidelines. The hearing was opened at 7:23PM. City Planner Spencer presented the staff report.

Findings of Fact

The proposal is in conformance with the comprehensive plan and zoning code.

1. In the City of Hermiston, a school and its accessory uses may be permitted in the R-2 zone subject to the provisions of a conditional use permit.
2. The city held a public hearing on the proposed conditional use permit on December 9, 2015 at which time public testimony was solicited.
3. The property presently contains a school, athletic fields, and parking for the school.
4. The property is zoned Duplex Residential (R-2).
5. Per §157.026(B)(1) of the Hermiston Code of Ordinances, a school and its accessory uses are a conditional use in the R-2 zone.
6. The three new modular structures encompasses approximately 5,376 square feet.
7. The total lot area is 17.45 acres or 760,122 square feet.
8. The new modular structures will cover less than one percent of the entire lot. This portion of the school site and county fairgrounds has very little structural coverage, with the exception of the rodeo seating and Weber field seating. The total lot coverage is less than the 35% allowed in the R-2 zone.
9. It is not clear from the site plan if the modular structures will meet or exceed the minimum 7 foot sideyard setback for the R-2 zone. It is possible to locate the structures without impacting more than

one row of parking and meet the 7-foot setback. Therefore, the planning commission will require all three modular units to be placed at the 7 foot setback line from the south property line.

The property is adequate in size and shape to accommodate the proposed use, together with all other zoning requirements and any additional conditions imposed by the planning commission.

10. The overall property size is 17.41 acres.
11. An additional 5,376 square feet of modular structures will cover less than 1% of the total lot area.
12. Lot coverage is well below the 35% coverage requirement with the addition of the new modular units..
13. The proposed 5,376 square feet of classroom space will not require new parking spaces. Section 157.176 of the Hermiston Code of Ordinances requires 1.5 parking spaces per classroom and one space for each six students. The existing school facilities plus the three proposed modulares have 79 classrooms and require 118.5 spaces. School enrollment for the 2016-17 year is projected at 1,507 students and will require 251 parking spaces. Since the existing school contains 374 spaces after and requires 369.5 parking spaces, no additional parking is required for this proposal.

Public facilities are of adequate size and quality to serve the proposed use.

14. The site is already serviced by municipal water and sewer lines. No additional capacity is required to service the modular buildings.
15. The modular buildings are proposed as dry units and will not be connected to water and sewer facilities and will not have bathrooms inside.

The proposed use will prove reasonably compatible with surrounding properties.

16. The modular units are designed to be reasonably compatible with adjacent users such as Head Start and Campus Life as well as compatible with the overall design aesthetic of the high school.

Staff Recommendation

Based upon the site plan submitted by the school district and the findings of fact, the addition of modular structures is in compliance with the city's requirements and policies. Therefore, staff recommends that the placement of three modular classrooms at Hermiston High School be approved by the planning commission subject to the condition that the modulares be placed at least seven feet from the south property line.

Chairman Saylor closed the hearing. Commissioner Erz moved and Commissioner Fialka seconded to adopt the findings as written. Motion passed unanimously. Commissioner Doherty moved and Commissioner Erz seconded to approve the conditional use permit to place three modular classrooms at Hermiston High School subject to the condition that the modular be placed at least 7 feet from the south property line. Motion passed unanimously.

Planner Comments and Unscheduled Communications

City Planner Spencer updated the Commissioners on the Holiday Inn Express project. Building permits were being pulled this week. Cimmaron Terrace will be starting a phase. This phase will be 74 units of common wall housing consisting of three and four plexes. Desert Sky will begin Phase 5 next summer.

Chairman Saylor adjourned the meeting at 7:34PM.

City of Hermiston
Parks and Recreation Department
Regular Meeting

January 14, 2016

5:30pm

Attendance:

- ✓ Briana Cortaberria
- ✓ Jean Stahlberg
- ✓ Carlisle Harrison
Steve Williams
Lisa Garcia
- ✓ Mike Kay
Ryan Severs
- ✓ Jackie Myers, Council Liaison
- ✓ Doug Primmer, Council Liaison

Staff:

- ✓ Larry Fetter, Director
- ✓ Dan Earp, Recreation Supervisor
- ✓ Gina Wicks, Department Assistant

Chairperson Cortaberria called the regular meeting to order at 5:30pm. Present were members Stahlberg, Harrison, Kay, Councilors Myers and Primmer.

November 2015 Minutes

Board members C. Harrison moved and J. Stahlberg seconded that minutes of the regular scheduled meeting of November 2015 be approved. Motion carried unanimously. With no comment from audience to address the committee meeting Chair Cortaberria turned meeting over to Director Fetter.

Public Attendance

Jackie Linton
Ken May
Eileen Laromoe
Andrew Cooley
Uppa Shakpa
Barry Trapp

REPORTS

Photos of the Park

A) NORTHSIDE PARK DESIGN PROJECT continued

Presenting an overview from the November 2015 meeting, Mr. Fetter went over ideas to be thinking about at Northside Park 1) who might park serve – kids and adults, 2) should park be active/passive design, 3) the park would be a daylight to midnight facility- like other parks in Hermiston.

Director Fetter told members he has secured a demolition permit to remove the non-functional restroom and it would be removed in spring time. Several designs ideas were mentioned for the Tot Lot at the previous meeting that included educational, discovery, and adventure fun elements. Other elements mentioned; recording history of the park, incorporating shade, lights, bench seating, a climbing wall, new play structure with a slide, a drinking fountain. Mr. Fetter suggested to members keeping the design simple to prevent over-crowding and over-lapping elements. Because Northside Park is a neighborhood park the biggest decision is how to treat it, as one large space or design as two separate spaces as it is currently. The park will not include a restroom.

The Director said the project design will be challenging because the lot size configuration. His suggestion to build the park would be to add a landscape buffer perimeter, have park access off each street, include shade structure with seating, a separation between soft space and hard space (sport court), and landscape with natural shade with low maintenance using shrubby and trees.

Using brain-storming ideas from last meeting Mr. Fetter set up an exercise that would include both audience and committee members. A variety of images of small space parks were shown with different components ranging from exploring to educational elements. The Director asked all in attendance to place a sticky dot next to their favorite park images that they think would be ideal for Northside Park. The images that received the most dots include a variety of play surfaces, a basketball court, a cement dragon, swings, a shade structure, and a slide. Director Fetter said he would take the information and incorporate the most popular elements into a park layout presenting it to the group during February 11th meeting.

Board member Harrison asked Jackie Linton, neighbor to Northside Park, what age of children live around the park. Ms. Linton stated kids range from small children to junior high. Chairperson Cortaberria asked Mr. Fetter where the closest activity court would be from Northside. He said Rocky Heights Elementary and across Hwy 395 to Sunset Park.

Councilor Primmer asked if anymore thought had gone into retaining the Merry-go-Round to keep it functional and retain some of the history of park. Director Fetter said he has some thoughts in how to integrate the piece and make it functional but is not ready to share with committee as of yet. A big concern is the entrapment under the Merry-go-Round. Mr. May suggested adding metal side skirting under the Merry-go-Round to keep kids from going underneath but comments expressed thought that could generate more risks. Mr. Fetter will continue to research and bring some ideas back to the next meeting.

There was some interest in naming the park after **Luster Greenwood** who was the key inspiration behind the park.

B) PROJECTS UPDATE

- **Newport Park**

Director Fetter informed committee the project at Newport Park is completed, is collecting water however it is retaining water a little longer so a dry well will be installed at the inlet portion of the system to allow water to disperse into rock bed.

- **Sunset Park**

The new entrance into Public Works from Elm Street is now being used. In the spring, the old entrance will be removed and work will begin following the design of the conceptual plans. Mr. Fetter stated he hopes to write a grant for the park project. Councilor Meyers asked if the Merry-go-Round couldn't fit into the plans of Northside Park could it be used in Sunset Park or another park where more room is available. Director Fetter stated it could be moved and it would be considered.

- **Victory Square Park**

The new restroom has been installed with concrete work almost finished. The shelter's roof at VSP is badly deteriorated and Mr. Fetter stated there is just enough money available from the original grant to put on a metal roof.

- **Utility Landscaping and Composting**

The park maintenance crew has been asked to do the utility mowing which would mean hiring a couple extra seasonal employees. City utilities will be paying the parks department for services rendered and by using the same labor pool it would allow the department to create a compost site. The site would be available to the community on designated days during the summer and the department would recycle material using chipped and organic compost as a supplement in our parks. The compost site will be located at the Waste Water Recycling Plant. Board member C. Harrison asked if there is plans for a chipper. Mr. Fetter stated he planned on having conversations with potential partners that could share in the use/cost of a chipper.

- **Senior Center update**

Both Chairperson B. Cortaberria and M. Kay asked for an update on Senior Center.

Mr. Fetter told the group that the preferred Aspen site location is now unavailable since property owners decided not to sell. The secondary site on Ridgeway is now the primary site which includes one acre behind the Hermiston Library (parking lot area) and one acre owned by the Hermiston School District (HSD, the old Armand site). This gives city a two acre plot which is the minimum size needed for the center. HSD recently made the property available on a long-term lease, 50 years, which meets the requirements. The design plans are being refined to fit the new location and Mr. Fetter hopes to receive a preliminary design within six weeks.

It was clarified that now that there will be no purchase of property needed for the project the entire grant money will be strictly used for bricks and mortar.

The foundation of the original agreement that originated over two years ago between the city and seniors was to protect the seniors' use of the building. The city will own the building, the HSD will own ground they currently own so depending on where the building goes the city may own the ground or may not. The arrangement is that the city will own the building and the seniors will be a no cost tenant user. The Senior Center exclusive hours are *Monday-Friday, 8:00am-3:00pm*. If a need arises and the seniors need the building beyond their regular hours it could easily be scheduled.

During the first five years of the Senior Center opening, the building will be used *exclusively* for senior activities/events only. After five years, it becomes available for city programs however it would have to be outside the senior's *exclusive* hours. The seniors have a 501C3 that makes them a formal Non-Profit group that has rights and responsibilities and must submit records to state to remain certified. The agreement between the city and their board, which meets monthly, is an agreement-partnership between the two entities. It specifies that there will be ongoing communication and a joint management committee that will meet monthly to go over schedules and work thru details.

- **Program Highlight's**

An update of past, current and upcoming activities and events were given. New events included the Holiday Light Festival that included light shows during the month of December on 2nd Street and "Breakfast with Santa" held at the ARC that attracted over 90 people, young and old.

HERMISTON CITY COUNCIL

Goal Setting Retreat

January 30th, 2016

City Manager Byron Smith called the Goal Setting Meeting to order at 9:05 am. Present were Mayor Drotzmann, Councilors Gutierrez, Primmer, Hardin, Davis, Beas-Fitzgerald, and Smith. Staff members in attendance were Mark Morgan, Chief Edmiston, Clint Spencer, Bill Schmittle, Roy Bicknell, Ron Sivey, Larry Fetter, Rose Emerson, Chuck Woolsey (arrived at 10:50 am), and Lilly Alarcon-Strong. Councilors Myers and Kirwan, and staff members Amy Palmer, Nate Rivera and Marie Baldo were excused.

Sara Singer from J Robertson and Company stated she will be leading the Council and staff in team building and other exercises to determine what the vision, values, and priorities are for Hermiston's future growth.

Per Sara's direction, the Council and staff split into different groups of three and four, with at least one Councilor in each group, to participate in team building challenges, exercises, and discussions. The team building exercises helped the groups brainstorm, build on each other's ideas, and work together to accomplish a common goal. After each exercise, a member from each group shared their thoughts and ideas with the entire room for further comment and discussion.

Vision and Values ranged from a clean, desirable community; transportation and opportunity hub; good infrastructure; inclusive, safe, affordable, happy, healthy and generous community with strong work ethics, to name a few.

Each staff member gave a brief overview of what their departments have been working on for the last year, and what is currently being worked on. Projects ranged from EOTEC, Hermiston's Branding effort, the GIS System, code enforcement, livability study, Art Plan, HURA, TSP update, public transportation, the Harkenrider Senior Center, Airport improvements, online access improvements for customers, infrastructure, new development, and more.

Council and staff were asked to rate their top priorities for Hermiston's future. Priorities that took the lead were EOTEC, Capital Improvements, TSP Master Plan, Park development, Downtown revitalization, Economic development, Conference Center and City Hall refurbishments. It was discussed that all of these priorities are being worked on by City staff and Hermiston's future is being led in the right direction.

There was no other business, and the meeting was adjourned at 3:45 pm.

Chairperson Eddie De La Cruz called the meeting to order at 7:00 pm. Committee members present were Manuel Gutierrez, Clara Beas-Fitzgerald, Hector Ramirez, and Claudia Jimenez. Bryan Medelez and Jesus Rome were excused. City representatives present were Assistant City Manager Mark Morgan, and Executive Assistant Lilly Alarcon-Strong. The Pledge of Allegiance was given.

Minutes

Manuel moved and Hector seconded to approve the minutes of the November meeting. Motion carried unanimously.

New Business

Livable Hermiston Presentation

Assistant City Manager Morgan stated the Future Task Force and Livability Oversight Committee have been working on getting ideas and input from Hermiston residents and those who work and visit Hermiston, but do not live in Hermiston, to make Hermiston more livable within the next 10 to 15 years. This idea was developed as the EOTEC site will be coming online soon, and the City was looking for long term ideas for Conference Center. Two surveys were given to the community with over 1,000 participants each time. Out of those two surveys, participants indicated they felt the most important things for Hermiston to have would be: 91% Year-Round Aquatic Center, 90% Revitalize Downtown, 86% more outdoor open spaces, 85% YMCA/Boys and Girls Club, and 67% Arts and Cultural Facility/ Museum.

The Committee and audience participated in a survey administered by Mark where they specified what negative and positive impact the above facilities might have in the community, as well as their preferred priority, which was an indoor aquatic center.

Violence Prevention

Violence Prevention Coordinator Danny Bane stated his main job is to help smaller organizations build infrastructure, gain funding, and help with the kids in their programs. Danny was previously with Lost and Found Outreach in Pendleton for over 13 years, which partners with other entities in the community to provide programs for kids 12-18 to lower their risk factors and give them the support they need to thrive in their life. Danny stated Ace's (Adverse Child Experience) is a science conducted by medical professionals who researched over 17,000 individuals. In their research, it was discovered that those who grew up with an alcoholic parent or suffered physical, sexual, or mental abuse were more likely to have health and mental problems later in life. Danny stated with these new Ace studies, more program dollars are being funded to help children in these situations, and he will be helping the community group with this process. Danny stated children are very important to him and the groups he works with and they spend an average of 16 hours per week with each child. Danny presented the Committee with a video regarding Resiliency, and explained giving children unconditional love and support will directly impact their health and wellness now and well into their future. Danny stated he is very happy to work with HAC and is pleased the City has formed this Committee.

Manuel stated he works with Domestic Violence and stated studies show 1 in every 3 girls and 1 in every 6 boys are sexually abused before the age of 18; Manuel feels that these numbers are inaccurate and are actually higher based on the shame that children feel coming forward. Manuel stated it is important that the community educates themselves on these very real risks for children and encourages children to come forward if they are being abused.

Danny agreed with Manuel stating studies also show that domestic violence is rated #1, and child abuse is rated #2 and their main priority is teaching prevention so the cycle does not continue.

Latino Business Network and Farm Worker Resource Fair

Alicia Aguilar invited the public to participate in the Latino Business Network that meets the 2nd Wednesday of each month in the Community Center at 9:00am and the Farm Worker Resource Fair Expo on March 9th from 5:00pm to 7:30pm at the Community Center.

UEC Scholarship Programs and Rate Changes

Maria Duron from UEC stated UEC is offering 12 academic scholarships to UEC customers. Applicants must apply before March 1st, 2016 to be considered for the scholarships at Oregonstudentaid.com; when filling out the application, applicants will have the option of applying for 20 different scholarship opportunities. The process is lengthy, so please do not wait until the last minute to apply. Another 2 scholarships are available directly at UEC.

Maria stated Bonneville Power raised their electric rates in October 2015, and therefore UEC base rates will increase from \$14.00 to \$18.00. Cost analysis report results show UEC rates are still one of the lowest in Eastern Oregon, as the average base rate is \$28.00 to \$30.00. Maria stated UEC does have an Energy Audit Program where customers from UEC and HES can have free inspections showing them how they can save on their electric consumption, as well as a program to help UEC low income families pay their electric bill.

Cinco de Mayo

Eddie stated this topic will be postponed for the following meeting.

Closing Comments**Public**

Roger Burger thanked HAC for their translating services in November for Conferences and would like ask for this partnership again at the next scheduled conference in March. The High School received a lot of very positive feedback from the conferences related to the translating services.

Hector stated the volunteer group that helped with conferences felt honored and privileged to help and will be glad to participate again.

Committee

Manuel stated Ken May has not heard back regarding the requested speed limit change on HWY 207 and would like to know if this is something the Committee is going to pursue.

Eddie stated Bryan was in charge of this issue and he will make sure the topic is placed on the next agenda.

Hector stated the MLK walk had a great turn out, with the number of participants growing each year.

Clara stated there was a great number of families with small children that attended, as well as a good number of high school students.

Virgina Rome stated she attended the MLK event in Pendleton as well, and it was a very well put together event.

Next Scheduled Meeting

The next scheduled meeting will be Tuesday, February 16th, at 7:00 pm.

Meeting Adjourned at 8:47 pm

Future Task Force Members in attendance were City Manager Byron Smith, Assistant City Manager Mark Morgan, Mayor Dave Drotzmann, Doug Barak, Chief Edmiston, Margaret Saylor, Maria Duron, Tamara Mabbot, Steve Eldrige, Dennis Burke, Philip Hamm, and Donald Daggett.

Community Livability Asset Oversight Committee in attendance were Angela Treadwell, Debbie Pedro, Joe Basile, Joe Franell, Councilor Jackie Myers, Robert Green, Chuck Barnes, Jacob Zumwalt, and Jim Whalley. Also present were Lilly Alarcon-Strong and six members of the public.

Assistant City Manager Mark Morgan called the meeting to order at 12:00 pm, and presented the Committee with the results from outreach done at the Livable Hermiston Community Event, Rotary, Kiwanis, and Altrusa Clubs, as well as the Hispanic Advisory Committee. All groups were asked to give feedback on each of the five priorities designated by the community, and offer any concerns that they may have, or any reasons why they support the concepts. Feedback from each focus group was very similar, ranging from concerns with cost of maintaining facilities, to not having enough community support; and favorable comments, such as partnership opportunities with other organizations, and offering more activities for all age groups in the community. The feedback was very consistent with the earlier online survey results.

The following are ratings from the focus groups on their top community priority:

1. Indoor Aquatic Center, with 93% in support,
2. Boys and Girls Club or YMCA or Youth & Family Activity Center, with 81% support,
3. Downtown Revitalization, with 78% support,
4. Parks/Trails/Open Spaces, with 71% support, and
5. Art/Culture/Museum Facility, with 37% support.

Committee members asked how the top five priorities were chosen, and what happened with focusing on the future of the Community Center.

Assistant City Manager Morgan reminded the Committee that the first community survey given in October, asked participants what they felt was missing in Hermiston, and, if a large amount of money was gifted to the community what would they want to spend it on? Out of those surveys, the items above were the top five responses given. Mr. Morgan stated unfortunately, the focus on the Community Center changed based on the community survey results, but the City and Chamber are working together to develop a plan for its future.

Assistant City Manager Morgan asked the Committee to also participate in the same type of timed focus group administered to all the service groups from above, by discussing any concerns or justifications for the projects.

Based on the more than 2,000 survey responses, and feedback from the community focus groups, the Committee discussed each concept at length and recommends the following:

1. Arts/Culture/Museum Concept- Remove from the list of "recommended projects," but make sure that it remains in the report to the City Council, and receives some mention that it did

have enough community support to be one of the major concepts considered, but isn't being recommended for further consideration at this point.

2. Indoor Aquatic Center- The Committee recommends that it is included as a priority project. This type of facility must be a multi-use "aquatic center" that accommodates multiple community interests, and is significant enough that it can be a regional attraction. If the funding is only there to make it a smaller facility that doesn't meet these criteria, then the community should not proceed. Additionally, the Committee supports including this project as a stand-alone Aquatic Center; however, it is highly recommended that the facility also include a general Family Activity Center component.
3. Boys and Girls Club/Youth & Family Activity Center- The Committee recommends that this be included as a priority project. This facility would host youth & family programs and activities that are available to the entire community. If an opportunity arises to partner with a private entity, then the Committee recommends pursuing it; however, the purpose for the facility should always remain that it is for youth and family programs that are available to the entire community at an affordable price. Similar to the Aquatic Center, the Committee supports this concept as a stand-alone facility, but strongly recommends that this be combined with an Aquatic Center element.

(Councilor Jackie Myers was excused from the meeting 12:55 pm)

4. Downtown Revitalization- The Committee recommends that this be included as a priority project. The Committee recommends that the City of Hermiston should follow the existing Hermiston Urban Renewal District plan, and supplement it as necessary. Additionally, the City should look to facilitate additional interest in, and redevelopment of, the downtown by making strategic investments there through its own facilities whenever possible.
5. Parks/Trails/Open Spaces- The Committee recommends that this be included as a priority project. The Committee recommends that the City of Hermiston continue to follow and implement various park development and maintenance plans, with an emphasis on ensuring that park availability and access is evenly distributed throughout the community.
6. EOTEC- The Committee recommends that the #1 priority for the City for the next 3-5 years should continue to be to ensure that the EOTEC is fully built-out and operational.
7. Implementation- The Committee recommends that the City and community place appropriate resources, within the next year, toward in-depth examination of the viability of fully developing one of the top four recommendations after the completion of the Eastern Oregon Trade and Event Center.

There were no other comments and the meeting was adjourned at 1:35 pm.

Staff Report

For the Meeting of February 22, 2016

MAYOR AND MEMBERS OF THE CITY COUNCIL

Agenda Item #

NO. 2016 –

SUBJECT:

Final Plat SW Olive Court

Subject

The final plat for the SW Olive Court subdivision containing 8 R-2 lots is ready for city council approval.

Summary and Background

Frank Gehring has submitted a final plat for the SW Olive Court Subdivision. The proposed subdivision is located on approximately 2 acres of land on the west side of SW 10th St at the intersection of SW 10th and W Olive Ave. The property is described as 4N 28 15CB Tax Lots 301 and 600. The applicant proposes to create 8 residential lots each sized between 8,417.46 and 8,905.27 square feet. The property is zoned Duplex Residential (R-2).

The criteria that are applicable to the decision to accept the final plat are contained in §154.46 of the Hermiston Code of Ordinances.

The planning commission's approval of the preliminary plat for the development was subject to nine conditions of approval. All nine of the conditions have been satisfied by the developer.

On February 10, 2016 the planning commission approved the final plat with one approval condition.

1. Applicant shall work with and receive certification from the Hermiston Irrigation District prior to final plat approval. Applicant should be aware that the City of Hermiston will not sign the final plat until the irrigation district has been satisfied and signs the final plat.

Fiscal Information

The completed development will contain 8 single family homes; each valued around \$250,000 for a total of \$2 million in assessed value. At \$6.87 per assessed \$1,000, this contributes approximately \$13,740 to the city's tax base.

Alternatives and Recommendation

The final plat is prepared in accordance with the city's requirements for final plat preparation.

The city council may choose to either accept or reject the final plat.

Staff recommends that the city council approve the format of the plat.

Requested Action/Motion

Motion to accept the final plat.

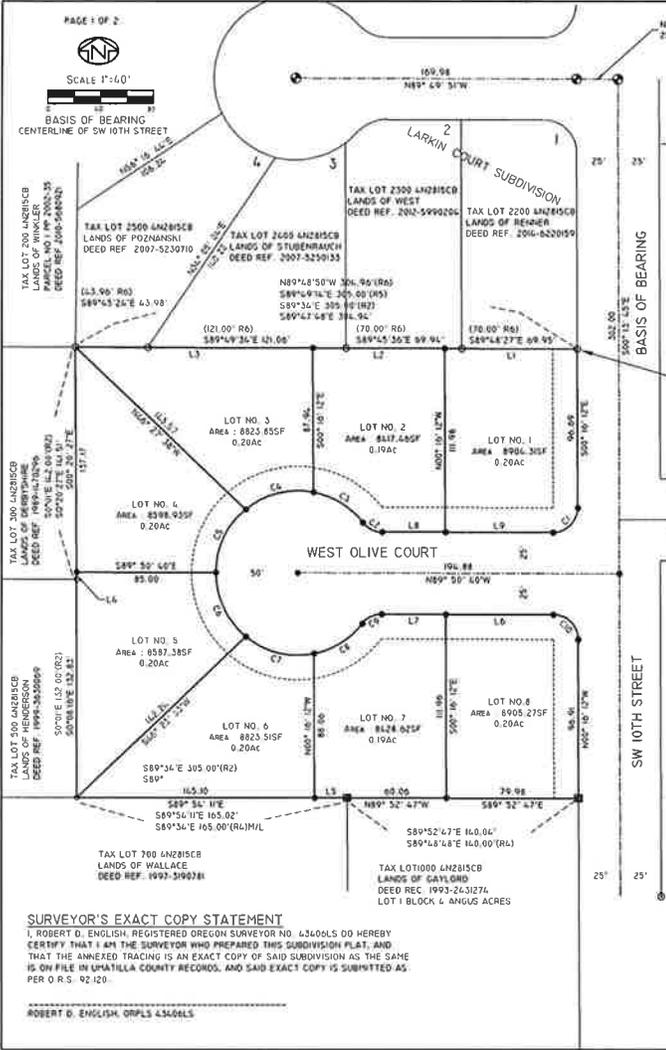
Reviewed by:



Department Head – Clinton Spencer, City Planner



City Manager Approval



CURVE TABLE

CURVE#	LENGTH	RADIUS	DELTA	CHORD	LC BRG
C1	23.99	11.00	94°19'23"	21.65	S55°50'35"W
C2	15.67	19.00	52°11'12"	13.10	N00°50'00"W
C3	35.50	30.00	113°28'24"	35.14	N02°11'40"W
C4	45.62	50.00	101°29'24"	42.81	S12°14'38"W
C5	44.87	18.00	104°29'25"	42.41	S33°22'32"W
C6	44.39	30.00	101°31'24"	42.95	S13°10'18"W
C7	44.39	30.00	101°31'24"	42.95	S23°08'34"E
C8	19.16	10.00	103°11'27"	16.64	N05°10'45"E
C9	15.67	15.00	52°10'12"	13.10	N04°08'54"E
C10	15.67	15.00	100°15'53"	14.78	S45°03'26"E

INITIAL POINT
FOUND 5/8" IRON REBAR
SET FOR ANGUS ACRES

LINE TABLE

LINE#	LENGTH	BEARING
L1	79.93	S89°14'15"E
L2	79.98	N89°14'15"W
L3	141.97	S89°14'15"E
L4	6.26	N12°02'27"W
L5	19.92	N89°33'10"W
L6	66.94	N89°33'10"W
L7	58.74	S89°50'40"E
L8	38.36	S89°50'40"E
L9	64.78	N89°50'40"W

OLIVE COURT SUBDIVISION

A PARCEL LOCATED IN THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 15, TOWNSHIP 4 NORTH, RANGE 28 EAST, WILLAMETTE MERIDIAN, CITY OF HERMISTON, UMATILLA COUNTY, OREGON

- LEGEND**
- SET 5/8" X 30" IRON REBAR W/ RED PLASTIC CAP STAMPED ORPLS4360LS/WRPLS43638
 - ⊙ FOUND 2-1/2" BRASS CAP SW LARKIN COURT SUBDIVISION
 - ⊙ FOUND 5/8" IRON REBAR OF RECORD (RS) AND (RO), OR AS NOTED
 - ⊙ FOUND 1/2" IRON REBAR IN CONCRETE PILLAR FROM ANGUS ACRES
 - ⊙ FOUND 1/2" IRON REBAR FROM COUNTY SURVEY 0-050-B, RL
 - (RM) RECORD & MEASURED BEARING AND DISTANCES
 - PROPERTY BOUNDARY
 - 18' UTILITY EASEMENT ALONG FRONT OF LOTS
 - X CALCULATED POINT NOT FOUND OR SET

- REFERENCES:**
- (R1) UCDR 1 UMATILLA COUNTY DEED RECORDS.
 - (R2) ASSESSOR'S MAP 42815CB
 - (R3) COUNTY SURVEY NO. 0-050-B, THOMPSON FOR VICKERS, 1963
 - (R4) COUNTY SURVEY NO. 0-341-B, THOMPSON FOR JOHNSON, 1963
 - (R5) UMATILLA COUNTY PLAT RECORDS, 1967
 - (R6) PARTITION PLAT 2002-35, EDWARDS FOR LARKIN, 2005
 - (R7) LARKIN COURT SUBDIVISION, BOOK 15, PAGE 10, UMATILLA COUNTY PLAT RECORDS, 2006
 - (R8) K&K CRAFTON REPLAT, BOOK 15, PAGE 21, UMATILLA COUNTY PLAT RECORDS, 2007
 - (R9) WARRANTY DEED, DOC. NO. 2015-0281628, DERBYSHIRE TO KEIRING CONSTRUCTION, INC., UCDR 2015
 - (R10) WARRANTY DEED, DOC. NO. 1997-3190781, KOOCH TO WALLACE, UCDR, 1997
 - (R11) WARRANTY DEED, DOC. NO. 1989-1810356, MCBEE/DERBYSHIRE TO DERBYSHIRE, UCDR, 1989
 - (R12) STATUTORY WARRANTY DEED, DOC. NO. 2003-5370366, LOONIS TO VINCH, UCDR, 2008
 - (R13) WARRANTY DEED, DOC. NO. 1993-2431274, BODEWIG TO GAYLORD, UCDR, 1993
 - (R14) WARRANTY DEED, DOC. NO. 1999-3030069, LARKIN TO HENDERSON, UCDR, 1999

SURVEYOR'S NARRATIVE:

THIS SURVEY WAS PERFORMED AT THE REQUEST OF FRANK CEHNING, OWNER, TO SUBDIVIDE THE PROPERTY INTO BALDABLE LOTS TO SELL.

I FIND ALL OF THE ADJOINING CORNERS TO LARKIN COURT SUBDIVISION, TO THE NORTH, THE SOUTHWEST CORNER OF LOT 4, OF BLOCK 3 OF ANGUS ACRES ADDITION AND THE CONCRETE MONUMENTS CALLED AT THE NORTH LINE OF LOT 1 OF BLOCK 4 OF ANGUS ACRES. I ALSO FIND THE MONUMENTS ON RECORD SET BY THOMPSON FOR THESE PROPERTIES, FROM 1963. I HOLD THE CENTERLINE OF SW 10TH STREET AS THE BEARING BASE FOR THIS SUBDIVISION, AND USED A COMBINED SCALE FACTOR OF 0.99931973 FOR GROUND TO GRID RTK, GPS TRANSFORMATION, AND A ROTATION OF 110.20° CLOCKWISE FROM GRID TO RECORD BEARING BASE.

THIS SURVEY WAS PERFORMED USING A SOKKIA CSR 2700S RTK GPS SYSTEM, AND A TOPCON FIDUA ROBOTIC TOTAL STATION. STANDARD ERROR FOR THE RTK SYSTEM IS 10.0MM ± 1 PPM X BASELINE MEASURED, AND THE TOTAL STATION IS 11-13(2PPM) X DISTANCES IN MILLIMETERS.

I FIND NOTHING OUT OF THE ORDINARY ON THIS SURVEY.

REGISTERED PROFESSIONAL LAND SURVEYOR

ROBERT D. ENGLISH, ORPLS 4360LS

OREGON ASSOCIATION OF SURVEYORS

ROBERT DOUGLAS ENGLISH

RENEWAL DATE: 12/31/17

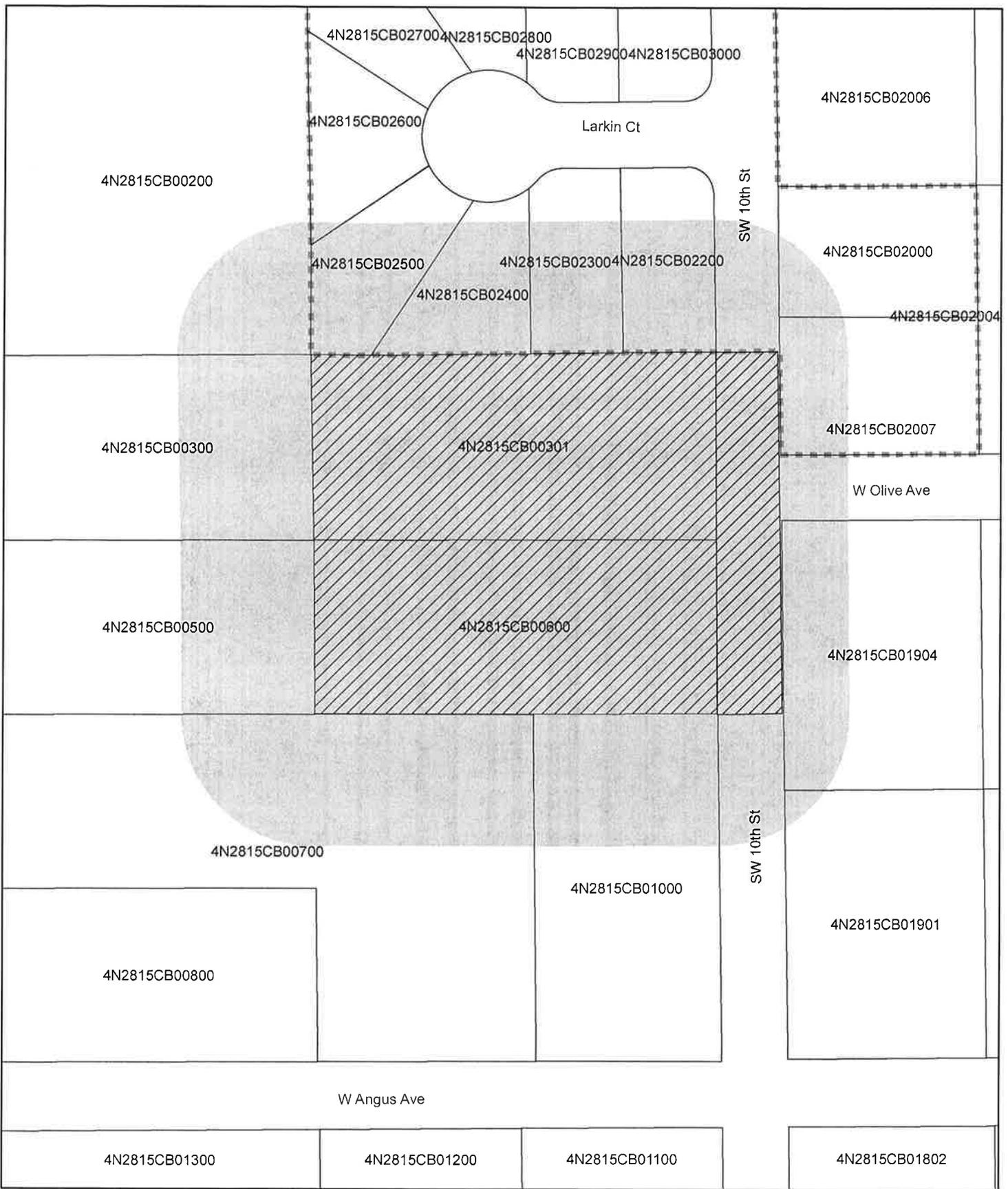
PAGE 1 OF 2

DATE: 06/17/15	DWN BY: RDE	PLAT OF: OLIVE COURT SUBDIVISION
SCALE: 1" = 30'	CHK BY: RDE	WEST OLIVE AVENUE & SW 10TH STREET
JOB NO: 2015-027	REV DATE: 01/21/16	HERMISTON, OR 97101
DWG NO: OLIVEDCOURTSUBDIVISION.DWG	REV DATE: 01/21/16	SURVEY ONE, LLC.
		P.O. Box 382
		PENDELTON OR, 97801
		541-276-2055

SURVEYOR'S EXACT COPY STATEMENT

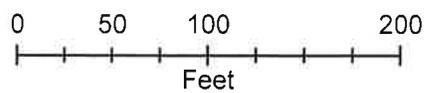
I, ROBERT D. ENGLISH, REGISTERED OREGON SURVEYOR NO. 4360LS DO HEREBY CERTIFY THAT I AM THE SURVEYOR WHO PREPARED THIS SUBDIVISION PLAT, AND THAT THE ANNEXED TRACING IS AN EXACT COPY OF SAID SUBDIVISION AS THE SAME IS ON FILE IN UMATILLA COUNTY RECORDS, AND SAID EXACT COPY IS SUBMITTED AS PER O.R.S. 92.120.

ROBERT D. ENGLISH, ORPLS 4360LS



Legend

-  Area of Proposed Annexation and Subdivision
-  100 Foot Notification Area
-  Property Line
-  City Limits



FINDINGS OF FACT

Morris Annexation Request – February 22, 2016

Draft Findings on Annexation

1. The City has received consent to annexation from the property owner for approximately 0.45 acres of land.
2. Notice of public hearing was published in the local newspaper for two consecutive weeks prior to the planning commission hearing on January 20 and 27, 2016. Notices were also posted in four public places in the city for a like period. A notice of proposed land use action was posted on the property on January 20, 2016. No comments or remonstrances have been received at this date as a result of the publication or posting.
3. Notice of public hearing was published in the local newspaper for two consecutive weeks prior to the city council hearing on February 3 and 10, 2016. Notices were also posted in four public places in the city for a like period. No comments or remonstrances have been received at this date as a result of the publication or posting.
4. Affected agencies were notified.
5. A public hearing of the planning commission was held on February 10, 2016. Comments received at the hearing are incorporated into the planning commission record.
6. A public hearing of the city council was held on February 22, 2016. Comments received at the hearing are incorporated into the planning commission record.
7. The proposal is consistent with all applicable state annexation requirements.
8. Since the property is contiguous to the existing city limits, the annexation is in accord with Comprehensive Plan Policy 4 which promotes compact urban development within and adjacent to existing urban areas to insure efficient utilization of land resources and facilitates economic provision of urban facilities and services.
9. The annexation is consistent with the requirements of Comprehensive Plan Policy 5 relating to annexation.
10. The property is located within the urban portion of the urban growth boundary (UGB) as identified on the comprehensive plan map.
11. Sewer is available to service this property in E Theater Lane. At the time of connection the applicant is responsible for all connection fees.
12. Water is available to service this property in E Theater Lane. At the time of development, the applicant is responsible for all connection fees.
13. The property is adjacent to E Theater Lane and NE 3rd Street. Neither street is improved to full city standards with full width paving, curb, gutter, sidewalk, and drainage improvements as of the date of annexation. The applicant will be required to sign a street improvement agreement agreeing to participate in the future improvement of these streets upon annexation to the city.

Draft Findings on Zoning Designation

1. The property lies within the urban portion of the urban growth boundary and has a comprehensive plan map designation of Medium Density/Mobile Home Residential.
2. The proposed Multi-Structure Residential zoning designation corresponds with the underlying comprehensive plan map designation.

FINDINGS OF FACT

2016 HDJ Transportation System Plan Amendment – February 22, 2016

Ordinance 2239

Statewide Planning Goals and Comprehensive Plan Policies.

Goal 1 and Policy 1. Citizen Involvement. The City will insure that citizens have an adequate opportunity to be involved in all phases of the planning process.

1. Notice of the planning commission hearing was published in the Hermiston Herald at least 10 days prior to the hearing on January 20, 2016 in accordance with §156.08(A) of the Hermiston Code of Ordinances.
2. Notice of the city council hearing was published in the Hermiston Herald at least 10 days prior to the hearing on February 3, 2016 in accordance with §156.08(A) of the Hermiston Code of Ordinances.
3. The Planning Commission held a public hearing on February 10, 2016 in accordance with §157.226(F).
4. The City Council held a public hearing on February 22, 2016 in accordance with §157.226(F)

Goal 1 and Policy 2. Planning Process. The City of Hermiston will monitor and update periodically its comprehensive plan and implementing ordinances to respond to changing conditions.

5. Policy 2 requires the City to annually review development activity and its impacts.
6. The planning commission reviewed the Highway 395 Corridor Refinement Plan in the TSP and determined that an additional signal or roundabout is justified to service proposed retail development.

Goal 2 and Policy 3. Intergovernmental Coordination. The City of Hermiston will facilitate intergovernmental coordination so that decisions affecting local, state, and federal planning and development actions in the Hermiston area are rendered in an efficient and consistent manner.

7. The notice of proposed amendment was sent to the Department of Land Conservation and Development on January 4, 2016, more than 35 days prior to the first evidentiary hearing in accord with Oregon Administrative Rules, Chapter 660, Division 18.

Goal 3 Agricultural Lands.

8. There are no tracts of actively farmed land in the area proposed for service by the proposed traffic signal.

Goal 4 Forest Lands, Goal 15 Willamette River Greenway, Goal 16 Estuarine Resources, Goal 17 Coastal Shorelands, Goal 18 Beaches and Dunes, Goal 19 Ocean Resources.

9. There are no tracts of lands subject to Goals 4, 15, 16, 17, 18, or 19 anywhere within the city limits or UGB. These goals are not applicable.

Goal 5 Natural Resources, Scenic and Historic Areas, and Open Space, Goal 6 Air, Water and Land Resource Quality, Goal 7 Areas Subject to Natural Hazards, Goal 8 Recreation Needs, Goal 9 Economic Development, Goal 11 Public Facilities and Services, Goal 13 Energy Conservation, Goal 14 Urbanization.

10. The City's acknowledged comprehensive plan has policies established for compliance with Goals 5, 6, 7, 8, 9, 11, 13, and 14. No new uses are being permitted through the amendment. No additional findings must be made demonstrating compliance with these Goals.

Goal 9 Housing

11. There are no tracts of housing land in the service area for the proposed signal. Goal 9 is not applicable to this amendment and no additional findings are required.

Goal 12 Transportation and OAR 660, Division 012

12. OAR 660-012-0015 requires all cities to develop and maintain a transportation system plan.
13. Preparation of local TSPs must be coordinated with ODOT. The city provided a copy of the amendment to ODOT on January 4, 2016. ODOT has reviewed the proposed amendment. ODOT's testimony is incorporated into the planning commission record.
14. When there is a conflict between an existing TSP and either the functional classification of a road or other conflict with the requirements of maintaining the operation of the transportation system, the TSP must be amended to maintain functionality. The proposed retail development will require a new signal above and beyond those already

planned in the TSP. Thus, the TSP must be amended to include the necessary signal planning.

Hermiston Comprehensive Planning Ordinance §156.08

14. Notice of the public hearing on the proposed amendment was published in the Hermiston Herald on January 20 and January 27, 2016 more than 10 days in advance of the public hearing in accordance with 156.08(A).
15. Copies of the proposed TSP amendment have been available in the planning department office since January 20, 2016 in accordance with 156.08(B).
16. The planning commission adopted findings of fact regarding the proposed amendment following the closure of the public hearing on February 10, 2016. The planning commission recommended adoption of the proposed amendment to the city council based upon the findings of fact in accordance with 156.08(C).
17. The city council held a public hearing on February 22, 2016 regarding the proposed amendment. Notice of the city council hearing was published in the Hermiston Herald on February 3 and February 10, 2016 more than 10 days prior to the hearing in accordance with 156.08(D).
18. The planning commission recommendation and proposed amendment were made available to the public on February 11, 2016, more than 10 days prior to the city council hearing in accordance with 156.08(E).
19. The proposed amendment relates to a portion of the city's transportation system which is entirely within city limits. Adoption of the amendment is final upon adoption by the city council in accordance with 156.08(F)(1).
20. Notice of adoption will be sent to the LCDC and Umatilla County no later than five days after adoption by the city council in accordance with 156.08(G).

Staff Report

For the Meeting of February 22, 2016

MAYOR AND MEMBERS OF THE CITY COUNCIL

Agenda Item #

NO. 2016 –

**SUBJECT: Morris Annexation
Request 260 E Theater Ln**

Subject

Thomas Morris has petitioned the city to annex three lots encompassing 0.46 acres at 260 E Theater Lane to receive sewer service.

Summary and Background

Thomas Morris has submitted an application to annex approximately 0.45 acres of land located at 260 E Theater Lane. The site is located at the southwest corner of E Theater Lane and NE 3rd Street. NE 3rd Street is presently unimproved. The property is owned by the applicant. Mr. Morris plans to connect the existing single family dwelling to sewer service in E Theater Lane if the annexation is approved. The property lies within the urbanizable portion of the urban growth boundary and currently has a Medium Density/Mobile Home Residential comprehensive plan map designation. The applicant proposes to annex the property with an R-4 zoning designation which corresponds to the MH Residential comprehensive plan designation. The property is described as 4N 28 02CB Tax Lot 300.

The city published a notice of public hearing in the Hermiston Herald 20 days prior to the planning commission hearing. A public notice of proposed land use action was physically placed on the property on January 20, 2016. Additionally, notice was provided to all property owners within 100 feet of the property.

The planning commission held a public hearing on the proposed annexation on February 10, 2016. Following the conclusion of the hearing, the planning commission made a unanimous recommendation that the annexation be approved with the condition that the applicant sign a street improvement agreement for E Theater Lane and NE 3rd Street.

Annexations to the city are subject to the approval criteria established in 150.05 of the Hermiston Code of Ordinances. These criteria are as follows:

1. The proposal is in conformance with all applicable state annexation requirements.
2. The property is contained within the urban portion of the urban growth boundary as identified on the comprehensive plan.
3. The proposed zoning is consistent with the underlying comprehensive plan designation.
4. Findings of fact are developed in support or denial of the annexation.

5. All city services can be readily extended and the property owner is willing to bear costs associated with sewer, water and roads.

Findings of fact in support of the application are attached to this report. Ordinance 2238 annexing the property is attached as well.

Fiscal Information

Financial impact to the City will be an additional \$948 in property tax revenue.

Alternatives and Recommendation

The city council may choose to:

1. Adopt the findings of fact and adopt Ordinance 2238 annexing the property
2. Modify the findings of fact and adopt Ordinance 2238 annexing the property
3. Reject the findings of fact and deny Ordinance 2238 leaving the property in the county

Recommendation:

Staff recommends that the council choose option 1 and annex the property.

Requested Action/Motion

Motion to approve the findings of fact

Motion to adopt Ordinance 2238

Reviewed by:



Department Head – Clinton Spencer, City Planner



City Manager Approval

ORDINANCE NO. 2238

AN ORDINANCE DECLARING CERTAIN LANDS TO BE ANNEXED TO THE CITY, OUTLINING THE NEW BOUNDARIES, DESCRIBING SAID PROPERTY, WITHDRAWING SAID LANDS FROM SPECIAL DISTRICTS, AND DESIGNATING ZONING.

THE CITY OF HERMISTON DOES ORDAIN AS FOLLOWS:

SECTION 1. The following described property be and the same is annexed to the City of Hermiston, withdrawn from the Umatilla County Library District and the Umatilla County Sheriff's Office Law Enforcement District due to annexation, and the City zoning map is expanded to include said property as Multi-Structure Residential (R-4); to-wit:

Lots 16, 17, and 18, Block 3; in ELWOOD TRACTS as located in the North Half of the Northwest Quarter of the Southwest Quarter of Section 2, Township 4 North, Range 28, E.W.M., all in the County of Umatilla and State of Oregon. Excepting any and all water rights of way. Also that portion of Vacated Alley being 6 feet in width lying adjacent to the West line of said Lots 16, 17 and 18, Block 3, Elwood Tracts.

All Being East, Willamette Meridian, Umatilla County, Oregon;

SECTION 2. The findings of fact as adopted by the City Council on February 22, 2016 are incorporated herein by reference.

SECTION 3. The city recorder shall promptly transmit a record of annexation proceedings to the Secretary of State and notify the County Assessor of the change in boundary.

SECTION 4. The effective date of this ordinance shall be the thirtieth day after enactment.

SECTION 5. This annexation shall be complete when all necessary documents have been accepted and filed by the Secretary of State.

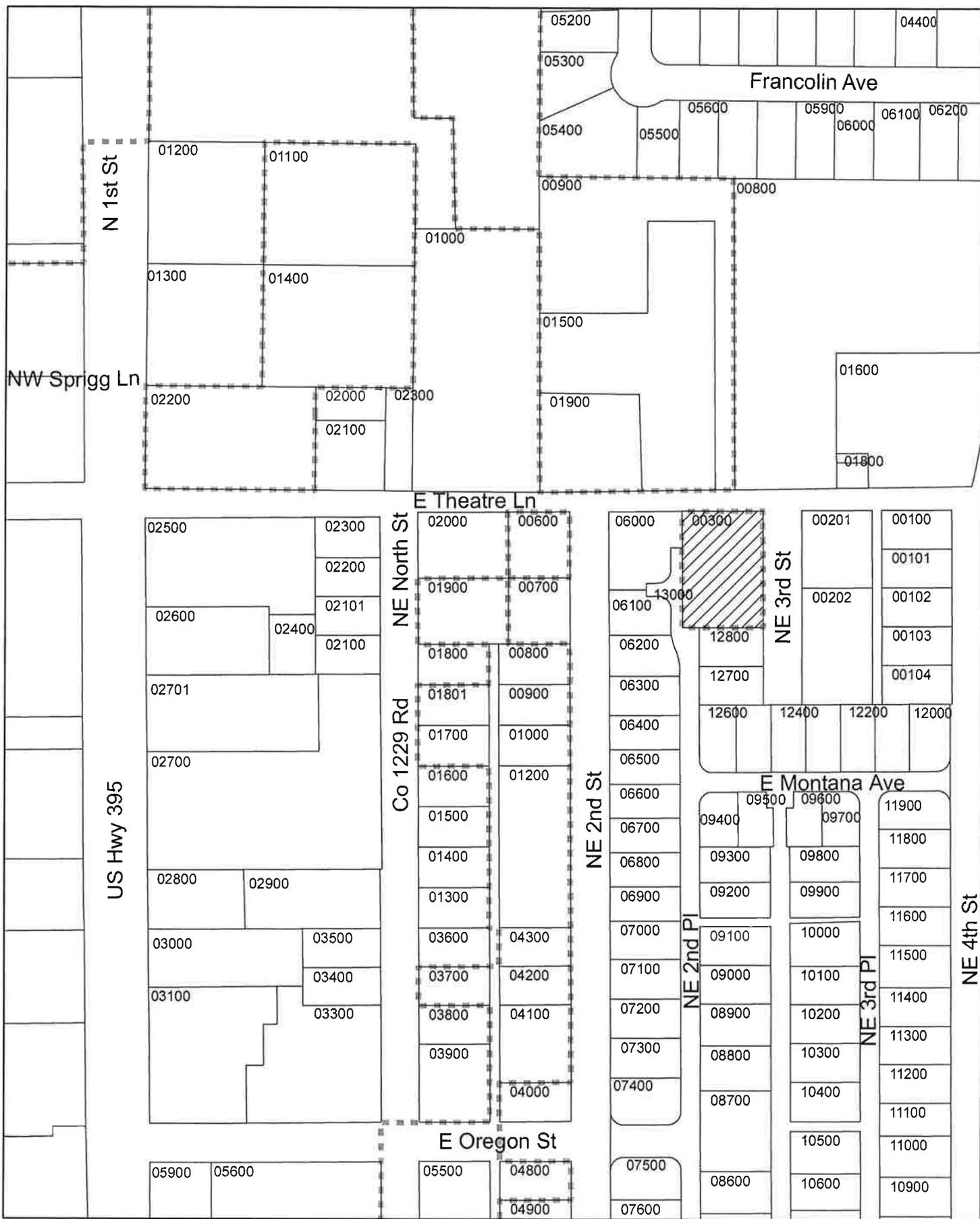
PASSED by the Common Council this 22nd day of February, 2016.

SIGNED by the Mayor this 22nd day of February, 2016.

MAYOR

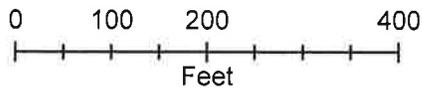
ATTEST:

CITY RECORDER



Legend

-  Area of Proposed Annexation
-  Property Line
-  City Limits



Staff Report

For the Meeting of February 22, 2016
MAYOR AND MEMBERS OF THE CITY COUNCIL

Agenda Item #

NO. 2016 –

**SUBJECT: Proposed
Amendment to Hermiston TSP**

Subject

An amendment to the city's transportation system plan adding an additional signal or roundabout to the south Highway 395 corridor is proposed in advance of new commercial development.

Summary and Background

The City of Hermiston and George Dress et al have worked to prepare an amendment to the South Highway 395 Corridor Refinement Plan in the Transportation System Plan (TSP) to reconfigure the traffic signal and off-highway circulation plans contained within that document. The current corridor refinement plan was prepared by the city and ODOT and adopted in 2003. The primary purpose of the corridor refinement plan is to create a plan for a system of off-highway streets to channel traffic to a set of five highway intersections which will eventually be signalized as traffic volumes warrant. The city is working on processing a development application for a large retail operation and several future lease pads immediately south of Hermiston Foods on Highway 395. Initial traffic analysis for this development indicates that at full buildout a traffic signal will be needed. The existing TSP does not reflect a traffic light at this access point. The Oregon Department of Transportation (ODOT) requires any signal installed on a state facility to be included in a city's TSP before it will consider any funding mechanism or allow the signal to be installed.

The existing circulation plan for the south Highway 395 corridor is attached to this report as figure 1.

The proposed amendment will add a new traffic signal between the proposed signals at Airport Road and at the truck entrance for the Wal-Mart distribution center. The amendment to the plan will add a new signal at the existing truck entrance for Hermiston Foods. This new signal location will require a change from the existing access as a public access easement to a public road.

A copy of the revised layout is included in the attached Figure 2. The new signal is highlighted by the number 2 in a squared circle. Additionally, the removal of a planned parallel backage road for Highway 395 is marked by dual strikethrough lines in the graphic.

A copy of the full TSP amendment report is attached to this memo.

Highway 395 through this area is a 55 mph speed zone. Installing a traffic signal in a high speed corridor such as this will require additional traffic calming measures as part of any signal

CITY OF HERMISTON

construction and operation. Calming measures will include advance warning signage with flashing beacons, lane reconfiguration to slow traffic, and possibly rumble strips. These calming measures are included in the plan.

The signal itself will help the overall circulation of the south Hermiston industrial area in several ways. It will improve spacing for traffic, creating better gaps in traffic for vehicles entering the highway. It will create a new full access intersection for the off-highway circulation network. Specifically, new east/west public streets are already planned to intersect at this point. A new signal will provide cross highway access. The local street network as depicted in Figures 1 and 2 will funnel trips from Kelli Blvd and Airport Road to the new proposed signal and the proposed signals at Airport Road and the Wal-Mart distribution center.

ODOT has reviewed the TSP amendment and requested that the city broaden the signalization proposal to include the option of signals or roundabouts at each signal location in the south 395 corridor. The planning commission agreed with ODOT's request that signals or roundabouts would be acceptable on the south 395 corridor, but with the caveat that speeds would need to be reduced before roundabouts could be considered workable or safe.

Fiscal Information

Inclusion of this amendment in the TSP will add a new project estimated to cost between \$300,000 and \$1,000,000 depending on the right-of-way necessary and what elements will be required in the final design. The cost of these improvements will be shared between property developers, ODOT, and the city. In general, development is responsible for bearing the majority of costs required to insure the functionality of public infrastructure.

Alternatives and Recommendation

The city council may choose to:

1. Approve the amendment to the TSP adding a new signal or roundabout at the Hermiston Foods truck entrance and adopt Ordinance 2239 incorporating the amendment into the city's TSP.
2. Reject the amendment, not adopt Ordinance 2239 and leave the TSP as-is.

Staff recommends the city council accept the TSP amendment as amended by the planning commission.

Requested Action/Motion

Motion to accept the findings of fact attached to Ordinance 2239.

Motion to adopt Ordinance 2239.

Reviewed by:

A handwritten signature in black ink, appearing to be 'CSP', written in a cursive style.

Department Head – Clinton Spencer, City Planner

A handwritten signature in blue ink, appearing to be 'Raymond...', written in a cursive style.

City Manager Approval

ORDINANCE NO. 2239

AN ORDINANCE AMENDING THE HERMISTON TRANSPORTATION SYSTEM PLAN THROUGH THE ADOPTION OF THE 2016 AMENDMENT TO THE SOUTH HIGHWAY 395 CORRIDOR REFINEMENT PLAN.

WHEREAS, the Hermiston Planning Commission held a public hearing on February 10, 2016 to receive public testimony and consider an amendment to the Hermiston Transportation System Plan, and

WHEREAS, the Hermiston City Council held a public hearing on February 22, 2016 to receive public testimony and consider an amendment to the Hermiston Transportation System Plan, and

WHEREAS, notice of the Planning Commission and City Council hearings was provided to the Department of Land Conservation and Development and published in a newspaper of general circulation in accordance with statutory requirements and local ordinance requirements for notice of legislative amendments, now therefore

THE CITY OF HERMISTON DOES ORDAIN AS FOLLOWS:

SECTION 1. The Hermiston Transportation System Plan is hereby amended to include the 2016 HDJ Transportation System Plan Update.

SECTION 2. The 2016 HDJ Transportation System Plan Update is attached as Exhibit A and is incorporated herein by reference.

SECTION 3. The findings of fact adopted by the city council on February 22, 2016 are incorporated herein by reference.

SECTION 4. The effective date of this ordinance shall be the thirtieth day after enactment.

PASSED by the Common Council this 22nd day of February, 2016.

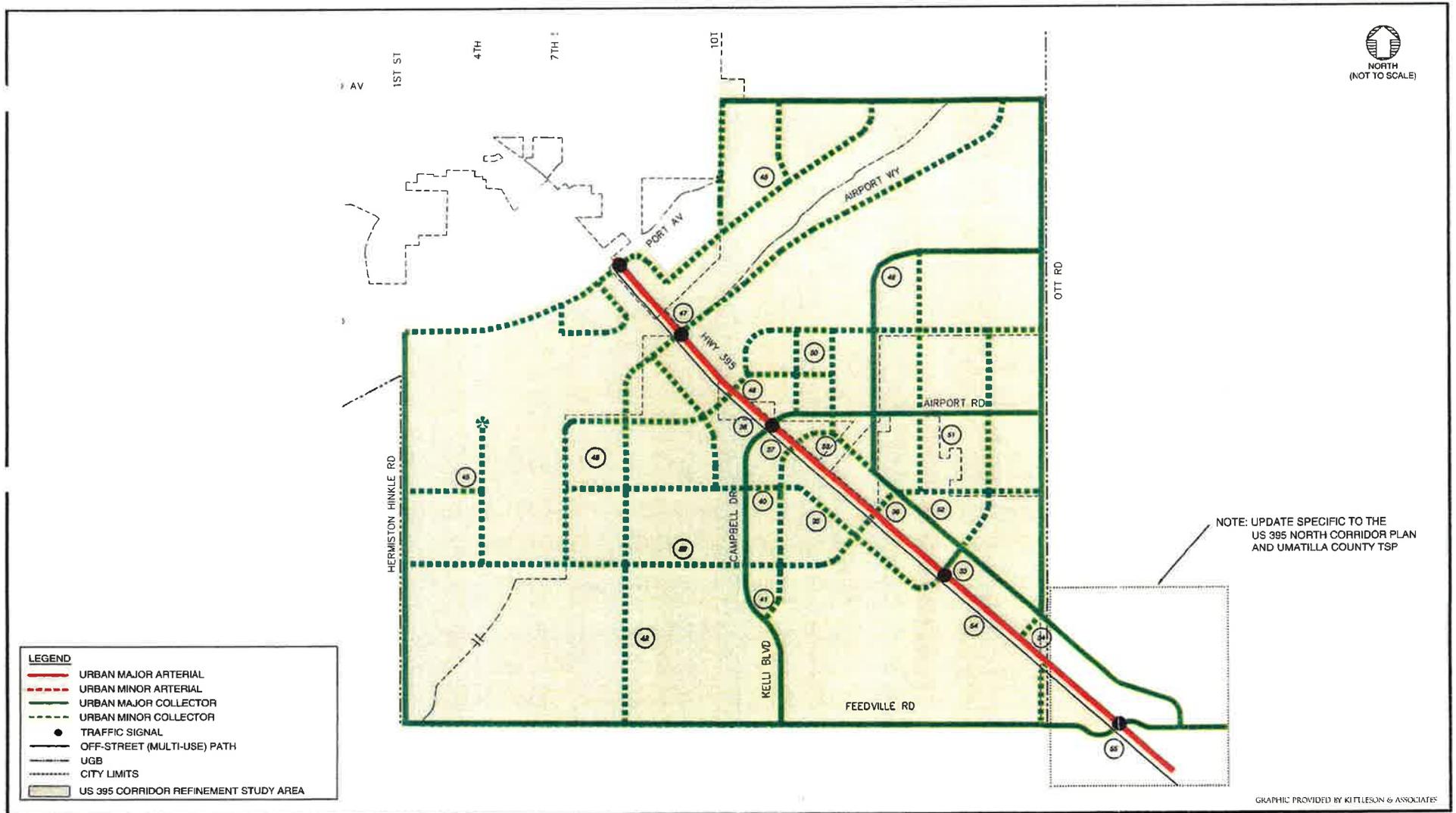
SIGNED by the Mayor this 22nd day of February, 2016.

MAYOR

ATTEST:

CITY RECORDER

**FIGURE 1
CURRENT CONFIGURATION**



CORRESPONDS TO IMPROVEMENTS LISTED IN TABLE 1

**US 395 CORRIDOR
STREET SYSTEM IMPROVEMENTS
JANUARY 2003 UPDATE**

FIGURE 5

TRIT TRANSPORTATION ENGINEERING
4700 Village Plaza Drive, Suite 401
Eugene, Oregon 97401 (531) 541-1821
www.trit.com

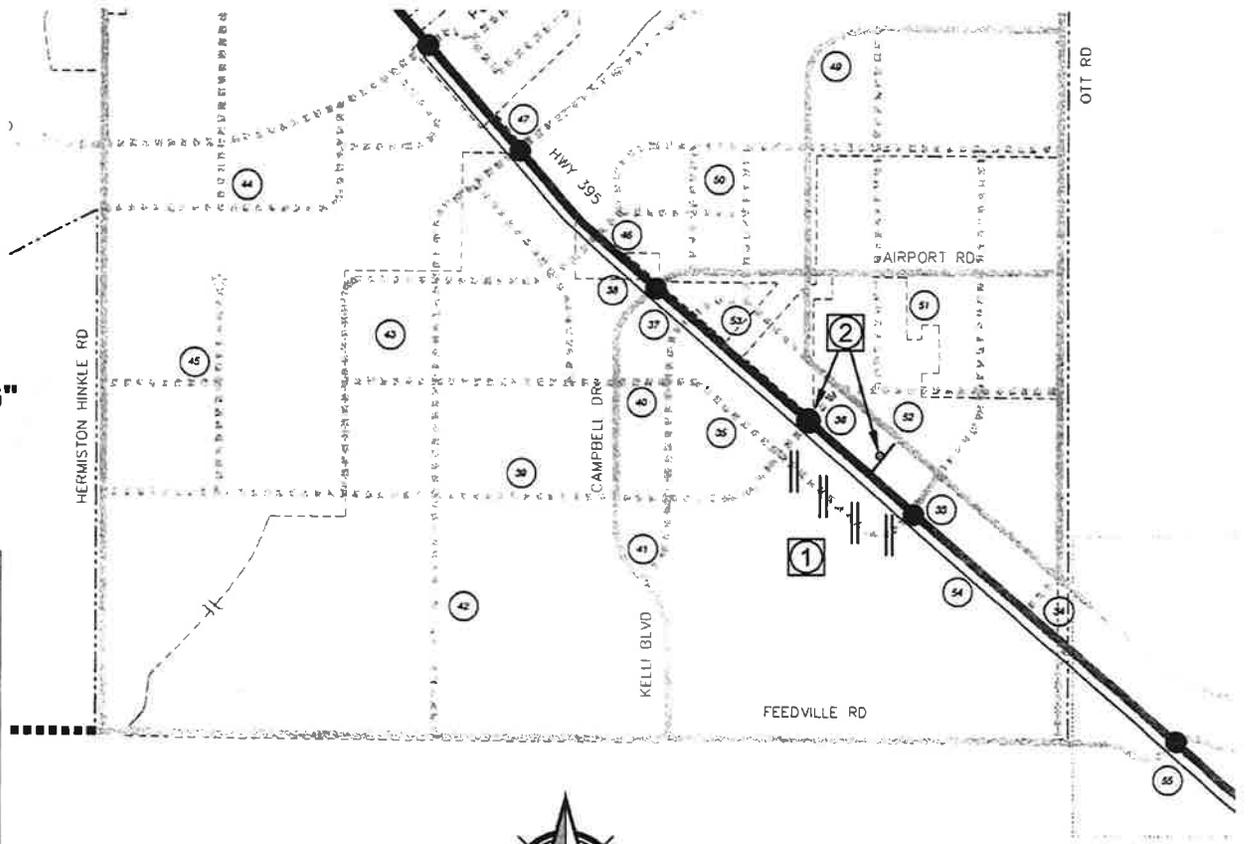
**FIGURE 2
AMENDED CONFIGURATION**

HDJ Design Group, PLLC
Hermiston TSP Update - Ranch & Home
HDJ Project No. 4027-01

- ① **REVISE PROJECT TO SHORTEN 35.**
- ② **REVISE PROJECT 36 TO INCLUDE FULL ACCESS SIGNAL WITH "PREPARE TO STOP WHEN FLASHING" SIGN.**

LEGEND

- URBAN MAJOR ARTERIAL
- URBAN MINOR ARTERIAL
- URBAN MAJOR COLLECTOR
- URBAN MINOR COLLECTOR
- RURAL ARTERIAL
- RURAL COLLECTOR
- TRAFFIC SIGNAL
- OFF-STREET (MULTI-USE) PATH
- UGB
- CITY LIMITS
- SOUTH HERMISTON STUDY AREA
- US 395 CORRIDOR REFINEMENT STUDY AREA



TSP Update
December 2015

FIGURE 2

6115 Burden Blvd, Suite E
Pasco, WA 99301-8930
509/547-5119
360/695-3488
509/547-5129 fax
Internet: www.hdjag.com

**TSP Project Recommendations
Hermiston TSP Update - Ranch & Home**



Date: February 18, 2015

To: Clinton Spencer

From: John Manix, PE

Re: City of Hermiston Transportation System Plan Update – Ranch and Home Development

Introduction:

This memo is intended as an update to the *City of Hermiston Transportation System Plan (TSP)* based on the proposed modifications associated with the Ranch and Home commercial development.

See *Figure 1* for a vicinity map and *Appendix A* for excerpt from the 2003 updated TSP project map.

The current TSP proposes a “backage road” (Project Number 35) through and conflicting with the Ranch and Home site, and the *Ranch and Home’s Traffic Impact Analysis (TIA)* Report recommends a traffic signal at the shared Ranch and Home/Hermiston Foods driveway intersection with US 395. The current TSP was updated in 2005 based on the *US 395 Corridor Refinement Plan*.¹ This memo also addresses the October 6, 2015 letter from Oregon Department of Transportation (ODOT) commenting on Ranch and Home Development and the TIA.

Subsequent to the December 4, 2015 draft of the TSP Update, ODOT has issued comments in the February, 8, 2016 letter. The Hermiston Planning Commission has held a public hearing, and the Ranch and Home applicant has met with staff of both ODOT and the City. Based on the February 16, 2016 meeting, consensus has been reached that the TSP update will add roundabouts as an alternative to traffic signals. The final draft does not include a response to all comments but does address the primary change which is that roundabouts should be considered as an alternative to traffic signals as proposed in the current TSP. The evaluation conclusions and recommendations were amended to address this change.

Recommendations:

Revise City of Hermiston’s Transportation System Plan project listed as follows and illustrated in Figure 2:

1. Modify Project 35 to shorten proposed minor collector backage road, parallel to US 395, between Kelli Boulevard to the proposed minor arterial listed as Project 39 (Hermiston Foods driveway).
2. All TSP projects within the US 395 corridor that call for a signal shall include a roundabout as the preferred alternative. This includes specific projects listed in the 2003 TSP Update, such as Project 33 at the Walmart Entrance, Project 38 at Campbell Drive/Airport Road intersection, and Project 55 at the Feedville Road intersection.

¹ Kittelson and Associates, *US 395 Corridor Refinement Plan (Port Drive to Feedville Road)*, January 2003.

3. Modify project 36 to include a full access traffic signal or roundabout at the proposed minor arterial intersection with US 395, near the Hermiston Foods driveway. A roundabout shall be considered as the preferred alternative to the proposed traffic signal. If a traffic signal is the most feasible for the Ranch and Home Development and the Hermiston Foods driveway, it should include an advance warning sign assembly “PREPARE TO STOP WHEN FLASHING” and advance vehicle detection system.

Background:

The *US 395 Corridor Refinement Plan* was jointly funded by the City of Hermiston and ODOT to address the overall management direction established by the July 2000, *US 395 North Corridor Plan*. This plan was developed by ODOT and called for an access management plan with raised medians on US 395 from Kelli Boulevard to Rosalynn Drive. The *US 395 Corridor Refinement Plan* called for a series of projects, including a network of minor arterials and collectors near US 395, between Port Avenue and Feedville Road that included a series of proposed signalized intersections with access restrictions, such as right-in and right-out. To provide access to the abutting properties, the *US 395 Corridor Refinement Plan* called for a “backage road” that would collect and distribute traffic from the adjacent property to the proposed signals. A backage road is similar to a frontage road as it parallels a highway but it runs along the back of the abutting properties. This separation positions intersections approximately a city block from the signalized intersection which minimizes conflicts and provides room for queueing at the signal for the cross street to US 395. The plan intended the backage roads to follow property lines so to minimize conflicts with abutting properties. The preferred alternative project list from the *US 395 Corridor Refinement Plan* was adopted by the City in January 2005 as a TSP update.

In 2012, the City of Hermiston processed land use rezoning to relocate the Eastern Oregon Trade and Event Center (EOTEC) to a new location north of Airport Road, contiguous to the southern boundary of the Hermiston Municipal Airport, and west of Ott Road. The 2012 *Fairgrounds Overlay Zone District Transportation Impact Analysis Report* prepared by Group Mackenzie estimated that the EOTEC would generate upwards of 1,000 PM peak hour trips for events. These trips are currently anticipated to enter and exit the site from US 395 via Airport Road or a possibly an extension of Able Drive.

In 2015, the Ranch and Home Company proposed a larger commercial development between Hermiston Foods and the Walmart Distribution Center. See *Figure 1* for a vicinity map from the projects TIA. This large scale retail development on 17.59 acres site estimates to generate 4,426 trips per day and is the type of development the City of Hermiston envisioned for the *US 395 Corridor Refinement Plan*. The TSP Project 35 directs the backage road through the Ranch and Home site and significantly limits the commercial development plans. The Ranch and Home development was conditioned by the City to prepare a TIA plan which would identify traffic impacts and mitigation of the proposed project. The TIA concluded a traffic signal was needed on US 395 at the entrance between the existing Hermiston Foods driveway and the proposed Ranch and Home, often referred to as the “Hermiston Foods driveway.”

ODOT submitted a letter to the City of Hermiston on October 6, 2015. This letter noted inconsistencies with the City’s TSP and recommended that other safety concerns be addressed. These concerns and comments brought up by ODOT are summarized as follows:

- The proposed signal at the Hermiston Foods driveway may compromise the other proposed signals in the TSP. The applicant should verify that the proposed signal does not impact the traffic signals identified in the TSP.
- The TSP calls for the backage road to extend to the Walmart Distribution Center driveway at US 395 and a traffic signal at this location. The City should consider if this is still necessary in light of the proposed event center (EOTEC) on Airport Road.
- A roundabout should be considered as an alternative to a traffic signal due to safety concerns of traffic stopping from 55 MPH rural highway approach. If a roundabout is not used traffic calming should be considered.

Based on these comments, the City has directed the applicant to process a TSP update in the form of a technical memo. After discussing the TSP update with both ODOT and City staff, it was agreed that the scope of work would address the following questions:

1. What is the impact on signal spacing standards and the possible impact of the proposed signal at the Hermiston driveway?
2. What are the impacts of the proposed Ranch and Home signal on the proposed signal at Airport Way?
3. What are the impacts on the projects listed in the 2003 Hermiston TSP Amendment?
4. What is the interaction between passenger vehicles from the Ranch and Home Development, and the Hermiston Food and Walmart Distribution Center trucks?
5. Is a roundabout a viable alternative to a signal and if not what other traffic calming measures can be used as a safety enhancement to a traffic signal?
6. What are the impact of a signal on the off-set intersection at the US 395/Hermiston Foods entrance/E-Z Storage entrance?
7. Does the proposed or current TSP projects impact industrial development?

Evaluation:

The following section addresses the questions above:

What are the impacts on signal spacing standards and the possible impact of the proposed signal at the Hermiston driveway?

In this case, the primary issue with signal spacing is related to possible impacts to signal system coordination. No specific standard was found for signal spacing. The MUTCD cites that signals should be coordinated with spacing under a half mile.² The MUTCD also cites that signals may meet warrants based on signal coordination, based on engineering study, but not if the spacing is under 1,000 feet. With spacing greater than a half mile the platoon will disperse and coordination will be less effective. With spacing less than 1,000 feet, the queue at upstream signals may interfere with progression of the platoon through the signal system. Figure 3 shows the spacing of the signal and it is likely that with the proposed signal at Ranch and Homes development driveway (existing Hermiston Foods driveway) it will improve coordinated signal operation by making the spacing more uniform from Port Avenue to Walmart Distribution Center Driveway. Thus, the proposed signal at Ranch and Home/Hermiston Foods/US 395 will have a positive impact on signal system operation associated with signal spacing.

² FHWA, *Manual on Uniform Traffic Control Devices, 2009 Edition*.

What are the impacts of the proposed Ranch and Home signal on the proposed signal at Airport Way?

Beyond the impacts on signal system coordination addressed above, the possible impacts of the proposed signal at Ranch and Home development is related to traffic diversion. This is challenging to quantify due to the uncertainty of the land development and the supporting land uses. Based on careful review of the *US 395 Corridor Refinement Plan* and the *Fairgrounds Overlay Zone District Transportation Impact Analysis Report*; a traffic signal at Ranch and Home entrance will better distribute the trips to the adjacent property to US 395 between Airport Road and the Walmart Distribution Center.

The *US 395 Corridor Refinement Plan* estimates a 4,000 PM peak hour trips entering and exiting US 395 between Airport Road and the Walmart Distribution Center. With the current TSP, most of those trips that need to make a left turn across US 395 will need to use the signals proposed at either the Airport Road or the Walmart Distribution Center signals. With most of the egress trips destined for Hermiston, the Airport Road intersection is likely to take the largest share of these trips on the west side of US 395. Thus, the proposed signal at Ranch and Home should reduce the traffic impacts on the future Airport Road/Campbell Drive/US 395 signal by providing an additional egress opportunity for left turning vehicles.

The backage road was proposed as supporting development by improving the access. In this case, it severely restricts development by sub-dividing a large retail site into smaller lots, restricting land-use options. Assuming the backage road through the Ranch and Home site is not built, future trips need a signal to access US 395. The proposed signal at the Walmart Distribution Center driveway will not be accessible from the west side of US 395. Thus, the proposed traffic signal will provide another access point to US 395 other than the future Airport Road/Campbell Drive/US 395 traffic signal.

What are the impacts on the projects listed in the 2003 Hermiston TSP Amendment?

The most significant impacts are on Project 35, the backage road on the west side of US 395. The Ranch and Home development proposes to eliminate a portion from the Hermiston Foods driveway to the Walmart Distribution Center driveway. With the proposed signal at Ranch and Home/Hermiston Foods/US 395 intersection, the surrounding area still will be served.

Project 33, the signal at the Walmart Distribution Center Driveway/US 395 intersection, may be impacted without the connection to west side backing road (Project 35). Without the traffic from the west side of US 395 connected to the Walmart Distribution Center driveway at US 395, it may not meet warrants in the future. For this update, it is not recommended that this project be removed from the project list because future development on the east side of US 395 may produce enough trips to meet signal warrants.

The project list from 2003 Hermiston TSP Amendment is based on the *US 395 Corridor Refinement Plan*. After careful review of the series of technical memos that make up the *US 395 Corridor Refinement Plan*, it is clear that this planning process involves extensive analysis and public involvement, including a project team of technical stakeholders. Thus the Ranch and Home modifications to the TSP project list should be kept to a minimum. The *US 395 Corridor Refinement Plan* acknowledged that the plan would need refinement as land adjacent to US 395 is developed but at this early stage the update should only recommend minor refinements.

What is the interaction between passenger vehicles from the Ranch and Home Development, and the Hermiston Food and Walmart Distribution Center trucks?

At the Hermiston Food driveway (the location of the proposed Ranch and Home traffic signal), the interaction is minor due to time of day that truck ingress and egress the site verses passenger vehicles. The traffic counts from both the *US 395 Corridor Refinement Plan* and the Ranch and Home TIA counted few if any trucks turning into or out of the site in the AM, Mid-day or PM peak hours. At the Walmart Distribution Center driveway, the truck volume is moderately high for truck volume, with 7 exiting and 18 entering in the AM, 29 exiting and 18 entering in the mid-day, and 13 exiting and 20 entering in the PM peak hours. The Walmart Distribution Center staff are reported to have expressed reservations about mixing passenger vehicles with truck traffic associated with the proposed backage road in the current TSP. The length of left turn lane on the Walmart Distribution Center driveway will be constrained due to the backage road driveway intersection with the Walmart Distribution Center driveway. If the Ranch and Home development traffic destined for northbound US 395 was directed through this intersection, per the existing TSP (Project 35), the queue with trucks added is a concern. With a double left turn, it will require upwards of 225 feet of left turn storage for Ranch and Home development traffic. This long queue would be very disruptive to the Walmart Distribution Center operation. Thus, due to the moderately high truck traffic and the constrained roadway geometry at the Walmart Distribution Center, the backage road should not be terminated at Walmart Distribution Center driveway intersection with US 395.

Is a roundabout a viable alternative to a signal and if not what other traffic calming measures can be used as a safety enhancement to a traffic signal?

Signals on the State Highway system are a significant safety concern to the Department of Transportation staff in both Oregon and Washington. With a high speed approach to a traffic signal, red light running and rear-end collisions can result in fatal or serious injury collisions. Based on their safety record, ODOT encourage roundabouts as an alternative. In this case, ODOT has traffic safety concerns with rural locations where traffic has traveled long distances prior to encountering a traffic signal.

Subsequent comments and discussions related to this TSP Update generated consensus that roundabouts should be considered at all signalized intersections. Beyond ODOT's safety concerns, the City of Hermiston desires slow traffic speed on US 395 within City limits. One roundabout at any intersection will not achieve this outcome. For a roundabout to operate correctly, it requires a serpentine alignment of the approach lanes to slow traffic down to a modest speed at or below 20 MPH. With several roundabouts in a row, vehicle speeds should remain moderate. The final impact on travel speeds on US 395 in Hermiston is beyond the scope of this study and is reliant on several design parameters. Roundabouts have their challenges which include:

- Cost – Roundabouts cost considerably higher than traffic signals, especially double lane roundabouts. ODOT's insistence of traffic calming with signals, which is envisioned as the same serpentine alignment of approach lanes similar to a roundabout, has the cost of a traffic signal much more equivalent to a roundabout. If a signal proves to be the best alternative to the Ranch and Home/Hermiston Food driveway, advance warning systems have proven effective to address the DOT safety concerns. *See appendix B for more details.*
- Right-of-way – Considerably more right of way is needed at the intersection for roundabouts compared to a traffic signal. On US 395 a traffic signal will need right turn, deceleration lanes, which is not needed with a roundabout reducing the difference in the need for right-of-way between a signal and a roundabout.

- **Public Resistance** –It is not uncommon for roundabout projects to receive negative comments from the public including the trucking industry compared to a traffic signal. Public perception typically grows positive after implementation and after the public gains familiarity.
- **Safety Concerns of Over-capacity Double Lane Roundabouts** – Double lane roundabouts, built to meet future demands, experience higher collision rates than the typical single lane roundabouts. The collision severity (number of fatal collisions) is typically lower than a traffic signal. Communities often size the central island and the inscribed circle of the intersection for a future double lane, but stripe it as a single lane until the volume reaches the need for a double lane roundabout.

With these important concerns noted, the advantages of a roundabout over a traffic signal are numerous. Here are a few important advantages:

- **Safety** – When designed correctly, roundabouts have a substantial safety benefit over traffic signals due to slower speeds, reduced conflict points and pedestrian safety.
- **Access Management Mitigation** – Roundabouts along a corridor facilitate U-turn access needed with center medians, as well as restrict left turns into driveways and minor cross streets. Center medians have tremendous safety benefits but often generate objections by the business community due to loss easy access to their property. Roundabout significantly improve access compared to traffic signals.
- **Queueing on the Cross Street** – Queueing is significantly less for roundabouts compared to traffic signals and on the side street, like the Ranch and Home/Hermiston Foods approach, the length of lanes and number of lanes can be substantially reduced. This allows for better and easier access to abutting lots.
- **On-going Cost Savings:** Traffic signals are often cited as costing \$5,000 per year in maintenance. Roundabouts have little maintenance costs depending on the landscape architectural treatment in the central island. Roundabouts typically are associated with reduced societal costs associated with reduction in serious collisions, and reduced wear and tear on vehicles.
- **Beautification Opportunity** – Roundabouts are renown for street beautification. For US 395, they can provide a great entrance treatment into Hermiston. Sophisticated central island streetscaping also can drive up the cost of roundabouts but from an economic development perspective, the additional cost is typically acceptable.

If the City of Hermiston can fund roundabouts, they should be considered as the preferred alternative, but the City should not dismiss traffic signals either. Until preliminary designs are prepared that include right-of-way impacts for each intersection, there may be a fatal flaw at one or some intersections. With the under-developed adjacent property, the US 395 intersections in Hermiston appear to have room to install roundabouts.

What is the impact on the off-set intersection at the US 395/Hermiston Foods entrance/E-Z Storage entrance?

The traffic to and from the E-Z Storage has been counted as low as 1 or 2 vehicles in the peak hours. The Hermiston Foods Driveway is offset 85 feet from the access of E-Z Storage. With the signal, the median should be extended on US 395 south to restrict left turn movements from US 395 to the E-Z Storage driveway. Access from Hermiston can be maintained via the proposed signal by making a U-turn in the short term. In the long term, TSP project 51 will eliminate the need for a U-turn.

Does proposed or current TSP projects impact industrial development?

The zoning in the vicinity of the project is a combination of commercial, light and heavy industrial (C-2, M-1 and M-2). With the opportunity to receive grant funding for transportation projects related to industrial land use, the scope of the study included review of the impact on truck access by the proposed updated and current TSP.

Hermiston Foods is the current industrial land use, just north of the Ranch and Home development. Presently Hermiston Foods trucks either ingress or egress late at night or rely on the Kelli Blvd. intersection for access. The proposed signal by the Ranch and Home development will improve truck access during hours with higher traffic volumes and reduce out of direction travel of only using the Kellie Blvd intersection. The traffic signal will provide better gaps in traffic than the current two-way STOP sign control intersections at both the driveway and the Kelli Blvd. The current TSP would further limit access to Hermiston Food by directing all truck traffic to the Airport Rd/Campbell Dr/US 395 and Wall Mart Distribution Center/US 395 future signals. Hermiston Foods future access in the current TSP is highly dependent on the backing road that will take some time to implement and appears to be conflicting with the existing Hermiston Food facilities. Thus, the new signal between Ranch and Home and Hermiston Foods may eliminate the need for the backing road on the west side of US 395 (Project 35).

The proposed traffic signal opens access to large tracks of property zoned Commercial/Industrial (C-2/M-1) on the east and west side of US 395. Thus, the current TSP will delay and prevent industrial/commercial development with the restriction of access as proposed in Project 36. Projects 40 and 52, the backing roadways east and west of US 395, will delay development waiting for their completion. There is approximately 42 acres of property zoned Industrial (M-1) in close proximity to the proposed signal that can gain access to US 395 with the signal. *See Figure 4 for the industrial zoning in the vicinity of the proposed signal.*

Thus, the proposed signal at the Ranch and Home/Hermiston Foods access roadway will not compromise access to the adjacent commercial and industrial property but will significantly improve access compared to the existing TSP projects. This signal should be a good candidate for grant funding targeting industrial land use development.

Conclusions:

The following conclusions are based on the review of background material and evaluation of the possible impacts of the proposed changes to the TSP.

- This update is a refinement to the current TSP based on the *US 395 Corridor Refinement Plan* but kept changes to a minimum to honor past process. Thus, the proposed signal at the Ranch and Home/Hermiston Foods /US 395 intersection should be added to the plan and not replace the proposed signal at the Walmart Distribution Center as recommended in the Ranch and Home TIA report. The backing road proposed through the Ranch and Home site should be curtailed but the remainder should remain in the TSP.
- The proposed signal at the Ranch and Home/Hermiston Foods/US 395 intersection will have a positive impact on the TSP signal system from the Walmart Distribution Center to Port Ave US 395 by creating more consistent spacing.
- The proposed signal at the Ranch and Home/Hermiston Foods/US 395 intersection will have a positive impact on TSP Project 37, the signal at Airport Road/Campbell Rd/US 395, by diverting traffic to away and reducing impacts.

- The proposed Ranch and Home development and recommended transportation projects have the most impact on TSP Project 33, the traffic signal at the Walmart Distribution Center/US 395. It may not meet warrants in the future without the connection to the backage road. The TSP backage road, Project 35, will be shorter but not significantly impacted.
- The proposed signal at the Ranch and Home/Hermiston Foods/US 395 intersection and the reduction in the backage road will have a positive impact on truck access on US 395. The trucks destined to Hermiston Foods will have a signal for their late-night and early-morning access to US 395. If the Ranch and Home development distributed its trips to Walmart Distribution Center Driveway as proposed in TSP Project 35, the queue would interfere with truck traffic at their driveway.
- Traffic signals on rural highways after a long distance of uninterrupted traffic flow are a safety concern. A roundabout was considered and has significant benefits, such as reduced queuing at the Ranch and Home approach.
- It is the consensus of the City of Hermiston and ODOT that roundabouts should be considered the preferred alternative at all intersections identified in the current TSP for a traffic signal. If funding allows, roundabouts have many advantages over traffic signals and this update supports this conclusion.
- Until further design work is complete, the intersection control should still consider a traffic signal as an alternative because there may exist fatal flaws with installing roundabouts. To address safety concerns of high speed approach to a traffic signal a PREPARE TO STOP WHEN FLASHING sign assembly is proposed to alert drivers that they are approaching a signal. This can be further enhanced with additional advanced vehicle detection to address dilemma zones for high speed traffic, a speed limit reduction and the use of radar signs.
- The proposed signal at the Ranch and Home/Hermiston Foods/US 395 intersection will require extending the median to eliminate the left turn from US 395 to EZ Storage. But access will be maintained by a U-turn that will meet the very low traffic volume in and out of the facility during the peak traffic hours.
- The proposed signal at the Ranch and Home/Hermiston Foods/US 395 intersection will have a positive impact on industrial development in the vicinity. With approximately 42 acres of land zoned Commercial/Industrial (C-2/M-1), tributary to the proposed signal, improving access to US 395 will enhance development by lowering infrastructure improvement costs.

Recommendations

Revise City of Hermiston's Transportation System Plan listed as follows and illustrated in Figure 1:

1. Modify Project 35--Shorten the proposed minor collector backage road, parallel to US 395, between Kelli Boulevard to the proposed minor arterial listed as Project 39 (Hermiston Foods driveway).
2. All projects with the US 395 corridor that call for a signal shall include a roundabout as the preferred alternative. This includes specific projects listed in the 2003 TSP Update as Project 33 at the Walmart Entrance, Project 38 at Campbell Drive/Airport Road intersection, and Project 55 at the Feedville Road intersection.
3. Modify project 36 to include a full access traffic signal or roundabout at the proposed minor arterial intersection with US 395, near the Hermiston Foods driveway. A roundabout shall be considered as the preferred alternative to the proposed traffic signal. If a traffic signal is the

most feasible for the Ranch and Home Development and the Hermiston Foods driveway, it should include an advance warning sign assembly “PREPARE TO STOP WHEN FLASHING” and advance vehicle detection system.

Appendix A – 2003 City of Hermiston TSP Amendments

Appendix B – Safety improvements for high speed approach for of traffic signal. 2006 WSDOT White Paper – Prepare to Stop When Flashing (PTSWF) System Pilot Project Interim Guidelines.

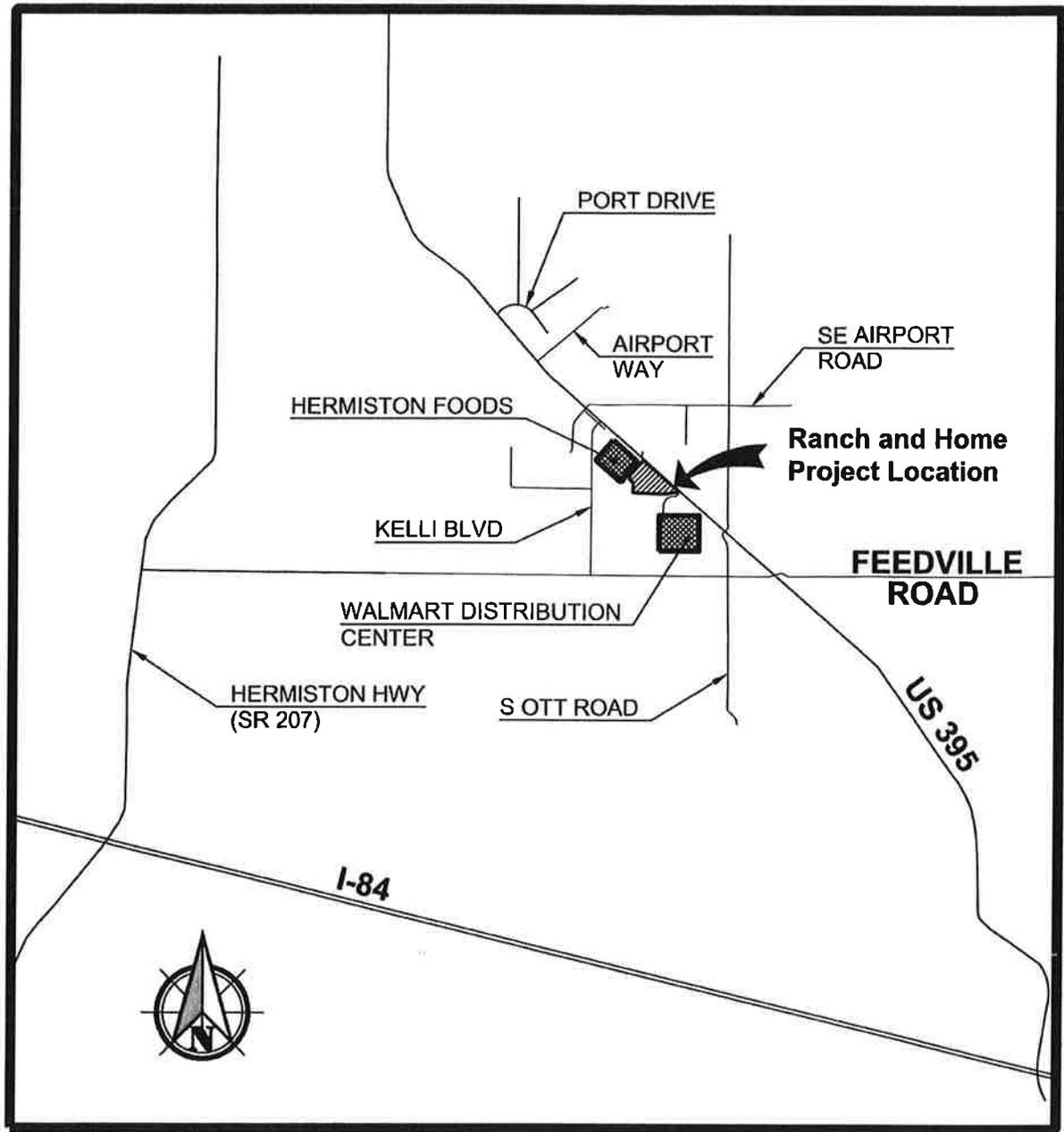


FIGURE 1



6115 Burden Blvd, Suite E
 Pasco, WA 99301-8930
 509/547-5119
 360/695-3488
 509/547-5129 fax
 Internet: www.hdjg.com

Vicinity Map

Hermiston TSP Update - Ranch & Home

- ① REVISE PROJECT TO SHORTEN 35.
- ② REVISE PROJECT 33, 38, & 55 TO INCLUDE A ROUNDABOUT AS THE PREFERRED ALTERNATIVE TO A SIGNAL.
- ③ REVISE PROJECT 36 TO INCLUDE ROUNDABOUT AS PREFERRED ALTERNATIVE OR TRAFFIC SIGNAL WITH "PREPARE TO STOP WHEN FLASHING" SIGN.

LEGEND

- URBAN MAJOR ARTERIAL
- URBAN MINOR ARTERIAL
- URBAN MAJOR COLLECTOR
- URBAN MINOR COLLECTOR
- RURAL ARTERIAL
- RURAL COLLECTOR
- TRAFFIC SIGNAL
- OFF-STREET (MULTI-USE) PATH
- UGB
- CITY LIMITS
- SOUTH HERMISTON STUDY AREA
- US 395 CORRIDOR REFINEMENT STUDY AREA

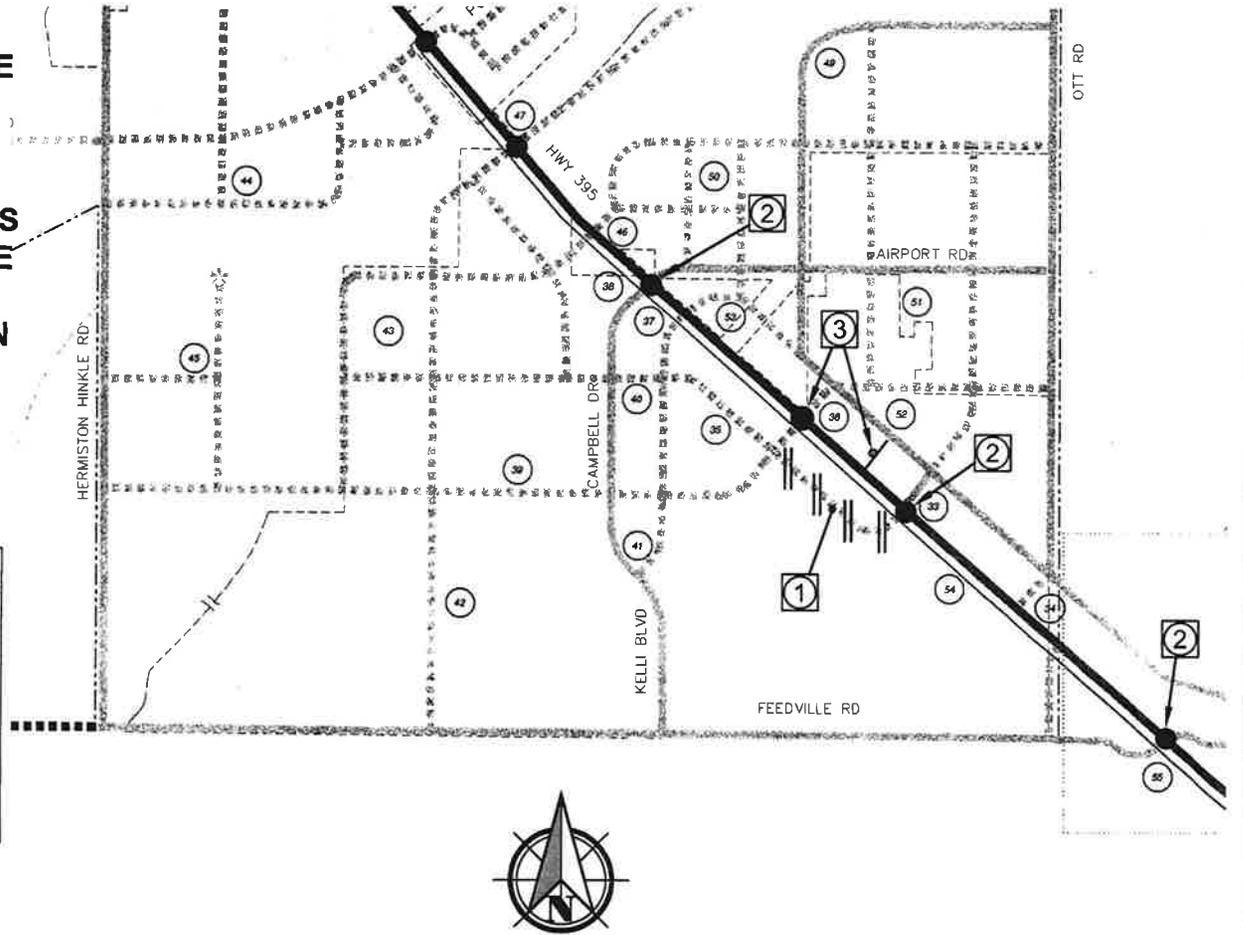
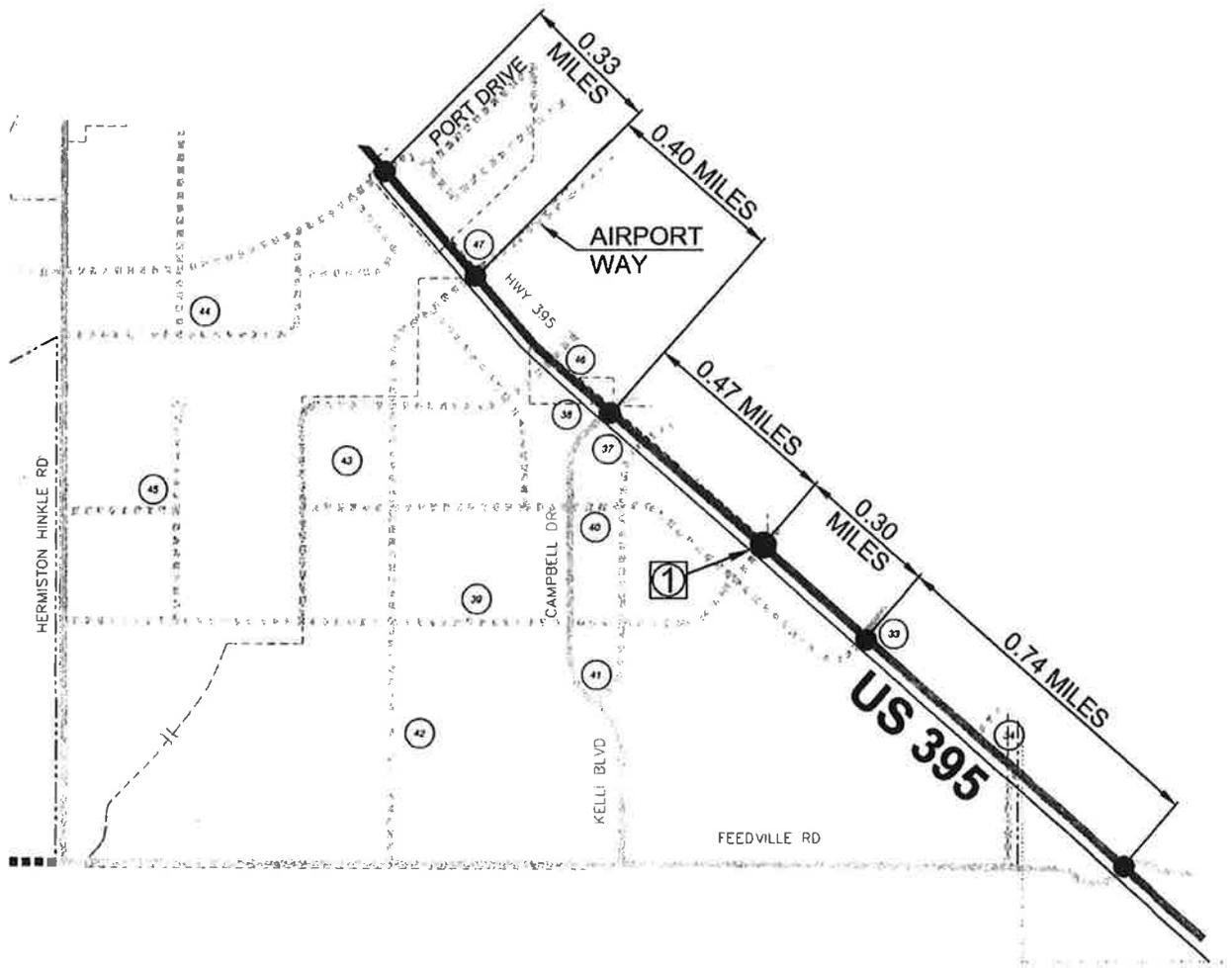


FIGURE 2

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TSP Project Recommendations

Hermiston TSP Update - Ranch & Home



HERMISTON 2003 AMENDED TRANSPORTATION SYSTEM PLAN

① New traffic signal at Hermiston Foods entrance.



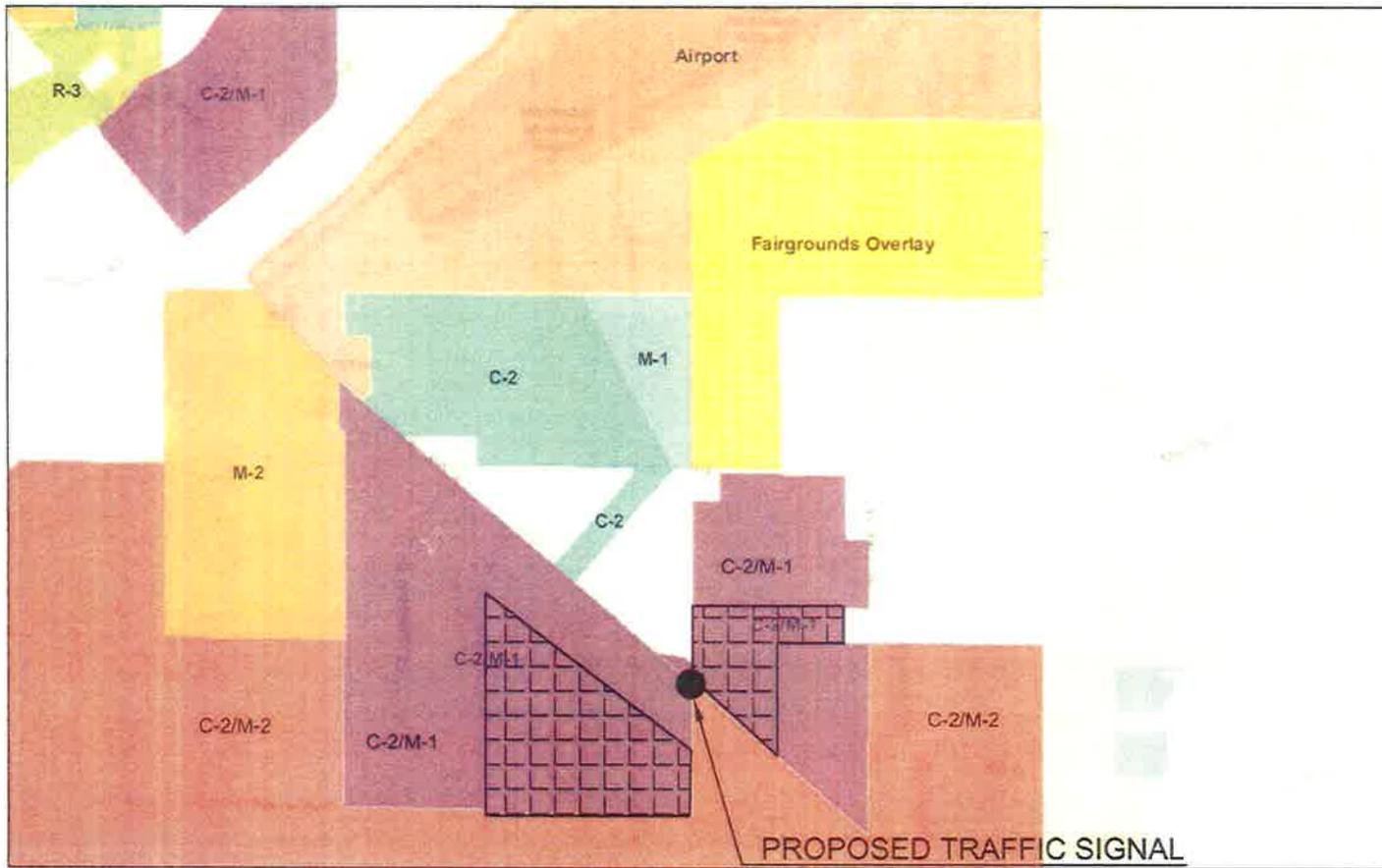
FIGURE 3



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Signal Spacing
Hermiston TSP Update - Ranch & Home

Hermiston Zoning



INDUSTRIAL LAND CLOSE TO PROPOSED SIGNAL



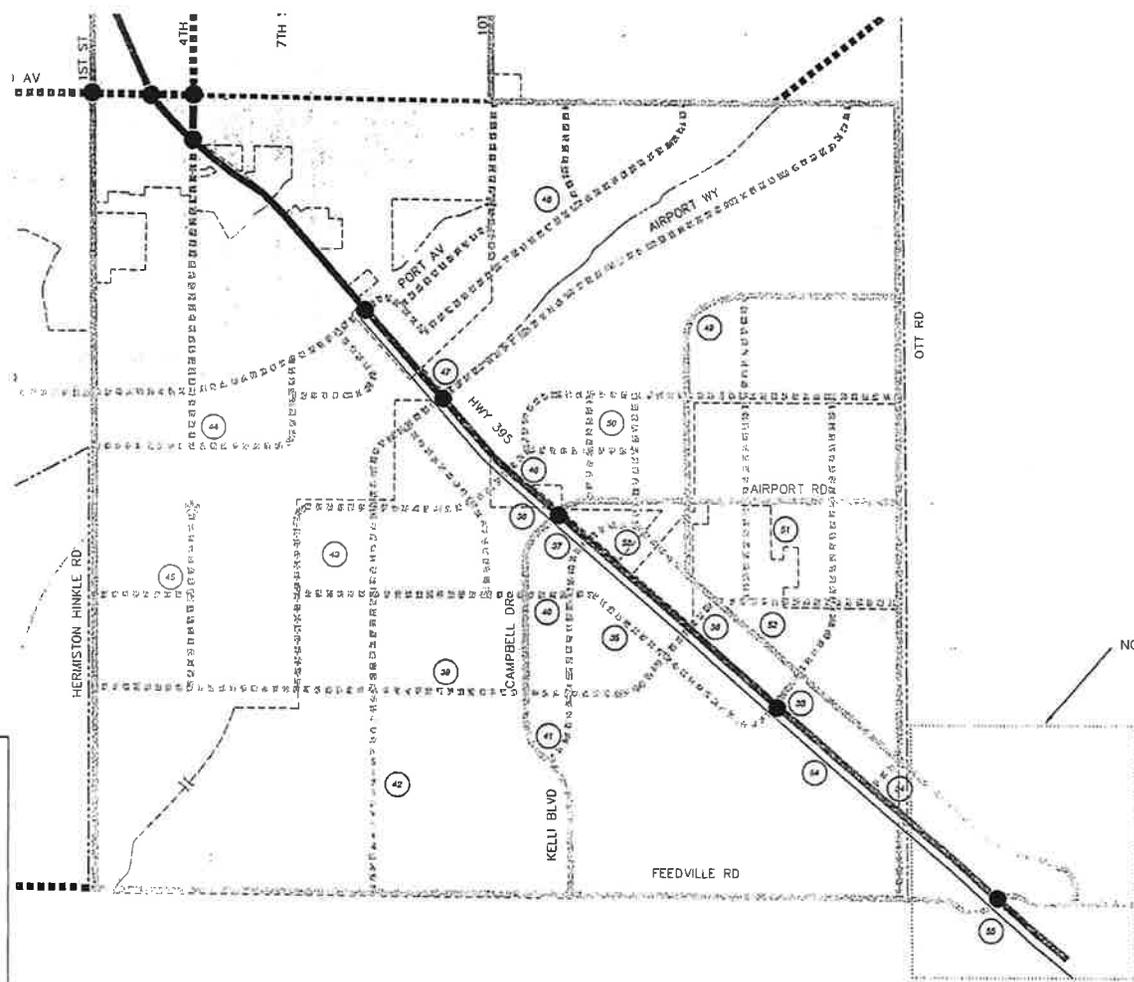
FIGURE 4



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360/695-3486
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Industrial Land Hermiston TSP Update - Ranch & Home

Appendix A



NOTE: UPDATE SPECIFIC TO THE US 395 NORTH CORRIDOR PLAN AND UMATILLA COUNTY TSP

LEGEND

- URBAN MAJOR ARTERIAL
- URBAN MINOR ARTERIAL
- URBAN MAJOR COLLECTOR
- URBAN MINOR COLLECTOR
- RURAL ARTERIAL
- RURAL COLLECTOR
- TRAFFIC SIGNAL
- OFF-STREET (MULTI-USE) PATH
- UGB
- CITY LIMITS
- SOUTH HERMISTON STUDY AREA
- US 395 CORRIDOR REFINEMENT STUDY AREA

CORRESPONDS TO IMPROVEMENTS LISTED IN TABLE 1

**US 395 CORRIDOR
STREET SYSTEM IMPROVEMENTS
JANUARY 2003 UPDATE**

HERMISTON TSP AMENDMENT HERMISTON, OREGON JANUARY 2003	FIGURE 6	
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TSP_01065947-01

**Table 1
Recommended 20-Year Street Improvement Projects
US 395 Corridor Refinement Study Area**

Fig 6 id #	Project Description	Priority	Estimated Cost (Yr. 2002 \$)	Potential Funding Source(s)
33	Provide a signalized access portal to US 395 (when warranted by a traffic engineering study) at the current Wal-Mart Distribution Center access to be served by a major collector roadway east of US 395 and a minor collector west of US 395.	Near-term	\$225,000	AMG, PDF, TEP, SDC, GF
34	Realign the north and south approaches to Ott Road such that they intersect US 395 at a complete 90-degree angle. The future intersections should be limited to right-in/right-out driveways to help preserve access management along the highway.	Mid-term, but not before improvements #33 and #52	\$550,000	AMG, PDF, TEP, SDC, GF
35	Develop a minor collector backage road that runs parallel to US 395 between Kelli Boulevard and the Wal-Mart Distribution Center truck access road.	Near-term, but not before improvements #33.	\$1,750,000	PDF, LID, GF
36	Re-construct a limited access right-in/right-out driveway to US 395 near the current Hermiston Foods driveway to be served by minor collector roadways on both sides of the highway.	Mid-term, following improvements #33, #35, & #52	\$25,000	AMG, TEP, SDC, PDF, STIP
37	Re-construct a limited access intersection (left-in/right-in/right-out) at the US 395/Kelli Boulevard intersection.	Mid-term, following the completion of improvements #33, #35, #38 & #40	\$25,000	AMG, TEP, SDC, PDF, STIP
38	Signalize the US 395/Campbell Drive/Airport Road Intersection when warranted by a traffic engineering study.	Mid-term	\$225,000	STIP, PDF, LID, GF
39	Develop a minor collector roadway to facilitate east/west travel between Hermiston-Hinkle Road and US 395.	Long-term	\$5,375,000	PDF, LID, GF
40	Upon redevelopment of adjacent land parcels, develop a minor collector connection between Campbell Drive and Kelli Boulevard.	Mid-term	\$275,000	PDF, GF, LID
41	Extend Campbell Drive at major collector standards south and east to Kelli Boulevard (1 st Phase). Realign a portion of Kelli Boulevard so that it intersects the extension of Campbell Drive (2 nd Phase).	Long-term	\$1,075,000	GF, LID, TEP
42	Develop a minor collector roadway to facilitate north/south travel between US 395 and Feedville Road.	Long-term	\$3,700,000	PDF, LID, GF
43	Develop a series of minor collector roadways to ensure circulation and connectivity upon redevelopment of the large agriculture plots within the western study area.	Long-term	\$5,825,000	PDF, LID, GF

Fig # Id #	Project Description	Priority	Estimated Cost (Yr. 2002 \$)	Potential Funding Source(s)
44	Extend SE 4 th Street along the western boundary of the Hermiston Cemetery to a new east/west minor collector facility that would run parallel to the Gettman Road extension.	Mid-term	\$2,075,000	PDF, LID, GF
45	Upon the redevelopment of the Hermiston Agriculture Experiment Station, provide a new minor collector roadway along the SE 4 th Street alignment. Upgrade and extend Experiment Station Road to this 4 th Street alignment.	Long-term	\$1,575,000	PDF, LID
46	Develop a full access intersection at US 395 to be served by a future extension of Able Drive. This intersection should be limited to a right-in/right-out/left-in access when warranted by a traffic engineering study.	Long-term, following the completion of improvements #43 & #47	\$225,000	STIP, AMG, PDF
47	Develop a signalized access intersection at the US 395/Airport Way intersection when warranted by a traffic engineering study.	Long-term, following completion of elements of Improvement #43	\$225,000	GF, SDC, TEP, PDF, STIP
48	Complete a minor collector roadway system upon redevelopment of the vacant land north of the airport, irrigation canal, and rail line.	Mid-term	\$3,150,000	PDF, SDC, LID, TEP
49	Develop a major collector roadway to facilitate north/south travel within the northeast quadrant of the US 395 Refinement Plan study area.	Mid-term	\$3,300,000	PDF, SDC, LID, TEP
50	Develop a series of minor collector roadways to facilitate circulation south of the Hermiston Airport.	Mid-term	\$3,375,000	PDF, SDC, LID, TEP
51	Develop a series of minor collector roadways to facilitate circulation within the northeast quadrant of the US 395 Refinement Plan study area.	Long-term	\$7,125,000	PDF, SDC, LID, TEP
52	Develop a major collector backage road between Kelli Boulevard and Ott Road.	Near-term	\$2,875,000	PDF, SDC, LID, TEP
53	Extend Kelli Boulevard east of US 395 to connect into a minor collector roadway network.	Near-term	\$1,100,000	PDF, SDC, LID
54	Develop a multi-use path along the west side of US 395. This path will require a bridge crossing over the feed canal and rail line.	Mid-term	\$450,000	GF, STIP, TEP
55	Signalize the US 395/Feedville Road intersection when warranted by a traffic engineering study. (Improvement specific to the US 395 North Corridor Plan)	Long-term	\$225,000	STIP

Note: Potential Funding Sources include the Following:

STIP - State Transportation Improvement Program (ODOT)
GF - City of Hermiston General Fund
SDC - City of Hermiston Transportation System Development Charge
TEP - Transportation Enhancement Program
PDF - Private Development Funds

AMG - Access Management Grant
LID - Local Improvement District
County - Umatilla County
LSN - Local Street Network

Implementation Requirements

The order of implementing the US 395 (Port Drive to Feedville Road) Corridor Refinement Plan projects were developed jointly by the City of Hermiston and ODOT to ensure the integrity of the US 395 corridor as well as local access and circulation. This implementation strategy is outlined in the following bullet points.

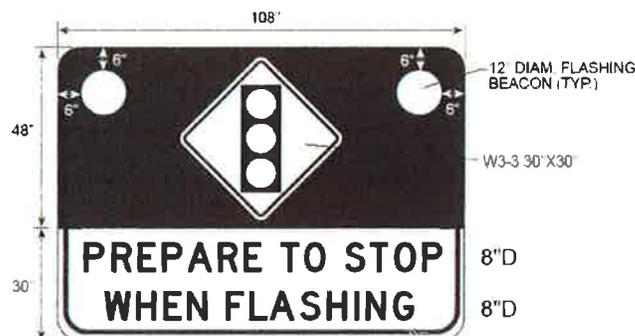
- Access improvements to US 395 will need to occur on an incremental basis depending upon the rate and location of new development.
 - The signalization of the US 395/Campbell Drive/Airport Road intersection (*Improvement #38*) in the near to mid-term will begin to shape future circulation patterns within the US 395 study area.
 - The signalization of the US 395/Wal-Mart Distribution Center driveway (*Improvement #33*) should occur when traffic signal warrants merit installation. The need for signalization will likely be facilitated by roadway *Improvements #35 and #52*.
 - *Improvement #36* will occur upon redevelopment of adjacent land parcels and the completion of *Improvements #35 and #52*.
 - The signalization of the US 395/Airport Way intersection (*Improvement #47*) will occur when upon the completion of future roadways associated with *Improvement #43* and when traffic signal warrants merit installation.
 - The future extension of Able Drive (*Improvement #46*) and its future intersection with US 395 should be limited to a right-in/right-out/left-in access upon the completion of *Improvements #43 and #47*.
 - The limited access modifications to the US 395/Kelli Boulevard (*Improvement #37*) should occur after completion of *Improvements #33, #35, #38, and #40*.
 - The limited access modifications to the US 395/Ott Road (*Improvement #34*) should occur after the completion of *Improvement #33 and #52*.
 - The signalization of US 395/Feedville Road (*Improvement #55*) should occur when traffic signal warrants merit installation. This is likely to be a long-term improvement that will be required upon the redevelopment of the large agricultural plots of the western US 395 study area. This improvement project is specific to the US 395 North Corridor Plan.
- The majority of the circulation roadways and necessary right-of-way can begin to be acquired and constructed upon the redevelopment of individual land parcels. Specific projects that should occur on a phased basis include the following:
 - To facilitate future circulation and access patterns, right-of-way and roadways associated with *Improvement #53* should begin to be acquired and constructed in the near term.
 - Future circulation roadways such as *Improvements #35 and #52* should occur upon the redevelopment of adjacent land parcels. These roadways will serve as

Appendix B

ODOT recommended that “traffic calming” be considered as a traffic safety enhancement to a traffic signal. The intent is to slow traffic approaching the proposed traffic signal to minimize the risk of collisions with high speed, rural, highway traffic. The median can be modified to reduce the design speed of approaching traffic by creating horizontal deflection but takes substantial median modification. Similar to the high speed approach to a roundabout, widening to added horizontal curves for a serpentine alignment to the roadway for 500 feet prior to the intersection would likely be necessary to bring traffic down to urban speeds prior to the signal. Unless US 395 is reduced to one lane, some drivers may resort to risky behavior of using unsafe lane changes to maintain speed on the approach. There are a lot of other traffic calming techniques, some that are not appropriate at this location, such as speed humps, and others with very limited success in changing behavior such as speed bars or rumble strips.

As a safety enhancement for the proposed traffic signal, the following alternative is recommended:

- Install traffic activated warning signs on the northbound approach to the signal 400-500 feet in advance. WSDOT used advance warning signs in very similar circumstances on southbound on SR 503 as traffic approaches the first signal in the City Battle Ground, WA at NE 244th Ave-NE 25 St. See the follow WSDOT white paper on the use of PREPARE TO STOP WHEN FLASHING sign assembly.



The key to success is to provide a message that commands attention, provides adequate reaction time, provides a clear and simple message, and fulfills a need. The use of traffic or signal activated flashing lights are effective at command attention of approaching traffic. Another benefit of this method is that it can be further enhanced with additional advanced traffic control if necessary. For example, use of radar signs (speed limit signs with radar feedback messages) can provide additional traffic calming. The proposed signal should also use a robust vehicle detection system that addresses dilemma zone consideration of approaching high speed traffic.

Prepare to Stop When Flashing (PTSWF) Systems Pilot Project Interim Guidelines

I. Introduction

A. Purpose

To provide guidance to WSDOT personnel in the design, operation, and study of Prepare To Stop When Flashing (PTSWF) systems.

B. References

Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD), FHWA, June 2001 Millennium Edition, including the Washington State Modifications to the MUTCD, M 24-01, 2003

Design Manual, M 22-01

A Policy On Geometric Design of Highways and Streets 2004, 5th Edition AASHTO

ITE Traffic Engineering Handbook, 4th Edition

C. Background

WSDOT is continuously looking for ways to operate our highway facilities in the most efficient and safe way possible. With this goal in mind, WSDOT collected collision data and performed statistical analysis on this information at existing PTSWF operated systems on state highways. Also, research was conducted by reviewing many public records on the subject. Furthermore, State Traffic Departments throughout the country were contacted to poll their experiences with these systems. After completing this analysis, WSDOT concluded that there are potential safety benefits in operating this type of installation at select locations.

D. Discussion

It is the goal of WSDOT to allow PTSWF systems to be installed throughout the state by following the attached PTSWF Pilot Project Interim Guidelines. When a region decides to install a PTSWF system they shall contact the State Traffic Engineer as a means of documenting when the study period begins. The Region Traffic office shall submit a copy of all final drawings and calculations for the PTSWF system to the State Traffic Engineer prior to project implementation. The drawing includes flashing beacon locations, sign locations and mounting details consistent with the pilot study guidelines.

II. Instructions

WASHINGTON STATE DEPARTMENT OF TRANSPORTATION PREPARE TO STOP WHEN FLASHING (PTSWF) SYSTEM PILOT PROJECT INTERIM GUIDELINES

PURPOSE

The purpose of this document is to provide WSDOT Traffic personnel with uniform guidelines to design, operate and study prepare to stop when flashing (PTSWF) systems. These technical guidelines shall be effective on the date of this White Paper.

IMPLEMENTATION

These guidelines are to be implemented for new PTSWF System installations. For existing systems, flasher timing adjustments should be implemented within six months of the effective date in order to provide consistency of operations with new systems.

INTRODUCTION

The PTSWF System is a sign/flasher combination that at certain high-speed locations may provide additional information to the motorist describing the operation of the traffic signal. It has been found that the installation of a PTSWF System may assist the driver in making safer and more efficient driving decisions. This additional information is to get the driver's attention, and inform the driver that he or she must prepare to stop for a red light signal indication. The PTSWF System described above is what WSDOT currently uses in select situations to convey this information.

The PTSWF sign may be placed on main line approaches to applicable high-speed signalized intersections. The PTSWF sign is connected to the traffic signal in such a way that prior to the main line green phase changing to yellow, the flasher is turned on to warn the approaching drivers of the impending change. Specific timing intervals will be determined on a case-by-case basis for each signalized intersection.

Some objectives of an optimally designed combination of traffic signal and PTSWF system are:

- to inform the driver that a signal indication will change to yellow or red in advance of a required decision to stop
- to minimize the number of drivers that are required to make that decision in the dilemma zone; and
- to reduce red-light running, particularly by heavy commercial vehicles.

GENERAL GUIDELINES

PTSWF system implementation is appropriate only at high-speed locations where the posted speed is 45 mph or greater. In addition, it should be considered that the operation of a PTSWF system has the potential to cause increased delay to side street traffic.

Guidelines for a PTSWF system are as follows:

Any one of these categories or other considerations may justify the installation of PTSWF system.

**Table 1
PTSWF Guidelines**

CATEGORY	CRITERIA	COMMENT
1. Isolated or unexpected signalized intersection.	Where there is a long distance from the last intersection at which the main line is controlled, or the intersection is unexpected.	This guideline may be applicable where the distance from the last intersection is greater than 10 miles, or a freeway terminus, or at other locations where the intersection is unexpected
2. Limited sight distance	<p>Where the distance to the stop bar, D, with two signal heads visible is insufficient:</p> $D \leq 1.47Vt + \frac{V^2}{0.93(a + 32.2(G/100))}$ <p>Where: D = distance to stop bar in (ft) V = posted speed (mph) t = reaction time, 2.5 seconds a = deceleration rate 10 ft/s² (all traffic)* 8 ft/s² (Trucks)** G = Grade %</p>	<p>* <i>Traffic Engineering Handbook</i>, 5th Edition, page 481</p> <p>** A deceleration rate of 8 ft/s² may be used when the Criteria from the Category <i>Grade and Truck Volume</i> is met. See Category 3</p>
3. Grade/Truck Volume	Where the roadway has a grade of 3% or greater and truck volume exceeds 15%.	
4. Accidents	If an approach has a collision history that is not correctible with other countermeasures.	If no sight distance or dilemma zone problems exist, PTSWF may not be an appropriate countermeasure to accident problems.
5. Engineering Judgment	Approval of Region Traffic Engineer	Approval shall be based on an Engineering Study.

APPLICATION / PROCEDURE

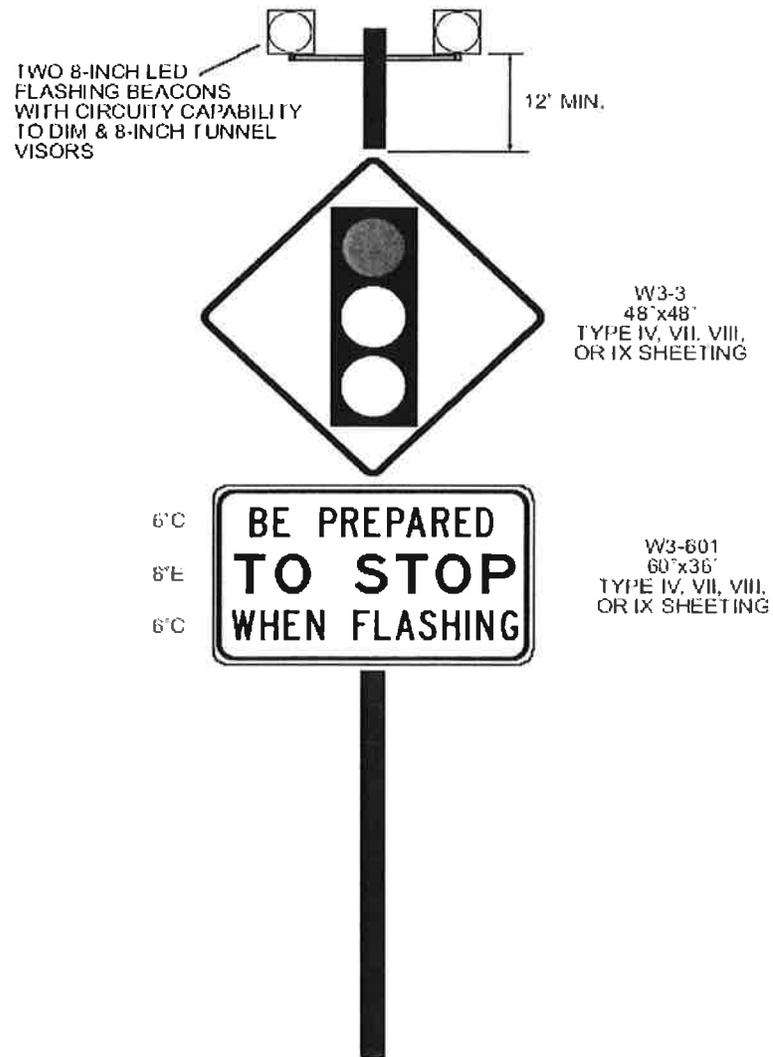
Due to the complex nature of traffic flow characteristics and the various intersection geometric layouts, the following guidelines shall be applied using an engineering study coupled with engineering judgment. Engineering judgment should be based in part on data such as complaints, violations, conformity of practice, and traffic conflicts. Documentation shall be prepared that discusses why decisions were made and how the following countermeasures have been considered prior to installation of a PTSWF system. Although not all inclusive, examples of countermeasures include:

- improving dilemma zone detection
- adjusting existing signal timing parameters such as; yellow clearance time, red interval, passage time, max green time(s) etc.
- installing and enhancing advanced warning signing
- sight distance improvements
- modification of the signal system such as adding additional signal heads
- adjusting speed limits.

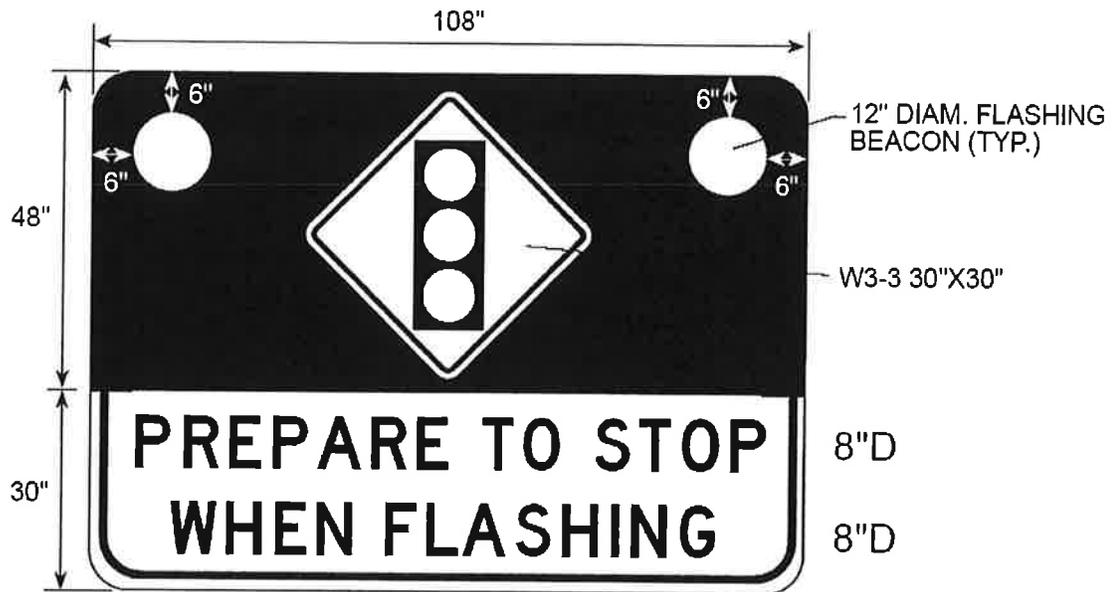
The State Traffic Engineer shall review the proposed installation documentation, with final written approval granted by the Region Traffic Engineer. For study purposes, notice of the installation date shall be forwarded to the State Traffic Engineer.

DESIGN / INSTALLATION

1. **Details** - Figures 1 and 2 show conceptual drawings of the PTSWF sign/flashing beacon combination for median, shoulder and overhead mounting installation locations. Contact the Headquarters Traffic Design office for special design details. Prior to the termination of the green phase (Advanced Green) and during the yellow and red clearance intervals, the flasher shall flash yellow either alternately or simultaneously (see MUTCD section 4K.03). In addition, consideration should be given to extending the flash while the queue of vehicles begins to move on the following initial green indication. A general rule of thumb for this movement is approximately 4 seconds. The flasher will also flash if the signal goes into flashing operation. In addition, power shall be supplied to the PTSWF System from the signal control cabinet. A backup uninterrupted power supply (UPS) should be considered at each location. For any questions concerning the design of the PTSWF System contact the Headquarters Traffic Design office.
2. **Placement** - Considering the roadway environment, the PTSWF sign should generally be set back from the intersection in accordance with Table 1. At locations on multilane divided roadways, the PTSWF sign shall be placed on both sides of the approach or mounted overhead.
3. **Advanced Green** The Advanced Green is the amount of time; prior to the signal turning yellow that, the flashing beacons on the PTSWF sign flash. The Advanced Green time(s) is shown in Table 1.
4. **Detector Placement** - Consider WSDOT *Design Manual* guidelines when installing signal detection.



**Installation at Median or Shoulder Barrier Locations
Figure 1**



COLORS

TOP
STANDARD COLORS FOR W3-3
BACKGROUND - BLACK (NON REFL)

BOTTOM
LEGEND - BLACK (NON REFL)
BACKGROUND - YELLOW (REFL)

**Overhead or Shoulder Mount Installation
Figure 2**

**Table 2
Advanced Warning Flasher Sign Placement**

Sign Placement Distance											
	GRADE	45 mph		50 mph		55 mph		60 mph		65 mph	
		D (ft)	Advance Green (sec)								
Downhill	-8%	392	7.0	472	7.4	559	7.8	653	8.2	754	8.6
	-7%	380	6.8	457	7.2	540	7.6	631	7.9	729	8.4
	-6%	369	6.6	443	7.0	524	7.3	611	7.7	705	8.1
	-5%	358	6.5	430	6.8	508	7.2	593	7.5	684	7.9
	-4%	349	6.3	418	6.6	494	7.0	576	7.3	664	7.7
	-3%	340	6.2	407	6.5	481	6.8	560	7.1	645	7.5
	-2%	332	6.1	397	6.4	468	6.7	545	7.0	628	7.3
	-1%	324	6.0	388	6.2	457	6.5	532	6.8	612	7.1
	0%	317	5.9	379	6.1	446	6.4	519	6.7	597	7.0
Uphill	1%	310	5.8	370	6.0	436	6.3	507	6.5	583	6.8
	2%	303	5.7	362	5.9	426	6.1	495	6.4	569	6.7
	3%	297	5.6	355	5.8	417	6.0	485	6.3	557	6.6
	4%	292	5.5	348	5.7	409	5.9	475	6.2	545	6.4
	5%	286	5.4	341	5.6	401	5.8	465	6.1	534	6.3
	6%	281	5.3	335	5.5	393	5.7	456	6.0	523	6.2
	7%	277	5.2	329	5.4	386	5.6	448	5.9	513	6.1
	8%	272	5.2	324	5.4	379	5.6	440	5.8	504	6.0

For situations other than those listed in Table 2, Sign Distance and the Advanced Green Time can be computed by the following equations:

Distance From Stop-bar to PTSWF Sign

$$D = 1.47Vt + \frac{V^2}{30 \left[\left(\frac{a}{32.2} \right) \pm \frac{G}{100} \right]}$$

Where :

- D* = Sign placement distance
- V* = Posted speed (mph)
- t* = Perception / reaction time (1.5 s)
- a* = Deceleration rate (10 ft / sec²)
- G* = Grade (%)

Advanced Green Time

$$AG = \frac{D + D_p}{V * 1.47}$$

Where:

- AG* = Advance Green Time (s)
- D* = Distance from stop bar to PTSWF sign (ft)
- D_p* = Minimum distance that flashers can be perceived (70 ft)
- V* = Posted speed (mph)



Oregon
Kate Brown, Governor

Oregon Department of Transportation
Highway Department
District 12 Office
1327 SE 3rd Street
Pendleton, OR 97801
Telephone (541) 276-1241
FAX (541) 276-5767

October 6, 2015

Mr. Clint Spencer
City Planner
180 NE 2nd Street
Hermiston, OR 97838

Dear Mr. Clint Spencer :

I am responding to the City of Hermiston with ODOT's analysis results and concerns in regards to the potential Ranch & Home Development on US 395 South of Hermiston.

According to the information we have, the preferred layout from the developer would include a future signalized intersection being developed where the current truck access is for the Hermiston Foods facility. The Cities 2003 corridor refinement plan was carried forward to the 2014 Transportation System Plan (TSP) update. Locating a signal at the Hermiston Foods access (#36) is inconsistent with the plan. A determination needs to be made that adding a signal at this location would not impact the proposed signalized intersections already identified in the plan. The results of this analysis would then be used to justify an amendment to the Cities TSP.

We also feel the City needs to consider that the plan identifies signalizing Airport Road and a back-age road connection somewhere between the east-west connector (#39) and Kelli Boulevard to the north and the Wal-Mart Truck entrance to the south for connectivity. Development of the Event Center on Airport Road may increase a future need for that intersection to be signalized as currently identified in your TSP.

The rural character of the area is of concern when signalizing either of these intersections. ODOT's thoughts on these similar environment signal installations, within the state have changed recently, due to creating traffic accident locations where the posted speed is 55 mph. We would submit that an evaluation of a round-about could be a viable alternative that would better serve the area. At a minimum, if the intersections are signalized we would like to see traffic calming measures.

If you have any questions about our position and concerns please let us know. We appreciate the economic development opportunities and want to make sure the development connects to the state highway system as efficient and safely as possible as the growth for Hermiston continues. Please correspond with Assistant District Manager Tim Ryncarson with any questions (541) 429-6700.

Sincerely,

Marilyn Holt
ODOT District 12 Manager



Oregon

Kate Brown, Governor

Oregon Department of Transportation
Highway Department
District 12 Office
1327 SE 3rd Street
Pendleton, OR 97801
Telephone (541) 276-1241
FAX (541) 276-5767

February 8, 2016

Clint Spencer, City Planner
City of Hermiston
180 NE 2nd Street
Hermiston, Oregon 97838

Subject: City of Hermiston 2016 Transportation System Plan Amendment
Comments for February 10 Hearing

The Oregon Department of Transportation (ODOT) has concerns with the proposed amendments to the City's Transportation System Plan (TSP) which could adversely affect the safety and operation of US 395. Please enter this letter into the hearing record.

The City's 2003 TSP includes the US 395 Corridor Refinement Plan that projected traffic volumes to increase as this area develops and outlines initiatives aimed to respond to growth. The US 395 Corridor Refinement Plan was developed in partnership with the City, Umatilla County, ODOT and stakeholders recognizing the importance of the corridor to the regional economy, as well as the corridor's function as an alternative to Interstate 82.

As US 395 also serves as a main street for communities along the corridor, highway safety and the importance of bicycle and pedestrian mobility are recognized. The corridor strategy strives to balance the needs and to address an overall access and circulation management plan with appropriate improvements.

In reviewing the City's proposed 2016 TSP amendments, it was recognized that the development assumptions could have a significant impact on state highways and intersections. There are several project opportunities that should be established and retained to ensure the proposed TSP amendments support short and long-term improvements to the transportation system.

Project Opportunities

US 395 is classified as a Statewide Highway and Freight Route. The location of intersection improvements, such as future traffic signals or roundabout treatments will significantly change the character of traffic using the existing approaches. Project descriptions of future intersection improvements should be updated to enable installation of signalization "or roundabouts" to provide for final design flexibility.

Clint Spencer, City Planner
February 8, 2016
Page 2

To minimize conflicts with turning vehicles, there are operational issues that will need to be addressed. Access to the Ranch and Home site from the current US 395/Hermiston Food's driveway/truck entrance will require a new Approach Permit from ODOT and possibly construction of right-turn lanes at the time of opening, consistent with OAR Chapter 734, Division 051.

A future traffic signal or roundabout adjacent to the US 395/Walmart Distribution Center site and at the US 395/E Airport Road/SE Campbell Drive intersection allows for improvements of existing lane configurations, control and geometric characteristics to accommodate growth patterns and needs upon redevelopment of the large agricultural plots located within the nearby area along 395. However, with these noted improvements for traffic circulation, ODOT remains concerned about safety problems that can occur at a newly signalized intersection in a remaining rural environment with a current posted speed of 55mph.

As previously shared in our October 6, 2015 letter to the City, we feel traffic calming measures combined with a traffic signal are a necessity. Potential options for traffic calming are included in the TSP Update. The TSP Update notes that a traffic signal would be one-third the cost of a roundabout. In our experience, the cost of a signal would also include improving the geometry of the intersection that is needed and will most likely be comparable in cost. Also, future ongoing maintenance cost of a signal will exist while being absent with a roundabout.

As congestion and travel delays increase along US 395, a parallel route becomes more favorable to local traffic and necessary to accommodate future development. A fully continuous north-south route parallel to US 395 (Project #35) to tie into east-west roadways improves the continuity of the City's street grid system. A primary street network consisting of an extension of East Penney Avenue and the connection of SE Kelli Blvd south toward the Walmart Distribution Center are planned facilities to enhance local and regional circulation and overall access. Deleting segments of planned local streets significantly limits north-south as well as east-west connectivity opportunities to support planned land use within the area.

These projects which provide highway access and roadway alignments should be preserved to enable future expansion of a balanced, interconnected multi-modal transportation network. The Transportation Planning Rule (OAR 660-012) encourages Transportation Demand Management (TDM) measures as part of the TSP. The City should consider the range of transportation solutions. Given the opportunities, one of the most promising options available to the City is provisions to encourage and promote the use of all travel modes in conjunction with local development activities.

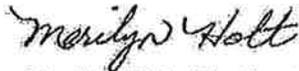
The City has been working to obtain funding and install projects to enhance the overall network of safe and convenient bicycle and pedestrian facilities linking home, work and play. Development and extension of these local access and circulation streets to accommodate walking

Clint Spencer, City Planner
February 8, 2016
Page 3

and cycling (active transportation modes) and other improvements, particularly at key crossroad junctions with the surrounding and emerging industrial and commercial employment centers should be retained. The transportation system is more effective if optimizes and improves mobility choices and connectivity.

In addition, the traffic study provided lacks specific triggers for the recommended improvements and identification of responsibility for the implementation of Project #35 and when traffic signal warrants or roundabouts merit installation on US 395. These elements should be addressed with emphasis on development contributing fiscally to implement the transportation infrastructure improvements.

Thank you for the opportunity to comment regarding the proposed plan amendment. ODOT would like to work with the City and the Applicant to ensure that US 395 operates safely with a full understanding of the traffic implications and not cause a significant affect.



Marilyn Holt, District 12 Manager
ODOT Region 5

CJS

Attachment: ODOT October 6, 2015 letter to Clint Spencer, City of Hermiston

cc: Craig Sipp, Region 5 Area Manager
Teresa Penninger, Region Planning
Jeff Wise, Region Traffic
Grant Young, DLCD
Tamra Mabbott, Umatilla County

From: Clinton Spencer
Sent: Monday, February 08, 2016 5:01 PM
To: 'RYNEARSON Timothy W'
Cc: JARVIS-SMITH Cheryl; Byron Smith; Mark Morgan; manixj@hdjdg.com; jeff@ranch-home.com; georgedress@ranch-home.com; Paul Knutzen (paul@knutzenengineering.com)
Subject: RE: Comments-Hermiston TSP amendment hearing

Tim,

I've received your comments and have a few points of clarification to discuss.

The city agrees that changing from a signal to a signal/roundabout to provide better design flexibility is acceptable. ODOT's concept of future roundabouts at Airport Road and the Wal-Mart distribution center is interesting. A string of roundabouts would go a long way to calming traffic over the long term which is where the city wants to be. The city is much more supportive of the roundabout concept if more than one is installed concurrently. Perhaps a plan that installs a roundabout for ranch and home concurrently with another at Airport Road servicing EOTEC would better calm traffic? We still maintain that a single roundabout at any location in a 55 mph zone works against the public interest and feel that this corridor can be made significantly safer with a lowered speed limit.

Your letter makes reference to a backage road connecting Kelli Blvd to the Wal-Mart distribution center truck entrance (Project #35). Project #35 in the 2003 corridor refinement plan should be looked at in the context of what is feasible versus what is built on the ground, as well as what is ultimately served by the proposed street network. It's important to note that the proposed signal/roundabout in the TSP amendment provides a new full access intersection at the end of the road extension #39 in the 2003 corridor refinement plan. The 2003 plan had this new collector street terminating at a right-in/right-out access onto 395. Since the functionality of the intersection at the Hermiston Foods driveway is improving to a full access with the TSP amendment, the city contends that extending the road in Project #35 is redundant and unnecessary. In the 2003 plan, trips moving along street #39 had to turn either north or south to take advantage of the signal at Wal-Mart or Campbell Drive. Now those trips can be contained on the new collector with the planned signal. It is important to note that the development under consideration, a new ranch and home store, has already agreed to dedicate and improve the right-of-way necessary to construct the first portion of this new street. Extension of the new backage road in Project #35 precludes any large form factor development on the parcels between Wal-Mart and Hermiston Foods.

The city also includes here copies of the bike and pedestrian plans from the TSP. Please note that the existing planning documents call for a separated multi-use path along the Highway 395 frontage between Ott Road and Airport Way. The portion adjacent to Ranch and Home will be required when that frontage is built upon. Similarly, all of the streets in the south Hermiston study area will require sidewalks and/or on-street bike lanes.

The City appreciates the opportunity to work with ODOT on these development issues and hopes that we can find a compromise acceptable to all parties.

Clinton Spencer
City Planner
(541)567-5521

YOU CAN GROW HERE.

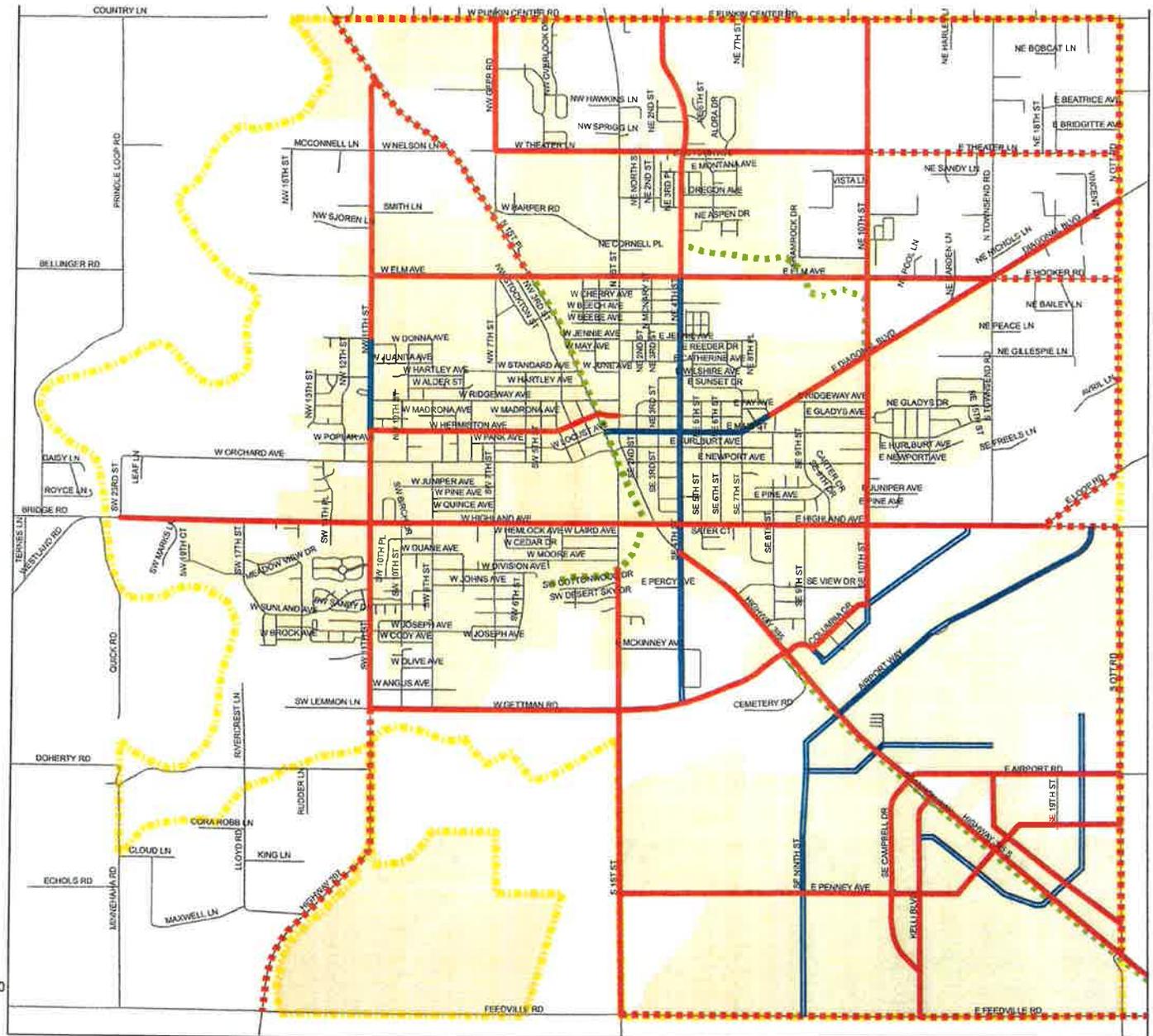
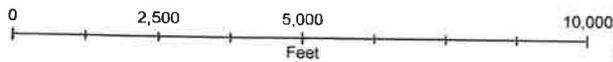
City of Hermiston Transportation System Plan Bicycle Improvement Map 2016

Legend

-  On-Street Bike Lane
-  Shoulder Bikeway
-  On-Street Bike Route
-  Multi-Use Path
-  UGB
-  City Limits



NOTE:
All project locations are approximations.
All projects will require surveying, design,
and engineering to determine final location
and scope.



Clinton Spencer

From: RYNEARSON Timothy W <Timothy.W.RYNEARSON@odot.state.or.us>
Sent: Wednesday, February 10, 2016 12:53 PM
To: Clinton Spencer
Cc: JARVIS-SMITH Cheryl; Byron Smith; Mark Morgan
Subject: RE: Comments-Hermiston TSP amendment hearing

Thank you Clint!

As I have previously mentioned ODOT is interested in providing the City of Hermiston staff a presentation on what we have learned on roundabouts.

My thought is to do it exclusively between us or however with whomever in your organization that would benefit.

I will need some lead time in getting those folks scheduled to come over. We may want to offer it while they are here to others separately as well.

Let me know your thoughts in possibly putting something together.

Thanks !

Timothy W. (Tim) Ryneerson
Assistant District Manager
ODOT- District 12
1327 S.E. 3rd Street
Pendleton, OR 97801
Office: (541) 429-6700

From: Clinton Spencer [<mailto:cspencer@hermiston.or.us>]
Sent: Monday, February 08, 2016 5:01 PM
To: RYNEARSON Timothy W
Cc: JARVIS-SMITH Cheryl; Byron Smith; Mark Morgan; manixj@hdjdg.com; jeff@ranch-home.com; georgedress@ranch-home.com; Paul Knutzen (paul@knutzenengineering.com)
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STAFF REPORT

For Meeting of February 22, 2016

MAYOR AND MEMBERS OF THE CITY COUNCIL

Agenda Item #

NO. 2016-

**SUBJECT: Res.
2016 UEC Easement**

Subject

Resolution 2016 will authorize granting to the Umatilla Electric Cooperative (UEC) a utility easement along the west twenty-five feet of City land abutting Geer Road, beginning at the southeast corner of the intersection of Geer Road and W. Dusk Avenue.

Summary and Background

UEC has a 69 kilovolt powerline along Geer Road which is located in the county right of way. UEC is planning to rebuild and make certain improvements to its powerline. As part of those improvements, UEC would like to move the powerline outside of the Geer Road right of way so it does not have to move the powerline again if the width of Geer Road is widened to the limit of the right of way.

Fiscal Information

There is no fiscal impact to the City by granting this easement to UEC. There may be a physical impact to the affected City property since any future use of the twenty-five-foot strip by the City will be subject to the easement.

Alternatives and Recommendation

Alternatives The council has the binary option of either granting the easement to UEC or denying to grant the easement to UEC.

Recommendation City staff, including the departments of Parks and Recreation, Recycled Water and Water, has reviewed UEC's request and recommends granting the easement.

Requested Action/Motion

Motion to approve Resolution No. 2016

Reviewed by:



Department Head

City Manager Approval



City of Hermiston

RESOLUTION NO. 2016

A RESOLUTION APPROVING THE GRANT OF A UTILITY EASEMENT TO UMATILLA ELECTRIC COOPERATIVE ALONG THE WEST TWENTY-FIVE FEET OF CITY LAND ABUTTING GEER ROAD BEGINNING AT THE SOUTHEAST CORNER OF THE INTERSECTION OF GEER ROAD AND W. DUSK AVENUE, AND AUTHORIZING THE CITY MANAGER TO SIGN THE EASEMENT GRANT ON BEHALF OF THE CITY OF HERMISTON

WHEREAS, the Umatilla Electric Cooperative (UEC) currently has a powerline along Geer Road which is located in the county right of way;

WHEREAS, UEC is planning to rebuild the powerline and increase the electrical current from 69 kilovolts to 115 kilovolts and make other improvements to the powerline; and

WHEREAS, those improvements include moving the powerline onto UEC easements outside of the Geer Road right of way to avoid moving the powerline again if Geer Road is ever fully developed; now, therefore,

IT IS RESOLVED that the form, terms and provisions of the draft of the Easement copies of which have been presented to and reviewed by the Council, be, and they are, in all respects, hereby approved and adopted;

IT IS FURTHER RESOLVED that the City Manager be, and is, hereby authorized to execute and deliver the Easement to UEC substantially in the form heretofore approved and adopted by the City Council; and

IT IS FINALLY RESOLVED that pursuant to the City Charter and ORS 221.310(3), this resolution is effective immediately upon its passage.

Dated this 22nd day of February, 2016.

CITY OF HERMISTON

ATTEST:

Mayor

City Recorder

NW 1/4 SECTION 3, TWP. 4N R1G. 28E

NE 1/4 SECTION 3, TWP. 4N R1G. 28E

GEER ROAD

*Existing
Power Line*

OHE OHE OHE OHE

25.0'



NW DUSK AVENUE

BUILDING

1" = 20'

AFTER RECORDING, RETURN TO:

Umatilla Electric Cooperative
P.O. Box 1148
Hermiston, Oregon 97838

UEC REFERENCE: Tax Lot #4000

EASEMENT

The City of Hermiston, a municipal corporation of the State of Oregon, Grantor(s), for good and valuable consideration, receipt of which is hereby acknowledged, grants to Umatilla Electric Cooperative, an Oregon cooperative corporation, Grantee, and to its licensees, successors or assigns, a perpetual and exclusive easement and right of way, the purpose of which is to construct, operate, maintain, repair and replace utility lines and facilities, including, but not limited to, lines for the transmission or distribution of electrical power, telephone lines, television and communication lines, or any related system and facilities on, across, over, or under a strip of land in Umatilla County, Oregon, Township 4 North, Range 28 East of the Willamette Meridian, Section 03, and more particularly described as follows:

The west 25 feet of the real property described in a Bargain and Sale Deed, recorded in Umatilla County, Oregon as Document Number 2003-4510441, dated November 5, 2003.

Grantor(s) further grants the right to inspect and make repairs, changes, alterations, improvements, removals from, substitutions and additions to the facilities as Grantee may from time to time deem advisable, including, by way of example and not by way of limitation, the right to increase or decrease the number of conduits, wires, cables, handholes, manholes, connection boxes, transformers and transformer enclosures; to cut, trim and control the growth by chemical means, machinery or otherwise of trees, shrubbery and vegetation located within the easement area (including any control of the growth of other vegetation in the easement area which may incidentally and necessarily result from the means of control employed); to fell or trim any trees or brush located on Grantor's land adjoining the above described easement area which may pose a hazard to the operation of the facilities within the easement area; to keep the easement clear of all buildings, structures or other obstructions; to license, permit or otherwise agree to the joint use or occupancy of the lines, system or, if any of said system is placed underground, of the trench and related underground facilities, by any other person, association or corporation; and to cross over and to install guys and anchors on Grantor's land adjoining the above described easement area.

Grantor agrees that all poles, wires and other facilities including any equipment, installed in, upon or under the above-described lands at the Grantee's expense shall remain the property of the Grantee, removable at the option of the Grantee.

Grantor covenants that it is the owner of the above-described lands.

DATED this 23rd day of February, 2016.

Byron D. Smith
Title of Officer: City Manager
For City of Hermiston

STATE OF OREGON)
) ss.
County of Umatilla)

THIS CERTIFIES that on this 23rd day of February, 2016, before me the undersigned personally appeared the above named Byron D. Smith who is the City Manager for the City of Hermiston, a municipal corporation of the State of Oregon, on behalf of the corporation, known to me to be the identical person(s) described in and who executed the foregoing instrument and acknowledged to me that he executed the same.

Before me: _____
Notary Public for Oregon

UMATILLA ELECTRIC COOPERATIVE
P.O. Box 1148
Hermiston, OR 97838

EXHIBIT "A"

Said centerline is shown for illustration purposes only

EASEMENT LOCATION

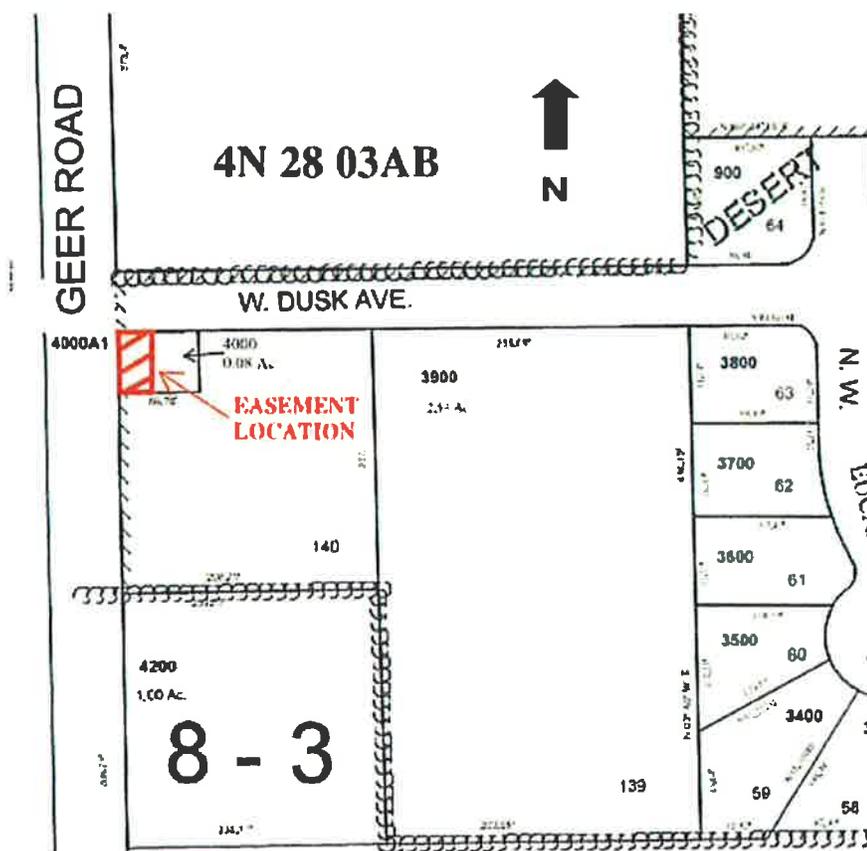


Illustration NOT TO SCALE
WO# 1100435
Ref#: CU-854

STAFF REPORT

For Meeting of February 22, 2016

MAYOR AND MEMBERS OF THE CITY COUNCIL

Agenda Item #

NO. 2016-

**SUBJECT: Res.
2017 UEC Easement**

Subject

Resolution 2017 will authorize granting to the Umatilla Electric Cooperative (UEC) a twenty-five easement along the portions of Theater Sports Park that abut Geer Road.

Summary and Background

UEC has a 69 kilovolt powerline along Geer Road which is located in the county right of way. UEC is planning to rebuild and make certain improvements to its powerline. As part of those improvements, UEC would like to move the powerline outside of the Geer Road right of way so it does not have to move the powerline again if the width of Geer Road is widened to the limit of the right of way.

Fiscal Information

There is no fiscal impact to the City by granting this easement to UEC. There may be a physical impact to the affected City property since any future use of the twenty-five-foot strip by the City will be subject to the easement.

Alternatives and Recommendation

Alternatives The council has the binary option of either granting the easement to UEC or denying to grant the easement to UEC.

Recommendation City staff, including the departments of Parks and Recreation, Recycled Water and Water, has reviewed UEC's request and recommends granting the easement.

Requested Action/Motion

Motion to approve Resolution No. 2017

Reviewed by:

Department Head

City Manager Approval



City of Hermiston

RESOLUTION NO. 2017

A RESOLUTION APPROVING THE GRANT OF A UTILITY EASEMENT TO UMATILLA ELECTRIC COOPERATIVE ALONG THE WEST TWENTY-FIVE FEET OF THEATER SPORTS PARK ABUTTING GEER ROAD BETWEEN HARPER ROAD AND W. THEATER LANE, AND AUTHORIZING THE CITY MANAGER TO SIGN THE EASEMENT GRANT ON BEHALF OF THE CITY OF HERMISTON

WHEREAS, the Umatilla Electric Cooperative (UEC) has a powerline along Geer Road which is located in the county right of way;

WHEREAS, UEC is planning to rebuild the powerline and increase the electrical current from 69 kilovolt to 115 kilovolts and make other improvements to the powerline; and

WHEREAS, those improvements include moving the powerline onto UEC easements outside of the Geer Road right of way to avoid moving the powerline if Geer Road is ever fully developed; now, therefore,

IT IS RESOLVED that the form, terms and provisions of the draft of the Easement copies of which have been presented to and reviewed by the Council, be, and they are, in all respects, hereby approved and adopted;

IT IS FURTHER RESOLVED that the City Manager be, and is, hereby authorized to execute and deliver the Easement to UEC substantially in the form heretofore approved and adopted by the City Council; and

IT IS FINALLY RESOLVED that pursuant to the City Charter and ORS 221.310(3), this resolution is effective immediately upon its passage.

Dated this 22nd day of February, 2016.

CITY OF HERMISTON

ATTEST:

Mayor

City Recorder

*CAS
White*



Existing Power Line



AFTER RECORDING, RETURN TO:

Umatilla Electric Cooperative
P.O. Box 1148
Hermiston, Oregon 97838

UEC REFERENCE: Tax Lot #1302

EASEMENT

The City of Hermiston, a municipal corporation of the State of Oregon, Grantor(s), for good and valuable consideration, receipt of which is hereby acknowledged, grants to **Umatilla Electric Cooperative**, an Oregon cooperative corporation, Grantee, and to its licensees, successors or assigns, a perpetual and exclusive easement and right of way, the purpose of which is to construct, operate, maintain, repair and replace utility lines and facilities, including, but not limited to, lines for the transmission or distribution of electrical power, telephone lines, television and communication lines, or any related system and facilities on, across, over, or under a strip of land in Umatilla County, Oregon, Township 4 North, Range 28 East of the Willamette Meridian, Section 03, and more particularly described as follows:

The west 25 feet abutting Geer Road of the real property described in a Warranty Deed, recorded in Umatilla County, Oregon in Record of Deeds, Reel 28, Pages 1629-1632 as Document Number 33598, dated January 30, 1978.

Grantor(s) further grants the right to inspect and make repairs, changes, alterations, improvements, removals from, substitutions and additions to the facilities as Grantee may from time to time deem advisable, including, by way of example and not by way of limitation, the right to increase or decrease the number of conduits, wires, cables, hand-holes, manholes, connection boxes, transformers and transformer enclosures; to cut, trim and control the growth by chemical means, machinery or otherwise of trees, shrubbery and vegetation located within the easement area (including any control of the growth of other vegetation in the easement area which may incidentally and necessarily result from the means of control employed); to fell or trim any trees or brush located on Grantor's land adjoining the above described easement area which may pose a hazard to the operation of the facilities within the easement area; to keep the easement clear of all buildings, structures or other obstructions; to license, permit or otherwise agree to the joint use or occupancy of the lines, system or, if any of said system is placed underground, of the trench and related underground facilities, by any other person, association or corporation; and to cross over and to install guys and anchors on Grantor's land adjoining the above described easement area.

Grantor agrees that all poles, wires and other facilities including any equipment, installed in, upon or under the above-described lands at the Grantee's expense shall remain the property of the Grantee, removable at the option of the Grantee.

Grantor covenants that it is the owner of the above-described lands.

DATED this 23rd day of February, 2016.

Byron D. Smith
Title of Officer: City Manager
For City of Hermiston

STATE OF OREGON)
) ss.
County of Umatilla)

THIS CERTIFIES that on this 23rd day of February, 2016, before me the undersigned personally appeared the above named Byron D. Smith who is the City Manager for City of Hermiston, a municipal corporation of the State of Oregon, on behalf of the corporation, known to me to be the identical person(s) described in and who executed the foregoing instrument and acknowledged to me that he executed the same.

Before me: _____
Notary Public for Oregon

UMATILLA ELECTRIC COOPERATIVE
P.O. Box 1148
Hermiston, OR 97838

EXHIBIT "A"

Said centerline is shown for illustration purposes only

EASEMENT LOCATION

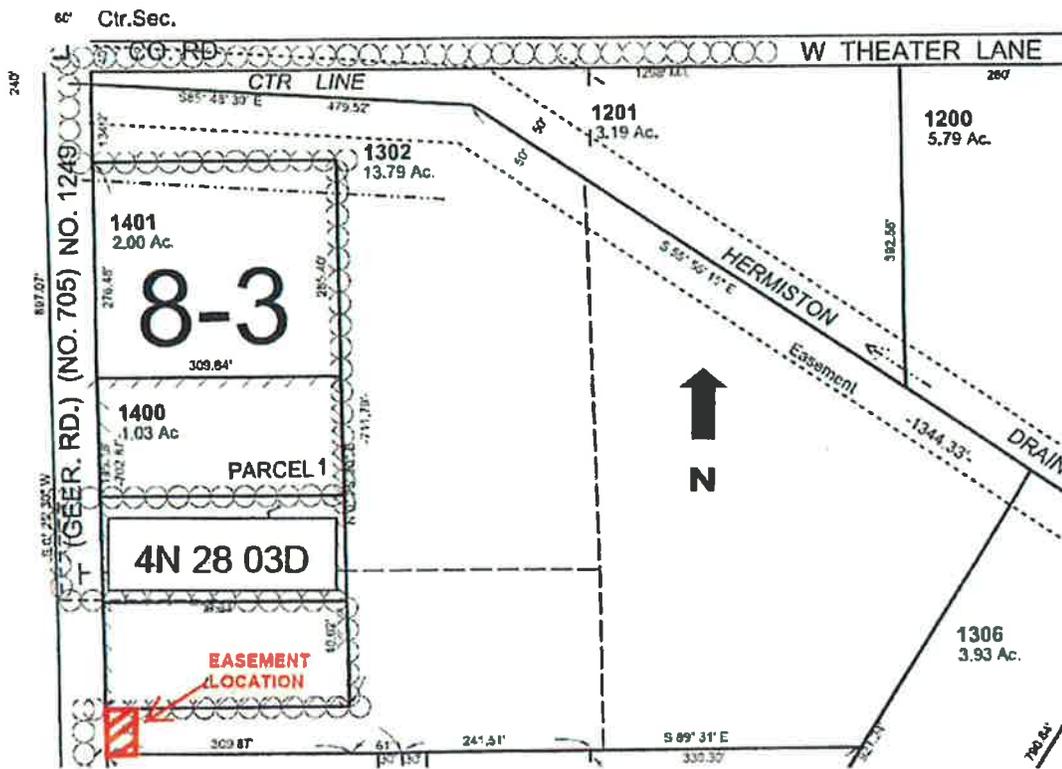


Illustration NOT TO SCALE
WO# 1100435
Ref#: CU-865

COUNCIL REPORT

For Meeting of February 22, 2016

MAYOR AND MEMBERS OF THE CITY COUNCIL

NO. 2016-

SUBJECT:
EOTEC Board
Appointment

Subject

Eastern Oregon Trade and Event Center (EOTEC) Authority Board member appointment.

Summary and Background

On February 5, 2016, the EOTEC Authority Board accepted the resignation of David Bothum as a member of the Board. According to the Intergovernmental Agreement (IGA) forming the EOTEC Authority, David was an appointment of the Hermiston City Council based on the recommendation of the Farm-City Pro Rodeo (FCPR) Board. He was recently reappointed by the council for a new term beginning on January 1, 2015. His successor would then serve the remainder of that term until December 31, 2018.

After David's resignation, the FCPR Board met and has recommended that Ed Brookshier be appointed to fill the remainder of David's term. Ed was a member of the EOTEC Authority Board from its inception. He has intimate knowledge of the project and a demonstrated passion for its completion. He served as the Board chair for the last year he was on the board.

Fiscal Information

This appointment has no direct financial impact to the City of Hermiston. However, EOTEC operational costs could have a substantial impact on the City and so having someone in place to help make the best possible decisions related to EOTEC is important.

Alternatives and Recommendation

Alternatives

1. Appoint Ed Brookshier to the EOTEC Board as recommended by the FCPR Board.
 - a. This alternative places someone very familiar with the project on the EOTEC Board that can assist in completing the project.
 - b. This alternative puts someone on the board that has established ideas related to the project.
2. Appoint someone else to the EOTEC Board.
 - a. Depending on the person, this alternative could potentially place someone on the board with new ideas and energy to complete the project.
 - b. Depending on the person, this alternative would place someone on the Board at a very critical time with little or no knowledge about the project.

City of Hermiston

3. Leave the seat vacant on the EOTEC Board.
 - a. This alternative would allow existing board dynamics to continue and promote the timely project completion.
 - b. This alternative could leave the Board shorthanded and less able to do necessary business.

Recommendation

Staff recommends the selection of Alternative #1 to appoint Ed Brookshier to the EOTEC Board to fill David Bothum's unexpired term (12/31/18).

Requested Action/Motion

Motion to appoint as presented.

A handwritten signature in black ink, appearing to read "Bryan D. Smith". The signature is written in a cursive style with a large initial 'B'.

City Manager Approval

Monthly Financial Report



Includes the Hermiston Urban Renewal Agency

Finance Department
January 2016

2015-2016 Monthly Financial Report

Hermiston Urban Renewal Agency (HURA)

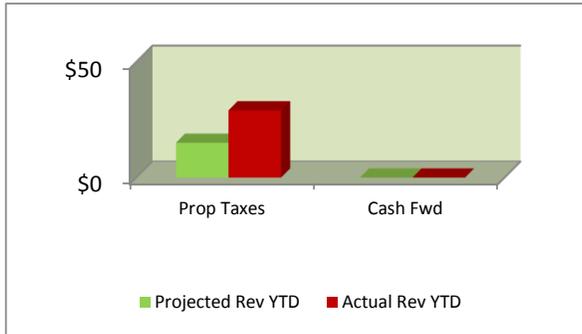
For the Month Ending Jan 31, 2016

Resources

Through Jan 31, 2016

by Category

(in \$1,000)



	Annual Proj Rev	Projected Rev YTD	Actual Rev YTD	Var Fav/ (Unfav)	% Var
Prop Taxes	\$ 15	\$ 15	\$ 29	\$ 14	0%
Cash Fwd	60	-	-	-	0%
Total	\$ 75	\$ 15	\$ 29	\$ 14	0%

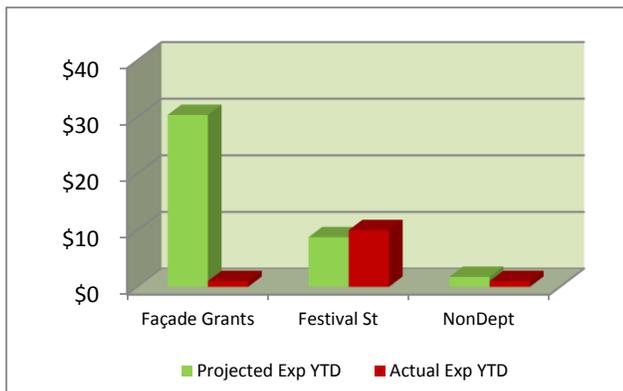
Note: variance is calculated as a percent of the projected revenue YTD.

Expenditures

Through Jan 31, 2016

by Character

(in \$1,000)



	Annual Proj Exp	Projected Exp YTD	Actual Exp YTD	Var Fav/ (Unfav)	% Var
Façade Grants	\$ 52	\$ 30	\$ 1	\$ 29	97%
Festival St	15	9	10	(1)	(14%)
NonDept	3	2	1	1	0%
Res for Fut Exp	5	-	-	-	0%
Total	\$ 75	\$ 41	\$ 12	\$ 29	0%

Note: variance is calculated as a percent of the projected expenditures YTD.

A little more than \$400 in property tax revenue was received in January bringing the year-to-date receipts to approximately \$29,000. \$370 was expended on legal fees bringing year-to-date expenditures to \$11,900.

2015-2016 Monthly Financial Report

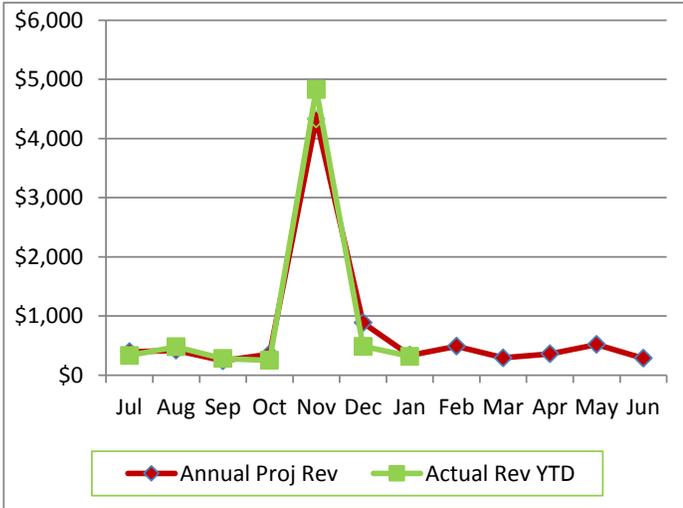
City of Hermiston, Oregon
General Fund Resources

For the Month Ending Jan 31, 2016

Through Jan 31, 2016

All Resources

(in \$1,000)



	Annual Proj Rev	Proj Rev YTD	Actual Rev YTD	Var Fav/ (Unfav)	% Var
Jul	\$ 393	\$ 393	\$ 332	\$ (61)	(15%)
Aug	418	418	478	60	14%
Sep	242	242	280	38	16%
Oct	355	355	251	(105)	(29%)
Nov	4,330	4,330	4,829	499	12%
Dec	885	885	486	(399)	(45%)
Jan	333	333	317	(17)	(5%)
Feb	490	-	-	-	-
Mar	293	-	-	-	-
Apr	360	-	-	-	-
May	517	-	-	-	-
Jun	285	-	-	-	-
Total	8,902	6,957	6,973	16	0%
Cash Fwd	3,813	-	-	-	0%
Total	\$ 12,715	\$ 6,957	\$ 6,973	\$ 16	0%

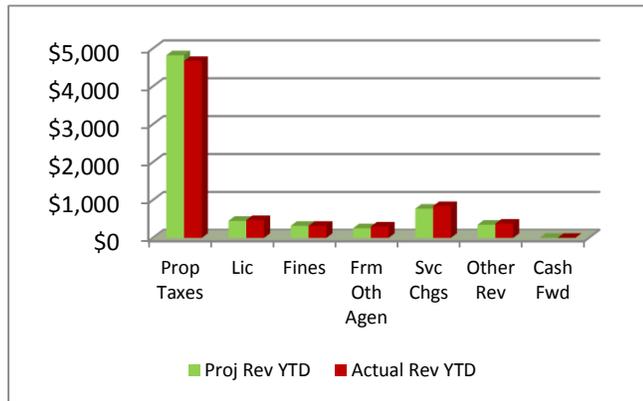
As of the end of January the City has received \$6,973,000 in General Fund revenues. This is just \$16,000 more than the year-to-date projection of \$6,957,000. Property Taxes are under projections by \$150,000 offset by an overage of \$70,000 in Service Charges and \$46,000 in Receipts from Other Agencies.

General Fund Revenue

Through Jan 31, 2016

by Category

(in \$1,000)



	Annual Proj Rev	Proj Rev YTD	Actual Rev YTD	Var Fav/ (Unfav)	% Var
Prop Taxes	\$ 5,265	\$ 4,819	\$ 4,669	\$ (150)	(3%)
Lic	774	449	469	20	5%
Fines	583	318	319	1	0%
Frm Oth Agen	445	254	300	46	18%
Svc Chgs	1,323	770	840	70	9%
Other Rev	513	347	376	29	8%
Cash Fwd	3,813	-	-	-	0%
Total	\$ 12,715	\$ 6,957	\$ 6,973	\$ 16	0%

Note: variance is calculated as a percent of the projected revenue YTD.

2015-2016 Monthly Financial Report

City of Hermiston, Oregon General Fund Expenditures

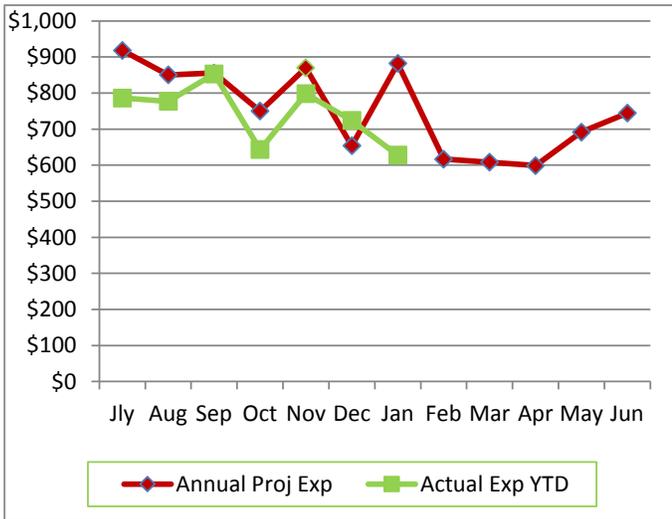
For the Month Ending Jan 31, 2016

General Fund Expenditure Summary

Through Jan 31, 2016

All Requirements

(in \$1,000)



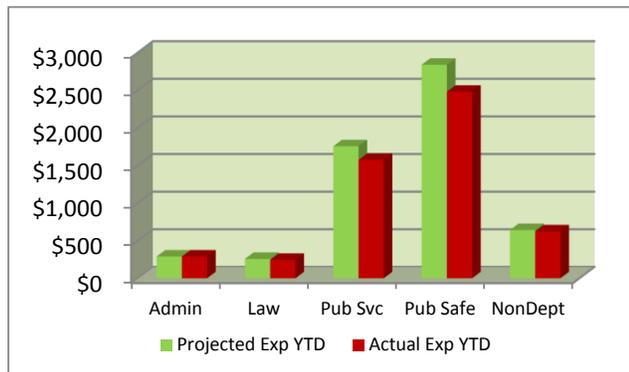
	Annual Proj Exp	Projected Exp YTD	Actual Exp YTD	Var Fav/ (Unfav)	% Var
Jly	\$ 918	\$ 918	\$ 786	\$ 132	14%
Aug	850	850	777	73	9%
Sep	855	855	853	3	0%
Oct	750	750	643	107	14%
Nov	870	870	798	72	8%
Dec	654	654	724	(70)	(11%)
Jan	882	882	628	254	29%
Feb	617	-	-	-	-
Mar	608	-	-	-	-
Apr	599	-	-	-	-
May	692	-	-	-	-
Jun	744	-	-	-	-
Total	9,039	5,779	5,209	570	10%
Unapp	3,676	-	-	-	0%
Total	\$ 12,715	\$ 5,779	\$ 5,209	\$ 570	10%

General Fund expenditures are under projections by \$570,000, a 10% favorable variance. Continuing the pattern we have seen in prior months, the largest savings are in Public Services and Public Safety.

General Fund Expenditures by Consolidated Department

Through Jan 31, 2016

(in \$1,000)



	Annual Proj Exp	Projected Exp YTD	Actual Exp YTD	Var Fav/ (Unfav)	% Var
Admin	\$ 490	289	289	\$ (0)	(0%)
Law	440	257	245	13	5%
Pub Svc	2,879	1,755	1,573	181	10%
Pub Safe	4,330	2,838	2,479	359	13%
NonDept	901	641	623	18	3%
Unapp	3,676	-	-	-	0%
Total	\$ 12,715	\$ 5,779	\$ 5,209	\$ 570	10%

Note: variance is calculated as a percent of the projected expenditures YTD.

2015-2016 Monthly Financial Report

General Fund Expenditure Detail For the Month Ending Jan 31, 2016

General Fund Expenditures by Department

	Annual Projected Exp	Projected Exp YTD	Actual Exp YTD	Var Fav/ (Unfav)	% Var Fav/ (Unfav)
City Council	32,150	18,739	23,899	(5,160)	(28%)
City Manager/Planning	402,398	238,530	234,387	4,143	2%
Finance	54,964	31,561	30,773	788	2%
Total Admin & Finance	489,512	288,830	289,059	(229)	(0%)
Legal	187,700	107,293	102,126	5,167	5%
Court	251,904	149,853	142,406	7,447	5%
Total Dept of Law	439,604	257,146	244,532	12,614	5%
Transportation	188,375	111,971	85,882	26,089	23%
Airport	241,640	173,688	119,584	54,104	31%
Bldg Inspection	343,262	199,811	195,188	4,623	2%
Parks	477,440	276,249	247,933	28,316	10%
Pool	389,229	271,556	239,513	32,043	12%
Municipal Buildings	12,900	6,807	7,353	(546)	(8%)
Library	689,266	403,681	375,478	28,203	7%
Recreation	537,300	310,907	302,340	8,567	3%
Total Public Services	2,879,412	1,754,668	1,573,271	181,397	10%
Public Safety Center	92,000	54,443	50,237	4,206	8%
Police Operations	4,237,982	2,783,539	2,428,873	354,666	13%
Total Public Safety	4,329,982	2,837,982	2,479,110	358,872	13%
Non-Departmental	900,565	640,793	622,986	17,807	3%
Unappropriated	3,676,280	0	0	0	0%
Total Non-Dept	4,576,845	640,793	622,986	17,807	3%
Total	12,715,355	5,779,418	5,208,958	570,461	10%

The City Council continues to be over its projected expenditures at the end of January. The year-to-date overage dropped from \$5,700 last month to \$5,160 this month. As noted previously the overage is due to the timing of training opportunities and we anticipate the department to end the fiscal year within budget.

Fewer residents are purchasing and using subsidized taxi tickets causing the majority of the \$26,000 variance in the Transportation department. Ticket sales and reimbursements are both down about 13%.

The Airport also has a favorable variance. Continuing the trend we saw in previous months fuel sales are down due to the construction work on the taxiway, and with fuel sales down, the corresponding expenditures to purchase fuel decrease.

The Police Department's favorable variance nearly doubled in January from 7% to 13%. Savings in overtime, motor vehicle fuel and oil and nuisance abatement expenditures continue to drive the variance.

2015-2016 Monthly Financial Report

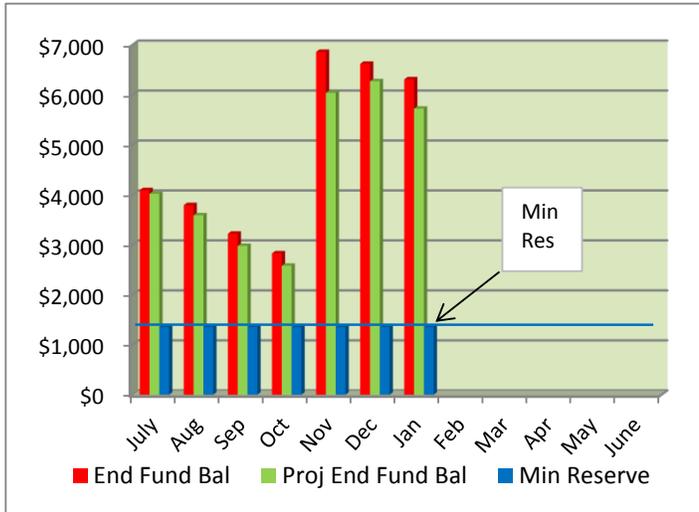
Fund Balance - General Fund For the Month Ending Jan 31, 2016

General Fund

Through Jan 31, 2016

Ending Fund Balance

(in \$1,000)



Minimum Reserve = \$1,355,861

	Begin Fund Bal	Rev	Exp	End Fund Bal	Proj End Fund Bal
July	\$ 4,547	\$ 332	\$ (786)	\$ 4,093	\$ 4,022
Aug	4,093	478	(777)	3,794	3,590
Sep	3,794	280	(853)	3,221	2,977
Oct	3,221	251	(643)	2,829	2,581
Nov	2,829	4,829	(798)	6,860	6,041
Dec	6,860	486	(724)	6,622	6,273
Jan	6,622	317	(628)	6,311	5,724
Feb					
Mar					
Apr					
May					
June					
Total	\$ 4,547	\$ 6,973	\$ (5,209)	\$ 6,311	\$ 5,724

78% of the estimated revenues and 58% of the budgeted expenditures for 2015-16 have been received/expended to date bringing the fund balance in the General Fund to \$6.3 million. This is a net increase of \$1.8 million since the beginning of the fiscal year and puts the fund almost \$5 million above the required reserve of \$1.4 million.

2015-2016 Monthly Financial Report

Special Revenue Funds Report For the Month Ending Jan 31, 2016

Special Revenue Funds Resources & Requirements

	2015-16 Annual Budget	Actual YTD	Remaining Budget
Bonded Debt Fund			
Resources	3,767,354	1,344,222	2,423,132
Expenditures	3,527,354	1,428,305	2,099,049
Unappropriated Balance	240,000	N/A	N/A
Transient Room Tax (TRT)			
Resources	573,335	384,472	188,863
Expenditures	520,000	286,033	233,967
Unappropriated Balance	53,335	N/A	N/A
Recreation Special Revenue			
Resources	239,000	15,000	224,000
Expenditures	57,086	57,086	-
Unappropriated Balance	181,914	N/A	N/A
Reserve Fund			
Resources	7,090,060	2,140,463	4,949,597
Expenditures	4,882,912	2,483,815	2,399,097
Unappropriated Balance	2,207,148	N/A	N/A
Municipal Court Special Revenue			
Resources	281,900	140,790	141,110
Expenditures	246,900	135,806	111,094
Unappropriated Balance	35,000	N/A	N/A
Miscellaneous Special Revenue			
Resources	30,000	14,218	15,782
Expenditures	30,000	14,163	15,837
Unappropriated Balance	-	N/A	N/A
Conference Center			
Resources	249,975	130,730	119,245
Expenditures	192,475	126,176	66,299
Unappropriated Balance	57,500	N/A	N/A
EOTEC Grant Fund			
Resources	5,400,000	-	5,400,000
Expenditures	5,400,000	1,590,192	3,809,808
Unappropriated Balance	-	N/A	N/A
Law Enforcement Special Revenue			
Resources	71,500	40,461	31,039
Expenditures	43,500	24,454	19,046
Unappropriated Balance	28,000	N/A	N/A

Beginning with the 2015-16 fiscal year the City began estimating all of its resources in each fund and only appropriating what it projects it will need for that year. The remainder is carried in the fund as Unappropriated Balance.

The City uses multiple Special Revenue funds to account for revenues that are restricted to expenditure for particular purposes. They include funds for debt service, economic development, parks and recreation, capital projects, and grants. Since these funds are not operational in nature and are used for specific purposes from year-to-year, their expenditures do not typically follow a predictable pattern so budget variances are not calculated for them.

2015-2016 Monthly Financial Report

Special Revenue Funds Report For the Month Ending Jan 31, 2016

Special Revenue Funds Resources & Requirements

	2015-16 Annual Budget	Actual YTD	Remaining Budget
Library Special Revenue			
Resources	58,000	19,635	38,365
Expenditures	46,000	12,858	33,142
Unappropriated Balance	12,000	N/A	N/A
2014 Water & Sewer Rev Bonds			
Resources	1,300,000	623	1,299,377
Expenditures	1,300,000	497,329	802,671
Unappropriated Balance	-	N/A	N/A
Senior Center Const			
Resources	2,073,360	17,490	2,055,870
Expenditures	2,073,360	12,005	2,061,355
Unappropriated Balance	-	N/A	N/A

2015-2016 Monthly Financial Report

Utility and Street Funds Report

For the Month Ending Jan 31, 2016

Utility and Street Funds Report

Resources & Expenditures

	2015-16 Annual			Variance	
	Budget	Projected YTD	Actual YTD	Fav/(Unfav)	% Variance
Street Fund					
Resources	2,017,500	770,039	824,314	54,275	7%
Expenditures	1,348,785	954,663	919,158	35,505	4%
Unappropriated Balance	668,715	N/A	N/A	N/A	N/A

Utility Fund					
Resources	8,480,520	3,195,119	3,273,782	78,663	2%
Expenditures	5,821,305	2,435,643	2,452,420	(16,777)	(1%)
Unappropriated Balance	2,659,215	N/A	N/A	N/A	N/A

HES Fund					
Resources	11,435,765	5,477,740	5,537,641	59,901	1%
Expenditures	8,697,002	5,085,951	4,896,223	189,728	4%
Unappropriated Balance	2,738,763	N/A	N/A	N/A	N/A

Regional Water Fund					
Resources	2,102,000	676,334	767,626	91,292	13%
Expenditures	1,324,398	670,652	578,681	91,971	14%
Unappropriated Balance	777,602	N/A	N/A	N/A	N/A

The Street Fund has favorable variances in both revenues and expenditures again this month. Gasoline taxes are about 5% higher than projections and personnel costs and materials and services are 4% lower than expected.

Utility Fund revenues are just 2% higher than anticipated. Water revenues are up \$46,000 and Recycled Water revenues are up \$27,000. Excluding capital outlay and transfers out, the expenditure variance has dropped from \$63,000 last month to \$16,777 this month. Both Sewer and Water have unanticipated expenditures that will be included in the supplemental budget request. These include repairs, lab equipment and the City's portion of the Department of Transportation project on Hwy 395.

HES revenues remain virtually on target with projections while the expenditure variance dropped slightly from 5% in December to 4%. Most of the variance is due to power purchases, which are under projections by 3% or \$125,560.

Actual revenues are \$91,292 over projections in the Regional Water Fund, a 13% favorable variance. \$82,000 of this variance is in non-potable receipts. Actual expenditures are almost an equal amount under projections at \$91,971 a favorable 14% variance. Over half of the savings are in Materials & Services in non-departmental.

2015-2016 Monthly Financial Report

Utility and HES Funds Report For the Month Ending Jan 31, 2016

Utility and HES Funds Report

Reserve Balances

	Beginning Reserve	Ending Reserve	% Ending Reserve	Minimum Reserve Requirement	Difference
Utility Fund	3,056,640	3,718,629	63.9%	717,695	3,000,934
HES Fund	3,157,652	4,329,975	49.8%	1,072,233	3,257,742
Total	6,214,292	8,048,604	-	1,789,928	6,258,676

The City Council has established a minimum working capital (current assets less current liabilities) of forty-five (45) days of annual operating expenses for both the Utility Fund and HES Fund. This equates to \$717,695 for the Utility Fund and \$1,072,233 for the HES Fund. Both funds have balances well above their minimum levels for a total reserve of a little over \$8 million.

2015-2016 Monthly Financial Report

City of Hermiston, Oregon

Capital Projects Report

For the Month Ending Jan 31, 2016

Capital Projects

	2015-16 Budget	YTD Expenditures	LTD Budget	LTD Expenditures	% Complete
Airport Improvements	\$ 3,531,000	\$ 1,127,011	\$ 3,566,000	\$ 1,392,385	---
Eastern OR Trade & Event Ctr (EOTEC) Pipeline	350,000	50,306	1,800,000	742,403	100%
EOTEC Construction	5,400,000	1,590,192	6,400,000	4,488,998	---
RWTP Outfall	-	151,738	2,500,000	1,315,693	100%
Water Line Extension	1,026,200	307,461	1,250,000	803,516	95%
Total	\$ 10,307,200	\$ 3,226,708	\$ 15,516,000	\$ 8,742,995	---

Airport Improvements

There were no expenditures made during January on the taxiway project.

EOTEC Pipeline

This project is now complete.

EOTEC Construction

Construction of the Event Center continues on schedule with completion expected to occur March 31, 2016. An open house is planned for late April and the first scheduled event is May 21. In order to hold the open house certain tasks need to be completed that are required by city code. These include paving the entrance drive, parking lot and sidewalks around the center, powering up the sewer lift station, flow testing the on-site fire hydrants, installing an exhaust hood in the kitchen, completing the fire alarm and fire sprinkler system within the Event Center, passing all inspections, installing site lighting in the paved parking area and landscaping the front entry. Bidding will soon begin on a number of the final pieces of the overall project and the community fundraising is making good progress.

RWTP Outfall

This project is now finished.

Water Line Extension

Only a few items remain to be completed on the water line extension project. The City is expecting official notice of completion soon.

2015-2016 Monthly Financial Report
City of Hermiston, Oregon
Investments
For the Month Ending Jan 31, 2016

Investment Report
by Type

Cusip No.	Par Value	Principal Cost	Market Value	Issuer	Rating Moody's/S&P	Days to Maturity	Callable Y/N	Yield to Worst Call	Yield to Maturity (YTM)
3135G0G31	\$ 2,000,000	\$ 1,993,600	\$ 2,000,082	FNMA	Aaa/AA+	1,094	Y	1.28	1.28
3134G33E8	\$ 1,000,000	\$ 997,073	\$ 999,806	FHLMC	Aaa/AA+	1,440	Y	1.57	1.57
3135G0QK2	\$ 2,000,000	\$ 1,985,750	\$ 2,000,208	FFCB	Aaa/AA+	1,342	Y	1.71	1.71
3137EADN6	\$ 1,000,000	\$ 978,757	\$ 997,196	FHLMC	Aaa/AA+	712	N	1.29	1.29
3135G0GY3	\$ 1,000,000	\$ 1,013,901	\$ 1,005,410	FNMA	Aaa/AA+	365	N	0.78	0.78
US Agencies	\$ 7,000,000	\$ 6,969,081	\$ 7,002,702	---	---	---	---	---	---
LGIP ⁽¹⁾⁽²⁾	\$ 5,686,864	\$ 5,686,864	\$ 5,686,864	Varies	---/AA	1	N	0.59	0.59
LGIP	\$ 5,686,864	\$ 5,686,864	\$ 5,686,864	---	---	---	---	---	---
TOTAL	\$ 12,686,864	\$ 12,655,945	\$ 12,689,566	---	---	---	---	---	---

The City of Hermiston has established certain policies for its investments. In order to limit credit and interest rate risk, investments are diversified by security type, maturity, issuer, and call provisions. At least 25% of funds available for investing will be invested in the Local Government Investment Pool (LGIP), with a qualified depository institution, or investments maturing in less than 90 days. 50% or more of the portfolio will be invested in securities maturing in less than three years. The maximum average maturity for the portfolio shall be 3 years and the maximum maturity of individual securities in the portfolio shall be 5 years. No more than 75% of the portfolio may be callable. The minimum weighted average credit rating of the portfolio's investments shall be Aa/AA by Moody's and Standard & Poor's respectively. The breakdown of the City's portfolio is shown below.

Maturity	Par Value	% of Total Portfolio	Type of Inv	Par Value	% of Total Portfolio	Various Investment Parameters	With LGIP	Without LGIP
< 90 Days	\$ 5,686,864	44.8%	US Agency	\$ 7,000,000	55.2%	WTD Avg Mat	583	583
90 Days - 3 Yrs	\$ 4,000,000	31.5%	Corporate	\$ -	0.0%	Wtd Avg Yield to Mat	1.02%	1.37%
3 - 5 Yrs	\$ 3,000,000	23.6%	LGIP	\$ 5,686,864	44.8%	Percent Callable	39.4%	71.4%
	\$ 12,686,864	100.0%		\$ 12,686,864	100.0%	Wtd Avg Credit Rating	Aaa/AA+	Aaa/AA+