

NOTICE OF CITY COUNCIL MEETING **Corrected Version**

The City Council of the City of King City will hold a **Regular Session at 5:30 PM**, Wednesday, October 21, 2020, by teleconference at City Hall 15300 SW 116th Ave, King City, Oregon 97224 – Please see instructions below.

Posted Date: Wednesday, October 15, 2020, at 3:00 PM

Location: (teleconference – Email comments to rsmith@ci.king-city.or.us)

The King City Council will hold a meeting on Wednesday, October 21, at 5:30 PM.

Councilors will be calling into the meeting via conference call. Members of the public will be able to listen to the meeting on the teleconference line or watch the meeting via video link. Minimal staff will be in the City Hall Conference Room, 15300 SW 116th Ave, King City, Oregon 97224. To avoid the potential spread of the COVID-19 virus, members of the public will not be allowed in the room. The packet can be found online at: http://www.ci.king-city.or.us/government/mayor_and_council/agendas_and_minutes.php#

The City has taken steps to utilize current technology to make meetings available to the public without increasing the risk of exposure. The public can participate by emailing public comments to City Recorder at rsmith@ci.king-city.or.us or leaving a voicemail that can be played during the meeting. The audio/Video recording of the meeting will be posted to the City website within two to three days of the meeting.

Join Zoom Meeting:

<https://us02web.zoom.us/j/86335547229?pwd=OXhJY0h5V1h5ZWl3SU45bmhtcFRjUT09>

Meeting ID: 863 3554 7229

Password: 923757

One tap mobile

+12532158782,,86335547229# US (Tacoma)

+13462487799,,86335547229# US (Houston)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 669 900 6833 US (San Jose)

Meeting ID: 863 3554 7229

Find your local number: <https://us02web.zoom.us/j/kEgB8G89o>

Live broadcast coverage of the King City Council Meetings can now be seen on TVCTV cable channel 30 and live-streaming on [MACC TVCTV's](#) YouTube page.

{Next Page for Agenda}

AGENDA		Action Item
REGULAR SESSION		
<i>Moment of Silence</i>		
5:30 PM	<ol style="list-style-type: none"> CALL TO ORDER ROLL CALL APPROVAL OF MINUTES: 3.1 April 15, 2020 	Time:
5:40 PM	4 SPECIAL PRESENTATION: None	M S A
5:40 PM	5 OPEN FORUM: We welcome public comment. At this time, the Council will be happy to receive your comment pertaining to items on the agenda (including questions, suggestions, complaints, and items for the future). Each person's time will be limited to three minutes.	
5:50 PM	6. UNFINISHED BUSINESS: NONE	
5:50 PM	7. NEW BUSINESS:	M S A
	7.1 Resolution R-2020-20 A RESOLUTION ALLOWING A SUPPLEMENTAL BUDGET INCREASE AND DECREASE PURSUANT TO ORS 294.338 PROVIDING FOR THE RECEIPT, APPROPRIATIONS AND EXPENDITURE OF UNEXPECTED FUNDS.	M S A
	7.2 Resolution R-2020-21 A RESOLUTION SUPPORTING 2021 OREGON COMMUNITY PATHS GRANT PROGRAM BEING SUBMITTED BY THE CITY OF KING CITY, OREGON DEPARTMENT OF TRANSPORTATION	M S A
	7.3 June 2020 Financial Summary	
	7.4 Domestic Violence Awareness Month Proclamation	
	7.5 Discuss and consider RFP response for King City Community Development Code Middle Housing Update.	M S A
	• Urbsworks	
6:30 PM	8. POLICE CHIEF'S REPORT	
6:35 PM	9. CITY MANAGER'S REPORT	
6:40 PM	10. MAYOR'S AND COUNCILOR'S REPORTS	
7:30 PM	11. ADJOURN	M S A
		Time:
NEXT MEETING		
NOVEMBER 18, 2020, REGULAR MEETING		
The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting to Ronnie Smith, City Recorder, 503-639-4082.		
M=Motion S=Second A=Action		

CITY OF KING CITY
CITY COUNCIL MEETING MINUTES

Call to Order: A regular meeting of the King City – City Council was held on ZOOM and at the City Hall in the Council Chamber with limited staff due to COVID-19: located at 15300 SW 116th Ave, King City, Oregon, beginning at 7:00 pm on Wednesday, April 15, 2020. Mayor Gibson requested a moment of silence then proceeded to call the meeting to order at 7:01 pm, followed by roll call and the Pledge of Allegiance

Roll Call:

[Video time 1:13](#)

The following City Council members were present:

Mayor Ken Gibson
Councilor Smart Ocholi - late
Councilor David Platt
Councilor Jaimie Fender
Councilor Micah Paulsen
Councilor Gretchen Buchner
One Seat Vacant

Absent:

Staff present included:

City Manager (CM) Mike Weston
City Recorder (C.R.) Ronnie Smith
Chief of Police (C.P.) Ernie Happala,
Peter Watts (L.C.) Legal Counsel

Staff added the following to the agenda

8.4 Ponderosa Pines update;

8.5 MOU Clearwater services, Tigard, Metro, and King City

Agenda Item 4: **Approval of Minute:** None at this time

Agenda Item 5: **Special presentation:**

[Video time 3:20](#)

5.1 TVF&R Update by Assistant Chief Les Hallman.

Les gave a brief update on the new policies due to COVID-19.

[Video time 13:12](#)

5.2 TTSD Overview Presentation by Dr. Susan Rieke-Smith, and Board Members Maureen Wolf, and Ben Bowman.

TTSD Staff gave a high overview of the District and the current situation with COVID-19

City Staff, Council, and TTSD staff briefly discuss the future of growth in the District.

Agenda Item 6: **Open Forum:**

[Video time 54:30](#)

Mayor Gibson opened public comment on any item on the agenda (including questions, suggestions, complaints, and items for future agenda). He stated that each person's time would be limited to three minutes.

Edward Kroll – introduced himself. He is a candidate running for a seat on the Washington County Court.

Agenda Item 7: Unfinished Business: None

Agenda Item 8: New Business:

Video time 1:01:52

8.1 Pride Disposal - exploring options around franchise fees.

Pride and City Staff briefly discussed a chance in the next quarter that Pride revenues will be less than current revenues due to Covi-19 and business reducing waste.

Video time 1:11:18

8.2 Royalty Court Street dedication discussion and consideration – City Attorney

Peter Watts introduced the issues and stated that part of the street was dedicated, and the other half was not. In Resolution 115, the City accepted a quitclaim deed from Royal Gardens HOA. Whether the quitclaim deed dated March 30, 1987, was never filed with Washington County or was filed and rejected by the County is not apparent. The City has no record of further action or inaction.

The only way to properly file this was by dedication deed. Peter mentioned a 2004 case before the Land Use Board of Appeals, Linderhof v. Deschutes County, LUBA No. 2004-156, related to the dedication of a County road that is analogous to our current situation. In that case, LUBA wrote:

"Three actions were required to complete a dedication of land for a county road... (1) a deed that dedicated land for a public road, (2) acceptance of that deed by the county court, and (3) recording of the deed."

Because all three of those steps had not occurred, the road had not been dedicated. The same is true in this case.

Berry O Conner, the HOA president, left a message to be played during the meeting. he had questions for the attorney (Peter Watts) if in his preparation of the staff memo - if he referred to Ordinance 55 "An Ordinance accepting Lot 28, Block 15, King City #3, Now Known as S.W. Royalty Court as a city street and taking jurisdiction thereof for public and municipal purposes."

Peter stated that this was only for a portion of the Royalty Court roadway.

Staff, legal counsel, and the city council discussed further.

Council directed legal to write up language stating that unless the city standards are met, the City cannot take jurisdiction of this area.

Video time 1:42:22

8.4 Skyhawk Summer camps update – Michael Alarcon

Council requested to move up 8.4 before 8.3.

Mr. Alarcon gave an update on the Skyhawk Summer Camps and their response to COVID-19. They set up an online resource for families.

Video time 1:50:50

8.3 National Police Week Proclamation – Chief Happala

Chief Happala read the proclamation:

To recognize National Police Week 2020 and to honor the service and sacrifice of those law enforcement officers killed in the line of duty while protecting our communities and safeguarding our democracy.

WHEREAS, there are more than 900,000 law enforcement officers serving in communities across the United States, including the dedicated members of the King City Police Department; and

WHEREAS, the Congress and the President of the United States have designated May 15 as Peace Officer's Memorial Day, and the week in which May 15 falls as National Police week; and

WHEREAS, the members of the police department of King City, Oregon play an essential role in safeguarding the rights and freedoms of the citizens of King City; and

WHEREAS, it is vital that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of the members of the King City Police Department, and that members of the King City police department recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the rights and dignity of all citizens.

WHEREAS, the members of the King City Police Department unceasingly provide a vital public service;

NOW, THEREFORE, I the Mayor of King City, Oregon call upon all citizens of King City and upon all professional, civic, and educational organizations to observe the week of May 10-16, 2020 as Police Officer Memorial Week. A week that all of our citizens may join in commemorating law enforcement officers, past and present, who by their faithful and loyal devotion to their responsibilities, have rendered dedicated service to their communities and in doing so have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

I further call upon all citizens of King City, Oregon to observe May 15, 2020 as Police Officers' Memorial Day in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their communities or have become disable in the performance of their duty, and let us recognize and pay respect to the survivors of our fallen heroes.

In witness thereof, I have hereunto set my hand and caused the Seal of the City of King City to be affixed on this 15th day of April 2020.

**MOTION MADE BY COUNCILOR FENDER TO ADOPT THE
NATIONAL POLICE WEEK 2020 PROCLAMATION, SECONDED
COUNCILOR BUEHNER.**

ROLL CALL VOTE:

Councilor Micah Paulsen - Yes
Councilor Smart Ocholi - Yes
Councilor Gretchen Buehner – Yes
Councilor David Platt - Yes
Councilor Jaimie Fender - Yes
Mayor Ken Gibson – Yes

**6-AYES – 0-NEYS – 0 ABSTENTIONS– 0- RECUSED
THE MOTION CARRIED 6 -0.**

Video time 56:57

8.4 Discuss and consider a Zoom Townhall Meeting

Staff and councilors discussed the possibility of having a town hall meeting via zoom or telephonic meeting.

Agenda Item 9:

Police Chief's Report

Video time 2:10:19

Discussed the MOU for Washington County Law Enforcement for COVID-19 Response.

**MOTION MADE BY COUNCILOR BUEHNER TO AUTHORIZE
CHIEF HAPPALA TO SIGN THE WASHINGTON COUNTY LAW
ENFORCEMENT PROVIDERS COVID-19 RESPONSE MOU,
SECONDED COUNCILOR FENDER.**

ROLL CALL VOTE:

Councilor Smart Ocholi - Yes
Councilor Micah Paulsen - Yes
Councilor Gretchen Buehner – Yes
Councilor David Platt - Yes
Councilor Jaimie Fender - Yes
Mayor Ken Gibson – Yes

**6-AYES – 0-NEYS – 0 ABSTENTIONS– 0- RECUSED
THE MOTION CARRIED 6 -0.**

Several temporary policies have been placed due to COVID-19.

Agenda Item 10:

City Manager's Report

Video time 12:17:36

Gave a brief update on the TSP and the Master Planning. The RFP is out for the Master Planning. He also reported that the offices are closed, but the staff is still working, taking permit applications and phone calls.

Agenda Item 11:

Mayor and Councilor's Reports

Video time 2:24:00

- Councilor Buehner – Reported that she is attending the policy committees.

- Councilor Paulsen – attended a CDBG virtual meeting last week.

Council also discussed and changed the time for meeting to 5:00 pm.

- Councilor Platt – The highlands HOA is holding virtual meetings.
- Councilor Fender – The KCCA has officially canceled the 4th of July festival. She also reported that King City is number one in the State for the 2020 Census response.
- Councilor Ocholi – No Report
- Mayor Gibson – mentioned that he noticed some new signs at the park stating that dogs must be on the leash.
- Councilor Ocholi – thanked the police for continuing their services.

Agenda Item 12: Adjournment

[Video time 2:38:09](#)

COUNCILOR FENDER MOVED TO ADJOURN THE MEETING, COUNCILOR PLATT SECONDED, THE MEETING ADJOURNED AT 9:39 PM.

Respectfully Submitted by:

Attested by:

Ronnie Smith
City Recorder

Mike Weston
City Manager

RESOLUTION R-2020-20

A RESOLUTION ALLOWING A SUPPLEMENTAL BUDGET INCREASE AND DECREASE PURSUANT TO ORS 294.338 PROVIDING FOR THE RECEIPT, APPROPRIATIONS AND EXPENDITURE OF UNEXPECTED FUNDS.

WHEREAS, there are expenditures that have occurred or are expected to occur during the 2020-2021 fiscal year which were not included in the City's original budget

WHEREAS, the City of King City will follow Local Budget Laws and Administrative Rules as determined by the Oregon Dept. of Revenue which necessitated filing a supplemental budget

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of King City that:

1. The City Council hereby approves the Supplemental (1) Budget changes as noted a Exhibit "A" and Resolution R-2020-09 which approved the 2020-21 Annual Budget is hereby amended.
2. This resolution shall take effect immediately upon its passage.

INTRODUCED and ADOPTED this 21ST day of October 2020.

By: _____
Mayor

ATTEST:

By: _____
City Recorder

Exhibit " A "

CITY OF KING CITY - SUPPLEMENTAL BUDGET (1) REVISIONS FY 2020-21

REVENUES

	ACCT. NO	ADOPTED BUDGET	BUDGET ADJUST	REVISED BUDGET
General Fund				
OPENING BALANCE		1700000	100000	1800000
Grant - CSDA Grant	4050104	0	84000	84000
FEES - Passports	4060105	60000	-30000	30000
FEES - Building Permits City Surcharge	4060106	0	10000	10000
Proceeds - Court	4100101	80000	-30000	50000
TOTAL			134000	

EXPENDITURES

	ACCT. NO	ADOPTED BUDGET	BUDGET ADJUST	REVISED BUDGET
GENERAL FUND				
CITY MANAGER				
Codification	6052101	0	20000	20000
Building Services&Supply	6192101	16000	20000	36000
Contract Services - ADP	6272103	1800	1000	2800
Contract Services - Park Maintenance	6272110	40000	10000	50000
Capital Outlay - City Hall Miscellaneous	7012101	0	2000	2000
Capital Outlay - System Upgrade (Caselle) 1/5	7012102	0	1600	1600
Finance / Planning				
Training/College Course	6102201	8400	11600	20000
Professional Services - Accounting Services	6152203	50000	15000	65000
Capital Outlay - System Upgrade (Caselle) 1/5	7012206	2000	1600	3600
COURT				
Salaries / Wages - Municipal Court Clerk	5032501	52000	11000	63000
Retirement	5072501	17900	4100	22000
Capital Outlay - System Upgrade (Caselle) 1/5	7012501	0	1600	1600
Building Department				
Capital Outlay - System Upgrade (Caselle) 1/5	7012601		1600	1600
POLICE OPERATION				
Police Officer - Sergeant	5033201	0	57940	57940
Police Officer	5033214	56640	-32640	24000
Benefits - Retirement	5073201	164000	6000	170000
Capital Outlay - System Upgrade (Caselle) 1/5	7013213	0	1600	1600
TOTAL			134000	

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: June 5, 2018

Order ____ No.	Ordinance ____ No.	Resolution <u> X </u> No. R-2020-21	Motion ____	Information ____
-------------------	-----------------------	------------------------------------------	-------------	------------------

**SUBJECT: A RESOLUTION SUPPORTING 2021
OREGON COMMUNITY PATHS GRANT
PROGRAM BEING SUBMITTED BY

THE CITY OF KING CITY, OREGON
DEPARTMENT OF TRANSPORTATION**

**Contact Person (Preparer) for this
Motion: Ronnie Smith, City Recorder
Dept.: City Manager & Legal**

RECOMMENDATION:

EXECUTIVE SUMMARY:

FISCAL IMPACT:

STRATEGIC ASSESSMENT:

File can be found at:

RESOLUTION No. R-2020-20

A RESOLUTION SUPPORTING 2021 OREGON COMMUNITY PATHS GRANT PROGRAM BEING SUBMITTED BY THE CITY OF KING CITY, OREGON DEPARTMENT OF TRANSPORTATION

RECITALS:

WHEREAS, Oregon Community Paths, or OCP, will fund grants for project development, construction, reconstruction, major resurfacing or other improvements of multiuse paths that improve access and safety for people walking and bicycling, and

WHEREAS, this grant program is dedicated to helping communities create and maintain connections through multiuse paths, and

WHEREAS, The Oregon Department of Transportation will use monies from the state Multimodal Active Transportation fund and federal Transportation Alternatives Program fund for this program, and

WHEREAS, The Oregon Department of Transportation goal is to complement existing active transportation programs in communities across the state, and

WHEREAS, the City of King City has several multiuse pathways within King City jurisdiction, and

WHEREAS, it is imperative that all public right-way multiuse pathways are maintained and kept good order, and

WHEREAS, the citizens of the City of King City, Washington County will benefit from the Oregon Community Paths Program.

NOW, THEREFORE, THE CITY OF KING CITY RESOLVES AS FOLLOWS:

- 1) The City Council of King City is supportive of the 2021 Oregon Community Paths Grant Program; and
- 2) The City Council of King City hereby authorizes the Mayor, City Manager, and staff to apply to the 2021 Oregon Community Paths Grant Program.
- 3) The City Council of King City hereby authorizes the Mayor, City Manager, and staff to work with city engineers, Metro Regional Trails, Oregon Department of Transportation, and the Oregon Community Paths.

This resolution was PASSED and ADOPTED this 21st day of October 2020, and takes effect upon passage.

Signed by the Mayor on _____.

Kenneth Gibson, Mayor

ATTEST:

Ronnie L. Smith, City Recorder

CITY OF KING CITY

SUMMARY

GENERAL FUND

AS OF 06/30/2020

	Accrual Basis Adopted Budget	Accrual Basis Current June	Year to Date	% of Budget
Revenues				100.00%
OPENING BALANCE Assets Net				
OPENING BALANCE Assets Net				
OPENING BALANCE Operating CHANGE		\$ -	\$ 29,560.42	
OPENING BALANCE Operating	\$ 1,850,000.00	\$ -	\$ 1,861,580.49	100.63%
INTEREST				
Interest	\$ 35,000.00	\$ 1,983.91	\$ 31,933.68	91.24%
REVENUES				
Property Tax	\$ 790,000.00	\$ 15,024.46	\$ 798,370.42	101.06%
Other Taxes	\$ 297,800.00	\$ 99,290.10	\$ 427,508.75	143.56%
Total Grants	\$ 430,495.00		\$ 63,415.00	14.73%
Fees - License	\$ 20,000.00	\$ 1,055.56	\$ 14,246.50	71.23%
Fees - Franchise	\$ 240,000.00	\$ 22,581.68	\$ 353,050.91	147.10%
Fees - Passports	\$ 80,000.00	\$ (35.00)	\$ 59,200.00	74.00%
Fees - Building Permits	\$ 43,000.00	\$ 2,426.65	\$ 51,722.23	120.28%
Fees - New Development Review	\$ 14,000.00	\$ -	\$ 14,306.90	
Fees - Building Permits Taxes	\$ 36,000.00	\$ 280.68	\$ 2,905.88	8.07%
Fees - Annexation	\$ -		\$ -	
Proceeds - Court	\$ 80,000.00	\$ 3,758.99	\$ 65,089.32	81.36%
Proceeds - Court Fine Delinquent		\$ (1,008.63)	\$ 42,559.24	
Revenue - Water	\$ 90,000.00	\$ -	\$ -	0.00%
Miscellaneous	\$ 1,000.00	\$ (436.09)	\$ 6,872.13	687.21%
Total Transfer In	\$ 401,735.00	\$ 37,418.43	\$ 405,675.61	100.98%
CURRENT REVENUES	\$ 2,559,030.00	\$ 182,340.74	\$ 2,336,856.57	91.32%
TOTAL REVENUES	\$ 4,409,030.00	\$ 182,340.74	\$ 4,227,997.48	95.89%

Expenditures

	Accrual Basis Adopted Budget	Accrual Basis Current June	Year to Date	% of Budget
				100.00%
CITY COUNCIL	\$ 103,660.00	\$ (9,550.74)	\$ 45,499.42	43.89%
CITY MANAGER	\$ 185,669.00	\$ 13,742.67	\$ 184,306.37	99.27%
PLANNING & FINANCE	\$ 1,072,743.00	\$ 167,213.87	\$ 733,619.69	68.39%
PUBLIC INFORMATION	\$ 6,000.00	\$ 331.33	\$ 2,897.96	48.30%
POLICE MUNICIPAL COURT	\$ 118,970.00	\$ 8,069.64	\$ 101,753.62	85.53%
BUILDING DEPARTMENT	\$ 89,261.00	\$ 9,298.18	\$ 55,298.50	61.95%
POLICE ADMINISTRATION	\$ 89,222.00	\$ 8,372.99	\$ 89,554.17	100.37%
POLICE OPERATION	\$ 1,035,983.00	\$ 107,820.72	\$ 939,946.66	90.73%
GENERAL SERVICES - TRF & CONT	\$ 1,607,522.00	\$ -	\$ -	0.00%
GENERAL SERVICES - DEBT SERVICE	\$ 100,000.00	\$ -	\$ 15,393.09	15.39%
TOTAL EXPENDITURES	\$ 4,409,030.00	\$ 305,298.66	\$ 2,168,269.48	49.18%
Account's Receivable - Collection/Fines			(\$245,132.02)	
ENDING FUND BALANCE	\$ -	\$ (122,957.92)	\$ 1,814,595.98	

*****Highlighted Numbers are Due to Supplemental Budget*****

STREET FUND

AS OF 06/30/2020

Revenues	Accrual Basis Adopted Budget	Accrual Basis Current June	Year to Date	% of Budget
				100.00%
OPENING BALANCE Assets Net			\$ 12,886,392.15	
ENDING BALANCE Assets Net CHANGE	\$	(10,451.82)	\$ 658,230.83	
OPENING BALANCE Operating	\$ 60,000.00	\$ -	\$ 264,022.96	440.04%
INTEREST				
Interest	\$ 5,500.00	\$ 409.83	\$ 3,044.35	55.35%
REVENUES				
Total Taxes	\$ 324,500.00	\$ 36,246.67	\$ 284,850.23	87.78%
Total Grants	\$ 50,000.00	\$ -	\$ 46,907.00	
FEES - CWS/SWM	\$ 60,000.00		\$ 83,275.14	138.79%
Miscellaneous	\$ 500.00		\$ -	
TRANSFERS IN				
Trf: Park SDC Fund	\$ 20,000.00	\$ 1,666.66	\$ 20,000.00	
CURRENT REVENUES	\$ 460,500.00	\$ 38,323.16	\$ 438,076.72	95.13%
TOTAL REVENUES	\$ 520,500.00	\$ 38,323.16	\$ 702,099.68	134.89%

Expenditures

	Accrual Basis Adopted Budget	Accrual Basis Current June	Year to Date	% of Budget
				100.00%
Roadway/Signs/Markings/Lighting	\$ 36,194.00	\$ 664.24	\$ 6,247.50	17.26%
Street Operation	\$ 197,306.00	\$ (70,854.58)	\$ 89,887.61	45.56%
capital Improvements	\$ 287,000.00	\$ 17,984.35	\$ 125,674.04	43.79%
TOTAL EXPENDITURES	\$ 520,500.00	\$ (52,205.99)	\$ 221,809.15	42.61%
ENDING FUND BALANCE	\$ -	\$ 90,529.15	\$ 480,290.53	

*****Highlighted Numbers are Due to Supplemental Budget*****

CITY OF KING CITY

SUMMARY

LOCAL OPTION FUND

AS OF 06/30/2020

Revenues	Accrual Basis Adopted Budget	Accrual Basis Current June	Year to Date	% of Budget 100.00%
OPENING BALANCE Assets Net		\$ -	\$ -	
INTEREST				
Interest	\$ 500.00	\$ 29.28	\$ 752.64	150.53%
REVENUES				
Tax -Property	\$ 280,000.00	\$ 5,303.42	\$ 283,878.31	101.39%
Tax -Property Delinquent	\$ 3,000.00	\$ 91.67	\$ 2,809.66	93.66%
TRANSFERS IN				
Trf: General Fund	\$ -	\$ -	\$ -	
CURRENT REVENUES	\$ 283,500.00	\$ 5,424.37	\$ 287,440.61	101.39%
TOTAL REVENUES	\$ 283,500.00	\$ 5,424.37	\$ 287,440.61	101.39%
Expenditures				
	Accrual Basis Adopted Budget	Accrual Basis Current June	Year to Date	% of Budget 100.00%
Transfers Out	\$ 283,500.00	\$ 27,565.61	\$ 287,440.61	101.39%
TOTAL EXPENDITURES	\$ 283,500.00	\$ 27,565.61	\$ 287,440.61	101.39%
ENDING FUND BALANCE	\$ -	\$ (22,141.24)	\$ -	

PARK SYSTEM DEVELOPMENT FUND

AS OF 06/30/2020

Revenues	Accrual Basis Adopted Budget	Accrual Basis Current June	Year to Date	% of Budget 100.00%
OPENING BALANCE Assets Net	\$ 445,964.00	\$ -	\$ 341,599.17	76.60%
INTEREST				
Interest	\$ 8,000.00	\$ 169.95	\$ 5,536.84	69.21%
REVENUES				
System Development Charges	\$ 31,950.00	\$ -	\$ -	0.00%
METRO	\$ -	\$ -	\$ -	
TRANSFERS IN				
Trf: General Fund	\$ -	\$ -	\$ -	
CURRENT REVENUES	\$ 39,950.00	\$ 169.95	\$ 5,536.84	13.86%
TOTAL REVENUES	\$ 485,914.00	\$ 169.95	\$ 347,136.01	71.44%

Expenditures	Accrual Basis Adopted Budget	Accrual Basis Current June	Year to Date	% of Budget 100.00%
Transfers Out	\$ 70,000.00	\$ 5,833.24	\$ 70,000.00	100.00%
Park Improvements	\$ 150,000.00	\$ 9,852.91	\$ 131,020.40	87.35%
Contingency	\$ 100,000.00	\$ -	\$ -	0.00%
Reserved for Future Expenditure	\$ 165,914.00	\$ -	\$ -	0.00%
TOTAL EXPENDITURES	\$ 485,914.00	\$ 15,686.15	\$ 201,020.40	41.37%
ENDING FUND BALANCE	\$ -	\$ (15,516.20)	\$ 146,115.61	

*****Highlighted Numbers are Due to Supplemental Budget*****

CITY OF KING CITY

SUMMARY

Transportation Development Tax Fund

AS OF 06/30/2020

Revenues	Accrual Basis Adopted Budget	Accrual Basis Current June	Year to Date	% of Budget 100.00%
OPENING BALANCE Assets Net	\$ 2,400,000.00	\$ -	\$ 1,872,044.76	
INTEREST				
Interest - TDT	\$ 32,000.00	\$ 534.87	\$ 23,861.02	
REVENUES				
TDT	\$ 84,580.00	\$ -	\$ -	
METRO	\$ -	\$ -	\$ -	
TRANSFERS IN				
Trf: General Fund	\$ -	\$ -	\$ -	
CURRENT REVENUES	\$ 116,580.00	\$ 534.87	\$ 23,861.02	
TOTAL REVENUES	\$ 2,516,580.00	\$ 534.87	\$ 1,895,905.78	
Expenditures				
	Accrual Basis Adopted Budget	Accrual Basis Current June	Year to Date	% of Budget 100.00%
Capital Outlay TDT				
Street Improvements -	\$ 1,300,000.00		\$ 1,342,697.29	
Transfers Out	\$ 48,000.00	\$ 4,000.00	\$ 48,000.00	
Contingency	\$ 100,000.00	\$ -	\$ -	
Reserved for Future Expenditure	\$ 1,068,580.00			
TOTAL EXPENDITURES	\$ 2,516,580.00	\$ 4,000.00	\$ 1,390,697.29	
ENDING FUND BALANCE	\$ -	\$ (3,465.13)	\$ 505,208.49	

*****Highlighted Numbers are Due to Supplemental Budget*****



City of King City Proclamation

Domestic Violence Awareness Month

In the City of _____ in recognition of the important work done by survivors, domestic violence programs and victim service providers, I urge all citizens to actively participate in the scheduled activities and programs sponsored by _____ and other community organizations to work toward the elimination of intimate partner violence.

WHEREAS, in just one day, across the U.S. and its territories, nearly 75,000 victims of domestic violence sought services from domestic violence programs and shelters. That same day, more than 9,000 requests for services, including emergency shelter, housing, transportation, childcare and legal representation, could not be provided because programs lacked the resources to meet victims' needs;

WHEREAS, the impact of domestic violence is wide ranging, directly affecting individuals and society as a whole, here in this community, throughout the United States and the world, and

WHEREAS, racism, homophobia, transphobia, ageism and discrimination based on physical ability, nationality or other factors help to perpetuate domestic violence and make finding safety even more difficult for some victims;

WHEREAS, the need for safe house continues to be rated as survivors' most urgent need; and

WHEREAS, [municipality] joins with others across [state] and the nation in supporting victims of domestic violence, as well as local programs, state coalitions, national organizations, and other agencies nationwide who are committed to increasing public awareness of domestic violence and sending a clear message to abusers that domestic violence is not tolerated in [municipality];

WHEREAS, domestic violence impacts millions of people each year, but it can be prevented. Preventing domestic violence requires the collective voice and power of individuals, families, institutions, and systems – each whose “#1Thing” adds a valuable and powerful component to transforming our communities.

NOW, THEREFORE, I, _____, Mayor of the City of _____, hereby do proclaim October _____ as Domestic Violence Awareness Month.



Domestic Violence
Awareness Month

09 October 2020

Michael Weston, City Manager
City of King City
15300 SW 116th Avenue
King City, OR 97224
Submitted via email

Dear Mike,

Thank you for the opportunity to submit a proposal. I believe we have relevant experience to offer this project and a demonstrated commitment to partnering with King City. We look forward to the opportunity to continue the work that was started with the 2019 Concept Plan, advancing the vision for King City and the Beef Bend South urban expansion area.

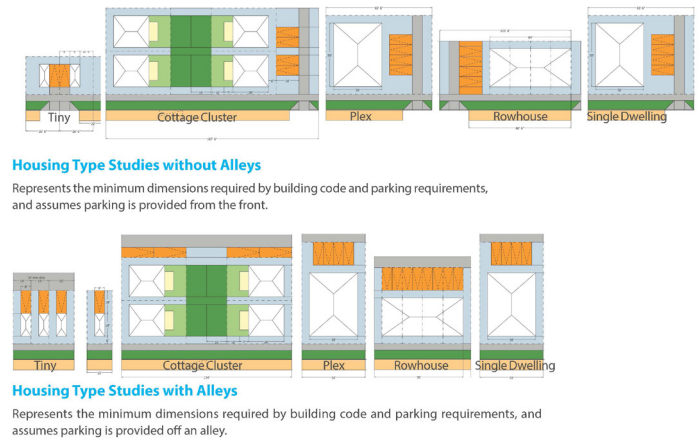
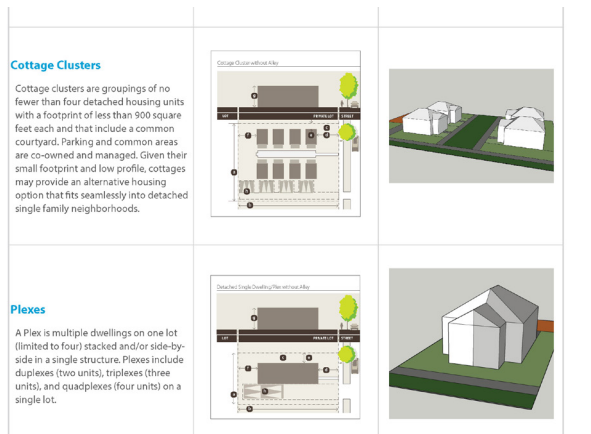
Marcy McNelly, President of Urbsworks, Inc. is authorized to represent Urbsworks in any negotiations and to sign any contract which may result from this proposal. We are an Oregon based S-corp and a certified OMWBE/DBE business. Urbsworks carries the following insurance: Commercial General Liability, Automobile Liability (at 1M limit), Professional Liability (at 1M limit), and Workers Compensation and Employers' Liability.

Sincerely,

A handwritten signature in black ink that reads "Marcy McNelly". The signature is written in a cursive, flowing style.

Marcy McNelly, AIA
President, Urbsworks, Inc.

1 | Consultant Firm Capabilities



McMinnville Middle Housing Design Standards

McMinnville, OR, 2020

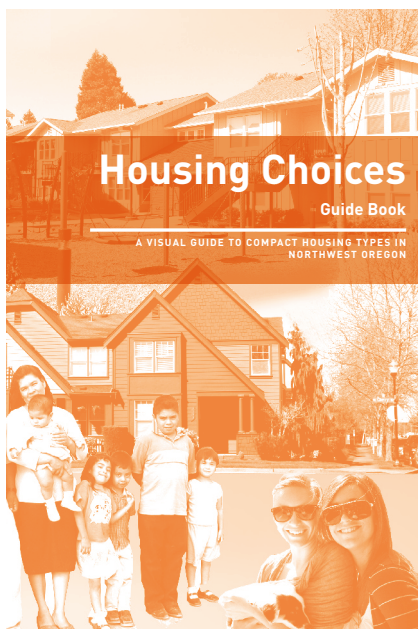
Urbsworks provided two code amendment efforts for the City of McMinnville that improve the site and building design of housing and provide design and development standards for every housing type from tiny homes to cottage clusters to duplexes and triplexes and apartments. The projects ensure that McMinnville will grow in a way that maintains the city's small-town character while expanding the range of housing choices.

We started with an inventory of existing and historic housing and careful study of the physical context of subareas and neighborhoods to understand where new types will be most likely to develop. A policy analysis and code audit identified regulatory barriers and prioritized the most effective amendments. We listened to stakeholders to learn which housing types would best respond to the identified need and the unique characteristics of McMinnville. We developed clear, user-friendly standards that dovetail with the existing code structure and administration practices.

The new housing code offers specific dimensional and design standards for a range of context-sensitive housing types in scale with existing neighborhoods. We created a suite of universal design standards that apply to all housing types, addressing issues of compatibility, site design, and subdivision development. These new standards are supported by an action plan identifying potential partners, policy actions, sources of funding, and catalyst projects to help the city move from a vision to implementation.

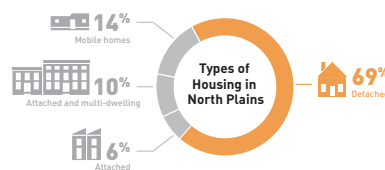
Clear, user-friendly architectural and design standards dovetail with existing code

Reference: Chuck Darnell, Senior Planner, City of McMinnville
| (503) 434-7330 | charles.darnell@mcminnvilleoregon.gov



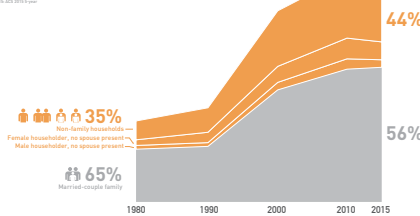
North Plains has mostly detached housing

DATA: 2010, 2015, 2019



Types of households are changing

DATA: 1980, 1990, 2000, 2010, 2015



Higher Density		Main Street Apartment Over Retail	Multiple dwellings on one lot located above ground floor commercial uses. Units are typically rented, but are sometimes sold as condominiums. Permitted in NC and commercial zones.
		Main Street Apartment	Multiple dwellings on one lot, in the form of stacked flats. Usually in a single building with a shared entrance. Units are typically rented, but are sometimes sold as condominiums. Permitted in NC and commercial zones.
		Rowhouse Over Flat	Multiple dwellings on one lot, with a rowhouse over a ground level flat. Rental or condominium. Not permitted in any North Plains zone.
		Neighborhood Apartment	Multiple dwellings on one lot, in a house-like building. Commonly called four, six- or eight-plexes. Can be stacked or side-by-side. Rental or condominium. Not permitted in any North Plains zone.
		Neighborhood Rowhouse	Single dwelling on one lot, in the form of a fee-simple rowhouse. Usually sold, as opposed to rented. Permitted in NC and R-2.5 zones.
		Duplex	Multiple dwellings on one lot (limited to two), stacked or side-by-side. Rental or condominium. Permitted in NC and R-2.5 zones.
		Cottage Cluster	Single dwelling on one lot, in the form of a fee-simple cottage. Parking and common areas are co-owned and managed. Usually sold, as opposed to rented. Not permitted in any North Plains zone.
		Detached Dwelling with ADU	Multiple dwellings on one lot (limited to two). Permitted in R-2.5 and other residential zones.
		Detached Dwelling	Single dwelling on one lot, in the form of a fee-house. Usually sold, but can be rented. Permitted in R-2.5 and other residential zones.
Lower Density			

North Plains Housing Choices Guidebook + Code Assessment

North Plains, OR, 2019

Urbsworks completed education and listening events focused on the design of housing in North Plains. Large scale housing developments over the last couple of decades have changed North Plains' small city character and created a large number of one-size-fits-all housing units, highlighting the need for local government to focus on integrating considerations of race and social equity into decision making. We engaged residents and a technical working group including members of the Parks Commission, Planning Commission, and City Council. Through graphic work products, we focused conversations on housing choices and built a shared understanding of middle housing typology. We performed a code audit and assessed which zoning code provisions were precluding small-scale infill development and more diverse forms of housing.

To help educate North Plains and other small communities about housing types, Urbsworks produced a Housing Choices Guidebook, designed by Ryan Sullivan. It is a visual catalogue and tour guide to compact housing types in Northwest Oregon and Southwest Washington. The Guide Book provides proof that compact housing in all its forms is popular and attractive and can be found in small towns and suburban areas.

The project culminated in recommendations for housing types and zoning code changes to increase housing supply and diversity. Urbsworks' recommendations identify locally-appropriate strategies for incorporating more diverse housing types, reflect the historic form and scale of the community, and chart a path for strategic, gentle change toward new

housing that fits into existing neighborhoods. The project also addresses large tracts of new development which are on the planning horizon.

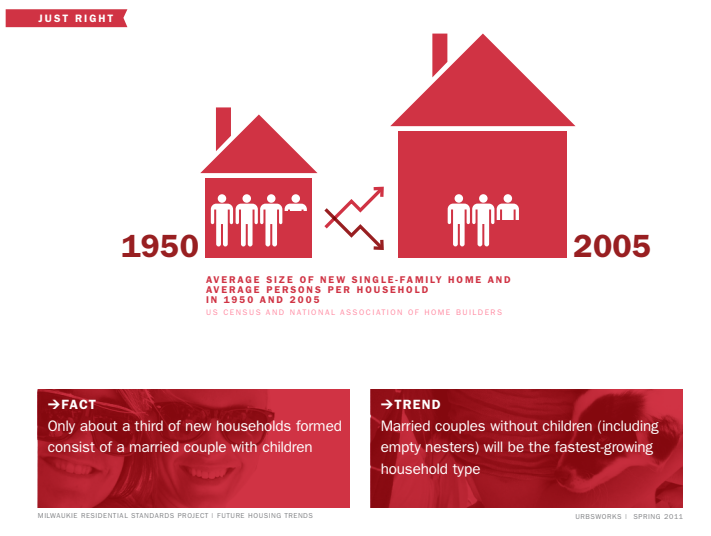
The team collected and diagrammed census data to foster conversations with the community about housing supply, unmet demand, affordability issues, and lack of housing choices.

The Housing Choices Guide Book provides proof that compact housing in all its forms is popular and attractive and can be found in small towns and suburban areas.

Reference: Evan Manvel, Land Use and Transportation Planner
| Oregon Dept. of Land Conservation and Development |
503.934.0059 | evan.manvel@state.or.us

https://www.oregon.gov/LCD/Publications/Housing-Choices-Booklet_DIGITAL.pdf

<https://www.oregon.gov/lcd/TGM/Documents/NorthPlainsHousingDesignMemo2018.pdf>



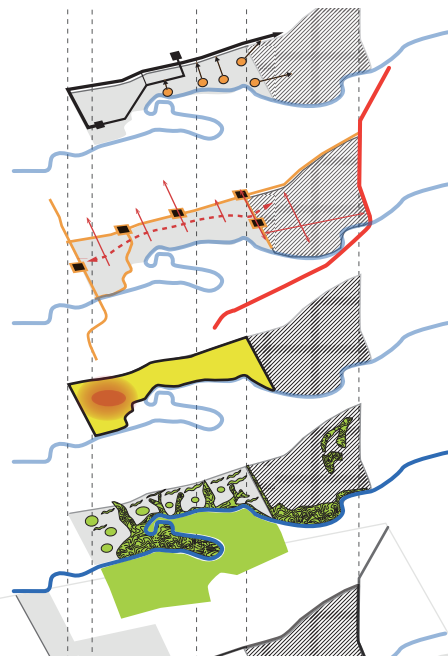
Milwaukie Housing Choices

Milwaukie, Oregon

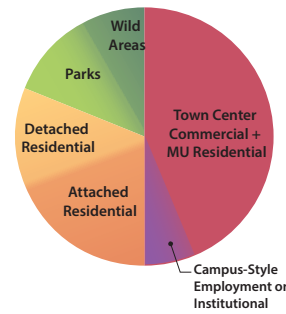
As part of broad community outreach efforts for a Residential Development Standards project, Urbsworks designed and conducted a public workshop about people's housing choices and the changing face of Milwaukie, Oregon neighborhood form and infill. Marcy authored a series of papers on relevant topics and illustrated dominant demographic trends for this growing town on the outskirts of Portland to educate the community about infill – shifting the dialogue to constructive feedback about infill instead of focusing on increased density. Amendments to single and multi-dwelling zones were adopted in 2012.

Engaging the community in conversations about changing housing trends and housing choices.

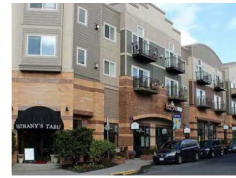
Reference: Katie Mangle, Principal, Alta Planning (formerly planning manager at City of Milwaukie) | 503.230.9862 | katiemangle@altaplanning.com



MAIN STREET/TOWN CENTER



- » Major activity at intersection
- » Taller buildings, residential over retail
- » 3-5 story buildings
- » Single-story retail and restaurant
- » Civic uses, such as library, city hall, school
- » Places for gathering
- » Campus-style employment or institutional uses



King City Concept Plan

King City, Oregon (2018)

Urbsworks recently completed a concept plan for a 600-acre urban expansion area in King City, Oregon. A small community with an increasingly diverse population, King City sought to envision a new way forward that increased affordable housing while meeting market demand on currently undeveloped land. Working with stakeholders and the City, we created a concept plan that reflected who the City was and who it wanted to be. Using a design frameworks approach, Urbsworks synthesized the Natural Systems, Land Use, Mobility, and Public Utilities and Services aspects of the plan into one compelling and cohesive vision. Marcy McInelly then led a multi-disciplinary team including civil and transportation engineers and financial analysts in conducted detailed studies that addressed all issues related to future urban development. These studies informed alternatives that were presented to technical and community advisory committees, resulting in a preferred alternative.

Using detailed diagrams and text, our concept plan spells out how to achieve a mix of housing types; how to structure the code; and what are appropriate dimensional standards for new development. It also includes specific guidance for the design of streets, blocks and lot dimensions, and details how platting can support side-by-side integration of housing types in a single neighborhood or subdivision. We then worked with the City on how to structure their municipal code to ensure the King City Concept Plan could be implemented. As part

of this effort we worked closely with public service agencies, engineers, and infrastructure experts to ensure the cost of building new infrastructure would match the potential value created by new development.

Our plan spells out how to achieve a mix of housing types, how to structure the code, and appropriate dimensional standards for new development.

Reference: Mike Weston, City Manager, King City | 503.639.4082 | mweston@ci.king-city.or.us

Additional Projects

Milwaukie Comprehensive Plan Implementation

Together Urbsworks and Keith Liden are currently evaluating the City of Milwaukie's code and comprehensive plan to evaluate how the current policies and regulations promote wider housing choice and affordability, among other issues. As project managers, Urbsworks is overseeing public involvement with the community, including historically underrepresented community members, to engage and inform new amendments and map changes. Keith and Pauline are performing a code audit to determine how well the code carries out the goals and policies of the Comprehensive Plan and House Bill 2001. Marcy and Erika are performing neighborhood context studies to identify existing character and pinpoint opportunities for integrating compatible forms of missing middle housing.

SW Corridor

To prepare the City of Portland for the planned light rail extension from Portland to Tigard, Urbsworks prepared an Equitable Transit Oriented Design Housing Framework. The overarching goal of the project was to help the City of Portland establish policies and plans to correct historical injustices by providing equity of access to housing and economic opportunity in the corridor—and to do so ahead of the TriMet transit engineering efforts. The Equitable Transit Oriented Design Housing Framework translated Metro and city goals for “affordable homes and good transit in the SW Corridor” into a physical typology.

The physical housing typology provided a quantitative and qualitative picture of the different ways housing affordability and choice could be provided in the corridor. It established a consistent and shared language of housing types that could be linked to specific affordability strategies. The typology anticipated passage of HB 2001 and included all required middle housing types. The typology looked at affordable entry-level homeownership options, along with more conventional affordable housing in the form of apartments for rent.

The housing typology was incorporated into a state-of-the-art scenario planning tool that also integrated a health equity impact assessment. Detailed scenario planning for the corridor were then used to conduct a baseline assessment of the SW Corridor and measure outcomes of key indicators to frame choices for how to best achieve equitable outcomes.

Local Experience

During the 2017-2019 King City Concept Plan process, Marcy McInelly and Erika Warhus worked closely with Keith Liden, Mike Weston, Mayor Gibson, the City Attorney, and other members of city staff. Urbsworks also worked with members of the Planning Commission, City Councilors, local stakeholders, property owners, and members of a TAC and a CAC. Many of these same people will be involved in this project. The proposal for urban expansion was approved by Metro in 2019—a stamp of approval for the project and the team of participants.

Currently Urbsworks is involved as a consultant team member for the following projects:

- » Tigard River Terrace West and South Concept Plan
- » City of Tigard Housing Needs and Housing Market Analysis (leading housing policy and planning related to HB 2001 and HB 2003)
- » King City Transportation System Plan
- » King City Master Plan

Past and current project experience give the Urbsworks team an enormous advantage. These team strengths include: successful partnership with city staff; familiarity with decision making bodies and procedures; and an intimate understanding of the physical, political, cultural, and social context and aspirations of King City. In addition, the ability to coordinate with and leverage findings and efforts of other concurrent King City and Tigard projects to the benefit of this effort cannot be matched.

2 | Project Personnel, Capabilities, and Commitment

The Value of Our Team

Our team is small by design. We have, for decades, sought to integrate missing middle housing and promote social equity. We share these values and a common approach that is as graphic in nature as it is rooted in the social need to address historic injustices of residential zoning. We promote planning and development policies, codes, and development decisions that intentionally increase affordability and access for all. All team members have experience working on housing policy, land use planning and urban design. We have a strong track record together.

Urbsworks, Inc.

We are a Portland-based urban design firm, founded by Marcy McInelly in 1995. We combine extensive knowledge about land use and building form with detailed urban design strategies. Urbsworks specializes in integrated, mandatory form based codes. We have a history of helping communities create great neighborhoods both in our designs and, our code work, and our work entitling and master-planning mixed-income housing communities, such as Portland Housing Authority's New Columbia. Our recent work in North Plains and in King City to plan for the development of mixed income communities through the creation of housing diversity, mapped a path toward integrating race and social equity into decision making.



Marcy McInelly, AIA
**Project Manager,
Form Based Codes
Expert**

30 years of experience

Marcy founded her firm to pursue and advocate for mixed housing communities and to improve types of zoning to support these goals. As an architect with an urban design focus, Marcy has tirelessly promoted more compact housing types, greater housing variety, and different forms of density. As a Portland Planning Commissioner Marcy helped pass Oregon's first ADU ordinance. Marcy has worked on code amendments projects for over 28 cities and counties in Oregon. She has spent her career legalizing mixed-income housing, desegregating neighborhoods and reforming zoning does to serve all people.



Erika Warhus
**Deputy Project
Manager, Urban
Designer**

5 years of experience

Erika works closely with Marcy on a daily basis to help meet the needs of project tasks and deliverables. With a background in architecture and urban design, Erika illustrates complex design concepts in clean, legible graphics. She recently completed in-depth context studies for McMinnville to frame where different middle housing types could be integrated, using GIS tools to study local contexts, test ideas, and illustrate findings.



Pauline Ruegg
**Urban Planner,
Form Based Code
Integration**

18 years of
experience

Pauline has a broad background spanning work on large projects with complex public outreach processes to small neighborhood plans grounded in the local context. Pauline has performed numerous code audits identifying barriers to middle housing. She has authored development standards and design guidelines with clear and objective standards. Pauline recently completed a regulatory clean-up of Salem's code to incentivize desired development, including middle housing. She is currently helping Milwaukie identify areas to re-zone to comply with HB 2001.

Commitment

Our Portland-based team is available to start immediately, and designated staff will be committed for the duration of the project. We have ample capacity to provide high-quality and timely services, and are able to complete the project on the schedule specified in the RFP.

Task 3 public involvement

Resource people to support targeted public engagement efforts

Once the type of engagement event is identified for Task 3, Marcy would work with Keith and Mike to identify the best person or firm identified below, given the nature of engagement desired and the degree to which we can leverage existing efforts on other ongoing projects.

Resource people identified:

- » JLA (Brandy Steffen and/or Jessica Pickul)
- » 3J (Steve Faust)
- » Commonworks Consulting (Andrée Tremoulet)

We propose to engage one of these experts for public engagement support related to the Middle Housing code amendments, if needed. Steve Faust is leading public engagement efforts for the King City Master Plan project. Jessica Pickul is leading public engagement efforts for the Tigard River Terrace and King City TSP project. Urbsworks is familiar with each effort and is advising on the design of the process and events; participating in; presenting and facilitating selected events; and producing outreach materials.

Our goal is to take advantage of TSP or Master Plan-related events that are already happening while adding a housing survey, presentations, and/or virtual or physical open houses to the already-planned events and activities. Urbsworks is willing to allocate up to \$7,500.00 of the fee (or the budget for Task 3) for this effort.

In addition, Urbsworks has a working relationship with Andrea Tremoulet (<http://www.commonworksconsulting.com>), a PSU researcher who has been holding focus groups and working with cities and residents to build solutions around manufactured housing as an affordable housing strategy and for aging in place strategies. Depending on the type of targeted outreach event, a focus group around these issues may be a good use of the Task 3 engagement allowance—in addition to or instead of events coordinated by JLA or 3J.

We are very familiar with each of the proposed resource engagement experts and firms, and Urbsworks has contractual agreements with each one. The contractual arrangement for Task 3 would take the form of a subcontract unless the city preferred a different arrangement.

Firm name	Years in business	Legal structure	OMWESB	Firm Capabilities
Urbsworks	24	S Corp	DBE / WBE	Zoning and form based codes, urban design, community plans, infill and redevelopment strategies, public involvement, implementation tools

Capabilities

Our commitment to the crisis

HB 2001 is urgently needed housing legislation that will help Oregon address a housing emergency decades in the making. If cities had never zoned out of existence many of these forms of housing, we may not be in the housing supply and affordability crisis that we find ourselves in today. While this project is addressing a crisis, it is also a huge opportunity. Our team is committed to partnering with King City to develop clear, user-friendly code updates that are easy to implement, reflect existing character, and gain the support of the community.

History of residential zoning as exclusionary

Marcy has devoted decades of her career to the study of, research about, and advocacy for housing affordability and middle housing types. In the process, she has learned about the racist history of single family zoning, the effect of redlining, and related exclusionary investment policies and practices. Her entire team at Urbsworks is committed to uncovering the effect of these practices on local zoning, while redressing past injustices through development code and policy amendments, city by city, town by town, zone by zone.

Housing code reform with an equity lens

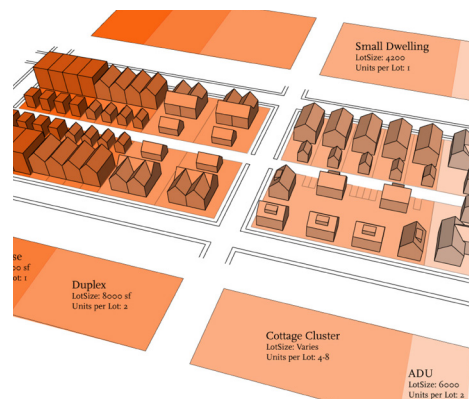
The work that we do is equity-based. When we audit a city's zoning code to identify what housing types it permits or prohibits, for example, we are picturing the diversity of household types, housing needs and choices, and whether a community is inadvertently excluding people of color, low income, renters, single parents, seniors, or others. We have promoted the concept of missing middle housing before the term was coined, for urban design as well as diversity, equity, and inclusion reasons.

Equity mapping in the Metro region

As a founding member of the Coalition for a Livable Future (a network of 100+ non-profit and community-based organizations that worked together for regional growth management), Marcy worked in the 1990's through the late 2000's, to advocate for fair share affordable housing policies in the Portland metro region. One of the Coalition for a Livable Future's seminal works, the Regional Equity Atlas (2007), mapped the regional distribution of opportunity, displacement, and systemic inequities to analyze the benefits and burdens of growth. Marcy's efforts on behalf of the equity atlas demonstrate a commitment to achieving greater equity in the region.

Building support for housing options

We understand that coming into compliance with HB 2001, and incorporating middle housing into pre-zoned single family areas may create controversy and concern amongst residents. We have spent our careers advocating for middle housing with great success, and we find that adoption of codes, even when mandated by state legislation, goes more smoothly when we bring everyone along and educate about benefits and listen and respond to concerns.



We use special engagement tools like surveys or tours (virtual or actual) to get people who at first might be resistant to become curious about housing types, and think about their own families, their own phases of life, and housing needs and experiences over time. Our Housing Choices Guide Book is an example. https://www.oregon.gov/lcd/Publications/Housing-Choices-Booklet_DIGITAL.pdf

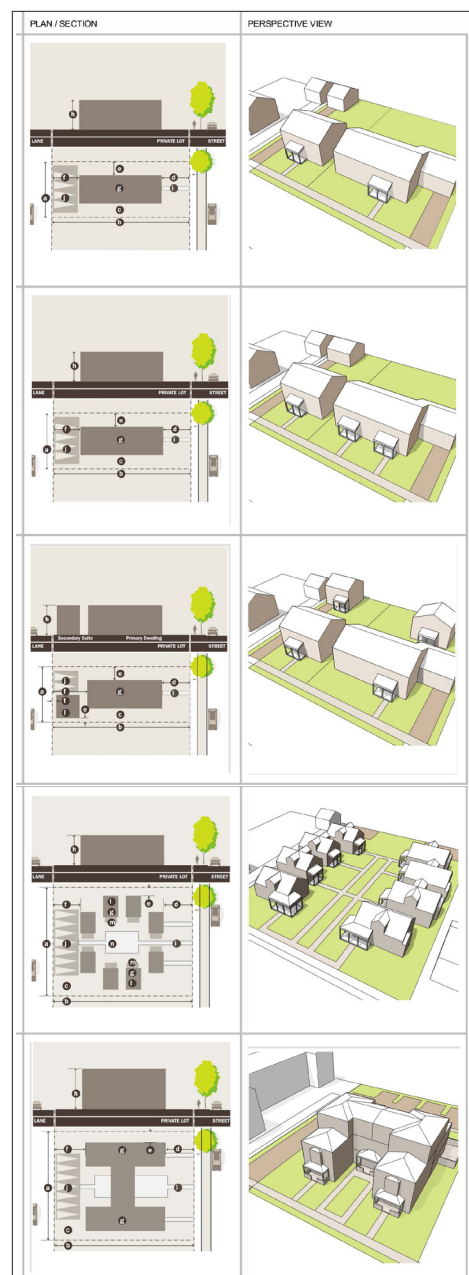
We make the discussion very relatable. It's not uncommon for people who have participated in our Housing Choices Workshops to have a revelation or change of heart about middle housing types; to realize they lived in a duplex in college for example but didn't realize it was a form of middle housing.

Besides building a common understanding, we build a common vocabulary. People are often confused about middle housing types and may not understand the difference between a duplex and a rowhouse or that cottage clusters or courtyard apartments can in certain configurations be more dense than multi-story apartment buildings. While many people may be willing to accept Accessory Dwelling Units, they don't always understand that a duplex or triplex is not very different. For example, non-developers can personally finance and build one themselves, just as they might an ADU.

Code Amendments for middle housing

When we create middle housing form based code chapters and standards, we may recommend repairs to other sections of the code. We may amend sections including definitions, parking requirements, parking standards, landscape requirements, landscape standards, and land division or subdivision requirements. For example, we make sure the definitions chapter does not cause future problems with housing types. Housing types may be defined in use tables rather than in the definitions section of a code and/or confuse residential tenure, tenancy, or household definitions with housing types.

We think that a "middle housing-ready code" allows a certain amount of blurring between the conventional code compartmentalization of "single family" and "multi-family." We will make sure the code matches up in a rational way with the vision and the reality of housing in King City, while complying with HB 2001.



3 | Racial Equity and Diversity

Our Approach to Diversity

As a certified DBE / WBE, woman-owned business for more than two decades, Urbsworks appreciates King City's request for firms to articulate their commitment to racial equity and diversity. Growing and cultivating diversity in the land use planning and engineering business takes time and doesn't happen overnight. The majority of leadership and ownership roles in these firms continues to be not very diverse. For most firms it takes a conscious strategy and sustained effort to reach outside of the usual group of contacts, identify underrecognized groups and individuals, and establish meaningful, two-way relationships. We regularly use the COBID registry as a resource to identify firms that support our land use planning work. We maintain a roster of people, skills and availability, and other information.

Urbsworks, Inc. as the lead firm, is COBID certified; DBE and WBE, Oregon state certified #915.

Urbsworks is a small women-owned queer-friendly firm, 25% LGBTQ.

Engagement on projects. With every project we are committed to a robust public engagement process that seeks out not just the typical players but reaches a broader spectrum of people across ages, gender, race, ethnicity, religion and socioeconomic status.

Community Activity

National activity

As national board member and chair of the Congress for the New Urbanism (2011 to 2017), Marcy helped create a more racially diverse board, and led the board in the creation of the first Diversity Equity and Inclusivity committee (CNU DEI committee) in 2017. She helped organize an implicit bias training for the board, and helped organize a DEI committee listening session at the Savannah CNU Congress in the same year.

Project-related activity

Working toward racial equity and diversity is not just a philosophy we apply to teaming and operations of our practice; we are always looking at ways that the work itself can be informed by and respond to what underrepresented communities in the places where we work tell us they need. We are hearing through our other work in the SW Metro Region that many people are priced out of homeownership because



CNU board tours Bronx Sheridan Expressway



CNU board diversity, equity and inclusivity strategic planning

the market either won't or can't provide smaller homes on smaller lots. There is great demand for small homes but very little supply. The HB 2001 legislation may change the supply and demand mismatch by removing regulatory barriers. HB 2001 amendments may also address fears of displacement by creating investment options for homeowners. Under the new HB 2001-compliant regulations, a duplex, an ADU—possibly even a tri- or four-plex—may be an investment that a homeowner can undertake with a home equity line of credit. Owners can capture the true value of their land rather than being displaced when someone else develops it. We will be mindful of this opportunity as we write the middle housing code amendments for King City.

Targeted outreach to underrepresented members of the community

A key tenet of public involvement is that those affected by a decision should have the opportunity to inform and shape it. For affordable housing projects, it is essential to hear from people who need or currently live in affordable housing. Often, this means engaging people who have historically not been engaged with decision-making processes. It is essential for engagement approaches to be tailored to the needs of stakeholders. This includes meeting them where they are, at places and locations convenient to them, and presenting easy-to-understand information that clearly explains why their input is needed and how it will affect outcomes. All engagement events must be safe and comfortable, offering interpretation services and, ideally, incentives for participation.

For code update processes, we recommend an approach with an intentional focus on engaging historically under-represented community groups (communities of color, low-income, non-English speakers, renters, mobile home residents, etc.), dependent upon the city's demographics. Our approach will provide opportunities for the "general public" to stay informed and provide input but make a concerted effort to proactively engage groups who haven't always had their voices heard on housing issues but are often the most affected.

COVID-19 is requiring that we adapt the ways we engage the public. We anticipate that the societal issues related to the current crisis will continue to affect the way we engage communities throughout this contract. Our approach will provide alternatives for each engagement opportunity that are sensitive and flexible to respond to the current state of the crisis yet provide meaningful ways for the community to engage with the process and keep project momentum. The following are ways we can adapt project outreach:

- » Site tour could be done as a podcast/video/ GoogleEarth for people to do virtually
- » Interviews can be done virtually or by phone
- » Stakeholder interviews can be done virtually with a group of people, can include real-time polling. Should include under-represented community groups/leaders. Could be used in conjunction with mailed, physical or PDF "meeting kits" for the public to use without staff in attendance.
- » Increased use of online communications through emails, website updates, virtual open houses/meetings, and social media.



Urbsworks community workshop

4 | Project Understanding and Approach

Project Understanding

At its simplest, this project is about helping King City comply with Oregon state HB 2001 legislation for middle housing, and to do that by the deadline for cities in metropolitan regions. HB 2001 has very specific deadlines, and the rulemaking committee and DLCDC staff recently issued draft rules which spell out the requirements for the allowance of middle housing types in residential zones. King City, along with all cities in the Portland metro area, needs to allow duplexes on “any lot or parcel,” and allow triplexes, fourplexes, townhouses, and cottage clusters “in areas.”

The objective of addressing affordability and housing shortage by permitting a mix of housing, and more specifically middle housing, in residential areas is not new to King City. The idea was articulated by the King City community during the Concept Planning process for URA 6D. This statement appears on page 42 of the Concept Plan as the vision for a mix of housing types that promote inclusive development:

Provide a mix of housing to accommodate a wide range of household types, incomes, and needs. Affordability is key; provide affordable housing that matches the identity of King City and includes single story living options. Housing should appeal to a full spectrum of people, taking into account diverse incomes, ages and needs.

While this statement pre-dated the adoption of HB 2001, it is very consistent with the culture, philosophy, and history of King City. Compact housing (smaller than average dwelling units on smaller-than-average lots built for smaller-than-average households) is part of King City’s legacy. Much of King City’s 1960’s-era development consisted of compact housing built for seniors who were downsizing. As the small-household population has grown, partly due to the surge of retiring baby boomers, King City’s homes continue to hold their real estate market value. Since that time, King City has seen the addition of more conventional single-family homes on larger lots and more residents in a wide range of ages, household makeup, and incomes.

There are a number of things that will make King City’s experience with HB 2001 compliance unique and, therefore, deserving of a somewhat different approach:

- » Dealing with incorporation of middle housing into both a new expansion area (Beef Bend South) and an existing city will require customized approaches for each area.
- » These two (or more) approaches will need to be thoughtfully applied with attention to compatibility while also ensuring that housing mix and affordability is spread fairly and equitably throughout all of the city’s residential zones.
- » Existing lot sizes and housing types are unique in King City because of its history and will need to be reflected in the approaches.
- » Opportunities to coordinate with, support, and be supported by the work of a number of concurrent exercises within King City and neighboring Tigard must be incorporated. These planning efforts include the King City TSP, King City Master Plan, and the Tigard River Terrace South and West concept planning. Urbsworks is involved in each of these efforts as a team member to the engaged consultant teams.
- » The City of Tigard is conducting its citywide Housing Needs Analysis and Housing Market Analysis, which is Tigard’s pilot effort to comply with HB 2003 (companion legislation to HB 2001), demonstrating how middle housing supply will be ensured. Urbsworks is co-leading this effort and will apply lessons learned.
- » The strategy for HB 2001 compliance will build on the vision articulated in the Concept Plan for middle housing.
- » Metro placed a number of conditions on the King City UGB expansion, and this project is an opportunity to address two of those that specifically referenced housing: explore ways to encourage the construction of accessory dwelling units and explore ways to encourage the use of manufactured housing in the expansion area. The approach must address Metro (and state) goals and these approval comments.

Work Plan Summary Table

Task	Task 1 – Plan / CDC Audit	Task 2 – Draft Plan / CDC Amendments	Task 3 – Public Involvement and Refinement of Draft Amendments	Task 4 – Public Hearing Draft Amendments
Completion	December 31, 2020	February 26, 2021	March 31, 2021	May 31, 2021
Task Summary and proposed subtasks	<p>1.0 – Conduct a detailed audit of Plan and CDC provisions , focused on the HB 2001 issues, in coordination with city staff.</p> <p>1.1 – HB 2001 housing types matrix (dimensional standards matrix), evaluating building code, including setbacks, etc.</p> <p>1.2 – Site suitability assessment, employing GIS analysis to understand 1) how many sites or properties are suitable for the housing types that are required “in areas” (triplexes, quadplexes, rowhouses, cottage clusters) and 2) how the duplexes will be encoded to comply with HB 2001 (on every lot).</p>	<p>2.0 – Draft Plan and CDC middle housing amendments.</p> <p>2.1 – Detail, map, and illustrate a siting strategy or Code Concepts for consideration in tandem with Draft Plan and CDC.</p> <p>2.2 – Coordinate Task 1 findings with draft amendments.</p>	<p>3.0 – Engagement with the King City Planning Commission, the public, and stakeholders.</p>	<p>4.0 – Urbsworks: Assist staff with explanatory materials regarding the relationship between the HB 2001 amendments, the overall CDC audit, and potential Comprehensive Plan and CDC amendments associated with the Beef Bend South Master Plan. Assist with preparation of material for public hearing to be held in conjunction with the Planning Commission, and a later open house to be held in conjunction with the City Council.</p>
Consultant role on deliverables, including optional tasks	<ul style="list-style-type: none"> » Draft audit supplemental information and production, in coordination with city staff. » Lead the HB 2001-related portions of the CDC and the City audit and findings (all tasks). » Optional support tasks: Produce final document graphic design and layout. » Conduct special study about manufactured housing in response to Metro Conditions placed on Concept Plan approval (and state comments from Anne Debbaut). See Personnel Resources for proposed additional expert team member to assist. 	<p>Consultant role: Assist City staff in the drafting, revision, and presentation of draft amendments package; and continue to lead the HB 2001 compliance analysis. Provide supporting graphics, map graphics, site studies and 3D modeling.</p>	<p>Consultant role: Assist City staff in the process of identifying stakeholders, conducting a stakeholder assessment related specifically to the middle housing issues, and targeted methods of outreach; preparing presentation graphics for Planning Commission briefings, and responding to comments.</p>	<ul style="list-style-type: none"> » Public hearing draft of the middle housing (HB 2001) Plan and CDC amendments. » PMT/TAC review and comment to the Planning Commission and City Council. » Planning Commission and City Council hearings.
Budget	\$7,000	\$9,000	\$7,500	\$6,000

Overview of Urbsworks support tasks

In **Task 1**, Urbsworks will create a **matrix of HB 2001 housing types** dimensional standards. We intend to use Urbsworks' in-house table of HB 2001 proposed development standards (from DLCD Division 046, Large and Metro Cities Model Code, Draft Rules issued 09/11/2020) for this exercise. We will also use this table to compare HB 2001 standards to current King City development standards for dwellings in residential zones. Urbsworks' in-house table itemizes minimum lot size, density setbacks, and other development standards for each of the required HB 2001 housing types. The outcome of the matrix will be a case-by-case identification of where King City standards will need to be amended (sections or chapters) and in which zones (maps) in order to comply with HB 2001.

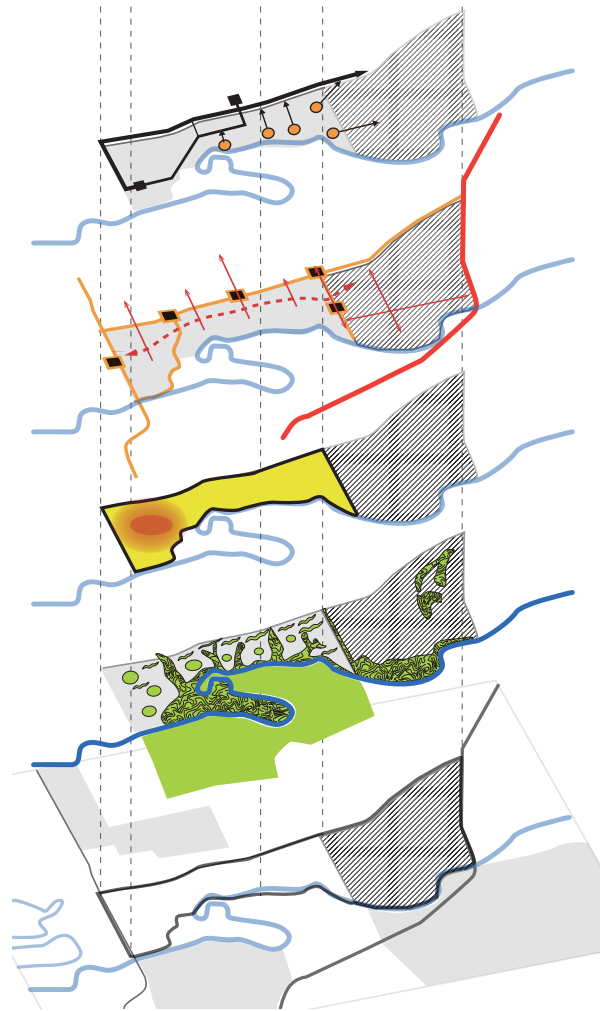
Also in Task 1, Urbsworks will conduct a **site suitability assessment**, employing GIS analysis to understand 1) how many sites or properties are suitable for the housing types (triplexes, quadplexes, rowhouses, cottage clusters) that are required "in areas" and 2) how duplexes will be encoded to comply with HB 2001 on every lot. The purpose of this subtask is to identify the middle housing siting strategy or strategies that will comply with HB 2001 rules.

Also during **Task 1**, in conjunction with the GIS-informed site suitability assessment, the Urbsworks team will work with staff to understand and depict various neighborhood patterns within existing King City and the planned urban reserve area. Patterns will be assessed for their ability to support the required housing types. This information will be integrated into the proposed Code Concepts.

Examples of what pattern area studies will take into account (at a minimum) include: housing and urban form; typical lot size; parking location and access (provided on-street, via driveways, curb cuts typical spacing and width); whether alleys can be incorporated (within the Beef Bend South area for instance); historic development pattern; building envelope as defined by the zoning and whether current development maximizes it; yard square footage to dwelling square footage ratio; and housing mix; natural resources and tree canopy (including whether trees are primarily in the public right of way or on private property); and threats or opportunities to natural resources.

In **Task 2**, these findings and recommendations will be presented in the form of **siting strategy or Code Concepts**.

In **Task 3**, Urbsworks will coordinate public engagement materials and events and identify stakeholders. It is envisioned that these efforts will build on the engagement efforts being conducted by other consultant teams for the King City TSP and Master Plan. Urbsworks has contractual agreements with JLA (Brandy Steffen and Jessica Pickul) and 3J (Steve Faust and Anaïs Mathez). We propose to engage one of them for support related to the Middle Housing code amendments, if needed. See Personnel Resources on page 8.



Key Elements

Following is additional detail on key elements of our approach within the tasks identified by the city.

Middle housing

What sets our team apart is our knowledge inside and out of housing. Marcy is a registered architect who intimately understands the effect of building codes, construction methods and practices, infrastructure needs, and projects costs, in addition to place making and neighborhood issues such as compatibility. As architects, we work with developers and homebuilders and have developed concept plans and master plans that incorporate middle housing types. This experience informs our understanding of development, land division, and land use goals. As land use planners and on-call city administrators, we understand the value of code writing guidance and tools that enable compliance with Oregon land use system and are easy to use. We have worked with more than a dozen communities across Oregon to review, refine, and replace their comprehensive plans, public works standards, and land use and subdivision ordinances to respond to housing needs and develop action plans.

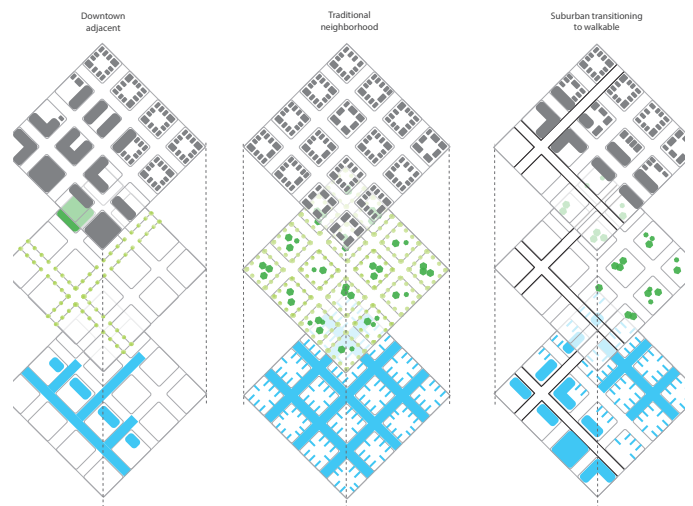
Middle housing siting and compatibility studies

We have found that yard-to-dwelling square footage is a more precise and meaningful (and clear and objective) metric than FAR (Floor Area Ratio). It can help quantify typical patterns in certain neighborhoods and overall in a city. When considering the effect of infill housing, it is important to understand the degree of change that will occur to the yard-to-dwelling ratio, since it is what most residents see and feel.

Setbacks and height, which define the space within which a dwelling can fit (“building envelope”), are, when defined by typical single family zoning, much greater than actual buildings use. In other words, development standards that permit middle housing types often yield less overall form (mass and bulk) than current development standards already permit. As a result, development standards that are created through a more precise formulation of clear and objective standards (i.e., to determine the middle housing building envelope), are less than the building envelope already permitted by base zones. These facts are helpful in discussions about compatibility and neighborhood scale.



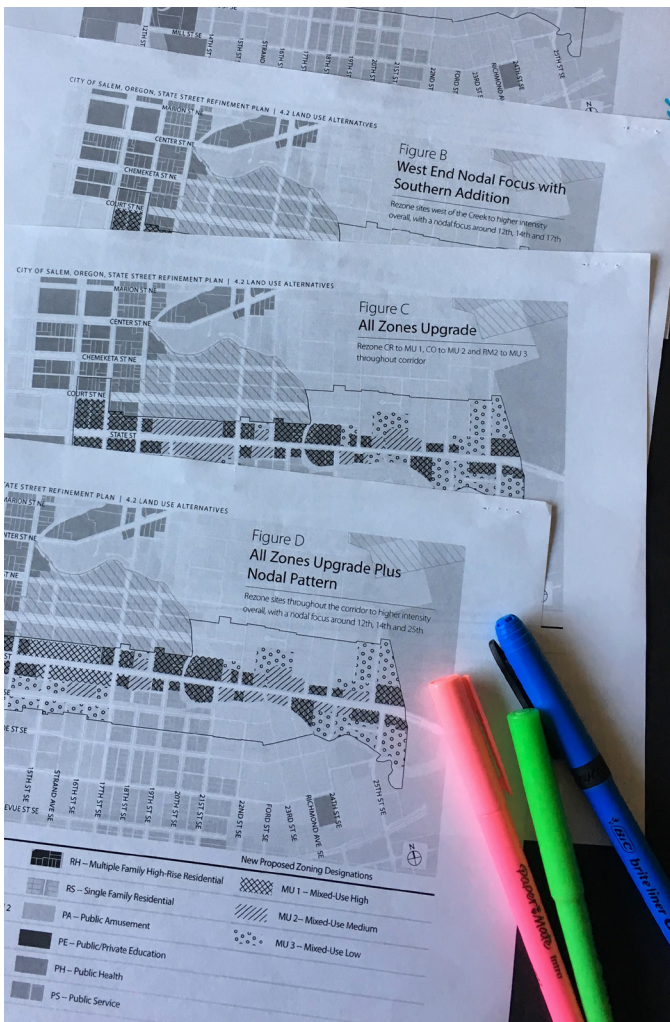
Context-sensitive townhouse types were developed for McMinnville.



Context studies showing housing types, tree canopies, and parking in three Milwaukie neighborhoods.

6 | Supporting Information

- » Resumes
- » Work Samples
- » Letter of recommendation



Key Staff Resumes



Marcy McInelly, AIA

President, Urban Designer, Architect

Marcy is an internationally recognized architect and urban designer with 30 years of national and local experience. For thirty years she has helped governments deliver good planning and design. Based on her leadership, Urbsworks' designs have a strong record of being realized; they are compelling but also grounded in code language and understanding of construction. Marcy has assisted over a hundred municipalities rewrite their land use and land division codes and public realm regulations to more closely align with the community vision. She excels at integrating transportation planning with land use planning objectives. Marcy has master planned and created implementation tools for mixed-use districts ranging from industrial mixed-use to transit oriented mixed-use and everything in between. She has led the concept planning, master planning, implementation, and build-out of over ten new districts and neighborhoods throughout Oregon.

As a National Charrette Institute certified facilitator and trainer, Marcy knows how to facilitate conversations between stakeholders about difficult community issues. She manages to bring project partners with diverse needs and agendas together for agreements and resolution.

Professional Registration

Registered Architect

Education

Bachelor of Architecture, University of Oregon

Certifications

Form Based Code Institute Series

National Charrette Institute (NCI) Certified

NCI Charrette Management course trainer

Selected Awards

Driehaus Form Based Code Institute Award for Lacey Woodland District (Washington)

Lloyd Crossing Sustainable Urban Design Plan (Portland)

New Columbia (Portland)

Roseway Vision Plan (Portland)

Tucson Streetcar Plan (Arizona)

El Mirage Comprehensive Plan (Arizona)

Affiliations

Congress for the New Urbanism (CNU) Board Chair and Member, 2011 to 2017

Appointed Member, Portland Planning Commission, 1997 - 2002

Institute of Transportation Engineers Member

AIA Portland Chapter Downtown Urban Design Panel, Co-Chair

CNU Project for Transportation Reform Co-Chair

Founding Member, Portland Metropolitan Region Coalition for a Livable Future

Selected Recent Projects

Housing and development code projects

City Center Housing Strategy and Citywide Housing Types Plan, McMinnville, OR

Milwaukie Housing Choices, Milwaukie, OR

Housing Choices Guide Book and Outreach Workshop, North Plains, OR

State Street and North Downtown Code Amendments, Salem, OR

King City Concept Plan, King City, OR

Universal Design for Affordable Housing Guide Book, Wishcamper Development Partners

Bureau of Planning Infill Design for Multidwelling Sites, Portland, OR

Form based codes

Pine Street Waterfront Overlay and Pattern Book, Roseburg, OR

Downtown Master Plan and Streetscape Plan, Springfield, OR

Downtown Form Based Code and Code Amendments, Tigard, OR

Coffee Creek Light Industrial Form Based Code and Streamlined Approval Process, Wilsonville, OR

Woodland District Form Based Code and Architecture Pattern Book, Lacey, WA

u r b s w o r k s

URBSWORKS, INC
WWW.URBSWORKS.COM

Publications and articles

Housing Choices Guide Book: A Visual Guide to Compact Housing Types in Northwest Oregon
Congress for the New Urbanism Sustainable Street Network Principles
Calgary Regional Partnership Greenfield Tool Box
Designing Habitats for People and Wildlife
A Civic Monuments Typology for Portland, Arcade Journal
Debunking the Myth of Density

Presentations and Lectures

"Does Your Zoning Fully Implement Your Policy Direction?" CNU 25, Seattle, Washington, May, 2017
"Taking Shelter: Planning for Affordable Housing in a Changing World," September 2012, Housing Land Advocates Conference, Portland, Oregon

Marcy McInelly, AIA, continued

Wood Village Town Center Plan, Zoning Code and Transportation System Plan Amendments, Wood Village, OR
Wood Buffalo City Centre Area Plan Form Based Code and Zoning Bylaws, Regional Municipality of Wood Buffalo, Alberta, Canada
Walnut Station Form Based Code, City of Eugene, OR
Triangle / Riverfront District Streetscape Standards FBC. West Sacramento, CA
Fuller Road Transit Station Form Based Code Amendments, Clackamas County, OR
Folsom Boulevard Specific Area Plan Form Based Code, Rancho Cordova, CA
Citywide Form Based Code, Rancho Cordova, CA

Neighborhood and special district plans

Aloha-Reedville Study and Livable Community Plan: Project Visualization Assistance, Washington County, Oregon
City Centre North Strategic Master Plan, Regional Municipality of Wood Buffalo, Fort McMurray, Alberta, Canada
Normal Avenue Neighborhood Plan, Land Use Code Amendments and Urban Design Charrette, Ashland, OR
Transit Oriented Development Plan and Implementation Strategy, Forest Grove, OR
South Waterfront Implementation Charrette, Portland, OR
Walnut Station Riverfront Master Plan and Implementation Tools, Eugene, OR
Hayden Island Community Plan and Charrette, Portland, OR

References

Chuck Darnell, Senior Planner, City of Milwaukie - City Center Housing Strategy and Citywide Housing Types | chuck.darnell@mcminnvilleoregon.gov | 503.434.7330
Eunice Kim, Senior Planner, City of Salem - State Street and North Salem Code Amendments | ekim@cityofsalem.net | 503.540.2308

u r b s w o r k s

URBSWORKS, INC
WWW.URBSWORKS.COM



Erika Warhus

Urban Designer

Erika works closely with Marcy on a daily basis to help meet the needs of project tasks and deliverables. As deputy project manager, she makes sure everything comes in on time and budget and has done so with success for the past four years. With a background in architecture and urban design, Erika illustrates complex design concepts in clean, legible graphics. She brings a knowledge base of code and policy amendments, including the zoning code update for Lacey, Washington which won a Driehaus Form Based Code Institute Award.

Erika has helped to develop a spectrum of housing typologies with a focus on middle housing for numerous Urbsworks' projects. As part of the recently Metro-approved King City Concept Plan, Erika designed housing mixes for multiple context areas, with a focus on increasing density and affordability while maintaining a sensitivity to neighboring rural contexts. She is currently refining design and development standards for middle housing types in McMinnville. For the City of Wilsonville Erika helped develop standards, design guidelines and graphics for a new industrial design overlay with a flexible two-track system. Through 3D modeling she tested standards and calibrated them for multiple physical contexts. The accompanying pattern book helps clearly illustrate the vision for the area.

Relevant Project Experience

City Center Housing Strategy and Citywide Housing Types Plan - McMinnville, OR

Housing Choices Guide Book and Outreach Workshop, North Plains, OR

King City Concept Plan - King City, OR

Pine Street Waterfront Overlay and Pattern Book - Roseburg, OR

Woodland District Hybrid Form Based Code – Lacey, WA

State Street Corridor Refinement Plan – Salem, OR

Town Center Plan, Zoning Code, and Transportation System Plan Amendments - Wood Village, OR

Coffee Creek Light Industrial Form-Based Code and Streamlined Approval Process - Wilsonville, OR

Downtown Development and Public Realm Design Standards – Springfield, OR

Education

M. Architecture, Portland State University

B.S., Architecture, Portland State University

B.F.A., Studio Practice, Millikin University

Selected Awards

Drierhaus Form Based Code Institute Award for Lacey Woodland District (Washington)

Certification

SEED (Social Economic Environmental Design)

u r b s w o r k s

URBSWORKS, INC
WWW.URBSWORKS.COM



Pauline Ruegg

Urban Planner

Pauline is an urban planner and project manager whose core skills include neighborhood plans, concept master plans, design guidelines, policy research, best practice analysis, and marketing strategies. With fifteen years of experience, Pauline has worked on a broad range of projects from large urban projects with complex public outreach processes to small neighborhood plans grounded in the local context. With experience in Oregon, Washington, New York and internationally, Pauline brings a unique perspective and emphasizes solutions informed by the specifics of place and the experience of the individual.

Bringing a full toolbox of graphic and technical skills, Pauline is adept at producing sound and visually compelling tools for clients. She excels at plans and project tools that meet client's needs while facilitating engaging and clear communication with the public. She has honed her project management approach over the years, emphasizing efficient and effective client interface, timely completion of tasks, excellent and on-going communication, and methodical organization and review of tasks and work products.

Pauline has worked alongside Marcy to identify critical design development and building code obstacles preventing development as envisioned by Metro's 2040 Growth Concept. The result of their work was a widely distributed toolkit identifying local success stories and international best practices. Pauline also worked with Marcy to assess thirteen potential light rail stations in order to optimize the benefits of each station area for surrounding communities. Today the Milwaukie LRT project has been constructed and includes many pedestrian and bicycle improvements connecting the station areas to surrounding neighborhoods.

Relevant Project Experience

New Design Guidelines Planning, Spokane, WA

Multiple Design Charrettes (Housing and Land Use), Beaverton, OR

North Downtown Zoning Code Analysis, Salem, OR

City Center Housing Strategy and Citywide Housing Types Plan, McMinnville, OR

Housing Choices Guide Book and Outreach Workshop, North Plains, OR

Pine Street Waterfront Overlay and Pattern Book, Roseburg, OR

Tacoma Waterfront Design Guidelines, Tacoma, WA

LA Waterfront Design Guidelines, Port of Los Angeles, CA

Metro Regional Government Strategies for Innovative Design and Development – Portland, OR

Education

M. Urban Planning, University of California, Berkeley

B.A., Brown University

Professional Experience

Urbsworks: Urban Planner

Marketek Inc.: Planner/Analyst

Heffron Transportation

3 Square Blocks

AECOM: Planner/Marketing Director

SERA Architects: Planner

SMWM (now Perkins + Will)

New York City Economic Development Corporation: Project Manager

u r b s w o r k s

URBSWORKS, INC
WWW.URBSWORKS.COM

Work Samples


Work Sample 1: Ashland Normal Avenue

Housing and Land Use

Ashland Normal Avenue Neighborhood Plan


Uses Allowed Within NA-01

BASE DENSITY: 5 DWELLING UNITS PER ACRE



Uses Allowed Within NA-02

BASE DENSITY: 10 DWELLING UNITS PER ACRE



Use Table

Zone	Single Dwelling Residential Unit	Accessory Dwelling Residential Unit	Double Dwelling Residential Unit	Clustered Residential Units	Attached Residential Unit	Multiple Dwelling Residential Unit
NA-01						
NA-02						
NA-03						
NA-05						

City of Ashland | Parametrix | Urbsworks | Qamar Architecture & Town Planning | Leland Consulting | Nevue Ngan

The Normal Avenue neighborhood plan sets out a blueprint for accommodating growth through a range of housing types for families of all sizes and incomes.

Work Samples

Work Sample 1: Ashland Normal Avenue

18.3.4 Normal Neighborhood District

Procedure.

2. **Conditional Uses.** Uses listed as “Conditional Use Permit Required (C)” are allowed subject to the requirements of chapter 18.5.4 Conditional Use Permits.
3. **Prohibited Uses.** Uses not listed in the Land Use Table, and not found to be similar to an allowed use following the procedures of section 18.1.5.040 Similar Uses, are prohibited.

18.3.4.050 Dimensional Regulations

A. The lot and building dimensions shall conform to the standards in Table 18.3.4.050 below.

Table 18.3.4.050 Dimensional Standards	NN-1-5	NN-1-3.5 NN-1-3.5C	NN-2
Base density, dwelling units per acre	4.5	7.2	13.5
Minimum Lot Area ¹ , square feet (applies to lots created by partitions only)	5,000	3500	3000
Minimum Lot Depth ¹ , feet (applies to lots created by partitions only)	80	80	80
Minimum Lot Width ¹ , feet (applies to lots created by partitions only)	50	35	25
Setbacks and yards (feet)			
Minimum Front Yard abutting a street	15	15	15
Minimum Front Yard to a garage facing a public street, feet	20	20	20
Minimum Front Yard to unenclosed front porch, feet	8 ²	8 ²	8 ²
Minimum Side Yard	6	6 0 ³	6 0 ³
Minimum Side Yard abutting a public street	10	10	10
Minimum Rear Yard	10 ft per Bldg Story, 5 feet per Half Story		
Solar Access	Setback and yard requirements shall conform to the Solar Access standards of chapter 18.4.8		
Maximum Building Height, feet / stories	35 / 2.5	35 / 2.5	35 / 2.5
Maximum Lot Coverage, percentage of lot	50%	55%	65%
Minimum Required Landscaping, percentage of lot	50%	45%	35%
Parking	See section 18.4.3.080 Vehicle Area Design Requirements		
Minimum Outdoor Recreation Space,	na	na	8%

City of Ashland

3-65

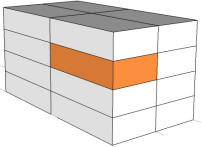
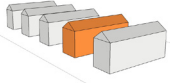
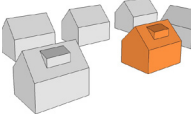
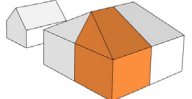


Land Use Ordinance

Urbsworks’ adopted code amendments spell out dimensional standards and other requirements for middle housing types using form based code techniques.

Work Samples

Work Sample 2: McMinnville Middle Housing Design Standards

Below is summary of the general characteristics of the housing types identified by the City of McMinnville. Note that these densities and lot widths are not necessarily applicable to McMinnville but represent the ranges in which these housing types are often seen.

						
Housing Type	Multi-Dwelling	Tiny	Cottage Cluster	Plexes	Rowhouse	Single Dwelling
Typical Density (units per acre)	10 - 200	5-35	5-35	15 - 36	18 - 25	8 - 18
Typical Lot Width (feet)	Varies	Varies; 20-22 feet at minimum	Varies	25 - 80	20 - 35	25 - 80
Typical Lot Depth (feet)	Varies	Varies	90 - 110	90 - 110	90 - 110	90 - 110
Typical Lot Size (square feet)	7,200 – 320,000	Varies	Varies	2,000 – 8,000	1,800 – 3,500	2,000 – 8,000
Description	Multiple dwellings on one lot in the form of stacked flats or courtyard apartments arranged around a shared green space. Units are typically rented but are sometimes sold as condominiums.	Building is 400 square feet or less, not including loft areas.	Single dwelling on one lot in the form of a fee-simple cottage clustered around shared open space. Usually sold. Ideal for odd-shaped lots or lots with sensitive natural resources.	Multiple dwellings on one lot (limited to four) stacked or side-by-side. Rented or owned.	Attached units, each on a separate lot, and each with its own entry from a public or share street or common area.	Single dwelling on one lot in the form of a fee-house. Usually sold but can be rented.

1

Urbsworks developed McMinnville-appropriate development and design standards for a full range of middle housing types. The above matrix shows the spectrum of housing types and their density ranges.

Work Samples

Work Sample 2: McMinnville Middle Housing Design Standards

Plex Development Standards

PLEX DEVELOPMENT STANDARDS			
	WITH ALLEY	WITHOUT ALLEY	INFILL
a Lot width (feet)	Min. 35	Min. 50	Match existing zone, subdivision, or Planned Development overlay district.
b Lot depth (feet)	Min. 65	Min. 65	
c Lot size (square feet)	Min. 2,300	Min. 3,300	
d Front setback (feet)	Min. 10 ¹ or 15	Min. 15	Match existing ²
e Side setback (feet)	Interior: Min. 3 ³ or 7.5 Exterior: 10	Interior: Min. 3 ³ or 7.5 Exterior: 10	Interior: Min. 7.5 Exterior: Min. 15
f Rear setback (feet)	0 with garage, 20 without garage. ³	Min. 20	Min. 20
g Building height (feet)	Max. 35	Max. 35	Max. 35
h Parking Zone	For lots with an alley: Parking is required to be located adjacent to the alley. Parking is permitted to be located on the surface or in a garage. For lots without an alley: Parking is permitted to be located on the surface or in a garage. The front setback for garages is specified in Parking Development and Design Standards, Garage Setback.		
Driveways	Driveway spacing and width requirements are specified in Street Frontage, Frontage Types.		
Off-street Parking	See McMinnville Municipal Code Chapter 17.60		
Universal Design Standards and Subdivision Standards that apply	Street frontage Front yard Alleys Private open space Compatibility Façade Parking Subdivision Standards: Usable Side Yard, Through Block, and Corner Common Greens		

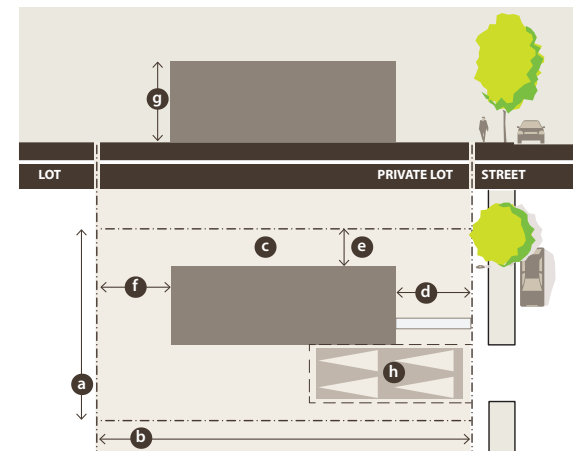
¹ Must meet all requirements of Universal Design Standards: Front Yard (Type2) Urban Type

² Per McMinnville Municipal Code Section 17.54.050.

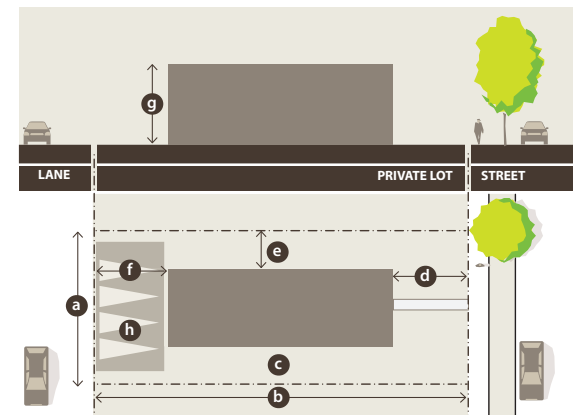
³ Must meet all requirements of Usable Side Yard Subdivision standards.

³ From alley property or easement line.

Plex without Alley



Plex with Alley



Code page of duplex development standards with accompanying plan and section diagrams.

Work Samples

Work Sample 2: McMinnville Middle Housing Design Standards

Street Frontage

Concept

A common characteristic of McMinnville's older residential neighborhoods is a green leafy street edge that is created by street trees, and the planted strip between the sidewalk and the curb. When trees are given enough room for their roots to mature successfully, their branches shade the sidewalk and may even form a canopy over the street. Minimizing driveway curb cuts maximizes the value of the plant strip. Uninterrupted curb space also provides safer pedestrian environment and room for parking on the street.

Minimizing driveway curb cuts maximizes the value of the plant strip. Uninterrupted curb space also provides safer pedestrian environment and room for parking on the street.

There are several best practices that can maximize the amount of uninterrupted street tree planting strip:

- » Provide parking space at the rear of the lot via an alley.
- » Space street facing driveways far enough apart for street trees to be planted at frequent intervals.
- » Pair street facing driveways to create more space for trees
- » Coordinating the spacing of street trees with the spacing of utilities access across the plant strip

Guiding Principle

Even while introducing a variety of housing types and lot sizes (and widths), maintain the maximum amount of uninterrupted and generous plant strip for street trees. Promote a healthy canopy of street trees in McMinnville's residential neighborhoods.

Principle 4 - Pedestrian Friendly.

Neighborhoods shall include a pedestrian network that provides for a safe and enjoyable pedestrian experience, and that encourages walking for a variety of reasons including, but not limited to, health, transportation, recreation, and social interaction.



McMinnville neighborhood with planter strip and on street parking.

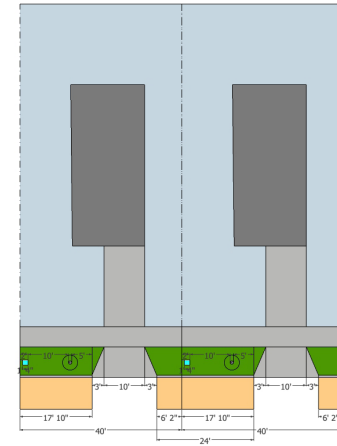


Driveway spacing does not provide enough space for a street tree or on-street parking.

Street Frontage



There is room for a continuous planter strip with ample street trees when parking is accessed from an alley.



Example diagram of 40-foot adjacent lots with single driveways that meets the 24-foot driveway spacing requirement.

Universal design standards that apply to all housing types, such as street frontage requirements. Street frontage requirements include room for on-street parking and street trees. Standards were calibrated for McMinnville through studies of existing urban patterns and existing utility spacing needs.

Work Samples

Work Sample 3: Universal Design Guide Book



21

Inviting design

WELL-DESIGNED SPACES ENCOURAGE USE AND SOCIALIZING

- » The location where trails, paths, and sidewalks meet, and where they cross vehicular streets or driveways, should clearly prioritize pedestrian movement.
- » Curb ramps permit people using wheelchairs or pushing a stroller to cross vehicular streets more easily. Alternatively consider eliminating curbs all together to allow unimpeded flow of pedestrians.
- » Paths should be smooth, sufficiently wide, and allow for adequate turning radii of wheelchairs or walkers. Design paths in such a way that water does not pool on surfaces, and surfaces are slip resistant.
- » Well-designed paths not only improve pedestrian orientation but also encourage social interaction. Amenities such as benches along walkways can help enhance these functions.
- » Multiple entries along a street or path help activate it and facilitate a social environment as does maximum transparency of the ground floor. Porches, stoops, and terraces foster a sense of security while also contributing to the character of a space.
- » To increase clarity, provide a comprehensive sign system that includes directories, maps, and graphics.
- » Make use of landmarks such as plazas, fountains, artwork, etc. to serve as identifiable features to aid navigation.

22

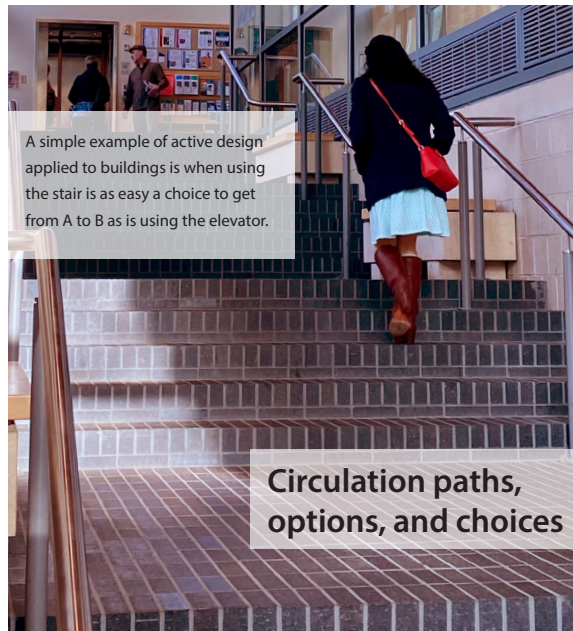
WISHCAMPER | u r b s w o r k s

Work Samples

Work Sample 3: Universal Design Guide Book



**Design that serves people
at all stages of life**



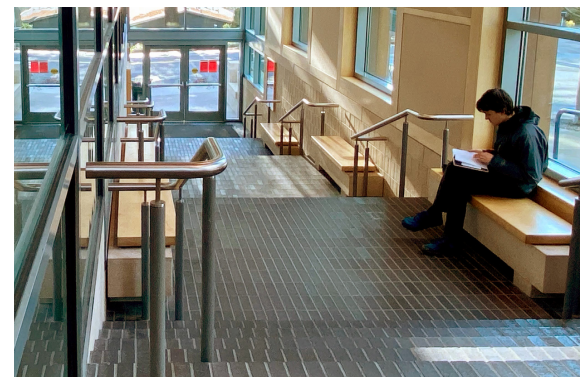
A simple example of active design applied to buildings is when using the stair is as easy a choice to get from A to B as is using the elevator.

**Circulation paths,
options, and choices**

27

STAIRS AND ELEVATORS

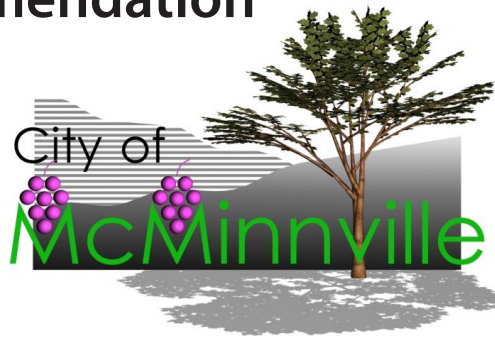
- » Design stairs to be more visible in order to encourage their everyday use.
- » Make stairs wide enough to accommodate travel in groups and in two directions, and design stair risers and treads that are comfortable and safe.
- » Widening stairs, having fewer steps per flight, and providing intermittent landings between floors also makes the use of stairs more feasible and comfortable for those who have some physical challenges, such as the elderly and those carrying packages.
- » In order to accommodate people who find stair use physically challenging, provide at least one intermittent landing between floors, and with fewer risers between landings.
- » Include visual cues and signals that enhance stair usage, such as lighting, paint, and art and design visible, appealing, functional stairs.



28

WISHCAMPER | u r b s w o r k s

Letter of Recommendation



231 NE Fifth Street • McMinnville, Oregon 97128 • www.mcminnvilleoregon.gov

April 27, 2020

To Whom It May Concern:

I am writing to provide support for Marcy McInnelly and her entire team at Urbsworks. I recently had the opportunity to work with Urbsworks on two projects that were being completed by the City of McMinnville's Planning Department, serving as project manager on both projects. Urbsworks was hired in the spring of 2019 to assist the McMinnville Planning Department on beginning to draft Residential Design and Development Standards for missing middle housing types, and also in developing a City Center Housing Strategy to incentivize further housing development in the City's downtown core and surrounding areas. Both projects supported our City's housing strategy and will be key components in beginning to increase the range of housing types and housing choice available in McMinnville.

I was very pleased with the services provided by Urbsworks. Their combination of code expertise and design approach grounded in architectural knowledge allowed Urbsworks to bring a unique approach to our projects. One aspect of their work that was particularly unique was its context-sensitive nature. I appreciated their ability to analyze and understand the unique characteristics present in the McMinnville community, and to incorporate that local understanding into their work and recommendations. In both projects, Urbsworks was able to develop "McMinnville-specific" code that fit both our community's values and the City's current regulatory systems.

The project management displayed by Urbsworks was also both skillful and personable. They completed both projects on time and on budget while establishing a warm rapport and effective communication. I believe that we ended up with valuable work products to continue to move forward through the City's public review processes, and I also believe that our Planning Department feels much more comfortable in preparing the City for House Bill 2001 with the work products provided by Urbsworks.

I enthusiastically endorse Urbsworks in both their work products and their project management skills. I would be happy to discuss my experience with anyone considering Urbsworks for work supporting housing code amendments or housing strategies.

Sincerely,

A handwritten signature in black ink that reads "Chuck Darnell". The signature is written in a cursive, flowing style.

Chuck Darnell, Senior Planner
City of McMinnville

***Our Mission:** Providing excellent customer service, public engagement, and proactive planning programs to promote McMinnville as the most livable and prosperous city in the state of Oregon now and into the future.*