

MYRTLE POINT CITY COUNCIL AGENDA
Regular Meeting
Monday, March 6, 2023, 7:30 p.m.
OSU Extension Meeting Room | 631 Alder Street, Myrtle Point

For those wishing to attend remotely, please use one of the following options:

Join Zoom Meeting: <https://zoom.us/j/7532272341>

Meeting ID: 753 227 2341 | Password: Myrtle

or

Dial-in: 1 (253) 215-8782 | Meeting ID: 753 227 2341 | Passcode: 851522

- I. CALL TO ORDER – Mayor Clayburn
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL – City Council
- IV. CONSENT ITEMS
 - A. Minutes of February 6, 2023 Regular Meeting
- V. ACTION/DISCUSSION ITEMS
 - A. Ordinance No. 1290 – Establishing Camping Regulations
 - B. Budget Committee Reappointment – Lloyd Pounds
 - C. Budget Committee Reappointment – Kathy Lewis
 - D. Update Check Signing Authority and Bank Account Access
 - E. Planning Commission Qualifications
- VI. PETITIONS FROM THE AUDIENCE

This is a public meeting and the media may use information presented.
- VII. UPCOMING MEETINGS AND EVENTS:
 - A. Myrtle Point Public Library Foundation Monthly Meeting – March 7, 2023, 5:00 p.m.
 - B. Myrtle Point Public Library Foundation Annual Meeting – March 7, 2023, 5:30 p.m.
 - C. Flora M. Laird Memorial Library Board Meeting – March 14, 2023, 11:00 a.m.
- VIII. INFORMATION ITEMS
 - A. Myrtle Point Public Library Foundation Monthly Meeting Agenda – March 7, 2023
 - B. Myrtle Point Public Library Foundation Monthly Meeting Minutes – Feb. 7, 2023
 - C. Myrtle Point Public Library Foundation Annual Meeting Agenda – March 7, 2023
 - D. Myrtle Point Public Library Foundation Annual Meeting Minutes – March 1, 2022
 - E. LOC Spring Conference Announcement
- IX. OTHER COMMUNICATIONS
 - A. Staff Reports
 - B. Council Concerns and Comments*
- X. ADJOURNMENT

Notice given this 2nd day of March 2023 – Darin Nicholson, City Manager

* indicates no material included in packet

**CITY OF MYRTLE POINT
CITY COUNCIL MEETING MINUTES
Regular Meeting
Monday, February 6, 2023 – 7:30 p.m.,
OSU Extension Service Meeting Room
631 Alder Street, Myrtle Point**

Council Members

Present:

Samantha Clayburn, Mayor
Gary Sullivan, City Councilor
Berea Gibbons, City Councilor
Kim Krantz, City Councilor

Michael Hogan, City Councilor
Mike Wood, City Councilor
Ivan Hawker, City Councilor

Absent:

None

Staff and Others

Scott Robinson, Chief of Police
Bob Love, Public Works
Amy Bruno, Library Director
Ginny Groce, Accountant*
Kathy Lewis*
Andy Harless & Jeannie Fosdick

Wayne Ramsey, Public Works
Darin Nicholson, City Manager
Willy Burris, Fire Chief*
Tim Groce*
Don Marinello

(* indicates remote attendance)

CALL TO ORDER

Mayor Clayburn called the City Council meeting to order at 7:30 p.m. and led those present in the Pledge of Allegiance.

ROLL CALL

Mayor Clayburn asked the City Council members to state their names for the roll.

CONSENT ITEMS

- A. Mayor Clayburn announced the Consent Items – Minutes of the January 3, 2023 Regular Meeting. Councilor Sullivan moved to receive, accept and approve the minutes as submitted. Councilor Hogan seconded the motion which carried unanimously.

ACTION/DISCUSSION ITEMS

A. Update – 1030 Harris Street

Mayor Clayburn called on the residents of 1030 Harris Street for an update on the status of the property. Andy Harless stated his name and addressed the council. He indicated that the attorney has been difficult to get ahold of and nothing has been heard regarding the status of the probate filing. He also stated that the attorney indicated that she would help with filing for a building permit but nothing has happened with that so far. Councilor Sullivan asked if there was a time limit on the probate. Mr. Harless indicated that there was not a time limit but indicated that the attorney had told them it would take about four months. Councilor Sullivan asked if there were any other obstacles to obtaining a building permit. Mr. Harless indicated there were not any. Councilor Sullivan also asked if there were any attractive nuisances at the property and asked Police Chief Robinson if he had been by the property recently. Chief Robinson said he gets comments from other citizens about the fact

that there are always a number of individuals standing around a camp fire in the front yard and that there have been some noise issues. Regarding garbage, Chief Robinson did not think there was a problem. He also noted that the residents have been keeping Harris Street pretty clear and vehicles are being parked along the B Street side of the property. Mayor Clayburn asked about a second travel trailer on the property. Jeannie Fosdick spoke and indicated that the trailer had been on site the entire time. Mayor Clayburn asked the City Manager if it had been approved by the Planning Commission. Manager Nicholson said it had not been and asked the residents of 1030 Harris Street if the trailer had been located somewhere else on the property before as he didn't remember seeing it previously. Ms. Fosdick indicated that the trailer had been behind one of the vehicles. Mr. Harless explained that the trailer was being used for storage. Manager Nicholson asked if anyone was living in it. Mr. Harless indicated that some teenagers sleep in it some of the time. Manager Nicholson stated that the Planning Commission only approved one trailer for temporary residential use. He indicated that using the other trailer for storage is OK but there should not be people residing in it. He also encouraged Mr. Harless and Ms. Fosdick to keep in mind the perception other citizens have regarding what they are allowing on the property. Councilor Hogan asked Mr. Harless and Ms. Fosdick if all the work on the house had been completed up to the point where a structural permit is required. Mr. Harless explained that he needs to construct one more interior wall prior to tearing off a damaged section of exterior wall. Councilor Hawker asked if the paperwork from the attorney was available. Ms. Fosdick indicated that the only paperwork she'd received had already been furnished to the City Manager. There was some related discussion. Manager Nicholson encouraged Mr. Harless and Ms. Fosdick not to allow other individuals to reside on the property as that was a condition of the Temporary Dwelling Permit approved by the Planning Commission. They indicated that they understood. Councilor Hawker asked for clarification that the longer travel trailer was the one approved for temporary dwelling. Mr. Harless said that was correct. Councilor Hawker asked if anyone was living in the house. Ms. Fosdick said there was not as there is no roof at all on the house. There was some related discussion. Councilor Hawker then advised Mr. Harless that he should be careful about the lumber used to reconstruct the house as he believed the Building Codes Department would require graded lumber. Mr. Harless said that he would ask the Building Inspector. Mayor Clayburn asked the City Manager to contact the attorney to find out the status regarding the probate process. Manager Nicholson asked Ms. Fosdick if the phone number he had for her was current. She said it was not and that she would get her new phone number to him.

B. Resolution 2023-02 – Accepting Grant Funds from the Oregon Department of Transportation Small City Allotment

Mayor Clayburn announced Resolution 2023-03 Accepting Grant Funds from the Oregon Department of Transportation Small City Allotment and called on the City Manager for background. Manager Nicholson gave background and stated that the city had been selected for a grant of \$250,000 for improvements to Harris Street from 4th Street to Hwy 42. He indicated that the total estimated cost of the project was \$325,360 and that the city would need to budget to cover the remaining cost. He also indicated that it would be best to perform the work in the summertime, but the grant time frame would allow for the work to take place either in 2023 or 2024. There was some discussion about the scope of the proposed work. Mayor Clayburn called for a motion. Councilor Hogan moved to approve Resolution 2023-02 Accepting Grant Funds from the Oregon Department of Transportation, Small City Allotment, for Repairs to Harris Street between 4th Street and 8th Street. Councilor Wood seconded the motion. Mayor Clayburn called for discussion. There was some additional discussion about the scope of the project. There was also discussion about how to reduce the scope of the project in order to minimize the amount of city funds needed. Following discussion, Mayor Clayburn called for a vote. The motion carried unanimously.

C. Resolution 2023-03 – Adopting the 2023 Coos County Multi-Jurisdictional Natural Hazards Mitigation Plan

Mayor Clayburn announced Resolution 2023-03 Adopting the 2023 Coos County Multi-Jurisdictional Natural Hazards Mitigation Plan. Manager Nicholson explained that the plan is something that needs to be updated every five years and that the city participated with the county and other cities on the update effort. By adopting the plan, the city will be eligible to receive FEMA funds in the event of a disaster or for mitigation work that is undertaken. Mayor Clayburn called for a motion. Councilor Wood moved to approve Resolution 2023-03 Adopting the 2023 Coos County Multi-Jurisdictional Natural Hazards Mitigation Plan. Councilor Sullivan seconded the motion which carried unanimously.

D. Oregon Public Works Emergency Response Cooperative Assistance Agreement

Mayor Clayburn announced the Oregon Public Works Emergency Response Cooperative Assistance Agreement. Manager Nicholson explained that the agreement would be with ODOT but they are making the same agreement with other cities and counties to allow resources to be pooled in the event of an emergency. Mayor Clayburn called for a motion. Councilor Sullivan moved to approve the Oregon Public Works Emergency Response Cooperative Assistance Agreement and authorize the City Manager to sign the agreement. Councilor Hawker seconded the motion. There was some discussion about scenarios in which the agreement would come into play. Councilor Gibbons said she was surprised that we don't already have an agreement. Manager Nicholson said that we do and this is a renewal of the existing agreement. Following discussion, Mayor Clayburn called for a vote. The motion carried unanimously.

E. Draft Ordinance Establishing Camping Regulations

Mayor Clayburn announced the draft Ordinance Establishing Camping Regulations. Manager Nicholson explained that ordinance is needed in response to legislation at the state level over the past few years concerning homelessness and camping. The city's current camping regulations are very limited and just state that camping is not permitted on public property. The draft ordinance maintains the prohibition against camping on public property but allows for limited camping on private properties if owners wish to allow it. Manager Nicholson indicated that the trend in other cities appears to be to allow limited camping on private properties such as at religious institutions. On these properties, the draft ordinance allows for up to three campers. The draft ordinance also permits homeowners to have one camper or tent on their property, which also is a trend in other cities. Manager Nicholson noted that there are not time limits specified in the draft ordinance. He explained that the state has identified that homelessness can't be outlawed and that is the motivating factor behind the limited allowances for camping. Manager Nicholson then stated that if the City Council is comfortable with the draft ordinance, he recommended that it be sent to the City Attorney for review. He also noted that a new policy needs to be in place by July 1, 2023. Mayor Clayburn called for a motion on the matter. Councilor Sullivan moved to approve the draft Ordinance Establishing Camping Regulations and direct the City Manager to have it reviewed by the City Attorney. Councilor Hogan seconded the motion. Mayor Clayburn called for discussion. Councilor Sullivan expressed concern about the draft ordinance and problems that could arise from allowing camping on private property. He then suggested exploring time limits for camping. Councilor Gibbons agreed. Mayor Clayburn asked the Chief of Police about squatters rights in relation to camping on private property. Chief Robinson said that the landlord-tenant issue doesn't come into effect unless they establish residency. Typically, if a person has stayed on a property for about two weeks or begins receiving mail at the location, residency is established. After that, a property owner likely would need to follow the eviction process. He also noted that landlord-

tenant disputes are civil in nature and the police don't have any authority. There was some related discussion. Mayor Clayburn mentioned that one of the recommendations from the homelessness workshop which she and the City Manager had attended was that cities should not identify specific sites where camping is allowed, but rather exclude certain locations. A liability can be created if a city specifies certain locations for camping as it may imply that those locations are safe. Manager Nicholson clarified that the draft ordinance does not specify locations where camping may occur, rather it prohibits certain locations. Councilor Gibbons asked why three vehicles rather than one was specified for properties such as churches. Manager Nicholson indicated that other cities had similar provisions – Coos Bay and several others allow three vehicles, Eugene allows for five. He indicated that the number could be reduced to two or one. There was some related discussion. Manager Nicholson mentioned that Medford also allows for overnight camping in a car parked on the street, but the car must move every 24 hours. That provision was not included in the draft ordinance and the Myrtle Point Police Department has already dealt with an individual sleeping in a car. Councilor Hogan asked Chief Robinson his opinion of the draft ordinance. Chief Robinson indicated that he thought it was pretty good in that it prohibits camping in parks and on sidewalks, which are the areas most visible to the public. He indicated that the department has already dealt with people camping in cars as well as other derelict vehicles and they will continue to do so. He also indicated that he expects the most difficult problems the department will face in the future will arise out of situations where people allow others to camp on their private property and later decide they want those camping to leave. There was some discussion about regulating camping. Councilor Gibbons asked why the fine was \$25.00. Manager Nicholson indicated that the fine can be assessed daily, but the people that would be affected by it won't have the means to pay high fines. Councilor Gibbons indicated that it didn't seem like a very compelling reason to follow the rules. Manager Nicholson said that he could explore whether or not a higher fine would be reasonable. There was some related discussion. Councilor Gibbons spoke about the homeless problem in Reedsport, where she works fulltime. She has heard from some residents that they are scared to go to the store because of the homeless people hanging around the entrance. She doesn't want Myrtle Point to end up with similar problems. Police Chief Robinson said that stories like that sadden him, because stores are private property and they have the right to trespass people if they are causing problems. He also said he believes the ordinance won't result in big changes in homeless problems from those we are dealing with currently. There was some more related discussion. Following discussion, Mayor Clayburn called for a vote on the motion to send the draft ordinance to the City Attorney. The motion carried unanimously.

F. Accessibility Requirements for City Website

Mayor Clayburn announced the Accessibility Requirements for the City Website. Manager Nicholson explained that there are laws governing accessibility requirements for websites of public agencies. Some of the requirements include color contrast and proper formatting of content for use with auto-reading software. Manager Nicholson indicated that he had been contacted recently by two different companies which provide services to identify and address accessibility problems. He asked if the City Council would prefer to contract for services to identify and correct problems or to take down content to reduce the liability. There was some discussion about performing a one-time scan to try to correct existing problems. Manager Nicholson said that would be OK if he could figure out how properly format new material to meet accessibility requirements. Mayor Clayburn called for a motion before continuing discussion. Councilor Hogan moved to remove posted documents from the city website in order to reduce the liability of potentially inaccessible content. Councilor Hawker seconded the motion. Councilor Hogan asked if there would be any kind of violation if the posted documents were removed. Manager Nicholson said he did not think so and the

documents are just posted for convenience of the public to access them. There was some related discussion. Councilor Hogan asked if perhaps it would be a good time to get an updated quote for codification of the city ordinances and start fresh with the website to get things in compliance with accessibility standards. Manager Nicholson indicated that he was planning to ask if there was interest in pursuing codification. He also stated that he believed that Epuerto was working on a website upgrade. There was discussion related to the website and documents that it would be nice to have posted. Mayor Clayburn suggested checking with Coos Bay and others to see who they use to ensure accessibility. Manager Nicholson said he could look into that. Following discussion, Mayor Clayburn called for a vote on the motion to remove posted documents from the city website. The motion carried unanimously.

PETITIONS FROM THE AUDIENCE

Mayor Clayburn called for petitions from the audience. There were none.

UPCOMING MEETINGS AND EVENTS

- A. Myrtle Point Public Library Foundation Meeting – February 7, 2023, 5:00 p.m.
- B. Flora M. Laird Memorial Library Board Meeting – February 14, 2023, 11:00 a.m.

INFORMATION ITEMS

- A. Myrtle Point Public Library Foundation Meeting Agenda – February 7, 2023
- B. Myrtle Point Public Library Foundation Meeting Minutes – January 3, 2023
- C. Safe Routes to School Recommended Projects for 2023-2024 Competitive Construction Grant Program

OTHER COMMUNICATIONS

- A. Staff Reports:
 - 1. Accountant Groce had nothing to report.
 - 2. Fire Chief Burris had nothing to report.
 - 3. Senior Maintenance Worker Ramsey gave an update on the Sunset Park improvements. He said there is about \$5,200 left in the Skip Ohlsen Fund but the quote for fencing, including both the 12-foot-tall backstop and 4-foot-tall perimeter fence, is about \$7,000. He plans to wait until the next fiscal year to complete the fencing. There also are some other improvements planned at the park which will not take place until funds are available. Sr. Maintenance Ramsey also reported on a water leak which occurred over the previous weekend. He also reported on Inflow & Infiltration investigation and repair work occurring on the sewer collection system. Sr. Maintenance Ramsey also answered some questions from the City Council. Following some discussion regarding unfinished improvements Sunset Park, Mayor Clayburn directed Sr. Maintenance Ramsey to find out if he could get the 12-foot-tall backstop fence constructed without exceeding the remaining amount available within the Skip Ohlsen Fund.
 - 4. Chief of Police Robinson reported that things are going well. Officer Lance Pierce is scheduled to go to the Police Academy in March. He also indicated that the jail is open at this time.
 - 5. Library Director Bruno reported that things are going well. Construction is slightly ahead of schedule, although there was a mishap in which electricity to the easterly porch light and the shed was cut off and has not yet been restored. She also reported that the bookshelf, which had been on the easterly porch to display free books, had been stolen. The books from the shelf were placed on the ground. Mayor Clayburn asked about the used book sale which took place over the weekend. Director Bruno said she believed that they raised about \$600.
 - 6. Manager Nicholson reported on the following:

- a. Rotary Park Playground Equipment – The new play equipment for the Rotary Park Playground Rehabilitation arrived in Myrtle Point on January 18th. The equipment is currently being stored at the City Shop pending the scheduling of installation. Installation is expected to occur sometime in the spring.
 - b. DEI Training – All full-time and regular part-time employees completed assigned diversity, equity and inclusion (DEI) training in the month of January. In accordance with the provisions of Resolution 2022-16, city employees and volunteers are to complete DEI training on a biennial basis; managers and department heads are to complete the training annually. It was agreed that Manager Nicholson would assign the same training course staff had completed to the volunteers.
 - c. Safe Routes to School – The City of Myrtle Point submitted a grant application in 2022 under the Safe Routes to School program administered by ODOT. The city was not approved for a grant in the current grant cycle. A list of the projects recommended for award is provided in the Information Items.
 - d. Codification of Ordinances – A representative of American Legal Publishing, a company which provides legal review and codification of city ordinances, contacted the city. The representative had provided a presentation a couple of years ago regarding codification of city ordinances but the City Council decided at the time not to pursue the matter. The rep. asked if another presentation would be beneficial at this time. If so, it can be scheduled for one of the upcoming City Council meetings. Codification and legal review would have the benefits of the elimination of redundancies or conflicts between ordinances, elimination of conflicts which may exist with state laws, and the provision of a clear, comprehensive city code. In addition, once complete the code can be posted online for citizens to access. Manager Nicholson indicated that the previous quote for codification was slightly over \$10,000 and he expected it to be slightly higher at this time. There was some discussion about the codification process and the need for it. Manager Nicholson explained that there are some ordinances that need to be updated and that could be handled as part of the process. There was some more discussion and it was determined that a presentation would be helpful.
 - e. Skip Ohlsen Fund – Manager Nicholson explained that the Skip Ohlsen Fund was established by an endowment left to the city. The principal amount is held in a CD and only the interest is budgeted and spent. He indicated that the CD is due to roll over and explained that now is the city's opportunity to make changes, if desired. Manager Nicholson asked if the council would prefer a shorter term and higher interest rate, knowing that there is a chance that interest rates would be lower the next time it matures, or a longer term and slightly lower rate. There was some discussion and it was determined to try to get the best combination of interest rate and term possible.
- B. City Council Concerns & Comments
1. Councilor Wood thanked the Myrtle Point Police about dealing with a homeless camp which had photos posted on a social media site.

ADJOURNMENT

Having no further business for the City of Myrtle Point, Mayor Clayburn adjourned the Regular Meeting at 8:54 p.m.

03/06/2023

Samantha Clayburn, Mayor
City of Myrtle Point

City of Myrtle Point Agenda Item Report

To: Mayor Clayburn and City Council
From: Darin Nicholson, City Manager
Date: March 6, 2023
Re: Ordinance No. 1290 – Establishing Camping Regulations, Definitions, Prohibited Camping, Permitted Overnight Sleeping, Penalties and Enforcement; and Repealing Existing Camping Regulations



BACKGROUND

As was discussed at the last City Council meeting, an update is needed to the city's camping regulations in order to bring them into compliance with the provisions of House Bill 3115, passed during the 2021 legislative session. The city has until July 1, 2023 to comply with the provisions of the bill. The City Attorney reviewed the draft ordinance presented last time and made some changes and additions. The attached Ordinance No. 1290 incorporates the changes and additions recommended by the attorney.

RELATED CITY POLICIES

None.

COUNCIL OPTIONS

- **Adopt the Ordinance:** This requires a two-step process.
 1. SAMPLE MOTION – *"I move to read Ordinance No. 1290 by title only."* (Approve 1st motion and read ordinance by title only.)
 2. SAMPLE MOTION – *"I move to adopt Ordinance No. 1290 Establishing Camping Regulations, Definitions, Prohibited Camping, Permitted Overnight Sleeping, Penalties and Enforcement; and Repealing Existing Camping Regulations."*
- **Make Changes:** SAMPLE MOTION – *"I move to make the following changes to the ordinance and resubmit it to the City Attorney for further review: _____."*

CITY MANAGER'S RECOMMENDATION

Approve Ordinance No. 1290.

ATTACHMENTS

- Ordinance No. 1290 – Establishing Camping Regulations, Definitions, Prohibited Camping, Permitted Overnight Sleeping, Penalties and Enforcement; and Repealing Existing Camping Regulations

ORDINANCE NO. 1290

AN ORDINANCE OF THE CITY OF MYRTLE POINT, OREGON ESTABLISHING CAMPING REGULATIONS, DEFINITIONS, PROHIBITED CAMPING, PERMITTED OVERNIGHT SLEEPING, PENALTIES AND ENFORCEMENT; AND REPEALING EXISTING CAMPING REGULATIONS

THE CITY OF MYRTLE POINT ORDAINS AS FOLLOWS:

Section 1. Purpose

The purpose of this ordinance is to protect the safety of citizens and regulate use of public and private property by establishing time, place and manner guidelines concerning camping and overnight sleeping.

Section 2. Definitions

For the purpose of this ordinance, the following definitions shall apply unless the content clearly indicates or requires a different meaning:

- (1) "To camp" means to set up or to remain in or at a campsite.
- (2) "Campsite" means any place where any bedding, sleeping bag, or other material used for bedding purposes, or any stove or fire is placed, established or maintained for the purpose of maintaining a temporary place to live, whether or not such place incorporates the use of any tent, lean-to, shack, or any other structure, or any vehicle or part thereof.
- (3) "Emergency Circumstances" means that local conditions, whether related to a human conflict, the weather, or labor disputes, have reached a level of magnitude high enough to cause the Mayor to issue a declaration making the Emergency official.
- (4) "Family" means two or more persons related by blood, marriage, adoption, legal guardianship, or other duly authorized custodial relationship, or not more than two unrelated adults.
- (5) "Motor vehicle" means a vehicle that is self-propelled or designed for self-propulsion.
- (6) "Parking lot" means a developed location that is designated for parking motor vehicles, whether surfaced with asphalt, concrete, gravel or other material.
- (7) "Publicly owned property" means any real property or structures owned, leased, or managed by the city or other government agency including public rights-of-way.
- (8) "Public rights-of-way" means any real property owned by the city that is used for the free and unimpeded passage of the public. Public rights-of-way include, but are not limited to, streets, roads, highways, bridges, alleys, sidewalks, public trails and paths,

and all other easements which provide the public with a right of access or give the city the right to construct, maintain, repair and operate a public improvement.

- (9) "Recreational vehicle" means a vehicle, whether self-propelled or towed, that is designed for use as temporary living quarters.
- (10) "Solid waste" means any garbage, trash, debris, yard waste, food waste, or other discarded materials.
- (11) "Store" or "storage" means to put aside or accumulate for use when needed, to put for safekeeping, to place or leave in a location.

Section 3. Prohibited Camping

- (1) It is found and declared that:
 - (a) From time-to-time persons establish campsites on sidewalks, public rights-of-way, in parks or other public properties, under bridges, and so forth;
 - (b) Such persons, by camping in the public rights-of-way, create unsafe conditions, and by camping on public properties without camping facilities and without regulation, create unsanitary living conditions which pose a threat to the peace, health and safety of themselves and the community; and,
 - (c) Camping, lying, or sleeping on a playground or sports field during the day fundamentally undermines the public's ability to use that public property for its intended purpose;
 - (d) This section's regulations are meant strictly to regulate the use of publicly owned property, and are not intended to regulate activities on private property; and
 - (e) The enactment of this provision is necessary to protect the peace, health, and safety of the City and its inhabitants.
- (2) No person shall camp in or upon any sidewalk, street, alley, lane, or other public right-of-way, unless otherwise allowed by declaration of the Mayor in emergency circumstances.
- (3) Lying or sleeping in a city owned park during hours of closure is not prohibited so long as the individual is experiencing homelessness, is not on a playground or sports field, and is not violating any other provision of this section. No person shall lie, sleep, or otherwise occupy a particular location for more than 24 hours consecutively. No person shall camp in publicly owned locations if those locations are without sufficient sanitation facilities.

- (4) Upon finding it to be in the public interest and consistent with council goals and policies, the council may, by motion, exempt a special event from the prohibitions of this section. The motion shall specify the period of time and location covered by the exemption.

Section 4. Permitted Overnight Sleeping

- (1) Notwithstanding the above prohibitions or any other regulation of the City of Myrtle Point:
- (a) Persons may sleep overnight in a vehicle or tent in a parking lot of a religious institution, place of worship, business or public entity that owns or leases property on which a parking lot and occupied structure are located, with written permission of the property owner. The property owner may not grant permission for more than three vehicles or tents used for sleeping at any one time. For purposes of this subsection (1), the term “vehicle” includes a car, camper, and trailer.
 - (b) Property owners wishing to allow more than three vehicles or tents used for sleeping on their property may submit a request in writing to the city. The request should identify the number of vehicles and/or tents planned to occupy the site, the size and location of the site; availability of sanitary facilities and any special circumstances necessitating the additional vehicles or tents, and the anticipated duration.
 - (c) Persons may sleep overnight in the back yard of a single-family residence, with permission of the owner and tenant of the residence. Not more than one family may sleep in any back yard, and not more than one tent may be used for sleeping in the back yard. As an alternative, but not in addition to sleeping overnight in the back yard, not more than one family may sleep in a vehicle parked in the driveway of a single-family residence, with permission of the owner and tenant of the residence.
 - (d) Persons may sleep overnight in a vehicle, on a paved or graveled surface located on a vacant or unoccupied parcel, with the permission of the property owner, if the owner registers the site with the city. The city may require the site to be part of a supervised program operated by the city. The property owner may not grant permission for more than three vehicles used for sleeping at any one time.
- (2) A property owner who allows a person or persons to sleep overnight on a property pursuant to subsections (1)(a), (1)(b) or (1)(c) of this section shall:
- (a) Provide or make available sanitary facilities;
 - (b) Provide garbage disposal services so that there is no accumulation of solid waste on the site;

- (c) Provide a storage area for campers to store any personal items so the items are not visible from any public street;
 - (d) Require a tent or camping shelter in a backyard to be not less than five feet away from any property line; and
 - (e) Not require or accept the payment of any monetary charge nor performance of any valuable service in exchange for providing the authorization to camp on the property; provided, however, that nothing in this section will prohibit the property owner from requiring campers to perform services necessary to maintain safe, sanitary, and habitable conditions at the campsite.
- (3) A property owner who permits overnight sleeping pursuant to subsection (1) and (2) of this section may revoke that permission at any time and for any reason. Any person who receives permission to sleep on that property as provided in this section shall leave the property immediately after permission has been revoked.
- (4) Notwithstanding any other provision of this section, the city manager or the manager's designee may:
 - (a) Prohibit overnight sleeping on a property if the city finds that such an activity on that property is incompatible with the uses of adjacent properties or constitutes a nuisance or other threat to the public welfare; or
 - (b) Revoke permission for a person to sleep overnight on city-owned property if the city finds that the person has violated any applicable law, ordinance, rule, guideline or agreement, or that the activity is incompatible with the use of the property or adjacent properties.
- (5) The city manager or the manager's designee may impose administrative civil penalties on property owners who fail to comply with the requirements of subsections (1) and (2) of this ordinance.
- (6) In addition to any other penalties that may be imposed, any campsite used for overnight sleeping in a manner not authorized by this section or other provisions of this code shall constitute a nuisance and may be abated as such.
- (7) With authorization from the city manager or designee in connection with a specific special event, persons may sleep overnight on public property at which a special event is being held. The authorization shall be limited to no more than eight days in any two-week period.

- (8) Nothing in this ordinance creates any duty on the part of the city or its agents to ensure the protection of persons or property with regard to permitted overnight sleeping.

Section 5. Removal of Established Campsites

Any campsite established or maintained in violation of this ordinance shall be removed in accordance with the provisions of ORS 195.505.

Section 6. Penalties and Enforcement

- (1) Any person who violates any provision of this chapter shall, upon conviction, be subjected to a fine in the amount not to exceed \$25. Each day a violation is committed or permitted to continue shall constitute a separate offense.
- (2) In addition to any other penalties that may be imposed, any campsite or camp facilities or camp paraphernalia used for overnight sleeping in a manner not authorized by this section or other provisions of this code shall constitute a public nuisance and may be abated as such. Movement from one location within city limits to another does not constitute abatement by the owner.

Section 7. Severability

The sections and subsections of this Ordinance are severable. The invalidity of one section or subsection shall not affect the validity of the remaining sections or subsections.

Section 8. Repealer

Section 19 of Ordinance No. 1282 of the City of Myrtle Point, adopted on the 4th day of September 2018, is hereby repealed.

Ayes: _____

Nays: _____

Adopted by the City Council of the City of Myrtle Point this 6th day of March 2023.

ATTEST:

Samantha Clayburn, Mayor

Darin Nicholson, City Manager

City of Myrtle Point Agenda Item Report

To: Mayor Clayburn and City Council
From: Darin Nicholson, City Manager
Date: March 6, 2023
Re: Budget Committee Reappointment – Lloyd Pounds



BACKGROUND

The Myrtle Point Budget Committee is comprised of seven members from the city at large appointed by the City Council to serve terms of three years. Lloyd Pounds has served one term on the Budget Committee, which expired on 12/31/2022. He has provided an email in which he indicated his willingness to serve another term on the committee.

RELATED CITY POLICIES

City Council Rules – Paragraph 9.2 – Members on Committees, Boards and Commissions

COUNCIL OPTIONS

- **Mayor Nominates Member:** SAMPLE STATEMENT– *“I hereby nominate Lloyd Pounds to serve another three-year term on the Myrtle Point Budget Committee.”* (City Council must vote to approve the Mayor’s nomination.)
- **Do Nothing**

CITY MANAGER’S RECOMMENDATION

It is recommended to reappoint Lloyd Pounds to the Budget Committee.

ATTACHMENTS

Email from Lloyd



Darin Nicholson <manager@ci.myrtlepoint.or.us>

Budget Committee

3 messages

Darin Nicholson <manager@ci.myrtlepoint.or.us>
To: Lloyd Pounds <lloydlbs@gmail.com>

Mon, Feb 13, 2023 at 10:28 AM

Hi Lloyd,

Your term on the Myrtle Point Budget Committee expired on 12/31/2022. Your service on the committee has been greatly appreciated and, as you know, it is a necessary part of the annual preparation of the city budget. Would you consider committing to another three-year term on the committee? Please let me know at your earliest convenience. Thank you!

Darin Nicholson, City Manager
City of Myrtle Point
"In the Heart of the Myrtlewoods"
424 Fifth Street | Myrtle Point, OR 97458
Phone: (541) 572-2626 | Fax: (541) 572-3838
manager@ci.myrtlepoint.or.us

Lloyd Pounds <lloydlbs@gmail.com>
To: Darin Nicholson <manager@ci.myrtlepoint.or.us>

Mon, Feb 13, 2023 at 11:16 AM

Hey Darin,

That shouldn't be a problem. Feel free to sign me up.

Lloyd
[Quoted text hidden]

Darin Nicholson <manager@ci.myrtlepoint.or.us>
To: Lloyd Pounds <lloydlbs@gmail.com>

Mon, Feb 13, 2023 at 11:20 AM

Great, thanks!
-DN
[Quoted text hidden]

City of Myrtle Point Agenda Item Report

To: Mayor Clayburn and City Council
From: Darin Nicholson, City Manager
Date: March 6, 2023
Re: Budget Committee Reappointment – Kathy Lewis



BACKGROUND

The Myrtle Point Budget Committee is comprised of seven members from the city at large appointed by the City Council to serve terms of three years. Kathy Lewis has served multiple terms on the Budget Committee and her most recent term expired on 12/31/2022. She provided the attached email in which she indicated her willingness to serve another term on the committee.

RELATED CITY POLICIES

City Council Rules – Paragraph 9.2 – Members on Committees, Boards and Commissions

COUNCIL OPTIONS

- **Mayor Nominates Member:** SAMPLE STATEMENT– *“I hereby nominate Kathy Lewis to serve another three-year term on the Myrtle Point Budget Committee.”* (City Council must vote to approve the Mayor’s nomination.)
- **Do Nothing**

CITY MANAGER’S RECOMMENDATION

It is recommended to reappoint Kathy Lewis to the Budget Committee.

ATTACHMENTS

Email from Kathy



Darin Nicholson <manager@ci.myrtlepoint.or.us>

Budget Committee

3 messages

Darin Nicholson <manager@ci.myrtlepoint.or.us>
To: Kathy <kathy@ranchonthehill.net>

Mon, Feb 13, 2023 at 2:03 PM

Hi Kathy,

Your term on the Myrtle Point Budget Committee expired on 12/31/2022. Your service on the committee has been greatly appreciated and, as you know, it is a necessary part of the annual preparation of the city budget. Would you consider committing to another three-year term on the committee? Please let me know at your earliest convenience. Thank you!

Darin Nicholson, City Manager
City of Myrtle Point
"In the Heart of the Myrtlewoods"
424 Fifth Street | Myrtle Point, OR 97458
Phone: (541) 572-2626 | Fax: (541) 572-3838
manager@ci.myrtlepoint.or.us

Kathy Lewis <kathy@ranchonthehill.net>
To: Darin Nicholson <manager@ci.myrtlepoint.or.us>

Mon, Feb 13, 2023 at 3:04 PM

Good afternoon, Darin

I hope you and yours are well.

As requested, I am interested in continuing to volunteer on the Budget Committee for another term that started on January 1, 2023.

I am happy that my service is appreciated. If you need anything more from me, please let me know.

Thanks again for all your time and hard work,

Kathy Lewis

[Quoted text hidden]

Darin Nicholson <manager@ci.myrtlepoint.or.us>
To: Kathy Lewis <kathy@ranchonthehill.net>

Mon, Feb 13, 2023 at 3:19 PM

I shouldn't need anything else. I'll present this email to the City Council for your reappointment. Thanks!
-DN

[Quoted text hidden]

Check Signing Authority & Bank Account Access – First Community Credit Union

With changes in elected officials, updates are needed regarding signing authority and account access authorization on City accounts at First Community Credit Union. The following modifications are recommended:

All First CCU Accounts – Remove the following names as signers: C. Michael West and Daniel Martin. Maintain the following as authorized signers: Samantha Clayburn (Mayor), Robert Love (Public Works Lead Man) and Darin Nicholson (City Manager). Add the following as authorized signers: Ivan Hawker (City Councilor). Maintain authorization for Virginia Groce (Accountant) to access account information.

Date Approved by City Council: _____

Samantha Clayburn, Mayor

Darin Nicholson, City Manager

Check Signing Authority & Bank Account Access – Umpqua Bank

With changes in elected officials, updates are needed regarding signing authority on the City accounts at Umpqua Bank. The following modifications are recommended:

Checking Account (ending in 1168) and Ambulance Checking/Credit Card Account (ending in 6151) – Remove the following names as signers: C. Michael West and Daniel Martin. Maintain the following as authorized signers: Samantha Clayburn (Mayor), Robert Love (Public Works Lead Man) and Darin Nicholson (City Manager). Add the following as authorized signer: Ivan Hawker (City Councilor). Maintain authorization for Virginia Groce (Accountant) to access account information.

Skip Ohlsen Checking Account (ending in 5110) – Remove the following names as signers: C. Michael West and Daniel Martin. Maintain the following as authorized signers: Samantha Clayburn (Mayor), Robert Love (Public Works Lead Man) and Darin Nicholson (City Manager). Add the following as authorized signers: Ivan Hawker (City Councilor). Maintain authorization for Virginia Groce (Accountant) to access account information.

Date Approved by City Council: _____

Samantha Clayburn, Mayor

Darin Nicholson, City Manager

City of Myrtle Point Agenda Item Report

To: Mayor Clayburn and City Council
From: Darin Nicholson, City Manager
Date: March 6, 2023
Re: Planning Commission Qualifications



BACKGROUND

Ordinance 1182 of the City of Myrtle Point gives qualifications for Planning Commissioners. Concerning membership it states, “The Planning Commission shall consist of 7 members appointed by the Mayor with the approval of the Council. Members of the Commission may not be officials or employees of the City. Not more than two voting members may be non-residents of the City who shall reside within the Urban Growth Boundary. The Mayor and City Manager or their designees may sit with the commission and are entitled to take part in discussions, but shall not have the right to vote on issues before the commission.”

Tim Groce was initially appointed to the Planning Commission in 2013 and has served continuously since then. In March 2022, Mr. Groce began as a part-time employee of the city performing groundskeeping services. At the time he began employment, the prohibition on employees serving on the Planning Commission was not known. Upon discovering the prohibition, I notified Mr. Groce of the matter. He expressed that he would like to continue serving on the Planning Commission and requested that the City Council consider a modification of the policy. There does not appear to be any conflict with State law.

RELATED CITY POLICIES

None

COUNCIL OPTIONS

- **Modify the Policy:** SAMPLE MOTION – *“I move to direct the City Manager to coordinate with the City Attorney and draft an ordinance which modifies the policy concerning Planning Commissioners such that employees whose positions are not likely to conflict with land use decisions may be allowed to serve on the commission.”*
- **Do Nothing:** No motion required.

CITY MANAGER’S RECOMMENDATION

Discuss and decide.

ATTACHMENTS

None

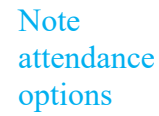
MYRTLE POINT PUBLIC LIBRARY FOUNDATION

MONTHLY MEETING

MARCH 07, 2023

5:00 pm

LIBRARY MEETING ROOM



Note
attendance
options

AGENDA

*To attend this meeting remotely: dial: (425) 436-6345 and enter the Access Code: 4097605 followed by the pound (#) sign.

CALL TO ORDER

MINUTES

TREASURER'S REPORT

AUDIENCE PARTICIPATION

CONSTRUCTION PROJECT

LIBRARY EVENTS

OTHER BUSINESS

NEXT MEETING

ADJOURN

THE CITY OF MYRTLE POINT IS A DRUG FREE WORKPLACE.
The Library meeting room is handicapped accessible. If you need assistance to attend or participate in this meeting, please contact the Library at 572-2591.

MYRTLE POINT PUBLIC LIBRARY FOUNDATION

MONTHLY MEETING

FEBRUARY 07, 2023

5:00 pm

MINUTES

President Huntley called the meeting to order at 5:00 pm. Directors attending: Larry Boufford, Linda Kirk, Barbara Carter, Debbie Bushnell, and Barbara Caffey. Also attending: Amy Bruno, Library Director.

Barbara Carter moved the minutes be approved as written, with Larry's correction to the draft. Linda seconded. Motion passed.

The treasure reported revenue including: Re-occurring payroll donation: \$50.00; McKay's receipts: \$205.05; sale of Library furniture in January: \$130.00; and interest for December: \$61.02.

Expenditures upcoming in February: Contractor: \$68,587.41; Insurance for the book sale and bazaar: \$145.00. The PO Box rental and Corporate Fees are also outstanding.

BUILDING PROJECT:

Amy has a rough construction schedule at the library. They plan on being closed to pack up the library sometime between May 6-13. They will re-open at City Hall. The staff may be able to get back into the building to put stuff back between May 22 and July 7, with a grand re-opening in mid-July. Construction is currently ahead of schedule. A new door has been installed at the Willow Street door with a lock to allow staff to come in that way.

The staff is currently deciding where to hold Summer Reading Program.

BOOK SALE WRAP-UP:

The book sale brought in \$664.80 with an additional donation of \$500.00. Furniture sold in so far in February came to \$180. The ad in the Shopper will total \$28.00 which Debbie has volunteered to pay. Door count for the book sale was roughly 47 on Friday and 110 on Saturday.

OTHER BUSINESS:

Linda Kirk and Barbara Carter will discuss next year's budget.

Amy boxed up the old books from the former "rare book" collection and took them to a book dealer recommended to her in Eugene. Ezra, the book seller, appraised the books at \$225.00. The Friends of the Eugene Public Library took the remaining books for \$75.00. The Eugene Friends hold a regular book sale and appraisal event with Ezra doing the appraisals. If they make a lot on the books, they will give us some of the profit.

The next meeting can be held in the Library meeting room.

Amy has applied for a Teen Workplace grant.

The new, modular, rolling children's shelving has arrived.

Some thoughtless person stole the book shelf holding the free books outside the library.

Barbara Carter received a request to fill out a survey from the IRS. The Barbaras will work on it.

NEXT MEETING:

The next meeting regular meeting was set for March 07, 2023 at 5:00 pm. The annual meeting will follow at 5:30 pm. Both meetings will be held in the Library meeting room, with the telephone option also available.

ADJOURNMENT:

There being no other business, the meeting adjourned at 5:41 pm

Submitted by

Barbara Caffey

Secretary

MYRTLE POINT PUBLIC LIBRARY FOUNDATION

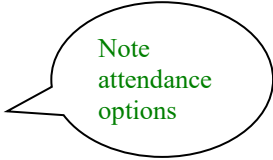
ANNUAL MEETING

MARCH 07, 2023

5:30 pm

LIBRARY MEETING ROOM

AGENDA



Note
attendance
options

*To attend this meeting remotely: dial: (425) 436-6345 and enter the Access Code: 4097605 followed by the pound (#) sign.

CALL TO ORDER

MINUTES

AUDIENCE PARTICIPATION

APPOINTMENT OF DIRECTORS

ELECTION OF OFFICERS

BUDGET

OTHER BUSINESS

NEXT MEETING

ADJOURN

FOLLOWS THE MONTHLY MEETING

THE CITY OF MYRTLE POINT IS A DRUG FREE WORKPLACE.

The Library meeting room is handicapped accessible. If you need assistance to attend or participate in this meeting, please contact the Library at 572-2591.

MYRTLE POINT PUBLIC LIBRARY FOUNDATION

ANNUAL MEETING

MARCH 01, 2022

MINUTES

President Huntley called the meeting to order at 5:34 pm. Directors attending remotely: Larry Boufford, Barbara Carter, Debbie Bushnell, Linda Kirk, and Barbara Caffey. Also attending: Shanna Allen, Library Director.

Debbie moved the minutes be approved as written. Linda seconded. Motion passed.

Linda moved that Misty Brotton, Larry Boufford, Linda Kirk, and Barbara Caffey be reappointed to 3 year terms, expiring March 2025. Debbie seconded. Motion passed.

Linda moved the current officers be re-elected. Debbie seconded. Motion passed.
The officers will be:

President: Sally Huntley

Vice President: Larry Boufford

Treasurer: Barbara Carter

Secretary: Barbara Caffey

Jennifer Fischer is no longer a Director; her name must be removed from the First Community Credit Union account signature card. Current Vice President, Larry Boufford's name needs to be added to the First Community Credit Union accounts, including the checking account signature card.

Linda moved the proposed budget be approved with the following changes: \$70 in the PO Box line instead of \$65.00; \$350.00 in the insurance line, replacing \$280.00 and the marketing line adjusted to \$125.00 to balance the changes. Debbie seconded. Motion passed.

The next meeting was set for March 07, 2023 at 5:30.

There being no other business, the meeting adjourned at 5:49 pm.

Submitted by,

Barbara Caffey

Secretary

CITY MANAGER'S REPORT



TO: MAYOR & CITY COUNCIL
FROM: DARIN NICHOLSON, CITY MANAGER
DATE: MARCH 6, 2023

DEI Training

As was discussed at the last City Council meeting, diversity, equity and inclusion training was assigned to elected and appointed officials of the City of Myrtle Point in accordance with the provisions of Resolution 2022-16. Most officials completed the training by the February 28th deadline. Those who have not yet completed the training are encouraged to do so.

1030 Harris Street

Multiple attempts were made to get information from Attorney Susan Carter regarding the Small Estate Probate filing for 1030 Harris Street. When I spoke to Ms. Carter near the beginning of February, she told me the probate papers had not yet been filed and encouraged me to contact her later for additional information. I was not able to get any other information since then.

LOC Spring Conference

The League of Oregon Cities Spring Conference will be held in Seaside on April 25 & 26. Please let me know if you would like to attend the conference and I can arrange for registration and a hotel.

Chamber of Commerce Hanging Baskets

The Myrtle Point Chamber of Commerce has sent out a sponsorship request for hanging flower baskets for downtown. The sponsorship amount is \$95 per basket. If the City Council wishes to sponsor a basket, funds from the Council Activities line of the General Fund could be used. There is \$912.68 remaining in the line at this time. The sponsorship form is attached hereto.

ODOT Grants Available for EV Charging Stations

The Oregon Department of Transportation is now offering rebates up to \$4,250 (or 75% of eligible project costs) for Level 2 Electric Vehicle charging stations. The program requires installation of a minimum of two charging plugs and the rebate amount is per plug. EV charging stations were discussed in June 2022 but it was decided not to install a station using city funds. At the time, a quote in the amount of \$6,044 was obtained for the purchase a two-plug Level 2 EV charging station. Installation costs are in addition to the cost of the station. It is expected that placement of a charging station can be performed by city staff, but an electrician would be also be needed. The total project cost is likely to be in the range of \$8,000 to \$9,000, so we would likely be eligible for \$6,000 to \$6,750 in total rebates. If the City Council wishes to pursue reimbursement funds for EV charging stations, funds can be budgeted in the 2023-24 budget for the city's portion of the cost.



Darin Nicholson <manager@ci.myrtlepoint.or.us>

Register Now for the Local Government Spring Conference

1 message

League of Oregon Cities <leagueoforegoncities@orcities.org>
Reply-To: League of Oregon Cities <leagueoforegoncities@orcities.org>
To: manager@ci.myrtlepoint.or.us

Thu, Feb 23, 2023 at 2:02 PM

[View this email in your browser](#)



Spring Conference Registration Now Open

Sign up today to attend the LOC's two-day Local Government Spring Conference, scheduled for April 25-26 at the Seaside Civic & Convention Center. It's a great opportunity to network and learn about current issues impacting cities.

Keynote Speaker:

Andrea Bell, Executive Director, Oregon Housing and Community Services

Andrea Bell is the executive director of Oregon Housing and Community Services (OHCS), where she oversees the strategic direction, vision, and growth of the state agency responsible for providing stable and affordable housing across Oregon. In her previous role with OHCS, she served as director of Housing Stabilization, where she led the implementation of a wide range of homeless services, energy and weatherization assistance, rental assistance programs, and policy initiatives.



Session Topics:

Housing and Homelessness
Cybersecurity
Legislative Update
Oregon Housing and Community Services
Aging Infrastructure
Mental Health
Diversity, Equity and Inclusion
First Amendment and Government Speech
Workforce Housing
Regional Collaboration
[View the full agenda](#)

Register Now

The cost is \$250 for LOC members if registered before April 3.
Space is limited so register early!

Visit www.orcities.org for additional conference information.
The webpage will be updated as more details become available.

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www.orcities.org

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PO BOX 265
MYRTLE POINT OR 97458

Dear Myrtle Point Businesses,

In January, Myrtle Point Chamber of Commerce sent out an electronic survey to gauge interest and support of a few upcoming projects. The majority of respondents were in favor of the Hanging Basket project and were happy to help Sponsor the baskets.

If your business would like to sponsor a basket, please fill out the lower half and return to Myrtle Point Chamber of Commerce. Thank you!



2023 Hanging Basket Project

Name of Sponsor (as it should appear on basket plaque) _____

Address _____

Phone _____ Email _____

How many baskets would you like to sponsor @ \$95 each? _____ x \$95 = _____

Would you prefer to Sponsor a partial amount each _____ x \$ _____ = _____

Is there a green lamp post near your location? Yes _____ No _____

If there isn't a green lamp post near your location, are you sponsoring a a basket for a lamp post downtown Spruce Street? Yes _____ No _____ If no, Where will your baskets hang?

Please make checks payable to:

Myrtle Point Chamber of Commerce
PO Box 265
Myrtle Point OR 97458

COMMUNITY CHARGING REBATE FACT SHEET

Plugging In Oregon: Community Charging Rebates

- ODOT's Community Charging Rebates (CCR) is multi-year program that supports the installation of Level 2 charging stations throughout Oregon.
- The Rebate is a first-come, first-served cash incentive open to public and private entities.
- Funding will be disbursed in several rounds over multiple years. The first round will launch in June of 2023 and close in August of 2023, with \$1.75 million available.
- ODOT will award the majority of funds (70%) to projects in priority communities, including disadvantaged and rural communities. To find out more about whether your project falls within a priority community, visit www.oregon.gov/odot/climate/Pages/communitychargingrebates.aspx.
- ODOT is working with Forth to provide education, outreach and technical assistance to increase awareness and reduce barriers to funding access.

Rebate Amounts

Project Type	Charger Type	Maximum Rebate per Plug (min. 2 ports per site)
Publicly accessible parking, including workplaces and right-of-way parking	Level 2	\$4,250, up to 75% of eligible project costs
Multi-Family Housing (can be private)	Level 2	\$5,500, up to 75% of eligible project costs
Multi-Family Housing (can be private)	Level 1	\$750

- Eligible applicants must install a minimum of 2 ports per site and a maximum of 8 ports per project site.
- Eligible applicants may either apply for the Rebate and reserve funding prior to project installation or within 90 days of the installation date.
- Costs incurred prior to the program launch date will not be eligible for reimbursement.
- Stacking the Rebate with other available incentives (such as from a local electric utility) is allowed.

Eligible Applicants Must

- Be a business, nonprofit organization or state, local or Tribal government entity. Businesses and nonprofits must be licensed to do business in Oregon, with a valid Oregon Business License.
- Be the Site Owner of an eligible location or their Authorized Agent with a site agreement in place.

COMMUNITY CHARGING REBATE FACT SHEET

Eligible Locations

Publicly Accessible Parking Site

- Examples include public or private lots, tourist destinations, public parks/buildings, retail locations, restaurants, hotels, transit stations, curbside parking.
- Must be available to the public a minimum of 9 hours a day, 7 days per week (roughly dusk to dawn).
- Locations cannot be fenced off to public access or reserved for the exclusive use of an individual driver or group of drivers.
- Charging equipment must be networked.



Multi-family Housing (MFH) Site

- Examples include apartment buildings, townhouses, condominiums, or co-ops.
- Must have minimum of 5 units and at least 5 parking spaces that primarily serve MFH.
- Can be restricted to resident use only or only to broader group.



To Reserve and Receive Rebate Funding

1) Apply Online

- Follow the link on the program webpage to complete your application.
- Submit one application per physical address, including required documents.
- ODOT accepts applications on a first-come, first-served basis until all funding is spent.

2) ODOT Reviews Applications

- ODOT will verify eligibility and check application for completeness.
- Ineligible applicants will be notified by email.
- If eligible, your pre-installation application will be reserved and funds will be allocated. Applicants will receive a Reservation Date.

3) Complete EVSE Installation

- Applicant has 270 days from Reservation Date to complete installation.
- Once the charging stations are operational, applicants will submit the final documentation online.

4) Receive Rebate

- ODOT will review final documents for completeness.
- If approved, ODOT will issue payment via check or Electronic Transfer of Funds (ETF), within 45 days.
- Applicants are required to submit data on an annual basis for five years.