



MEETING AGENDA & WORK SESSION

City Council

Wednesday, September 27, 2023

Maupin Civic Center (507 Grant Ave.) and virtually on Zoom:

<https://us02web.zoom.us/j/84802522147?pwd=SlZHSndod2RhY09NRE8xN0JObjRWZz09> or dial 1-253-215-8782 (Meeting ID: 848 0252 2147 Passcode: 978965)

PUBLIC COMMENT: Individuals wishing to address City Council on items not already listed on the Agenda may do so during the Public Comment item on the Agenda. The maximum amount of time for all public comments under the Agenda item will be 15 minutes. Council will not engage in dialogue but can consider scheduling any matter as an Agenda item at a future Council Meeting. At other times throughout the meeting, please wait for the current speaker to conclude and raise your hand to be recognized by the Mayor for direction. Speakers are required to give their name and address. Please limit comments from three to five minutes, unless extended by the Mayor.

PLEASE NOTE: With the exception of Public Hearings, the Agenda is subject to last minute changes; times are approximate – please arrive early. Meetings are ADA accessible. For special accommodations please contact the City Recorder in advance at 541-395-2698. *Las reuniones son ADA accesibles. Por tipo de alojamiento especiales, por favor póngase en contacto con la registrador de la ciudad 541-395-2698.*

5:30 p.m.	Work Session: City Manager Recruitment Proposal Discussion
6:30 p.m.	Call to Order / Roll Call of City Council and Staff / Pledge of Allegiance
	Consent Agenda
	Public Comment
	Reports
6:45 p.m.	Consider: City Manager Recruitment Proposals
6:50 p.m.	Consider: Planning Commission Recommendation for Short Term Rental License Cap
7:00 p.m.	Consider: OLCC License Renewal
7:05 p.m.	Discussion: Legion Hall Update
7:15 p.m.	Discussion: Community Visioning
	Communications
	Executive Session
	Adjourn

If necessary, an Executive Session may be held in accordance with: ORS 192.660(2)(a) - Employment of Public Officers, Employees & Agents, ORS 192.660(2)(b) - Discipline of Public Officers & Employees, ORS 192.660(2)(d) - Labor Negotiator Consultations, ORS 192.660(2)(e) - Real Property Transactions, ORS 192.660(2)(f) To consider information or records that are exempt by law from public inspection, ORS 192.660(2)(g) - Trade Negotiations, ORS 192.660(2)(h) - Conferring with Legal Counsel regarding litigation, ORS 192.660(2)(i) - Performance Evaluations of Public Officers & Employees, ORS 192.660(2)(j) - Public Investments, ORS 192.660(2)(m) - Security Programs, ORS 192.660(2)(n) - Labor Negotiations

If you have questions about Maupin's City Council meetings, please contact the City Recorder. CITYOFMAUPIN.ORG



CONSENT AGENDA

Items of a routine and non-controversial nature are placed on the Consent Agenda to allow the Council to spend its time on significant items and issues. Any Council member may request that an item be withdrawn from the Consent Agenda and be placed in the business section of the Agenda.

DOCUMENTS

[Draft Minutes of August 23, 2023 Council Meeting](#)

[July 2023 Financial Report](#)

[August 2023 Financial Report](#)

MOTION

I move to approve the Consent Agenda as presented.

I move to withdraw _____ from the Consent Agenda and place it in the business section of the Agenda.



MINUTES

City Council Meeting

Wednesday, August 23, 2023

Maupin Civic Center (507 Grant Avenue) and virtually on Zoom

<p>Call to Order / Roll call of City Council and Staff / Pledge of Allegiance</p>	<p>Mayor Carol Beatty called the meeting to order at 6:30 p.m. Roll call of City Council and Staff was conducted by City Recorder Christine Wolfe <i>Presiding:</i> Mayor Beatty <i>Council Present:</i> Mark Roper, Mike Foreaker, Rob Miles, Kathy Peck, Tom Troutman <i>Council Absent:</i> None <i>Staff Present:</i> Recorder Wolfe, City Attorney Ruben Cleaveland, Administrative Assistant Bronte Dod, Planner Kirk Fatland, Community Liaison Melissa Napoli <i>Visitors Present:</i> Doug Lowell, Colleen Strohm, Marni Malefyt, Ron Walp, Rod Woodside, Shelby Dumire, Chamber Director Suze Riley, Greg and Amy O'Neal, Mark John, Heather John, Christine Fruehling, Lesley Bennett, Jeff Dooley, John Wood</p>
<p>Consent Agenda</p>	<p>Councilor Miles moved to approve the consent agenda as presented. Councilor Peck second. No further discussion. The motion passed unanimously on a 6-0 vote. Ayes: Beatty, Foreaker, Miles, Peck, Roper, Troutman; Nays: None.</p>
<p>Public Comment</p>	<p>Colleen Strohm announced she is starting a monthly newspaper, the <i>South Wasco Times</i>. Her goal is to provide accurate information about the City to residents and events in the area.</p> <p>Doug Lowell commented that he appreciated the report created by Planning Commissioner Michael Jones regarding short term rentals presented during the East Side zoning work session. He supports the proposal to restrict RC zoning to East Maupin, capping short term rentals, and eliminating spot zoning on the west side.</p> <p>Marni Malefyt encouraged Council to continue the direction it was headed in regarding the proposal to rezone East Maupin.</p> <p>Councilor Troutman said he is concerned about the Deschutes Rim Health Clinic and would like to start a conversation about how the City can get involved and what it would take to make it a viable entity in Maupin. Councilor Roper agreed. Councilor Troutman is also concerned about excess water running at the high school. Staff is looking into the issue.</p>
<p>Reports</p>	<p>Mayor Beatty reviewed submitted reports.</p>
<p>Vacant City Council Seat Declared</p>	<p>Attorney Cleaveland advised that the City Council position previously held by Susan Wright needs to officially be</p>

	<p>declared vacant before a new City Council member is appointed.</p> <p>Councilor Miles moved that the City Council position held by Susan Wright is vacant. Councilor Troutman second. No further discussion. The motion passed unanimously on a 6-0 vote. Ayes: Beatty, Foreaker, Miles, Peck, Roper, Troutman; Nays: None.</p>
<p>Appoint: City Council Member</p>	<p>Mayor Beatty spoke with several people about the position, and after the discussions there is one candidate for the seat. Mayor Beatty introduced Shelby Dumire and explained her background.</p> <p>Councilor Peck asked Ms. Dumire what she will bring to City Council. Ms. Dumire said she would provide a different view on things and bring her perspective to the table. She grew up in Maupin, left for some time, then moved back three years ago.</p> <p>Mayor Beatty recommended that Council appoint her to the position.</p> <p>Councilor Foreaker moved to appoint Shelby Dumire to the vacant City Council position. Councilor Troutman second. No further discussion. The motion passed unanimously on a 6-0 vote. Ayes: Beatty, Foreaker, Miles, Peck, Roper, Troutman; Nays: None.</p> <p>Recorder Wolfe swore in Shelby Dumire to City Council and Councilor Dumire joined the Council table for the remainder of the meeting.</p>
<p>Elect: City Council President</p>	<p>Councilor Peck nominated Councilor Troutman to be City Council President. Councilor Foreaker second. No further discussion. The motion passed unanimously on a 7-0 vote. Ayes: Beatty, Foreaker, Miles, Peck, Roper, Troutman, Dumire; Nays: None.</p>
<p>Consider: Resolution: 08232023 Authorizing Changing Bank Statement Signatories</p>	<p>Councilor Miles moved to approve Resolution 03232023 as written. Councilor Peck second. No further discussion. The motion passed unanimously on a 7-0 vote. Ayes: Beatty, Foreaker, Miles, Peck, Roper, Troutman, Dumire; Nays: None.</p>
<p>Consider: MOUs for Emergency Management</p>	<p>Councilor Miles moved to authorize Mayor Beatty to sign MOUs for emergency management. Councilor Roper second. No further discussion. The motion passed unanimously on a 7-0 vote. Ayes: Beatty, Foreaker, Miles, Peck, Roper, Troutman, Dumire; Nays: None.</p>
<p>Continued Public Hearing: Legislative Amendment to the Comprehensive Plan/Zoning Map Redesignating 27 Properties Located in East Maupin as Recreational Commercial</p>	<p>Planner Fatland summarized the public hearings that have been held for rezoning 27 properties in East Maupin from Medium Density Residential, Industrial, and Open Space to Recreational Commercial and presented Councilors with their options for decisions.</p>

Councilor Peck moved to allow up to 10 short term rental licenses. Motion failed due to lack of a second.

Mayor Beatty asked if the discussion about capping short term rentals should continue before a decision is made about rezoning. Councilor Peck said that by placing a cap on short term rentals, it would allow Council to move forward on the rezoning issue.

Discussion about how concerns about the growing number of short term rentals prevented a decision from being made about rezoning East Maupin.

Attorney Cleaveland advised that limiting short term rentals may require an amendment to the short term rental ordinance, which would come before Council. Planner Fatland agreed that no changes would be needed to the zoning ordinance, but an amendment would be made to the short term rental ordinance.

Councilor Miles agreed with the idea to limit the number of short term rentals; suggested 15 total.

Rod Woodside said there may be issues with administering the cap. Planning Commissioner Riley suggested that Council direct Planning Commission to work on the details of limiting the number of licenses.

Mayor Beatty said that Council should consider the issue. She said she supports rezoning East Maupin to RC except for Mr. Troutman's Industrial-zoned properties. She also supports placing a cap on the number of short term rentals allowed for a trial period.

Councilor Troutman agrees with a cap and asked what would happen if the number should be increased in the future. Councilor Troutman suggested limiting to 12 licenses. Councilor Roper suggested capping by percentage, which would allow more licenses as the town grows. Councilor Miles agrees with Mayor Beatty's recommendation. Attorney Cleaveland advised about how to handle a cap with ordinances and resolutions; amend the ordinance to limit the licenses and change the number of licenses by resolution.

Councilor Miles moved to accept the Planning Commission's recommendation to amend the Comprehensive Plan/Zoning Map and redesignate the taxlots 05S 14E 05100, 04S 14E 32 DD 6300, 04S 14E 32 DD 6400, 04S 14E 32 DD 6500, 04S 14E 32 DD 6600, 05S 14E 5 AA 100, 5S 14E 5 AA 200, 5S 14E 5 AA 201, 5S 14E 5 AA 300, 5S 14E 5 AB 900, 5S 14E 5 AB 1000, 5S 14E 5 AB 1200, 5S 14E 5 AB 1100, 5S 14E 5 AB 800, 5S 14E 5

AB 701, 5S 14E 5 AB 702, 5S 14E 5 AB 700, 5S 14E 5 AA 2000, 5S 14E 5 AA 1900, 5S 14E 5 AA 1800, 4S 14E 32DD 5700, and 5S 14E 5 AA 2100 in East Maupin from Medium Density Residential and Open Space to Recreational Commercial. Councilor Foreaker second. The motion passed on a 5-0-2 vote. Ayes: Beatty, Peck, Dumire, Miles, Foreaker; Nays: None; Abstain: Roper, Troutman.

City Council reached a consensus to direct Planning Commission to create a cap limiting the number of short-term rental licenses and develop procedures and standards to modify that number in the future. Council would like a recommendation at Council's next meeting.

Consider: Draft Technical Memo for West Maupin Development

Councilor Miles moved to approve the Technical Memo for West Maupin Development created by Anderson Perry. Councilor Troutman second. No further discussion. The motion passed unanimously on a 7-0 vote. Ayes: Beatty, Foreaker, Miles, Peck, Roper, Troutman, Dumire; Nays: None.

Discussion: Small City Allotment Grant

Staff presented an update about the Grant Avenue Street Improvement Project. Council reached a consensus for Attorney Cleaveland to create an informal solicitation for Grant Avenue Street improvement.

Discussion: City Manager Recruitment

Mayor Beatty suggested that the City open the City Manager position to employees first. Councilor Roper thought that the decision was already made not to open internally first. Mayor Beatty said the recruitment process would be a lot of work and wanted to take a small step first to open the position up to employees. Councilor Foreaker disagreed and said he would like to cast a wider net and open it up to the public.

Ms. Strohm asked if the City had to spend money on recruitment. Mayor Beatty said no, the City does not have to.

Councilor Miles agreed with Councilor Foreaker.

Rod Woodside asked for Council's opinion on why the City needs a City Manager. Councilor Miles said the City is a significant entity; someone has to lead the charge. The mayor is an unpaid position and it's unrealistic to think that the mayor is going to take the time and energy to manage the city's employees effectively. Mayor Beatty said that since she has been in this position that the work is demanding. The City has significant upcoming infrastructure projects that needs a manager. Doug Lowell said that Lynn Ewing said that managing the city is a 60-hour a week job. Lesley Bennett said that Community Visioning has lost momentum and encourages Council to find someone with experience as a City Manager.

City Council discussed opening the position to employees again, then reached a consensus to open the position to the public and not open it internally first. Medy Gantz spoke in favor of hiring an outside firm to manage the City Manager recruitment process and is not opposed to spending the money to find the best fit.

Recorder Wolfe said that the City needs to look at the budget first and see how much it can offer as a salary. Administrative Assistant Dod and Community Liaison Napoli and spoke in favor of hiring an outside firm to manage the recruitment process. Councilor Foreaker is in favor of using a professional firm for recruitment and suggested that the investment could work with the budget.

Councilor Foreaker made a motion that the City retain a firm recommended by League of Oregon Cities to manage the search for a City Manager and spend up to \$23,000.

Attorney Cleaveland advised that the City will need to seek three proposals for a City Manager recruitment process and Council needs to reach a consensus of whether to hire a recruitment firm. Councilor Miles said the discussion is good and asked why City Council changed their minds after previously agreeing not to hire a firm for recruitment. Mayor Beatty said that in conversations with councilors there were still opposing ideas. Councilor Troutman agreed with Administrative Assistant Dod and spoke in favor of using a recruitment firm. He said that the City Manager search is a big process to find the right person, even though he doesn't think the City needs a City Manager. Councilor Peck is in favor of using a recruitment firm to help lead Council in finding the right person.

Councilor Foreaker moved that the City proceed with soliciting proposals from at least three recruitment firms to assist with City Manager search. Councilor Peck second. No further discussion. The motion passed unanimously on a 7-0 vote. Ayes: Beatty, Foreaker, Miles, Peck, Roper, Troutman, Dumire; Nays: None.

Adjourn

The next meeting will take place on Wednesday, September 27, 2023, at 6:30 p.m. Mayor Beatty adjourned the meeting at 8:23 p.m.

Respectfully Submitted by Christine Wolfe, City Recorder

Signed: _____
Carol Beatty, Mayor

Attest: _____

DRAFT



City of Maupin
PO Box 308
Maupin, OR 97037

Tel: 541-395-2698
www.cityofmaupin.org

MONTHLY FINANCE REPORT

We, the undersigned, have completed a review of the City of Maupin's fiscal records for the month of July 2023 consisting of the following:

Bank Statements & Reconciliations

(Columbia Bank, Rivermark Community Credit Union, Local Government Investment Pool)

Accounts Payable

(Invoices & Checks)

Payroll

Finance Summary

We find the records to be accurate and present our signatures for approval.

Dated 24 day of August, 2023



Mayor



Council President



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(Invoices & Checks)

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Finance Summary

We find the records to be accurate and present our signatures for approval.

Dated 13 day of September 2023

Carol Beatty
Mayor

[Signature]
Council President



PUBLIC COMMENT

City Council places great value on testimony from the public. This time is set-aside for the public to speak on any subject which does not later appear on the agenda. Three minutes per person will be allowed. The maximum amount of time for all public comments under this agenda item will be 15 minutes. Council will not engage in dialogue but can consider scheduling any matter as an agenda item at a future Council Meeting.

People who wish to testify are encouraged to provide written summaries; recognize that substance, not length, determines the value of testimony; endorse, rather than repeat, testimony of other witnesses with whom you agree. Thank you for taking the time to present your views.



REPORTS

DOCUMENTS

[Staff Report – Infrastructure Projects](#)

[Staff Report – Administrative Assistant Bronte Dod](#)

[Staff Report – Community Liaison Melissa Napoli](#)



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STAFF REPORT

Project: Grant Avenue Street Improvement (Small City Allotment Grant)

- Jacque Smith from MCEDD and Attorney Cleaveland reviewed Invitation to Bid for Grant Avenue Street Improvements (\$100,000 SCA grant) between Fourth and Fifth streets.
- The bid was published on Friday, September 22 and bids will be opened during a public meeting on October 10.
- Project will need to be completed by June 30, 2024. Once a contract has been signed and start date is scheduled, Public Works will schedule and complete utility replacement work.

Project: Staats Avenue/Second Street Utility Extension

- Anderson Perry and Staff are working on the draft plans of the utility extension project. The plans will be submitted to the DEQ and the OHA Drinking Water Services for review. This mandatory approval process can take up to a couple of months.
- Due to the timeline, including putting the project out for bid, construction will most likely take place in the spring.
- Gary has created a semi-permanent water and wastewater connection so the property owner currently building will have adequate services until the permanent utilities are installed.
- AP estimates that the Staats Avenue/Second Street water and sewer utility extension project will be \$120,000 to \$130,000 total. Staff decided to use Anderson Perry to complete the bidding process and construction management. Staff estimates total cost of projects with AP management to be between \$140,000 and \$160,000.
- Public Works is creating a temporary road on Staats Avenue so the property can be accessed through the winter. Much of the current road to the house is currently through a field, which will be challenging to drive on once the rain/snow start falling and the field turns to mud. Rock will be used to provide the temporary road base until we get the utility extension completed and are ready to construct the permanent road, likely early next year depending on the weather.

Project: Water System Improvements

- Nick and Bronte met with Jacque from MCEDD and an engineer. We received good advice about how to move forward with our projects. Bronte and Nick are attending the Oregon Infrastructure Summit in Corvallis September 27-28.
- Staff has identified 5 priority projects that we will pursue for funding in 2024:
 1. Replace Springs to Lower Reservoir Yard Transmission line
 2. Replace Springs Pumphouse
 3. Reservoir float signaling/communication upgrades
 4. Replace Upper Maupin AC Transmission Line
 5. Replace First Street Line
- Nick is working with Anderson Perry to get a cost estimate for the projects and to make amendments to the WSMP. This will be an important part of the funding process. Staff is reviewing contracts and scopes of work to see if additional funds will be needed to make amendments.
- Bronte and Jacque will begin drafting LOI for Safe Drinking Water funding. Business Oregon changed the deadline for the LOI to January 15, 2024 and that will be the only deadline to request Safe Drinking Water Funds in 2024.
- Staff will begin looking into USDA funding and requirements/deadlines.
- Staff and Councilors will need to begin working on a communication campaign to make sure that the public is fully aware of the scope of the projects that the City is pursuing, the increase in fees that will be necessary, and other results of state and federal funding (such as requiring water meters at every connection). We can work with MCEDD on this part as well.
- Staff submitted a report of the water and wastewater infrastructure projects to League of Oregon Cities and Maupin's state senator and representatives ahead of Legislative Days on September 27-29.



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STAFF REPORT

Prepared by: Administrative Assistant Bronte Dod

Planning Commission met on September 12 and:

- Recommended to Council to place a 3% cap on Short Term Rental Permits. There are currently 303 residential homes in Maupin; therefore, the current maximum of STR permits allowed would be 9.
- The Commission would also like Council to know that they will continue to work on regulations for STRs and are hoping for specific outcomes from Council for what types of regulations they would consider.

Planning & Land Use

- Planner Fatland approved:
 - 411 Little Lake Road Site Plan Review – New residential construction
 - 511 Deschutes Avenue Site Plan Review – Façade improvements
- Planner Fatland is reviewing:
 - 626 S Hwy 197 Short Term Rental Application
 - 405 Deschutes Avenue Site Plan Review – Expanded use
 - 1415 Fish Camp Road Site Plan Review – New residential construction
- Transportation & Growth Management Program Grant – Consultants and ODOT are preparing final SOW and facilitating procurement process

Wastewater System Master Plan

- Anderson Perry sent a revised WWFP that addresses DEQ and City comments. They are looking for preliminary approval from DEQ to use plan to attend a One-Stop meeting to explore funding options.

Water/Sewer

- Public Works is still completing the GIS mapping project
- Public Works fixed and replaced a clogged sewer pipe near 631 Hwy 197
- Public Works is fixing a main water line leak on Bluff Street

Community & Economic Development

- The Maupin Main Street Façade Improvement Program grant will open on October 2. Please encourage businesses to apply for the funds. Funds could be used for new murals, siding, paint, signs, awnings, etc.
- Bronte will attend the Oregon Main Street Conference in Independence October 4-6
- Richmond's Service Station Main Street Revitalization Grant project is underway

Parks

- KPFF continues to work on the boat ramp improvement plans
- Nick met with Oregon Equipment about HVAC upgrades to the Mountain Fir Park bathrooms.

Operations & Administration

- CIS has provided comments on our new draft employee handbook. There will be some substantial changes that will take some time to work through.



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Community Development
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City of Maupin
City Council
507 Grant Avenue
Maupin, OR 97037

STAFF REPORT

Prepared by: Melissa Napoli, Community Liaison
September 21, 2023

Employee Safety Program and Emergency Management:

- Coordinated communication between BLM and BNSF to assist in facilitating a contract between the two entities which will allow BNSF to utilize jet boats on the river in the event of a HAZMAT incident/spill event. These agencies will also coordinate with DEQ and have been introduced to the appropriate contacts there.
- Continuing to develop the Emergency Operation Plan for Maupin. MOU's with primary local partners have been signed, as well as the American Red Cross and MCEDD.
- Working with Wasco County Emergency Management to develop local level planning for emergency response.
- Maintaining safety and education program for all city employees.

Code Enforcement:

- Continuing to work with City Attorney Cleaveland to formalize hearings process.
- Received 9 complaints for property violations since September 1. Closed 1 case. Investigation continues on the remaining cases.

Community Engagement:

- Community Wildfire Risk Reduction Grant:
 - Met with Fire board and volunteers to discuss CWRR grant.
 - Submitted workplan to the Oregon State Fire Marshal's Office for year 1 of the project timeline and budget.
 - Created marketing materials and documents for CWRR program.
- Legion Hall Restoration Project
 - City Hall staff have worked to identify a small portion of the Community Development Fund which could be utilized to support the early stages of the Legion Hall restoration project.
 - Met with the Legion Hall Restoration Committee, Mayor Beatty and Nick Smith to discuss the plan and timeline.



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- Nick Smith met with three electrical contractors and a commercial inspector to obtain preliminary findings on the structural integrity of the Legion Hall.
- Legion Hall is currently closed for public use until such time as safety of occupants can be assured.



CONSIDER: CITY MANAGER RECRUITMENT PROPOSALS

6:45 p.m.

MOTION

I move to authorize staff to hire _____ for City Manager recruitment services.



CONSIDER: PLANNING COMMISSION RECOMMENDATION FOR SHORT
TERM RENTAL LICENSE CAP
6:50 p.m.

DOCUMENTS

[Staff Report](#)

MOTION



September 21, 2023

City of Maupin
City Council
507 Grant Avenue
Maupin, Oregon 97037

RE: Short-Term Rental Maximum

Dear Mayor and Councilors,

As directed by the City Council, the Planning Commission has considered a maximum number of short-term rental units to be allowed within the City. After much deliberation at the September 12th meeting, the Planning Commission moved to recommend that the City Council consider setting the cap at 3% of residential addresses. Under the current Zoning Ordinance, these units would continue to be limited to the Recreational Commercial Zone. Additionally, the Planning Commission intends to continue to discuss the particulars of a short-term rental cap and recommend specific regulations to the Council.

To focus their efforts and ensure compatibility with the Council's priorities, the Commission requests a short list of policy goals and objectives from the Council regarding the proposed STR cap (for example, preserve long-term rentals within the City, preserve income-producing opportunities for property owners etc.) The Planning Commission and staff recognize that this is a multi-faceted issue and appreciate the additional guidance from the Council. I plan on attending the upcoming Council meeting, please feel free to reach out anytime beforehand.

Sincerely,

AKS ENGINEERING & FORESTRY, LLC

Kirk Fatland, Planner
3775 Crates Way, The Dalles, OR 9721
(541) 296-9177 | fatlandk@ask-eng.com



CONSIDER: OLCC LICENSE RENEWAL

7:00 p.m.

MOTION

I move to recommend liquor license renewals to Oregon Liquor Control Commission.



ADJOURN

NEXT PLANNING COMMISSION MEETING

Monday, October 16, 2023 at 4:30 p.m. in person and virtual

SUGGESTED TOPICS FOR NEXT CITY COUNCIL MEETING

Schedule City Council meetings for November and December

NEXT CITY COUNCIL MEETING

Wednesday, October 25, 2023 at 6:30 p.m. in person and virtual

MAYOR ADJOURNS THE MEETING