



**GLADSTONE CITY COUNCIL WORK SESSION AGENDA  
CIVIC CENTER COUNCIL CHAMBERS  
February 27, 2024 - 5:30 PM**

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**5:30 p.m.**  
CALL TO ORDER  
ROLL CALL  
FLAG SALUTE

The City of Gladstone is abiding by guidelines set forth in House Bill 2560, which requires the governing body of the public body, to extent reasonably possible, to make all meetings accessible remotely through technological means and provide opportunity for members of general public to remotely submit oral and written testimony during meetings to extent in-person oral and written testimony is allowed. Therefore, this meeting will be open to the public both in person and virtually using the Zoom platform.

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/86347474304?pwd=DIqbJlYj8IoHp3zkmKwz9AV9yW-beg.iGjxxpavANNerMC>

Passcode: 619855

Or One tap mobile :

+17193594580,,86347474304#,,,,\*619855# US; +17207072699,,86347474304#,,,,\*619855# US (Denver)

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

+1 719 359 4580 US; +1 720 707 2699 US (Denver)

Webinar ID: 863 4747 4304

Passcode: 619855

The public is welcome to attend the Work Session in person, or on-line however, no public comment will be allowed.

- 1. DISCUSSION REGARDING THE CITY OF GLADSTONE UNIDIRECTIONAL FLUSHING PROGRAM**  
Public Works Director Caniparoli
- 2. EDUCATIONAL SESSION ON SYSTEM DEVELOPMENT CHARGES**  
City Administrator Betz, Public Works Director Caniparoli, and Administrative Operations Coordinator in  
Public Works Kristin Bowen.
- 3. REVIEW OF DRAFT MUNICIPAL CODE LANGUAGE FOR CREATING A YOUTH COUNCIL**  
Councilor Huckaby, Councilor Roberts, and City Administrator Betz

**ADJOURN**

**Upcoming Meeting Dates:**

- March 12, 2024 – Regular City Council Meeting – 6:30 p.m.
- March 26, 2024 – City Council Work Session Meeting – 5:30 p.m.

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**MEETING ACCESSIBILITY SERVICES AND AMERICANS WITH DISABILITIES ACT (ADA) NOTICE**

The Civic Center is ADA accessible. Hearing devices may be requested from the City Recorder at least 48 hours prior to the meeting. Individuals requiring other assistance must make their request known 48 hours preceding the meeting by contacting the City Recorder at [bannick@ci.gladstone.or.us](mailto:bannick@ci.gladstone.or.us). Staff will do their best to respond in a timely manner and to accommodate requests.



**WORK  
SESSION  
#1**



# City of Gladstone Staff Report

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**Report Date :** February 20, 2023  
**Meeting Date :** February 27, 2023  
**To :** Jacque Betz, City Administrator  
City Council  
**From :** Darren Caniparoli, Public Works Director

**Agenda Item:**

Discussion regarding the City of Gladstone Unidirectional Flushing Program.

**History/Background:**

The City Council adopted a goal of completing a Unilateral Flushing Maintenance Program, now being referred to as a Unidirectional Flushing Program (UFP). A UFP is an industry standard water system maintenance practice used to systematically scour, clean, and improve the carrying capacity of the water distribution system. Unidirectional refers to the fact that during the cleaning, water is only flowing in one direction. UFP involves strategically closing valves and opening specific hydrants to direct water through a designated pipe, while producing controlled scouring velocities to remove accumulated deposits. UFP must be implemented using a systematic plan in order to ensure safe and efficient flushing of the distribution system.

The City plans on issuing a Request for Proposals for the program and awarding a contract in April to complete the work. This work session is intended to educate the Council on the program.

  
\_\_\_\_\_  
Darren Caniparoli, Public Works Director

Date: 2/21/24

  
\_\_\_\_\_  
Jacque Betz, City Administrator

Date: 2-21-24



**WORK  
SESSION  
#2**





# City of Gladstone Staff Report

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Report Date: February 20, 2024  
Meeting Date: February 27, 2024  
To: Gladstone City Council  
From: Jacque M. Betz, City Administrator  
Darren Caniparoli, Public Works Director

## AGENDA ITEM

Educational Session on System Development Charges

## PROPOSAL

A system development charge (SDC) is a one-time fee imposed on new development to equitably recover the cost of expanding infrastructure capacity to serve new customers. SDCs are not taxes, they are collected for a specific purpose and provide a distinct benefit to the persons who pay the fee. SDC revenue is restricted by statute, and SDC revenue must be used to provide needed capital improvements. SDCs can represent a valuable tool for cities to ensure that public facilities keep pace with new development by distributing the costs of increased services on new development, not on existing development.


Under ORS 223.297-223.314, SDCs may be used for capital improvements for;

- Water supply, treatment and distribution
- Waste water collection, transmission, treatment and disposal
- Drainage and flood control
- Transportation
- Parks and recreation

The fees may be reimbursed by new development for a portion of unused infrastructure capacity and/or an improvement fee for planned infrastructure. The fees may not include an improvement fee portion if there is sufficient existing capacity. SDC revenues may be levied and used for capital costs, but not for ongoing facility or system maintenance or for projects that either fix existing system deficiencies or replace existing capacity.

Here is a list of what is included in the packet:

1. State of Oregon System Development Charges Issue Brief
2. Gladstone Municipal Code Chapter 13.16 System Development Charges
3. Sample System Development Charge application for a single family residential unit

  
\_\_\_\_\_  
Department Head  
Signature

2/21/24  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
City Administrator  
Signature

2-21-24  
\_\_\_\_\_  
Date



# SYSTEM DEVELOPMENT CHARGES

## ISSUE BRIEF

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This issue brief provides an overview of system development charges (SDCs) in Oregon. SDCs are one-time charges on new development and certain types of redevelopment to help pay for existing and planned infrastructure to serve that development. SDCs are one means available to local governments for financing growth.

### STATUTORY REQUIREMENTS

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State law creates a framework for local SDCs and specifies how, when, and for what improvements they can be imposed. Under ORS 223.297 to 223.314, SDCs may be used by cities, counties, and special districts for capital improvements related to:

- water supply, treatment, and distribution;
- waste water collection, transmission, treatment, and disposal;
- drainage and flood control;
- transportation; or
- parks and recreation.<sup>1</sup>

SDCs may be charged to a new development based on a fee to reimburse for existing unused infrastructure capacity (reimbursement fee); to make planned improvements that increase infrastructure capacity (improvement fee); or for both existing and future capacity. SDC revenues may only be used for capital costs; they cannot be used for ongoing facility or system maintenance or for projects that either fix existing system deficiencies or replace existing capacity. State law also explicitly prohibits local governments from imposing SDCs on employers based on the number of employees or potential new hires.

Local governments must establish SDCs by ordinance or resolution and through a public process. They must have a methodology to calculate reimbursement and improvement fees and provide for a credit if a developer finances certain improvements. Local governments must also provide a review procedure through which anyone may challenge an expenditure of SDC revenue if it is out of compliance with state requirements.

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<sup>1</sup> [ORS 223.297 to 223.314](#) (2019).

Prior to imposing a SDC for planned improvements based on an improvement fee for capital facilities, the local government must have in place a capital improvement plan, public facilities plan, master plan, or comparable plan that:

- lists the improvements to be funded with the SDC; and
- estimates the cost, timing, and percentage of costs eligible for funding from the improvement fee for each improvement.<sup>2</sup>

The plan and list of improvements may be modified at any time, although there are additional notice and hearing requirements if the SDC will be increased as a result of modifying the list. The plan must make a reasonable connection between the need for additional facilities and the growth generated by new development. There must also be a reasonable connection between the expenditure of the fee collected and the benefits received by the developer paying the fee.

SDCs are typically assessed at the time of building permit issuance but can be collected upon connection to a water or sewer system or at the time of occupancy. Developers may pass all or some of the cost to buyers. Some jurisdictions have recurring street maintenance fees that are not covered by SDC law.

## SDC RATE CALCULATIONS

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State law does not specify the method of calculating SDC rates; it only requires that the fee be established or modified by local ordinance or resolution and consider certain factors. Reimbursement fee methodologies should consider ratemaking principles; prior contributions from existing users; other funding sources; the value of unused capacity; and other relevant factors. Improvement fee methodologies should consider the projected costs of the plan's capital improvements and the need for increased system capacity to meet the demand of future users.<sup>3</sup>

## LEGISLATIVE HISTORY

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Local governments collected SDCs as early as the 1970s, originally for water and sewer improvements. Corvallis enacted its SDC ordinance in 1972. The state law regulating local SDCs was enacted in 1989 in order to provide a consistent process that would avoid litigation and to limit SDCs to certain capital improvements.

The last significant change to the SDC statutes occurred in 2003 through Senate Bill 939, which made the following changes:

- clarified that an SDC can be a combination of improvement fee and reimbursement fee so long as the charge is not based on providing the same system capacity;
- strengthened the tie between the required improvement plan and the list of projects eligible for SDCs;

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<sup>2</sup> [ORS 223.309](#) (2019).

<sup>3</sup> [ORS 223.304](#) (2019).

- clarified that SDC expenditures may not be used for operation or maintenance of facilities constructed with SDC revenues;
- required local governments to provide notice and hold a hearing, if requested, when changes to the list of projects results in an increase in the SDC;
- allowed local governments to include an inflation index in their SDCs; and
- required the locality to demonstrate that certain factors were considered in establishing fees.<sup>4</sup>

## CURRENT USE OF SDCs

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Every three years, the League of Oregon Cities (LOC) surveys its member cities on SDCs, including the types charged, rates, and methodologies. The LOC 2019 survey, which included responses from 96 cities, was released in February of 2020.<sup>5</sup> This report concluded that among survey respondents, 82 percent of cities collect SDCs for their city, county, and/or special district. Cities with a population greater than 1,250 and cities in the North Willamette Valley, Metro, and Central Oregon regions were more likely to have SDCs.<sup>6</sup>

Other findings on SDCs include:

- **Parks SDCs.** 57 cities had SDCs to fund parks with an average collection of \$1.5 million in fiscal year 2018. Parks SDCs are most common in cities with a population greater than 3,000 residents and in the Metro, Willamette Valley, and Central Oregon regions.
- **Sewer SDCs.** 69 cities had SDCs to fund sewers with an average collection of \$900,000 in fiscal year 2018. Sewer SDCs are most common in cities with a population greater than 1,250 and in the Metro, North Willamette Valley, and Central Oregon regions. Sewer and water SDCs are the most common SDCs.
- **Stormwater SDCs.** 46 cities had SDCs to fund stormwater infrastructure with an average collection of \$142,000 in fiscal year 2018. Stormwater SDCs are most common in cities with a population greater than 3,000 and in the Metro, North, and South Willamette Valley regions.
- **Transportation SDCs.** 52 cities surveyed utilized transportation SDCs with an average collection of \$1.14 million in fiscal year 2018. Transportation SDCs are most common in cities with a population of more than 3,000 and in the Metro, North and South Willamette Valley, and Central Oregon regions.
- **Water SDCs.** 69 cities had SDCs for water systems with an average collection of \$468,000 in fiscal year 2018. Water SDCs are most common in cities larger than 1,250 population and in the Metro, North Willamette Valley, and Central Oregon regions.

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<sup>4</sup> Chapter 765 Oregon Laws 2003.

<sup>5</sup> League of Oregon Cities, *System Development Charges Survey Report (2020)* (available online at <https://www.orcities.org/application/files/2615/8170/9849/SDCSurveyReport2-13-20.pdf>).

<sup>6</sup> *Id* at 4.

The City of Corvallis has assembled a comparison table of the 20 cities that charge SDCs for parks, sewer, water, transportation, and stormwater for fiscal year 2019-2020. For single-family residences, the total SDCs imposed in these cities range from \$8,703 in Grants Pass to \$37,458 in Lake Oswego.<sup>7</sup>

While no single report details the use of SDCs by counties or special districts, a review of county websites shows that several counties have transportation and/or parks SDCs. Transportation SDCs are used by Clackamas, Columbia, Deschutes, Hood River, Jackson, Jefferson, and Marion counties. Parks SDCs are used in Columbia, Jefferson, Lane, and Yamhill counties.

### STAFF CONTACTS

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<sup>7</sup> City of Corvallis, *Table 2 – Multi-City SDC Comparison*, <https://archives.corvallisoregon.gov/public/ElectronicFile.aspx?dbid=0&docid=1707695> (last visited October 13, 2020).

## Chapter 13.16 SYSTEM DEVELOPMENT FEES

### Sections:

- 13.16.010 Purpose.**
- 13.16.020 Scope.**
- 13.16.030 Definitions.**
- 13.16.040 System development charge established.**
- 13.16.050 Methodology.**
- 13.16.060 Authorized expenditures.**
- 13.16.070 Expenditure restrictions.**
- 13.16.080 Improvement plan.**
- 13.16.090 Collection of charge.**
- 13.16.100 Delinquent charges—Hearings.**
- 13.16.110 Installment payment.**
- 13.16.120 Exemptions, reductions and waivers.**
- 13.16.130 Credits.**
- 13.16.140 Segregation and use of revenue.**
- 13.16.150 Appeal procedure.**
- 13.16.160 Prohibited connection.**

### **13.16.010 Purpose.**

The purpose of the system development charge is to impose a portion of the cost of capital improvements for water, wastewater, drainage, streets, flood control, and parks and recreation upon those developments that create the need for or increase the demands on capital improvements.

**Statutory Reference:** ORS [223.297](#) to [223.314](#)

**History:** Ord. [1147](#) §2, 1991.

### **13.16.020 Scope.**

The system development charge imposed by this chapter is separate from and in addition to any applicable tax, assessment, charge or fee otherwise provided by law or imposed as a condition of development.

**Statutory Reference:** ORS [223.297](#) to [223.314](#)

**History:** Ord. [1147](#) §2, 1991.

### **13.16.030 Definitions.**

For purposes of this chapter, the following mean:

- (1) "Capital improvements" means facilities or assets used for:

- (a) Water supply, treatment and distribution;
- (b) Wastewater collection, transmission, treatment and disposal;
- (c) Drainage and flood control;
- (d) Transportation; or
- (e) Parks and recreation.

(2) "Development" means a building or mining operation making a physical change in the use or appearance of a structure or land, dividing land into two or more parcels (including partitions and subdivisions), and creating or termination of a right of access.

(3) "Improvement fee" means a fee for costs associated with capital improvements to be constructed after the date the fee is adopted pursuant to this chapter.

(4) "Land area" means the area of a parcel of land as measured by projection of the parcel boundaries upon a horizontal plane with the exception of a portion of the parcel within a recorded right-of-way or easement subject to a servitude for a public street or scenic or preservation purpose.

(5) "Owner" means the owner or owners of record title or the purchaser or purchasers under a recorded sales agreement and other persons having an interest of record in the described real property.

(6) "Parcel of land" means a lot, parcel, block or other tract of land that is occupied or may be occupied by a structure or structures or other use and that includes the yards and other open spaces required under the zoning, subdivision or other development ordinance.

(7) "Qualified public improvement" means a capital improvement that is:

- (a) Required as a condition of residential development approval;
- (b) Identified in the improvement plan adopted pursuant to this chapter; and
- (c) Not located on or contiguous to a parcel of land that is the subject of the residential development approval.

(8) "Reimbursement fee" means a fee for costs associated with capital improvements constructed or under construction on the date the fee is adopted pursuant to GMC Section [13.16.040](#).

(9) "System development charge" means a reimbursement fee, an improvement fee or a combination thereof assessed or collected at the time of increased usage of a capital improvement, at the time of issuance of a development permit or building permit, or at the time of connection to the capital improvement. System development charge includes that portion of a sewer or water system connection charge that is greater than the amount necessary to reimburse the city for its average cost of inspecting and installing connections with water and sewer facilities. "System development charge" does not include fees assessed or collected as part of a local improvement district or a charge in lieu of a local improvement district assessment, or the cost of complying with requirements or conditions imposed by a land use decision.

**Statutory Reference:** ORS [223.297](#) to [223.314](#)

**History:** Ord. [1147](#) §2, 1991.

**13.16.040 System development charge established.**

(1) System development charges shall be established and may be revised by resolution of the council.

(2) Unless otherwise exempted by the provisions of this chapter or other local or state law, a system development charge is imposed upon all persons who develop parcels of land that connect to or which will otherwise use or create a need for the sewer facilities, storm sewers, water facilities, streets, or parks and open spaces of the city.

**Statutory Reference:** ORS [223.297](#) to [223.314](#)

**History:** Ord. [1147](#) §2, 1991.

**13.16.050 Methodology.**

(1) The methodology used to establish the reimbursement fee shall consider the cost of then existing facilities, prior contributions by then existing users, the value of unused capacity, rate making principals employed to finance publicly owned capital improvements, and other relevant factors identified by the council. The methodology shall promote the objective that future systems users shall contribute no more than an equitable share of the cost of then existing facilities.

(2) The methodology used to establish the improvement fee shall consider the cost of projected capital improvements needed to increase the capacity of the systems to which the fee is related.

(3) The methodology used to establish the improvement fee or the reimbursement fee, or both, shall be contained in a resolution adopted by the council.

**Statutory Reference:** ORS [223.297](#) to [223.314](#)

**History:** Ord. [1147](#) §2, 1991.

**13.16.060 Authorized expenditures.**

(1) Reimbursement fees shall be applied only to capital improvements associated with the systems for which the fees are assessed, including expenditures relating to repayment of indebtedness.

(2) Improvement Fees.

(a) Improvement fees shall be spent only on improvements associated with the systems for which the fees are assessed, including expenditures relating to repayment of indebtedness;

(b) A capital improvement being funded wholly or in part from revenues derived from the improvement fee shall be included in the improvement plan adopted by the city pursuant to this chapter.

(3) Notwithstanding subsections (1) and (2) of this section, system development charge revenues may be expended on the direct costs of complying with the provisions of this chapter, including the costs of developing system development charge methodologies and providing an annual accounting of system development charge expenditures.

**Statutory Reference:** ORS [223.297](#) to [223.314](#)

**History:** Ord. [1147](#) §2, 1991.

**13.16.070 Expenditure restrictions.**

(1) System development charges shall not be expended for costs associated with the construction of administrative office facilities that are more than an incidental part of other capital improvements.



(2) System development charges shall not be expended for costs of the operation or routine maintenance of capital improvements.

**Statutory Reference:** ORS [223.297](#) to [223.314](#)

**History:** Ord. [1147](#) §2, 1991.

**13.16.080 Improvement plan.**

The council shall adopt a plan by resolution that:

- (1) Lists the capital improvements that may be funded with improvement fee revenues;
- (2) Lists the estimated cost and time of construction of each improvement; and
- (3) Describes the process for modifying the plan.

**Statutory Reference:** ORS [223.297](#) to [223.314](#)

**History:** Ord. [1147](#) §2, 1991.

[**Ed. Note:** The publication(s) referred to or incorporated by reference in this ordinance are available from the office of the City Recorder.]

**13.16.090 Collection of charge.**

(1) The system development charge is payable upon issuance of:

- (a) A building permit;
- (b) A permit to connect to the water system; or
- (c) A permit to connect to the sewer system.

(2) If development is commenced or connection is made to the water or sewer systems without an appropriate permit, the system development charge is immediately payable upon the earliest date that a permit was required.

(3) The City Administrator or his designee shall collect the applicable system development charge when a permit that allows the building or development of a parcel is issued or when a connection to the water or power system of the city is made.

(4) The City Administrator or his designee shall not issue such permit or allow such connection until the charge has been paid in full, or until provision for installment payments has been made pursuant to GMC Section [13.16.110](#) or unless an exemption is granted pursuant to GMC Section [13.16.120](#).

**Statutory Reference:** ORS [223.297](#) to [223.314](#)

**History:** Ord. [1147](#) §2, 1991.

**13.16.100 Delinquent charges—Hearings.**

(1) When, for any reason, the system development charge has not been paid, the City Administrator shall report to the council the amount of the uncollected charge, the description of the real property to which the charge is attributable, the date upon which the charge was due, and the name of the person responsible for the payment of the fee.

(2) The City Council shall schedule a public hearing on the matter and direct that notice of the hearing be given to each owner or person responsible for payment of the fee, with a copy of the City Administrator's report concerning the unpaid charge. Notice of the hearing shall be given either personally or by certified mail, return receipt requested, or by both personal and mailed notice and by posting notice on the parcel at least ten days before the date set for the hearing.

(3) At the hearing the council may accept, reject or modify the determination of the City Administrator as set forth in the report.

(4) The City Recorder shall report to the City Administrator the amount of the system development charge, the dates on which the payments are due, the name of the owner, and the description of the parcel.

**Statutory Reference:** ORS [223.297](#) to [223.314](#)

**History:** Ord. [1147](#) §2, 1991.

**13.16.110 Installment payment.**

(1) When a system development charge of twenty-five dollars (\$25.00) or more is due and collectible, the owner of the parcel of land subject to the development charge may apply for payment in at least ten semiannual installments, to include interest on the unpaid balance, in accordance with Oregon Revised Statutes 223.208.

(2) The City Recorder shall provide application forms for installment payments which shall include a waiver of all rights to contest the validity of the lien, except for the correction of computational errors.

(3) An applicant for installment payment shall have the burden of demonstrating the applicant's authority to assent to the imposition of a lien on the parcel and that the interest of the applicant is adequate to secure payment of the lien.

(4) The City Recorder shall report to the City Administrator the amount of the system development charge, the dates on which the payments are due, the name of the owner, and the description of the parcel.

(5) The City Administrator shall docket the lien in the lien docket. From that time the city shall have a lien upon the described parcel for the amount of the system development charge, together with interest on the unpaid balance at the rate established by resolution of the council. The lien shall be enforceable in the manner provided in Oregon Revised Statutes Chapter [223](#).

**Statutory Reference:** ORS [223.297](#) to [223.314](#)

**History:** Ord. [1147](#) §2, 1991.

[**Ed. Note:** The publication(s) referred to or incorporated by reference in this ordinance are available from the office of the City Recorder.]

**13.16.120 Exemptions, reductions and waivers.**

(1) Structures and uses established and existing on or before July 1, 1991, are exempt from system development charges imposed by this chapter, except water and sewer charge, to the extent of the structure or use then existing and to the extent of the parcel of land as it is constituted on that date. Structures and uses affected by this subsection shall pay the water or sewer charges pursuant to the terms of this chapter upon the receipt of a permit to connect to the water or sewer system.

(2) Additions to single-family dwellings that do not constitute the addition of a dwelling unit, as defined by the State Uniform Building Code, are exempt from all portions of the system development charge.

(3) An alteration, addition, replacement or change in use that does not increase the parcel's or structure's use of the public improvement facility is exempt from all portions of the system development charge.

**Statutory Reference:** ORS [223.297](#) to [223.314](#)

**History:** Ord. [1147](#) §2, 1991.

[**Ed. Note:** The publication(s) referred to or incorporated by reference in this ordinance are available from the office of the City Recorder.]

**13.16.130 Credits.**

(1) A system development charge shall be imposed when a change of use of a parcel or structure occurs, but credit shall be given for the computed system development charge to the extent that prior structures existed and services were established on or before July 1, 1991. The credit so computed shall not exceed the calculated system development charge. No refund shall be made on account of such credit.

(2) A credit shall be given for the cost of a qualified public improvement which is located partially on and partially off the parcel that is the subject of the residential development approval. The credit shall be given only for the cost of the portion of the improvement not located on or wholly contiguous to the property. The credit provided for by this subsection shall be only for the improvement fee charges for the type of improvement being constructed and shall not exceed the improvement fee even if the cost of the capital improvement exceeds the applicable improvement fee.

(3) Credit shall not be transferable from one development to another except in compliance with standards adopted by the City Council.

(4) Credit shall not be transferable from one type of capital improvement to another.

**Statutory Reference:** ORS [223.297](#) to [223.314](#)

**History:** Ord. [1147](#) §2, 1991.

**13.16.140 Segregation and use of revenue.**

(1) All funds derived from a particular type of system development charge are to be segregated by accounting practices from all other funds of the city. That portion of the system development charge calculated and collected on account of a specific facility system shall be used for no purpose other than those set forth in GMC Section [13.16.060](#).

(2) The City Administrator shall provide the City Council with an annual accounting, based on the city's fiscal year, for system development charges showing the total amount of system development charge revenues collected for each type of facility and the projects funded from each account.

**Statutory Reference:** ORS [223.297](#) to [223.314](#)

**History:** Ord. [1147](#) §2, 1991.

**13.16.150 Appeal procedure.**

(1) A person challenging the propriety of an expenditure of system development charge revenues may appeal the decision of the expenditure to the City Council by filing a written request with the City Administrator describing with particularity the decision and the expenditure from which the person appeals. An appeal of an expenditure must be filed within two years of the date of the alleged improper expenditure.

(2) Appeals of any other decision required or permitted to be made by the City Administrator under this chapter must be filed within ten days of the date of the decision.

(3) After providing notice to the appellant, the council shall determine whether the City Administrator's decision or the expenditure is in accordance with this chapter and the provisions of Oregon Revised Statutes 223.297 to 233.314 and may affirm, modify or overrule the decision. If the council determines that there has been an improper expenditure of system development charge revenues, the council shall direct that a sum equal to the misspent amount shall be deposited within one year to the credit of the account or fund from which it was spent.

**Statutory Reference:** ORS [223.297](#) to [223.314](#)

**History:** Ord. [1147](#) §2, 1991.

[**Ed. Note:** The publication(s) referred to or incorporated by reference in this ordinance are available from the office of the City Recorder.]

**13.16.160 Prohibited connection.**

(1) No person may connect to the water or sewer systems of the city, connect a driveway to a city street, or directly connect to the city's storm water collection facility unless the appropriate system development charge has been paid or the installment payment method has been applied for and approved.

(2) Violation of this section constitutes a Class "A" infraction.

**Statutory Reference:** ORS [221.410](#), [223.297](#) to [223.314](#)

**History:** Ord. [1147](#) §2, 1991.

[Mobile Version](#)



# City of Gladstone System Development Charges

Statement of SDC's. Fee's guaranteed until June 29, 2024, additional amount may be due if paid on or after July 1, 2024  
 Payment of SDC Fee's in full must be made prior to release of Building Permits.

|                                |                   |
|--------------------------------|-------------------|
| Date Prepared:                 | February 22, 2024 |
| Property Location/Description: | Gladstone, OR SFR |
| Contact:                       | Mock-up Phone:    |
| Contact Email:                 |                   |
| Current Use of Property:       | Bare Land         |
| New Use of Property:           | SFR - 210         |

|                                  |                   |
|----------------------------------|-------------------|
| Transportation                   | \$4,440.00        |
| Credits (if any)                 | \$0.00            |
| <b>Total Transportation SDC:</b> | <b>\$4,440.00</b> |

|                          |                   |
|--------------------------|-------------------|
| Water: 3/4 Meter install | \$9,402.00        |
| Credits (if any)         | \$0.00            |
| <b>Total Water SDC:</b>  | <b>\$9,402.00</b> |

|                                    |                   |
|------------------------------------|-------------------|
| Sewer Collection                   | \$6,755.00        |
| Credits (if any)                   | \$0.00            |
| <b>Total Sewer Collection SDC:</b> | <b>\$6,755.00</b> |

|                                   |                   |
|-----------------------------------|-------------------|
| Sewer Treatment: WES              | \$8,860.00        |
| Credits (if any)                  | \$0.00            |
| <b>Total Sewer Treatment SDC:</b> | <b>\$8,860.00</b> |

|                         |                   |
|-------------------------|-------------------|
| Parks                   | \$9,388.00        |
| Credits (if any)        | \$0.00            |
| <b>Total Parks SDC:</b> | <b>\$9,388.00</b> |

|                              |                   |
|------------------------------|-------------------|
| Stormwater: N/A              | \$3,616.00        |
| Credits (if any)             | \$0.00            |
| <b>Total Stormwater SDC:</b> | <b>\$3,616.00</b> |

|                             |                    |
|-----------------------------|--------------------|
| <b>Estimated SDC Total:</b> | <b>\$42,461.00</b> |
|-----------------------------|--------------------|

| Additional Required Fees, Permits & Inspections:              |                    |
|---|--------------------|
| Street Opening Permit (ROW) for sewer lateral:                | \$150.00           |
| First Inspection of Sewer Tap (connecting to city main)       | \$100.00           |
| Street Inspection (If development deposit required no charge) | \$85.00            |
| Dig-in Fee for Water Line Installation Meter Size: 3/4"       | \$1,260.00         |
| <b>Total ROW Permit/Inspection Fee:</b>                       | <b>\$1,595.00</b>  |
| <b>Total Estimate for SDC's &amp; ROW Fee's</b>               | <b>\$44,056.00</b> |

# CITY OF GLADSTONE SYSTEM DEVELOPMENT CHARGES (SDC's)

City of Gladstone Office Use Only - Public Works Dept.

Date prepared: Thursday, February 22, 2024

Property location/description: Gladstone, New construction SFR

Contact:  

Current use: Bare Land

New use: SFR 210

Utility Billing EDU Count: 1

## **TRANSPORTATION**

|  |                             |                   |                 |
|--|-----------------------------|-------------------|-----------------|
| Current use, if any, ITE Code figure 7 page 7 (Credit)         | Bare Land                   | \$0.00            |                 |
| New use, ITE Code figure 7 page 7                              | SFR 210 (\$4440.00/per EDU) |                   |                 |
| Improvement Fee  |                             | \$4,306.80        |                 |
| Compliance/Reimbursement Fee (Total SDC minus Improvement Fee) |                             | \$133.20          | 3% of total SDC |
| <b>Total SDC Owed</b>  |                             | <b>\$4,440.00</b> |                 |

## **WATER**

|  |                          |                    |           |
|--|--------------------------|--------------------|-----------|
| Current meter sizes if any (Credit)        | Bare Land - NO utilities | \$0.00             |           |
| New meter size                             | SFR 210 3/4 meter        |                    |           |
| Improvement Fee per table 11 page 10       |                          | \$9,025.92         |           |
| Compliance Fee per table 11 page 10        |                          | \$376.08           | 4% of SDC |
| New service line install per GMC 13.04.020 |                          | \$1,260.00         |           |
| Meter only install per GMC 13.04.020       |                          |                    |           |
| <b>Total SDC Owed</b>                      |                          | <b>\$10,662.00</b> |           |

## **SEWER COLLECTION**

City collection system

|   |                      |                   |           |
|---|----------------------|-------------------|-----------|
| Current use, Tri-City table 1 (Credit)                            | Bare Land            | \$0.00            |           |
| New use, Tri-City table 1   | SFR 210 (\$6755/EDU) | \$6,755.00        |           |
| Improvement Fee figure 1 page 6                                   |                      | \$6,784.80        |           |
| Compliance & Reimbursement Fee figure 1 page 6                    |                      | \$270.20          | 4% of SDC |
| Street Opening Permit if digging in the right of way \$150        |                      | \$150.00          |           |
| First Inspection of sewer tap if connecting to city main \$100.00 |                      | \$100.00          |           |
| First Inspection of street repair \$85.00                         |                      | \$85.00           |           |
| <b>Total SDC &amp; Permit Fees Owed</b>                           |                      | <b>\$7,090.00</b> |           |

**SEWER TREATMENT**

Treatment provided by others. Only one applies. **WES** or OLWS

|                                     |                          |                   |
|-------------------------------------|--------------------------|-------------------|
| Current use (Credit)                | Bare Land                | \$0.00            |
| New use                             | SFR 210 (\$8860/Per EDU) | \$8,860.00        |
| Tri-City Fee, table 1 for EDU's     |                          |                   |
| Oak Lodge Water Services, table 3.6 |                          |                   |
| <b>Total SDC Owed</b>               |                          | <b>\$8,860.00</b> |

**PARKS**

|  |                          |                    |
|--|--------------------------|--------------------|
| Current use (Credit)                     | Bare Land                | \$0.00             |
| New use                                  | SFR 210 (\$9388/Per RPE) |                    |
| Improvement Fee, figure 14 or 15 page 11 |                          | \$9,106.36         |
| Compliance Fee, figure 14 or 15 page 11  |                          | \$281.64 3% of SDC |
| <b>Total SDC Owed</b>                    |                          | <b>\$9,388.00</b>  |

**STORMWATER**

Need sq. ft. of impervious surface area if other than single family home/

|   |           |                           |
|---|-----------|---------------------------|
| Current use (Credit)  | Bare Land |                           |
| Planned use (ISA needed if other than a single family home) | SFR 210   |                           |
| Improvement Fee, table 6 page 7                             |           | \$3,413.00                |
| Compliance Fee, table 6 page 7                              |           | \$203.00 \$203.00 per ERU |
| <b>Total SDC Owed</b>                                       |           | <b>\$3,616.00</b>         |

Not adding impervious area over the residential standard.

**Grand Total Due \$44,056.00**

Abbreviations

- SFGFA- square feet of gross floor area
- SFGLA- square feet of gross leasable area
- EDU- equivalent dwelling area
- ME- meter equivalents
- ERU- equivalent residential units
- ISA- impervious surface area
- RPEs- residential population equivalents





**WORK  
SESSION  
#3**



# City of Gladstone Staff Report

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Report Date: February 20, 2024  
Meeting Date: February 27, 2024  
To: City Council  
Via:  
From: Jacque M. Betz, City Administrator

## AGENDA ITEM

Review Draft Language to Create a Gladstone Youth Council.

## PROPOSAL

In April 2023, the Happy Valley Youth Council presented an overview of their program to the City Council.

In September 2023, Oregon City Mayor McGriff and Oregon City Commissioner Marl discussed their Youth Advisory Council that was implemented in 2023.

At the November 28, 2023 City Council Work Session, the Council provided staff direction to implement a Youth Council that will coincide with the September 2024 school year.

On November 30, 2023 the City Council discussed the creation of a Youth Council with the Gladstone School Board. There was mutual support for this program and staff will make sure to include school board members in the process.

ON January 23, 2024 Representatives from the West Linn Youth Council presented to the City Council.

On January 26<sup>th</sup> and February 9<sup>th</sup>, Council President Roberts, Councilor Huckaby, and City Administrator Betz met to review draft language to create a Gladstone Youth Council.

On February 15, 2024, Council President Roberts, Councilor Huckaby, and City Administrator Betz met with the Gladstone High School Principal Amy Mikesell, and Leadership and Spanish Teacher Henry Papa to discuss the program.

Council President Roberts, Councilor Huckaby, and City Administrator Betz are ready to have a work session on this topic prior to bringing forth a formal ordinance at the March 12, 2024 City Council meeting.

## STAFF RECOMMENDATIONS

Staff recommends that the Gladstone City Council provide a consensus to draft an ordinance to create a Gladstone Youth Council and bring it back for consideration at the March 12, 2024 City Council meeting.

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Department Head  
Signature

Date

 2-21-24  
City Administrator  
Signature

Date

Chapter XXX- Youth Council

XX- Created.

There is created a Youth Council for the City of Gladstone having the duties and responsibilities provided in this chapter.

XX- Purpose.

The Gladstone Youth Council (Youth Council) is created to provide local students a voice in their municipal government, build an understanding of governance and leadership and to provide opportunities to engage and serve the community. The Youth Council shall be guided by the belief that local involvement at a young age is crucial to ensuring a well-informed and engaged citizenry in the future and to provide an opportunity for members to become equipped with the knowledge and leadership skills necessary to become active contributors in the community now and in the future.

XX- Membership

The Youth Council shall consist of seven youth members, one non-voting City Councilor appointed by the Mayor, and the non-voting City Administrator (or designee).

- A. Members of the Youth Council shall be high school students at the time of swearing in and shall reside within the city limits of Gladstone and/or attend Gladstone High School or a homeschooled equivalent.
- B. The term of service operates on an academic year that shall be considered from September through June and there are no term limits. A special meeting in August may be scheduled to prepare for each term.
- C. All youth member applicants shall submit an application and will be interviewed by the City Councilor liaison and City Administrator (or designee) before being appointed.
- D. After interviews are conducted the City Council will, by majority vote consider approval of the City Councilor liaison and City Administrator's (or designee) recommendations to the Youth Council.
- E. Appointed Youth Council members may be re-appointed for a second term without an interview at the discretion of the City Councilor liaison. Future appointments may require a recommitment interview.
- F. All new Youth Council members shall be sworn in by the City Councilor liaison at the first regular City Council meeting in September.

XX- Election of officers.

XX- Co-chairs

- A. At the beginning of each term the Youth Council shall elect Co-Chairs, who shall hold the positions for one term of service. The co-chairs shall be a junior or senior in high school if possible.

- B. The Co-Chairs are responsible for running the Youth Council meetings, assigning tasks, and working with the City Councilor liaison to set the upcoming agendas.

XX- Communication Coordinator

- A. At the beginning of each term the Youth Council shall elect a communication coordinator.
- B. The Communication Coordinator is mainly responsible for the strategic coordination of all communications on behalf of the Youth Council. This could include social media platforms (in accordance with the City' social media policy), websites, flyers, and communications on specific outreach projects identified in the annual work plan.

XX. Additional Assignments

Youth Council members shall have the ability to create and elect for additional assignments (i.e. secretary, treasurer, etc.) with the concurrence of the City Councilor liaison.

XX. Meetings and Quorum

- A. The Youth Council shall meet at least once a month. The City Councilor liaison or City Administrator (or designee) may call for a special meeting outside of the regular meetings for a reasonable purpose.
- B. All meetings shall be open to the public and public meetings laws shall apply.
- C. A majority of appointed members shall constitute a quorum.
- D. If a quorum is present, all matters shall be decided by a vote of the majority present.

XX- Youth Council Member Responsibilities

- A. Review and prepare strategies addressing issues of interest in the greater Gladstone community determined to be of importance by the Youth Council.
- B. Members shall participate in an annual work plan session at the beginning of each term.
- C. Members shall be responsible for completing tasks and projects as assigned.
- D. The Youth Council shall prepare an annual report at the end of the term to present to the city council detailing the accomplishments, challenges, areas for improvement, and goals for the future.
- E. Members shall remain in good standing by maintaining passing grades.

XX- Absences

- F. A missed meeting is qualified as excused if a member informs the City Councilor liaison as soon as it has become known they will miss the meeting and states the reason for not attending. The City Councilor liaison will make the final determination of whether the absence is excused or unexcused.
- G. If a member has more than two unexcused absences the member will meet privately with the City Councilor liaison to determine the status of membership.
- H. If a member is still on the Youth Council after the determination of membership then any additional absence will indicate the member has resigned (barring any medical reasons or extenuating circumstances such as family emergencies).
- I. Absences may be made up for in consultation with the City Councilor liaison, within 30 days of the absence.
- J. Violations and expectations of this section can be reviewed by the member and City Councilor liaison, with the goal of improving the performance and participation of the member.

XX . Termination of Membership

- A. Youth Council members may resign at any time.
- B. Any member will be deemed to have voluntarily concluded their membership automatically upon the occurrence of any of the following:
  - 1. The member is disruptive to the efficiency of the Youth Council and/or does not follow through with assignments.
  - 2. The member does not embody professionalism in their conduct.
- C. The City Councilor liaison and City Administrator (or designee) shall have the discretion to determine if a member shall be removed from the Youth Council.

XXXX. Expenditures

The City will make every reasonable attempt to financially support the Youth Council in completing its annual work plan.

- A. The Youth Council shall have no authority to make any expenditure on behalf of the City or to obligate the City for payment of any sums of money unless the City Administrator or their designee authorizes such expense.
- B. The Youth Council may fundraise for identified goals in their annual work plan. Donations will be deposited and expended in accordance with governmental accounting practices.