



BAKER CITY, OREGON CITY COUNCIL MEETING AGENDA

REGULAR MEETING
DECEMBER 9, 2025 - 6:00 PM
CITY HALL COUNCIL CHAMBERS

MAYOR:
Randy Daugherty
COUNCILORS
Roger Coles
Loran Joseph
Helen Loennig
Doni Bruland
Gratton Miller
CITY MANAGER
Barry Murphy

Call to Order/Introduction

1. Call to Order	Mayor Daugherty	Procedural
2. Pledge of Allegiance	Mayor Daugherty	Procedural
3. Roll Call	Megan Langan	Procedural
4. Agenda Additions, Deletions, Modifications	Mayor Daugherty	Action Item
5. Public Comment	Mayor Daugherty	Procedural

Old Business

6. Consent Agenda	Mayor Daugherty	Action Item
7. Public Works Vehicle Purchase - Jetter Trailer	Danielle Schuh	Action Item

New Business

8. Alpine Estates	Eva Henes	Discussion
9. Building Ordinance	Dawn Kitzmiller	Ordinance
10. Fee Discussion	Kara Miller	Discussion
11. City Manager Review	Andrew Crabtree	Action Item

Updates and Future Items

12. Council Committee Updates	Mayor Daugherty	Information
13. City Manager / Director Updates	Barry Murphy	Information
14. City Council Comments	Mayor Daugherty	Information
15. Upcoming Agenda Items	Mayor Daugherty	Procedural

Adjourn

16. Adjourn	Mayor Daugherty	Procedural
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Baker City operates under an EEO policy and complies with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Assistance is available for individuals with disabilities by calling 541-523-6541.



BAKER CITY, OREGON

MAYOR:

Randy Daugherty

COUNCILORS

Roger Coles

Loran Joseph

Helen Loennig

Doni Bruland

Gratton Miller

CITY MANAGER

Barry Murphy

Date: December 9, 2025

Subject: Call to Order



BAKER CITY, OREGON

MAYOR:

Randy Daugherty

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Roger Coles

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Gratton Miller

CITY MANAGER

Barry Murphy

Date: December 9, 2025

Subject: Pledge of Allegiance



BAKER CITY, OREGON

MAYOR:

Randy Daugherty

COUNCILORS

Roger Coles

Loran Joseph

Helen Loennig

Doni Bruland

Gratton Miller

CITY MANAGER

Barry Murphy

Date: December 9, 2025

Subject: Agenda Additions, Deletions, Modifications



BAKER CITY, OREGON

MAYOR:

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Helen Loennig

Doni Bruland

Gratton Miller

CITY MANAGER

Barry Murphy

Date: December 9, 2025

Subject: Public Comment



BAKER CITY, OREGON

MAYOR:

Randy Daugherty

COUNCILORS

Roger Coles

Loran Joseph

Helen Loennig

Doni Bruland

Gratton Miller

CITY MANAGER

Barry Murphy

Date: December 9, 2025

Subject: Consent Agenda



BAKER CITY, OREGON CITY COUNCIL MEETING MINUTES

MAYOR:
Randy Daugherty
COUNCILORS
Roger Coles
Loran Joseph
Helen Loennig
Doni Bruland
Gratton Miller
CITY MANAGER
Barry Murphy

REGULAR MEETING
NOVEMBER 17, 2025 - 6:00 PM
CITY HALL COUNCIL CHAMBERS

Call to Order/Introduction

- | | |
|---|---|
| 1. Call to Order | The meeting was called to order at 6:06pm by Mayor Daugherty in the Baker City Hall Council Chambers. |
| 2. Pledge of Allegiance | Mayor Daugherty led the meeting in the Pledge of Allegiance. |
| 3. Roll Call | Roll call was answered by Mayor Daugherty and Councilors Coles, Joseph, Loennig, and Miller.
Also present were City Manager Barry Murphy, Assistant Public Works Director Danielle Schuh, Police Chief Ty Duby, Fire Chief Michael Carlson, Human Resource Manager Andrew Crabtree, Community Development Coordinator Kara Miller, Finance Director Jeanie Dexter, and City Recorder Megan Langan. |
| 4. Agenda Additions, Deletions, Modifications | No agenda additions, deletions or modifications. |
| 5. Public Comment | Paul King made a public comment regarding his application to the planning commission. |

Old Business

- | | |
|-------------------|---|
| 6. Consent Agenda | Mayor Daugherty had suggested a change to agenda item 9, changing La Grande to Pendleton. |
|-------------------|---|

MOTION MADE BY: Councilor Joseph
MOTION: Approve meeting 10/28/25 meeting minutes
SECONDED: Councilor Coles
IN FAVOR: Mayor Daugherty, Councilor Coles, Joseph, Loennig, and Miller
OPPOSED: None
Motion Passed.

New Business

- | | |
|---------------------------------------|---|
| 7. Main St. Potential Reconfiguration | City Manager Barry Murphy went over the staff report and stated the recommendation from the Main St. Committee that was formed earlier in the year is to switch Main St. from 4 lanes to 3 lanes.
Barry was able to answer some questions from the City Council.
Public comment was made by;
Judy Head
Ervin Logan
Gina Spinks |
|---------------------------------------|---|

Susan Watt
Julie Mespelt
Don Cristy
All opposed to changing Main St.
Public comment in favor was made by Bev Calder, Carolyn Kulog and BCD
Director Ariel Ryker.
Kari Day made a public comment regarding the data.
City Council made comments regarding configuration options.
Mayor Daugherty stated we will table this decision for now and talk about it at
another meeting.

8. Liens - Resolution 3984

Finance Director Jeanie Dexter presented Resolution 3984 regarding liens from
abatements.
Jeanie was able to answer questions from the City Council.

MOTION MADE BY: Councilor Joseph
MOTION: Approve Resolution 3984
SECONDED: Councilor Loennig
IN FAVOR: Mayor Daugherty, Councilor Coles, Joseph, Loennig, and Miller
OPPOSED: None
Motion Passed.

9. Quiet Zone Agreement

City Manager Barry Murphy presented the agreement with Union Pacific and
approving Barry to sign on behalf of the City. Once the agreement is signed,
the City needs to begin work within a year. When it comes to funding, Barry
has met with the Quiet Zone group, and they will need to raise an additional
\$150,000.

Public Comment was made by;

Beverly Calder
Carolyn Kulog
Susan Watt

Questions came up about this being on a ballot in previous years and it failed.
Councilor Joseph stated that yes, it was but that was when it would be a 2
million dollar expense of public funds. This new proposal is not using any
public funds.

MOTION MADE BY: Councilor Coles
MOTION: To approve City Manager Barry Murphy to sign the agreement with
Union Pacific
SECONDED: Councilor Coles
IN FAVOR: Mayor Daugherty, Councilor Coles, Joseph, Loennig, and Miller
OPPOSED: None
Motion Passed.

10. Fire Truck Purchase

Fire Chief Michael Carlson presented the options for the fire truck purchase.
Chief Carlson stated that based on the criteria that was set by the committee,

it consisted of Lieutenant BJ Lynch, firefighter Darell Lindstrom, Firefighter Albert Brain and City Councilor Gratton Miller. They received two options for a new Fire Truck.

Chief Carlson requested to move forward with the HME Fire Truck from Alterra. Dan from Alterra was attending the meeting via Zoom and was able to answer questions from the City Council.

MOTION MADE BY: Councilor Coles

MOTION: Authorize Chief Carlson to move forward with the purchase from Alterra

SECONDED: Councilor Miller

IN FAVOR: Mayor Daugherty, Councilor Coles, Joseph, Loennig, and Miller

OPPOSED: None

Motion Passed.

Mayor Daugherty requested a rotation plan of the Fire vehicles.

Randy Miles from True North made comments regarding their proposal.

11. Building Department Ordinance Updates

Building Official Dawn Kitzmiller presented a draft of the building ordinance update to section 130.07 regarding enforcement of the building code. Dawn and City Manager were able to answer questions from the City Council. Dawn will bring the final document to the next meeting for approval.

12. Public Works Vehicle Purchases

Assistant Public Works Director Danielle Schuh requested the City Council to approve the purchase of a new 1-ton pickup from Baker Auto Ranch

MOTION MADE BY: Councilor Joseph

MOTION: Approve purchase of 1-ton pickup from Baker Auto Ranch

SECONDED: Councilor Miller

IN FAVOR: Mayor Daugherty, Councilor Coles, Joseph, Loennig, and Miller

OPPOSED: None

Motion Passed.

Danielle also requested approval for a jetter trailer. She stated they are also getting rid of the vactor.

City Council had a discussion. Danielle will gather more information and come back to the City Council with more information on the jetter.

Updates and Future Items

13. Council Committee Updates

Councilor Miller provided an update on the dog impound committee, stated that right now they do not have a lot of good options.

14. City Manager / Director Updates

City Manager Barry Murphy stated that the Airport Commission met and wanted to recommend to the Council during this next budget season to take a hard look at maintenance and repair of the hangers that are City-owned. Finance Director Jeanie Dexter provided an update on monthly reports and the audit.

15. City Council Comments

Councilor Coles has a question about potholes on 1st and Place. Assistant Public Works Director Danielle Schuh will have someone take a look.

16. Upcoming Agenda Items

Mayor Daugherty stated for the City Councilors to keep an eye out on their email for the documents for Barry's review. We will go over them at the next meeting.

Adjourn

17. Adjourn

Mayor Daugherty adjourned the meeting at 8:26pm.

Signed: _____
Mayor

Attest: _____
City Recorder

A link to this City Council meeting can be found www.bakercity.com or upon request to the City Recorder.



BAKER CITY, OREGON

MAYOR:

Randy Daugherty

COUNCILORS

Roger Coles

Loran Joseph

Helen Loennig

Doni Bruland

Gratton Miller

CITY MANAGER

Barry Murphy

Date: December 9, 2025

Subject: Public Works Vehicle Purchase - Jetter Trailer

Public Works Staff is requesting approval to purchase a Jetter Trailer used to clean the lines at Goodrich Dam as well as wastewater lines in tight spaces such as alleyways or hard to reach places that our larger Jetter truck cannot accommodate.

In 2010, Public Works purchased a 2001 Vactor truck that had the ability to jet (clean) a wastewater line, removing the material we were bringing down the line. We currently use this machine for hydro excavation as well. Although this truck was not designed for hydro excavation, it is the primary use of the truck. We use the jetting end of the truck as a backup to our main Jetter truck to enable us to clean wastewater lines should an emergency present itself.

In January 2024, we purchased a 2019 hydro excavation truck that is designed specifically for hydro excavation. We are planning to sell the 2001 Vactor truck that has 138,776 miles and 9720 engine hours and is failing or breaking down at a rate that is not sustainable. Once we sell this truck (we have not yet), this will leave us with no back-up should our main Jetter truck break down or require service for any reason.

We would like to purchase a Jetter Trailer to provide a back-up to our main Jetter truck giving us the ability to access Goodrich Lake (our drinking water reservoir) to clean the water collection lines that run along the dam, collecting any seepage of water that comes through the dam. The lines collect the water then divert the water to a safe place, avoiding erosion of the dam. These lines also collect sediment and need to be cleaned at least once a year, per state requirement. In the past, we have had to rely on the City of North Powder to borrow or rent their Jetter trailer to accomplish this task.

Staff obtained three bids for the Jetter Trailer and the low bid received was from Jetters Northwest in the amount of \$53,000.

The 2025-2026 adopted budget for this vehicle was \$80,000.00. This initial budgeted amount was for a much larger Jetter/Vactor that we found to be too large to pull up Goodrich Lake. We are in need of a much lighter and more maneuverable option, such as the Jetter Trailer.

Potential Motions

1. I, Councilor _____, motion to approve the purchase of the Jetter Trailer for the amount of \$53,000.



16750 Woodinville Redmond Rd Ne
Ste C101 Woodinville, WA, 98072-4554
(877) 901-1936
www.jetttersnorthwest.com

Quote

Order No.:
Customer ID:
Service Tech:
Order Date:
Expiration Date:

QT002556
123052
Chris Boyles
11/6/2025
12/6/2025

BILL TO:
BAKER CITY
2551 Place St
Baker City OR 97814-3848
United States of America

SHIP TO:
BAKER CITY
2551 Place St
Baker City OR 97814-3848
United States of America

CUSTOMER CONTACT		CUSTOMER PHONE NUMBER		CUSTOMER P.O. NO.		TERMS	
Wes Dexter		5415242018				NET 30 Days	
SHIP VIA		SHIPPING TERMS		FOB POINT			
Best Way Shipping		Ex Works					
NO.	ITEM	QTY.	UOM	PRICE	EXTENDED PRICE		
1	E.100225: EAGLE-600/4020 JETTER TRAILER DWR SERIES 4020 MODEL	1.0000	EA	53,895.0000	53,895.00		

NOTE: Eagle-600/4020-SW-DWR Features:

20 GPM / 4000 PSI
Two 300 Gallon Water Tanks (600-gallons total) with 2" Air-Gap Fill
Swiveling-Base under the Hose-Reel, with Industrial-Duty Bearing
Wireless Remote-Control for: Jetting On/Off, Engine On/Throttle/Off, & Reel-Wind
Control Panel Swivels with the Hose-Reel, includes PSI Gauge, Regulator, Pulsator, & more
Hooded Enclosure protects Engine/Pump (Lockable Hood)
Fuel-Injected Gasoline Engines; Liquid Cooled; OHV - 62 horsepower combined
Dual Engine/Pump Design For Versatility & Adjustability
12 Volt Ultra-Torque Power-Rewind Reel with Adjustable-Speed Control, Power Wind and Unwind
Pulsation Control is Mounted at main panel, adjustable intensity
500 Ft. Jetting Hose; Kevlar Braided, Low Friction (16,000 Burst Rated)
Pivoting Hose Guide under the reel
UDOR Super-Duty Pumps
2nd Reel with 100-ft of 3/4-in Water-Supply Hose
Beacon Light built in

Trailer Features:

10,000 GVW Tandem Axle Trailer With Lifetime Structural Warranty
Electric Brakes and Breakaway Switch
Heavy-Duty "A-Frame" Tongue
5-inch X 2-inch Rectangular Tube Construction
Adjustable Height Coupler for 2-5/16" Ball-Hitch (Pintle optional)
Built-In Tank Supports on all 4 sides
Welded-Mount Drop-Leg Tongue Jack
All LED Lighting
Heavy Gauge Fenders with Step-Style Gussets & Enclosed backside
Dual Tool-Bins, Lockable & fender-mounted
Aluminum 6-Spoke Wheels

Customer will probably pick up the Jetter at our location.

Sales Total:	53,895.00
Freight & Misc.:	0.00
Less Discount:	895.00
Tax Total:	0.00
Total (USD):	53,000.00

WWW.JETTERS.NORTHWEST.COM

Customer Signature

Thank You For Your Business!

Page: 1 of 1



Tandem Axle/600 gal.

All **Eagle Trailer Jetters** are designed with quality, versatility, and function in mind. The controls for engine start/stop, throttle, flow and pressure controls, and pulsation are conveniently located near the hose reel at the back of the trailer. The pressure and flow is completely adjustable, and a pressure relief allows for use of foot pedal controls or other flow control devices at the end of the jetting hose. The Dual Engine Design of the Eagle 300 and 600 models allow for control of the engine from a single throttle, and 1 engine can be used when working in smaller diameter lines, saving wear and tear as well as fuel.

All Eagle Trailer Jetters are backed by a Lifetime Framework Warranty

EAGLE 300

**EPL SOLUTIONS, INC.**

1330 West Collins Ave
ORANGE, CA 92867-5415
Phone (714) 453-9760
SMS (714) 453-4966

Bill To:

Baker City
2551 Place St
BAKER CITY, OR 97814

Ship To:

Baker City
2551 Place St
BAKER CITY, OR 97814

Sales Estimate #0051709

Date:	Terms:	Due Date:
11/6/2025	COD	
PO #:		

Delivery Date:	Ship Method:
	Will Call

Tracking #

Approved by:	Requested by:
--------------	---------------

Salesperson:
Kodi Bartucciotto

Line	Part No.	Qty	Retail Price	Disc	Sale Price	Tax	Amount
1	JNW.E600/4020-SW-DWR	1	\$ 53,895.00		\$ 53,895.00		\$53,895.00
EAGLE-600/4020-SW-DWR TRAILER JETTER 20 GPM / 4000 PSI with SWIVEL-BASED HOSE-REEL and WIRELESS REMOTE CONTROL SYSTEM (controls JETTING ON/OFF, ENGINE START/STOP, THROTTLE UP/DOWN, & REEL-WIND) - 5200-GVW SINGLE-AXLE, BRAKES, LIFETIME FRAMEWORK WARRANTY, 600-GALLON WATER-TANK, HOODED-ENCLOSURE, DUAL KAWASAKI 31-HP/824cc LIQUID-COOLED EFI ENGINES w/3-YEAR WARRANTY 500'x1/2" IET-HOSE on a 12V POWER-REEL w/SPEED/DIRECTION CONTROL REAR-MOUNTED							

Subtotal	\$53,895.00
Sales Tax	\$0.00
Shipping	\$3,500.00
SVC*	\$0.00
Discount	\$0.00
Total	\$57,395.00



*A customer service charge is applied to all sales. As an incentive for customers we now provide a discount to pay with cash/check/debit by giving an immediate discount. Past due amount is subject to a 1.5% monthly fee. Make all Check's payable to EPL Solutions, Inc. Thank you for your business.

Printed On: 11/6/2025, 10:55:59 AM

Estimate



Jetter Depot
Jetter Depot
6385 Cross Roads Rd.
Cumming, GA 30041

Order #	Date
S213056	10/21/2025



Bill To:	Ship To:
City of Baker City 2551 Place St Baker City, OR 97814	City of Baker City 2551 Place St Baker City, OR 97814
Customer: Jetter Depot	Contact: City of Baker City

Sales Rep	Payment Terms	FOB Point	Carrier	Ship Service	Date Scheduled
RyanP	COD	Origin	Best Option		10/21/2025

Item #	Type	Number	Description	Unit Price	Qty Ordered	Total Price
1	Sale	JD-JNW-E600/4020-SW-DWR Trailer	JD-4020 Eagle 600 DWR Tandem Axle Trailer	\$54,595.00	1 ea	\$ 54,595.00
2	Sale	Notes	* EAGLE-600/4020-SW-DWR TRAILER JETTER 20 GPM / 4000 PSI with SWIVEL-BASED HOSE-REEL and WIRELESS REMOTE CONTROL SYSTEM (controls JETTING ON/OFF, ENGINE START/STOP, THROTTLE UP/DOWN, & REEL-WIND) - 5200-GVW SINGLE-AXLE, BRAKES, LIFETIME FRAMEWORK WARRANTY, 600-GALLON WATER-TANK, HOODED-ENCLOSURE, DUAL KAWASAKI 31-HP/824cc LIQUID-COOLED EFI ENGINES w/3-YEAR WARRANTY, 500'x1/2" JET-HOSE on a 12v POWER-REEL w/SPEED/DIRECTION CONTROL, REAR-MOUNTED ENGINE CONTROLS, PULSATION-CONTROL, DUAL 36" LOCKABLE TOOL BIN (ON EACH FENDER), 100'x3/4" FILL-HOSE/REEL, LED BEACON LIGHT (MOUNTED). INCLUDES:10-FT SAFETY LEADER-HOSE, TIGERTAIL HOSE-GUIDE, SAFETY NOZZLE-EXTENSION,	\$0.00	1 ea	\$ 0.00
3	Sale	JD-JNW-REMOTE300	EAGLE 300 WIRELESS REMOTE-CONTROL SYSTEM No Charge, Included into DWR Pricing	\$800.00	1 ea	\$ 800.00
4	Sale	Notes	* WIRELESS REMOTE-CONTROL SYSTEM for Jetting On/Off, Engine On/Off, Throttle Up/Down, & Reel-Wind, INSTALLED **THIS IS ALREADY INCLUDED ON 'DWR' MODELS**	\$0.00	1 ea	\$ 0.00
5	Sale	JD-JNW-AF-KIT/300/600	EAGLE 300/600 ANTI-FREEZE WINTERIZATION SYSTEM	\$800.00	1 ea	\$ 800.00

Estimate



Jetter Depot
Jetter Depot
6385 Cross Roads Rd.
Cumming, GA 30041

Order #	Date
S213056	10/21/2025



Item #	Type	Number	Description	Unit Price	Qty Ordered	Total Price
6	Kit	JD011-12-4020	1/2" Jetter Depot 4 Sewer Nozzle Kit	\$1,176.02	1 ea	\$ 1,176.02
7	Sale	JD022-12-4020	NCT:JD022-12-4020 - 1/2" Tremol Spinner Nozzle	\$0.00	1 ea	\$ 0.00
8	Sale	JD5528.06N-12-4020	NCT:JD5528.06N-12-4020 - 1/2" Arzino Egg Style Flushing Nozzle	\$0.00	1 ea	\$ 0.00
9	Sale	JD65540.100N-12-4020	NCT:JD65540.100N-12-4020 - 1/2" Isonzo Grenade Cleaning Nozzle	\$0.00	1 ea	\$ 0.00
10	Sale	JD5550.10N-12-4020	NCT:JD5550.10N-12-4020 - 1/2" Raut Chisel Point Nozzle	\$0.00	1 ea	\$ 0.00
11	Sale	JD052-2	JD052-2 - 2" x 36" Tiger Tail Comes with Clamp and Rope Jetter Parts:Jet / Vac Accessories:JD052-2 - 2" x 36" Tiger Tail No Charge, Included into DWR Pricing	\$50.40	1 ea	\$ 50.40
12	Shipping	Commerce Shipping	Commerce shipping amount LTL FREIGHT FOB SEATTLE, WA	\$5,000.00	1 ea	\$ 5,000.00

Thank You, We Appreciate Your Business!

Please send payments to our NEW address:

Jetter Depot
6385 Cross Roads Road
Cumming, GA 30041

- For ACH and Wire options, please call us Toll Free at 866.553.8837
- A 30% restocking fee will apply for all returned products.
- A 1.5% late fee will be applied to all invoices paid after the listed due date.

October 21, 2025 4:51:34 PM EDT

Subtotal:	\$62,421.42
Sales Tax:	\$4,369.50
Total:	\$66,790.92



BAKER CITY, OREGON

MAYOR:

Randy Daugherty

COUNCILORS

Roger Coles

Loran Joseph

Helen Loennig

Doni Bruland

Gratton Miller

CITY MANAGER

Barry Murphy

Date: December 9, 2025

Subject: Alpine Estates

We, the Alpine Estates Property Owners Association, may require a discussion with Council regarding use of Auburn Avenue during winter months. We've discussed this topic with Council in the past (they agreed that access was necessary) and have recently applied for a Facilities Use Permit for the improvement of a portion of Auburn Avenue and the use of that ROW in emergency situations. Depending on the outcome of that application, we would like to reserve space on the agenda for further discussion, as needed.

Thank you for your time. Please let me know if you have any questions or need additional information.

Eva Henes

Secretary/Treasurer

Alpine Estates Property Owners Association



City of Baker City
Public Works Department
Facilities Use Permit
Application Fee: \$156

Permit Type:

Road Access ☐
Utility ☐
Other ☐

Application No. _____

Date: _____

Name: _____

I, _____ hereby make application for a facility use permit allowing the use of a portion of the right-of-way at _____ street(s). I certify that all use of the right-of-way shall be in strict compliance with the terms and conditions thereof, including any attached exhibits.

Eva Henes
(Signature)

Secretary/Treasurer of the
Alpine Estates Property
Owner's Association

Description of requested usage:

Address of Property:

(City) (State) (Zip)

Phone: _____

Staff Use Only

Recommendations:	Reason if denied:
Date: _____	Approved ()
By: _____	Denied ()

Permit No. _____

_____ is hereby granted permission to use _____
for the following purposes and conditions:

Conditions:

1. If for road access, permittee agrees to not place any fence or other obstruction in the right-of-way.
2. Any proposed improvements by permittee in said right-of-way, shall be approved by the City Public Works Department prior to construction. The City shall in no way be responsible for determining permittee's property lines; however the City will locate the approximate center of right-of-way.
3. Permittee shall sign a non-remonstrate agreement in such form as may be approved by the City.
4. Permittee agrees that his/her performance under this permit is at his/her own sole risk and that he/she shall indemnify and hold harmless Baker City, it's agents and employees, from any and all liability for damages, costs, losses, and expenses resulting from, arising out of, or in any way connected with this permit, or from permittee's failure to perform hereunder, and permittee further agrees to defend Baker City, it's agents and employees, from all suits, actions, or proceedings brought by any third party against them for which the permittee would be liable hereunder.
5. Permittee shall take the necessary steps to preserve existing survey monuments. If survey monuments must be removed for any reason, a Land Surveyor licensed in the State of Oregon shall be retained to reference and later replace said monuments prior to their obliteration. costs shall be borne entirely by the permittee.
6. Permits may be terminated or suspended when the permittee is found to have obtained the permit through misrepresentation, or when in the judgment of the City Manager, terms of the permit are being violated or public safety is threatened.
7. Improvements in the public right-of-way made by permittee may be altered, removed, or replaced by the City at such time as deemed necessary for the good of the public. No reimbursement will be due to the permittee.

Other: _____

POLICE DEPARTMENT

Staff Recommendation:

Reason if Denied:

Date: _____

By: _____

FIRE DEPARTMENT

Staff Recommendation:

Reason if Denied:

Date: _____

By: _____

PLANNING DEPARTMENT

Staff Recommendation:

Reason if Denied:

Date: _____

By: _____

PUBLIC WORKS DEPARTMENT

Staff Recommendation:

Reason if Denied:

Date: _____

By: _____

City Manager:

Date: _____

Signature: _____

Exhibit "1"

**Baker County Board of Commissioners
REPORT AND DECISION for
SUBDIVISION SUB-98-02 "ALPINE ESTATES"**

DECISION: APPROVED WITH CONDITIONS

**DATE OF HEARING: August 5, 1998
REPORT PREPARED BY: Grant Young, Assistant Planner**

I. GENERAL INFORMATION AND FACTS

Applicant:	James Briggs 61995 Quail Road Island City, OR 97850
Property Owner:	James Briggs/Alpine Land, Inc. 61995 Quail Road Island City, OR 97850
Land Use Review:	Approval of Tentative Subdivision Plat for "Alpine Estates"
Legal Description:	Tax lot 300 in Section 19B; Tax lots 100, 300 & 400 in Section 19AB; and Tax lots 100 & 300 in Section 19BA; and Tax lot 300 in Section 19AC, Township 9 South, Range 40 East, W.M., Baker County, Oregon
Location:	Southwest of and adjacent to Baker City's city limits
Existing Development:	One dwelling and outbuildings
Proposed Uses:	Residential
Zoning Classification:	RR-5 (Rural Residential-5 Acre Minimum) and EFU (Exclusive Farm Use) Zone
Applicable Overlay Zone(s):	None
SCS Soil Classification(s):	Not applicable
Size of Tract:	2 Parcels - 95.97 acres in size
Current Land Use(s):	Residential/Farm
Tax Status:	No special farm assessment

II. APPLICABLE ORDINANCE AND COMPREHENSIVE PLAN PROVISIONS

Oregon Revised Statutes (ORS) Chapter 92 contains the provisions for partitioning and subdividing lands in the State of Oregon. The Baker County Zoning and Subdivision Ordinance implements these provisions of law. The proposed development must comply with applicable provisions of the Baker County Zoning and Subdivision Ordinance #83-3 Section 303 and Article 10, and the Baker County Comprehensive Plan. Generally, unless otherwise noted, if a request is found to be consistent with the Zoning and Subdivision Ordinance it is considered to be consistent with the Comprehensive Plan. This request specifically seeks to create ten five acre residential lots and one 44-acre farm lot from a tract 95.97 acres in size in the RR-5 (Rural Residential-5 acre minimum lot size) and EFU (Exclusive Farm Use) Zones. The proposed development is planned to occur in two phases.

III. ANALYSIS

A. Baker County Zoning Ordinance (#83) Requirements and Standards

1. **Section 108(B)** defines dividing land into four or more lots within a calendar year as a subdivision.

Findings: The applicant has requested approval to divide a 95.97 acre tract of land into ten residential lots each 5 acres in size, and one farm lot 44 acres in size.

Conclusion: The proposed land division will result in the creation of 11 lots and therefore is a subdivision.

2. **Section 303.03** indicates that the minimum parcel size in the RR-5 Zone shall not be less than 5 acres.

Findings: The applicants are proposing to create 11 lots, 10 that are 5 acres in size and one 44 acres in size, from a 95.97 acre tract in the RR-5 and EFU Zones.

According to records in the Planning Department, the area proposed to be divided into the 5 acre lots is zoned RR-5. The same records indicate that the proposed 44 acre lot is zoned EFU. According to Section 301.05 of the Baker County Zoning and Subdivision Ordinance, the minimum parcel size required in the EFU Zone for the creation of new parcels that are not irrigated is 160 acres. However, a land division that uses a zone boundary as the dividing line, and results in the creation of a lot or parcel that contains all land otherwise in the zone, is not required to meet the minimum lot or parcel size of the Zone.

Conclusion: Each of the proposed lots in the RR-5 Zone will meet the five acre minimum lot size required by the Baker County Zoning and Subdivision Ordinance for development.

The farm parcel resulting from the division of the EFU lands from the RR-5 lands is a result of consolidation of all EFU lands owned by the applicant. The EFU lands will not be divided within the Zone as a result of this subdivision. Therefore, the minimum parcel size requirements for the new parcel in the EFU Zone does not apply. CRITERION IS MET

3. **Section 1001.03(c)** indicates that a subdivision or partition shall provide for the continuation of major and secondary streets existing in adjoining subdivisions or partitions, or for their proper projection when adjoining property is not subdivided or partitioned, and such streets shall be of a width not less than the minimum requirements for streets set forth in these regulations.

Findings: The applicant's proposed division of a 95.97 acre tract that, if approved, will result in ten lots each 5 acres in size, and one lot 44 acres in size. The subject tract is adjacent to the city limits of the City of Baker City on the eastern border of the tract. Section 108(B) of the BCZO defines the division of land

into four or more lots within a calendar year as a subdivision.

Access to the subject tract is currently provided by a private roadway, currently referred to as Greenridge Drive, extending west from the terminus of Grace Street to the northwest corner of the tract, where the existing road terminates at the sole dwelling present on the tract. This road currently provides access to a number of dwellings on parcels adjacent to the subject tract. The applicant has proposed to extend the access from its present terminus, east to the northeast corner of the subject tract, at the end of Auburn Street (see tentative plat), and to connect the two travel ways with no more than a 36 degree corner. The proposed name for this access is Alpine Lane. Auburn Street is undeveloped within the city limits. The applicant has proposed to create a 60' right-of-way for the road, but has not addressed actual road construction standards.

Public comment was received from the City of Baker City and from the Baker Rural Fire Protection District prior to the hearing concerning access to the proposed subdivision. The City of Baker City has indicated that the applicant's proposed right-of-way is off-set 30' to the south of Auburn Street where it terminates at the eastern edge of the subject tract. The City also indicated that Auburn, from 17th Street to the subject tract's east boundary, is platted but not maintained for public travel and is used as driveways to homes in that area under special use permits. The City stated that Auburn is not suitable for use as access to the proposed subdivision unless the unimproved portion of Auburn Street is upgraded to City standards, which include a paved surface.

The Baker Rural Fire Protection District (RFPD) has indicated that the most desirable access for emergency vehicles, and traffic circulation purposes for the proposed development would be access from both Grace and Auburn Streets; failing that, to construct a cul-de-sac turn around with a 60' minimum turning radius at the terminus of the private road in the northeast corner of the subject property.

Road construction standards for land divisions are found in Section 1009 of the BCZO.

Testimony at the hearing from the applicant and from the adjacent property owner to the south of the Auburn Street terminus, indicates that the applicant has made preliminary arrangements with the City of Baker City, and with the adjacent property owner for the continuation of the proposed Alpine Lane into Auburn Street.

The property owner to the east of the subject tract and south of the end of Auburn Street testified at the hearing that he is agreeable to providing easement or sale of property to the applicant such that the two travel ways may be connected. The applicant testified that he has agreed to construct the road base and top course of Auburn to City standards, from the City of Baker City limits to 17th Street as his portion of improving Auburn. The City's portion would involve paving and finishing Auburn. The City indicated that there is a question about whether or not the property owners adjacent to the street will be willing to pay for the finish work at the time the applicant will complete his portion of the improvement of Auburn, and that the street may not be used for access to the proposed development until it is actually paved.

Conclusion: The applicant is requesting a subdivision as defined by the Baker County Zoning Ordinance. The subject tract is adjacent to the City of Baker City and existing subdivisions and partitions therein. Auburn Street, a platted and therefore existing street, is a secondary street and is adjacent to the proposed subdivision. The proposed access from Grace Street, looping through the subdivision to terminate at the west end of Auburn, does not line up with Auburn Street. Continuance of the travel way is not possible with an off-set between Auburn Street and the new proposed road.

Based on the above arguments, the applicant must provide for the continuation of Auburn Street because Auburn Street is an existing secondary street in an adjoining subdivision. In order to accomplish this, the applicants will be required to purchase land or obtain an easement from an adjacent property

owner to the north or south such that Auburn Street and the proposed Alpine Lane may connect in either a straight line, or with no more than a 36 degree corner at their terminuses.

The proposed 60' right-of-way meets the requirements of the BCZSO. As a condition of approval, the applicant will be required to construct the road to the terminus of Auburn Street on the east property line of the subject tract according to standards in Section 1009.01(c). Because of the lack of certainty that Auburn, from the City Limits to 17th Street, will be able to be used when Alpine Lane is constructed, the applicants will be required to include a turn-around constructed to BCZSO standards at the City limits.

The applicant will be required to apply under Ordinance 94-05 in order to name the new road "Alpine Lane" prior to Final Plat approval for Phase One. CRITERION CAN BE MET BY MEETING ALL CONDITIONS OF APPROVAL

4. **Section 1004.04** identifies the requirements for preliminary subdivision plan approval and describes the procedures for approval.

Findings: The applicant submitted a preliminary plat that contains the required information with the application. The applicant is required to follow the procedures outlined in this Section in order to obtain final subdivision plat approval.

According to the tentative plat, the applicant has proposed to accomplish the development in two phases. Phase One is to include construction of required road improvements through the entire development, provision of water and electrical services to proposed lots one through six, and implementation of a drainage plan for the entire development. Phase Two is to include provision of water and electrical service to lots 7 through ten, and extension of Auburn Street from the City of Baker City limits to 17th Street within the City Limits. The City has indicated that completion of Auburn, such that the street may be used for access to the subdivision, may not coincide with completion of the applicant's Phase two. The applicant has therefore proposed to construct a turn-around in accordance with County standards at the end of the proposed access to the development to serve until such time as Auburn may be completed to provide through access.

Section 1005.09 of the BCZSO indicates that Final Plat approval may be granted for each phase indicated in a preliminary subdivision plan.

Section 1005.07 (a) of the BCZSO indicates that prior to Final Plat approval, an applicant shall either install all improvements required by a preliminary subdivision plan approval, or execute an improvement agreement with the County Board of Commissioners whereby the applicant is bound to complete the required improvements according to a specified schedule.

Section 1005.08 (a) of the BCZSO indicates that an applicant shall guarantee completion of the improvements required by the improvement agreement by providing a legally binding security instrument, including but not limited to surety bonds or cash deposits with a bank, Oregon authorized escrow agent, or County Treasurer. Subparagraph (b) of this Section indicates that the amount of the instrument shall be determined by the County Roadmaster.

Conclusion: The application for preliminary subdivision plat approval for a two-phased development was properly submitted. Because the development is proposed to be accomplished in two phases, the applicant will be required to provide a security instrument to guarantee completion of all improvements indicated in the two-phase preliminary plan prior to approval of the Final Plat for Phase One. The applicant must follow the procedures contained in this section for final subdivision plat approval.

5. **Section 1004.01** indicates that no tentative plan or plat of a subdivision may use a name that is the

same, similar to, or is pronounced the same as any other subdivision in the County, except for the words "Town," "City," "Place," "Court," "Addition," or similar words.

Findings: The applicant has proposed to name the subdivision "Alpine Estates." Staff can find no record of the word Alpine used for any other subdivision in the County.

Conclusion: The name "Alpine Estates" may be used for this proposed subdivision.

6. **Section 1005** contains the requirements and procedures necessary for obtaining approval of the Final Subdivision Plat.

Findings: Section 1005 states that final subdivision plat approval is a ministerial action executed by the Planning Director. Section 1005 contains specific requirements that, if applicable, must be met in order to obtain final subdivision plat approval. Section 1005 also states that a final plat must also be prepared in accordance with all provisions of Section 1004.

Conclusion: The final subdivision plats must be prepared in accordance with all applicable requirements and standards of Sections 1004 and 1005 of the Baker County Zoning and Subdivision Ordinance.
CRITERION WILL BE MET IF ALL STANDARDS AND CONDITIONS OF APPROVAL ARE MET

7. **Section 1009.01** defines a Class 3 Land Division as *"a subdivision or partition containing one or more lots or parcels that contain five acres or more of land."* Road construction standards for a Class 3 Land Division are described by diagrams A and B in Article 10 of the Baker County Zoning and Subdivision Ordinance (BCZO).

Findings: The preliminary plat submitted by the applicant proposes creation of ten 5-acre residential lots and one 44-acre farm lot.

Conclusion: The proposed land division is a Class 3 Land Division.

8. **Section 1009.04** indicates that a Class 3 Land Division shall conform to the standards contained in Sections 1009.02 and 1009.03. These standards are indicated below:

(a) *Each lot or parcel shall have direct access to an existing City street, County road, public road or State highway, or indirect access to such a street, road or highway, by way of a road or street created for such a purpose. Any road or street created to perform such indirect access shall conform to the standards as provided in this section. The access right-of-way provided herein shall have a minimum width of 60 feet.*

Findings: Road construction standards for Class 3 Land Divisions are described by diagrams A and B in Article 10 of the Baker County Zoning and Subdivision Ordinance (BCZO).

The applicant has proposed division of a 95.97 acre tract that, if approved, will result in ten lots - each 5 acres in size, and one lot 44 acres in size. The subject tract is adjacent to the city limits of the City of Baker City on the eastern border of the tract. Access to the subject tract is currently provided by a private roadway referred to as Greenridge Drive extending west from the terminus of Grace Street, a public street, within the City of Baker City to the northwest corner of the tract, where the existing road terminates at the sole dwelling present on the tract. This road currently provides access to a number of dwellings on parcels adjacent to the subject tract. The applicant has proposed to extend the private road from the present terminus east to the northeast corner of the subject tract, to the terminus of Auburn Street to provide frontage for all proposed lots (see tentative plat), and to name this access Alpine Lane. The applicant has proposed to create a 60' right-of-way for the entire road.

According to Assessor's maps, there are two areas on Greenridge Drive which pass through private property not owned by the applicant. One of these areas is south of and adjacent to Grace Street where the road passes through property designated as Tax lots 100 and 200 in Section 19AC; the other is Tax lot 400 in Section 19B. All three tax lots are located in Township 9 south, Range 40 East W.M., Baker County, Oregon. The total width of the access at these points is 60' including the area of the easement passing through these lots. The applicant is proposing to divide a tract consisting of 7 tax lots/2 parcels into a total of 11 lots and to grant these lots access by means of Greenridge Drive, including the portions passing through these private properties. If the tract proposed to be divided has legal right of access through these specific areas, and the legal ability to grant the new lots access, the access road easement will be 60' in width. If it does not, the access road easement will be less than 60' in width, and will not meet BCZO required standards. Testimony from the owner of one of the above described properties, and from the applicant indicates that the applicant is reasonably sure of obtaining these easements.

The issue of dedicating the entire access road to the public from Grace Street to Auburn Street was raised at the hearing. Property owners expressed concern about public access. County Counsel quoted Section 1005.10 (c) of the BCZO which indicates that approval of a final plat by the County shall constitute an acceptance by the public of the dedication of any street shown on the plat for public use, but does not obligate the County to maintain the street.

The County has, in the past, encountered problems with questions of responsibility for road maintenance pertaining to easements created in the partitioning and subdividing of property. The County has also encountered problems with dust on unpaved roads, similar to problems with maintenance responsibilities.

Conclusion: Each lot will have access to a public street created for that purpose. The 60' width of the easement meets the minimum width requirement for access. However, the applicant will have to provide proof of legal right to grant access to these new lots through those portions of Greenridge Drive that pass through private property, as identified in the findings above, in order to ensure a 60' right-of-way as presented on the tentative plat, prior to Final Plat approval.

In addition, the subject tract is adjacent to the City of Baker City, and therefore in an area where the potential for further development of the surrounding area or the proposed lots is high. Because of this potential for development, and because other existing dwellings currently use the existing road for access, and according to the requirements in Section 1005.10 (c) of the BCZO, the existing easement, Greenridge Drive, and the proposed new portion, Alpine Lane, must be dedicated to public use.

The final plat for each phase must show the 60' easement as proposed on the tentative plat. The applicant will be required to construct the road on the subject tract within the easement from the City Limits at the terminus of Grace Street to the City Limits at the terminus of Auburn Street, including a turn-around. The road and turn-around must be constructed to minimum County Road standards prior to approval of the Final Plat for Phase One.

The applicant will be required to submit a copy of a road maintenance agreement prior to recording the final plat for Phase One. The agreement shall identify the parties responsible for the maintenance of the road on the subject tract, and the portion of the road for which they are responsible. A copy of this agreement must be recorded with the Final Subdivision Plat for each phase and with the deed for each lot.

The proposed access will result in a dead end road approximately one mile in length, serving as the sole access to potentially 15 dwellings. A gravel-surfaced dead-end road with 15 houses and associated traffic volume may present a major dust problem in dry months. The applicant will be required to present a dust abatement agreement for the entire access, Greenridge Drive and Alpine Lane, that is acceptable to the County Road Department, prior to recording the Final Plat for Phase One. The

agreement shall identify the parties responsible for the dust control, and the portion of the road for which they are responsible. A copy of this agreement must be recorded with the Final Subdivision Plat for each phase and with the deed for each lot. CRITERION CAN BE MET BY MEETING ALL CONDITIONS OF APPROVAL

(b) *The necessary drainage structures and fill are provided to prevent flooding.*

Findings: The subject tract is currently a 95.67 acre area of pasture and sagebrush hills. Approximately one-half of the tract, zoned RR-5, is gently sloping pasture. The remainder of this tract, according to the FEMA floodzone maps, is not in the floodplain. The applicant has indicated no significant flood hazards exist. However, testimony at the hearing revealed a history of flooding problems for some adjacent property owners from the access road on the subject parcel. The applicant provided a drainage plan with the application. Testimony at the initial and continued hearings reflected concerns from adjacent property owners and the Planning Commission concerning the adequacy and specificity of the submitted drainage plan to address the problems. In order to address these concerns, the applicant re-worked the drainage plan to indicate specific measures to address the concerns. The development is proposed to occur in two phases, and the new drainage plan is proposed to be implemented in Phase One. The Planning Commission found the new plan acceptable.

The applicant has proposed creation of ten 5-acre residential lots and one 44-acre farm lot. The residential lots are proposed for development of single family dwellings with associated accessory structures and driveways. An existing easement and road within the easement are proposed to be extended and widened.

Conclusion: Conversion of a 50 acre area from pasture to residential use with the potential for 10 dwellings, road improvements, driveways, and accessory structures has the potential to change drainage and surface water run-off that may not be a problem now, into a problem once development is underway. Adjacent property owners indicated specific concerns about drainage. The applicant has supplied information to enable review of existing drainage channels, low areas and problem areas as indicated. The second drainage plan submitted will be required to be implemented to the satisfaction of a licensed Oregon registered engineer prior to Final Plat approval for Phase One. CRITERION CAN BE MET BY MEETING ALL CONDITIONS OF APPROVAL

(c) *Domestic water supply facilities...are available to the property line of each lot or parcel meeting the standards of applicable State regulations. Individual wells may be the source of domestic water supply.*

Findings: The proposed subdivision is to create 10 residential lots in the northern portion of the subject tract, and one farm lot in the southern portion of the subject tract, in a two-phase development. The dwelling currently situated in the northwest corner of the subject tract is served by an existing well located in the southern portion of the tract. There is an existing pipeline of considerable length serving the dwelling from the well.

The applicant has proposed to use the existing well as the domestic water source for the new residential lots, providing water to lots one through six in Phase One, and to lots seven through ten in Phase Two. The applicant has indicated that the existing well is of depth and flow adequate to serve the existing dwelling and the proposed new lots. The applicant also indicated that he will provide water to existing dwellings in the area if terms can be worked out. The applicant has proposed to retain ownership of the system and water, in compliance with Oregon Health Division requirements. The applicant must also be in compliance with Oregon Water Resources Department requirements.

The Board of Commissioners found that a domestic water well with a flow of 5 gallons per minute is adequate to qualify a property for financing. The Board further found that the applicant's well,

according to the applicant's testimony, has a tested flow of 200 gallons per minute and that flow is more than adequate to supply the proposed 10 new dwellings and existing dwellings that may request water service.

According to the Water Resources Department the area along the base of the Elkhorn Mountains has been identified as a potential problem area for both water supply and water quality. Western Heights, a subdivision to the northwest of the subject tract, experiences water quality and quantity problems.

Conclusion: The applicant has proposed to satisfy this criterion by providing water to each new lot, and possibly existing dwellings in the immediate area, through a system constructed for that purpose. The flow of the well will support the proposal. Components of the system that are already in place include the well and a pipeline extending to the existing dwelling in the northwest corner of the tract. The applicant will be required to construct and operate the system in accordance with the appropriate regulations from agencies including, but not limited to, State plumbing codes, State Health Division and the Oregon Water Resources Department. The system must be constructed to provide water to the property line of lots one through six, and a security instrument provided to guarantee installation to lots seven through ten, prior to Final Plat approval for Phase One. Proof of a water right, or permit, for the use, and compliance with agency regulations must be provided prior to Phase One Final Plat approval. CRITERION CAN BE MET BY SATISFYING ALL CONDITIONS OF APPROVAL

(d) *Sanitary sewage disposal facilities are available to the property line of each lot or parcel or...shall be approved for subsurface sewage disposal...in accordance with the applicable State regulations.*

Findings: The dwelling currently situated on the subject property is served by an existing septic system. The applicant has not submitted information which demonstrates that the proposed lots are suitable for subsurface sewage disposal. Sewer lines are not an option because the land is located outside of the Baker City urban growth boundary.

Conclusion: The applicant has not addressed this criterion at this time. This criterion has not been met. However, this criterion appears capable of being met as a condition of approval. The applicant will be required, as a condition of approval and prior to Phase One Final Plat approval, to submit DEQ verification that each undeveloped lot is approved for subsurface sewage disposal. CRITERION CAN BE MET AS A SPECIFIC CONDITION OF APPROVAL

(e) *Electricity shall be available to the property line of each lot or parcel.*

Findings: The tentative plat for "Alpine Estates" indicates that power lines for electrical service will be provided. The tentative plat indicates a proposed utility easement within the proposed access easement. The applicant has also indicated that there is an existing utility easement on the north side of the current road, that extends to the existing dwelling in the northwest corner of the subject tract, and that serves adjacent existing dwellings. The applicant has indicated that he is not sure, and will not be until a survey is completed, if the existing utility line is within the proposed 60' access easement.

The applicant has proposed a two-phase development. Utilities including power and water are proposed to be provided to lots one through six in Phase One, and to lots seven through ten in Phase Two. In order to guarantee installation of utilities including power, the applicant will be required to provide a security instrument prior to Phase One Final Plat approval.

Conclusion: This standard requires that electric power lines be installed so that power will be available to the property line of each proposed lot. The applicant has indicated that he intends to install these facilities in two phases. The applicant will be required to install power to lots one through six, and to provide a security instrument to guarantee installation to lots seven through ten, prior to Phase One

Final Plat approval. CRITERION CAN BE MET BY SATISFYING ALL CONDITIONS OF APPROVAL

- (f)** *An easement for utilities shall be provided along an appropriate property line to insure each lot or parcel is served. A utility easement shall be a minimum of 12 feet, which width may be evenly divided along common property lines.*

Findings: The development proposed in this request is to take place in two phases. Section 1005 of the BCZO allows phased development, and provides for approval of a Final Plat for each phase. The tentative plat for "Alpine Estates" indicates that a utility easement will be provided to the property line of each lot. The tentative plat indicates a proposed utility easement within the proposed access easement. The applicant has also indicated that there is an existing utility easement on the north side of the existing road, that extends to the existing dwelling in the northwest corner of the subject tract, and that serves adjacent existing dwellings. The applicant has indicated that they are not sure, and will not be until a survey is completed, if the existing utility line is within the proposed 60' access easement.

The BCZSO requires utility easements to be a minimum 12' in width. A utility easement may be placed within a 60' access easement.

Conclusion: The proposed location of the utility easement and the width of the easement is acceptable. An easement for utilities must be a minimum of 12' in width, the appropriate section of which must be shown on the face of the Final Plats, and indicated in the deed for each lot.

- (g)** *The minimum length of a block shall be 440 feet and the maximum length shall be 1320 feet.*

Findings: The subject tract is not in an urban growth boundary. The applicant is proposing to create ten rural residential parcels, each 5 acres in size, and one farm parcel 44 acres in size. This criterion is interpreted to apply only to partitions and subdivisions in an urban area or within an urban growth boundary.

Conclusion: This criterion is not applicable to this request.

IV. SUMMARY CONCLUSIONS AND PLANNING COMMISSION RECOMMENDATION

The proposed land division is a subdivision. Each of the proposed lots meets the applicable minimum size required for a land division in the RR-5 and EFU Zones. The applicant/developer has demonstrated that the tentative plat is capable of meeting all applicable review criteria and standards necessary for preliminary subdivision plan approval, with appropriate conditions of approval.

Therefore, based on the information in Sections I and II of this report, and the above review criteria, findings of fact and conclusions contained in Section III, and public testimony received, the Baker County Planning Commission recommends that the Baker County Board of Commissioners **APPROVE** the tentative subdivision plat for "Alpine Estates" subject to the conditions contained in Section V. of this report.

V. RECOMMENDED CONDITIONS OF APPROVAL

1. Final Subdivision Plat approval for Phase One must be obtained within two years from the date of this approval; for Phase Two within 3 years of this approval, unless the applicant applies for and receives an extension prior to expiration of this approval. The final plats and all supporting documents must be submitted to the County Planning Director for final review within the stipulated time periods.

2. The Final Plat maps must be prepared by an Oregon Registered Professional Land Surveyor. Each lot must be surveyed in accordance with ORS 92.060. The Final Plats must be reviewed for approval by the County Board of Commissioners, and then submitted for review and the signatures of the County Surveyor, County Treasurer, County Assessor and County Planning Director, within 15 days of approval by the Board of Commissioners. The Final Plats must be recorded with the County Clerk within 30 days after all approval signatures have been obtained.
3. All information and requirements as found under Sections 1004 and 1005 must be presented either on the Final Subdivision Plats, in supporting documents, or as required in those Sections, prior to approval of the Final Plats.
4. A Declaration stating that the declarant has caused the Subdivision plat to be prepared must be indicated on the Final Plat map for both phases. If the declarant (James Briggs) is not the fee owner of the property, the fee owner shall also execute the declaration for the purpose of consenting to the property being subdivided.
5. The 44 acre farm lot must be included on the Final Plat Maps.
6. The applicant/developer must provide for the continuation of Alpine Lane through to Auburn Street. In order to accomplish this, the applicant must purchase land or obtain an easement from an adjacent property owner to the north or south such that Auburn Street and the proposed Alpine Lane may connect in either a straight line, or with no more than a 36 degree corner at their terminuses. The easement must be recorded with the County Clerk, and a copy of this recorded easement must be submitted to the Planning Director prior to Phase One Final Plat approval.
7. Prior to Final Plat approval for Phase One, the applicant must provide proof of legal access for the proposed lots and legal ability to grant access to new lots which may be created later, for the portions of Greenridge Drive that pass through property designated as Tax lots 100 and 200 in Section 19 AC; and Tax lot 400 in Section 19B, all three tax lots lying in Township 9 South, Range 40 East W.M., Baker County, Oregon.
8. Prior to approval of the final subdivision plat the applicant shall come to a mutually satisfying agreement for completing the improvements required by this approval. This agreement shall be set forth in writing and shall be called the improvement agreement. The parties to the agreement shall be the applicants and Baker County.
9. Prior to Phase One Final Plat approval, the applicant shall guarantee completion of the improvements required by the improvement agreement by providing a legally binding security instrument including but not limited to surety bonds or cash deposits with a bank, Oregon authorized escrow agent, or County Treasurer. The amount of the instrument shall be determined by the County Roadmaster.
10. Prior to Phase One Final Plat approval, the applicant shall provide evidence to the Planning Department that a water right adequate for the use proposed has been obtained from the Oregon Water Resources Department, or evidence that legal use of the water for the use proposed is permitted by the Oregon Water Resources Department. The applicant shall also provide water to lots one through six prior to Phase One Final Plat approval. Prior to Phase Two Final Plat approval, the applicant shall provide water to lots seven through ten.
11. Construction and operation of the public water system as proposed must be in accordance with Oregon Health Division requirements and Oregon State plumbing code regulations.
12. The proposed 60' access road, including Greenridge Drive and Alpine Lane, shall be indicated on the Final Plat maps. The Final Plats must describe the location, purpose (e.g., access, utilities, etc.) of the

easement, and the lots to be served by the easement. This easement must be dedicated to the public for public use as required by and in accordance with Section 1005.10 (c) of the Baker County Zoning and Subdivision Ordinance.

13. Prior to Phase One Final Plat approval, the applicant must submit a statement signed by a licensed Oregon Registered Engineer indicating that the road and the turn-around at the terminus of Alpine Lane has been constructed in accordance with the road standards contained in Section 1009.01 (c) of the Baker County Zoning and Subdivision Ordinance from Grace Street to the terminus of Auburn Street, and that the drainage plan as presented by the applicant, and reviewed and approved by the County Roadmaster, has been implemented as indicated.
14. Prior to Phase One Final Plat approval, the applicant must submit a copy of a road maintenance agreement for the access roads. The agreement must indicate who is responsible for maintenance of the roads, including vegetation management and specifically control of noxious weeds, and identify the portion of the roads for which they are responsible. A copy of this agreement must be recorded with the Final Plats and the deed for each lot.
15. Prior to Phase One Final Plat approval, the applicant must submit a dust abatement agreement for Greenridge Drive and Alpine Lane that is approved by the County Road Department. The agreement shall identify the parties responsible for the dust control, and the portion of the road for which they are responsible. A copy of this agreement must be recorded with the Final Plats and the deed for each lot.
16. A non-exclusive easement for utilities must be provided for electrical, water and telephone service to the lots created by this subdivision where not otherwise provided for in the public road. The easement must be a minimum of 12' in width. The easement shall be non-exclusive and for the benefit of all lots created by this subdivision, and all lots which may be created by the future division of these lots. The easement for utilities must be shown on the Final Plats and included in the deed for each lot.
17. Prior to obtaining Phase One Final Plat approval, electrical and telephone service, and water must be provided, in order to be available to the property line of lots one through six. Prior to obtaining Phase Two Final Plat approval, electrical and telephone service, and water must be provided in order to be available to the property line of lots seven through ten.
18. All easements of record and proposed easements for the subject tract must be shown on the face of the Final Plats along with legal descriptions of the easements and any limitations of the easements. The easements must also be reflected in the deed for each lot concerned.
19. Prior to Final Plat approval for Phase One and Phase Two, the applicant must submit evidence that all ad valorem taxes placed on the tax roll have been paid.
20. Prior to Phase One Final Plat approval, the applicant must submit a copy of a DEQ approved site evaluation for each residential lot.
21. The applicant, or subsequent owners shall obtain all required permits for construction of any structures including, but not necessarily limited to a building permit, septic construction permit, and electrical and plumbing permits.
22. The proposed road names shall be approved and adopted in accordance with the provisions of the Road Naming and Rural Addressing Ordinance (#94-5) prior to phase one Final Plat approval.

VI. EXHIBITS (Attached and included as part of this report).

Exhibit "A" Assessor's Maps of Area
Exhibit "B" Applicant's Tentative Plat
Exhibit "C" Applicant's Written Justification
Exhibit "D" Public Comment Received
Exhibit "E" Restrictive Covenants

cc: Baker County Commissioners (3)
 Baker County Counsel
 Applicant
 Property owner
 Office File

IMPROVEMENT AGREEMENT

This Agreement is entered into between Baker County ("County") and Alpine Land, Inc. ("Applicant").

The parties hereto, in consideration of those mutual promises, terms and conditions hereinafter provided agree to the following:

L.

- A. Applicant agrees to complete the following improvements to the Alpine Estates Subdivision, identified as tax lots 100, 300, and 400 in Section 19AB, tax lots 100 and 300 in Section 19BA, and tax lot 300 in Section 19AC, Township 9 South, Range 40 East, W.M., Baker County, Oregon, within three (3) years from the date of tentative plat approval (August 21, 1998).
1. Complete the roadwork, as described in the Subdivision Approval, by constructing Alpine Lane from the terminus of Phase 1 to Auburn Street (Baker City limits) in accordance with the road standards, as detailed in Section 1009.01© of the Baker County Zoning and Subdivision Ordinance.
 2. Create a turn-around at the terminus of Alpine Lane, where it meets Auburn Street at the Baker City limits, in accordance with the road standards, as detailed in Section 1009.01© of the Baker County Zoning and Subdivision Ordinance.
 3. Submit a statement by a Registered Engineer that the road and turn-around have been constructed in accordance with the road standards, as detailed in Section 1009.01© of the Baker County Zoning and Subdivision Ordinance.
 4. Provide water, electrical and telephone service to lots 7-10 in Phase 2 of the Subdivision, so that these services are available to the property lines of lots 7-10.
 5. Post a Bond or other Security Instrument in favor of Baker County in the amount of \$15,000.00 in order to insure completion of the Phase 2 improvements.

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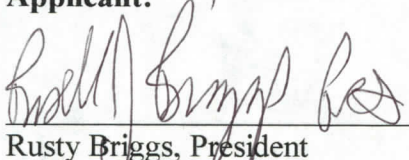
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II.

In consideration for which County will not require that the above-mentioned improvements be completed before granting Final Subdivision Plat Approval for Phase 1 of the Alpine Estates Subdivision.

Applicant:



Rusty Briggs, President
Alpine Land, Inc.

Date: 12/17/99

By and for Baker County:



Brian Cole, Commission Chair

Date: 12/17/99

MAY 19 1998



City of Baker City, Oregon

P.O. Box 650 • Baker City, OR 97814-0650

541-523-6541 Voice/TDD • 541-523-2603 FAX

"The Northwest's Premier
Rural Living Experience"

May 18, 1998

Mr. Bill Searles, County Planner
Baker County Department of Planning
1995 Third Street, Room 160
Baker City, OR 97814

Re: "Alpine Estates"

Dear Bill:

Thank you for the opportunity to comment on the proposed subdivision known as "Alpine Estates" located immediately west of the city limits. We understand it to be a rural residential type development with approximately 11 five-acre lots. Access to the lots would be from Grace Street on the east side of the subdivision. Apparently no municipal services of any kind are necessary.

Our concerns with the project are almost all in the area of transportation. It's not clear from the plat whether the developer intends to use the dedicated right-of-way of Auburn Street within the city limits for alternative access. If he does (to avoid the mile-long dead-end) then there must be some arrangement to develop it to city standards. Funding for this should come from a combination of developer funding and property owners along Auburn. Presently Auburn is not maintained for public travel beyond 17th Street. The four more blocks to the city limits are used by several adjoining landowners as driveways to the residences under Facilities Use Permits with the City. Basically these permits allow a person to use platted, but unopened, rights-of-way provided they agree not to remonstrate against future development. No fences can be erected blocking the right-of-way. The permit holder is not required to improve the right-of-way to any particular standard and, in fact, they often end up merely as gravel paths. Under no circumstances would Auburn be suitable as an access road to this development without improvement.

Under Dolan it's never clear how much a developer can be made to contribute to off-site improvements, however, in this case it would seem that at least half of the justification for the street is Alpine Estates Subdivision. Since the City cannot assess property owners outside the city

Mr. Bill Searles
May 18, 1998
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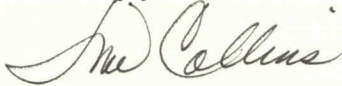
limits for a portion of the cost of a street, the developer must be made to agree somehow (a bond?) to paying a portion of the street as part of the subdivision approval.

There's also a problem with the alignment of the street the developer has platted to connect with Auburn. Apparently, the developer's road is offset 30 feet to the south of existing Auburn. What we really need is 30 feet from Jim Briggs and 30 feet from the landowner to the north. Then the two roads would line up. This is critical even if Auburn is not constructed at this time.

As far as other services are concerned, the City has no objection to domestic water wells and on site sewage disposal, provided all state rules and regulations are met.

If you need any further information please do not hesitate to contact either myself or Gary Van Patten, Technical Services Supervisor. Both of us can be reached at 523-6541.

Sincerely yours,

A handwritten signature in cursive script, appearing to read "Tim Collins".

Tim Collins
City Attorney

cc: Gary Van Patten, Tech. Services Supervisor



BAKER CITY, OREGON

MAYOR:

Randy Daugherty

COUNCILORS

Roger Coles

Loran Joseph

Helen Loennig

Doni Bruland

Gratton Miller

CITY MANAGER

Barry Murphy

Date: December 9, 2025

Subject: Building Ordinance

See Attached Staff Report



BAKER CITY, OREGON

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Barry Murphy

Date: December 9, 2025**Subject:** Revision proposal for adopted ordinance 130.07

Background

The adopted ordinances, while they adopt the current building codes, do not address provisions for the enforcement of those codes. The State removed the ability to issue a “stop work” order from the adopted building codes and left it for local adoption. In review of where that would best fit, making a modification to 130.07 is what we are proposing.

Findings

Adding the “Building Code Violations” supports the Building Department, while still protecting owner rights. If the Building Department needs to stop on an active job site to perform any inspection, this gives them the ability to do so. This helps if a concern is reported so that we can resolve the concern before the work gets covered. It also gives us the ability to enter a property to assess violations, or unsafe, conditions. Additionally, if work is progressing without the proper inspections, the Building Department can issue a “stop work” order to halt work until inspections can be caught up, or corrections made. If a dangerous condition exists it supports the Building Official the ability to disconnect utilities. And finally, if an occupancy violation exists, the Building Official can order the inappropriate use discontinued until compliance is achieved.

Potential Motions

1. “I, Councilor _____, move to hold the first reading of Ordinance 3414, amending the Section 130.07 of the Municipal Code.
2. “I, Councilor _____, move to hold the second reading of Ordinance 3414 by title only.

ORDINANCE NO. 3414
AN ORDINANCE AMENDING SECTION 130.07 OF THE MUNICIPAL CODE; PROVIDING
FOR NEW REGULATIONS WITH REGARD TO DEVELOPMENT AND BUILDING CODE
OFFENSES

WHEREAS, the City of Baker City has determined that its municipal code insufficiently addresses the enforcement of development and building regulations; and

WHEREAS, the State of Oregon removed the ability to issue a “stop work” worder from the adopted building codes and left it for adoption;

BE IT ORDAINED by the City of Baker City, Oregon that Section 130.07 of the Baker City Municipal Code is hereby amended to read as follows:

130.07 – DEVELOPMENT AND BUILDING CODE OFFENSES

(A) Development Code Violations.

No person shall violate any substantive provision of the Development Code, nor any substantive provision subsequently adopted or amended thereto. Any sworn police officer or person designated by the City Manager is authorized to issue a citation for such violation occurring in their presence or personally witnessed by them.

(B) Building Code Violations.

The Building Official, or designee, is hereby authorized to determine and enforce violations of the adopted Oregon Specialty Codes (hereinafter referred to as the “Building Codes”).

1.Right of Entry.

When necessary to enforce the provisions of the Building Codes, or when the Building Official has reasonable cause to believe that a condition exists in violation thereof, or that renders a property unsafe, dangerous, or hazardous, the Building Official may enter such property at reasonable times to conduct an inspection.

(a)If the property is occupied, the Building Official shall present proper credentials and request entry.

(b)If the property is unoccupied, the Building Official shall make a reasonable effort to locate the owner or other responsible party and request entry.

(c)If entry is refused, the Building Official shall pursue remedies as provided under Oregon Revised Statutes to secure lawful entry (ORS35.220).

2.Stop Work and Correction Orders.

When any work is being performed in violation of the Building Codes or any other applicable law or ordinance, the Building Official may issue a written order requiring that such work be stopped or corrected. The order shall be served on any person engaged in or responsible for the work and shall be posted in a conspicuous location on the property. Work shall not resume until authorized by the Building Official.

3. Authority to Disconnect Utilities.

The Building Official is authorized to cause the disconnection of utility services to a building, structure, or property when such action is necessary to eliminate an immediate hazard to life or property. Notice of disconnection shall, when practicable, be provided to the serving utility, the property owner, and any occupants immediately following the disconnection.

4. Occupancy Violations.

When a building or property is occupied or used contrary to its approved occupancy classification, the Building Official may order such use discontinued and the premises vacated. The notice shall specify a reasonable period for compliance. Re-occupancy shall not occur until the Building Official verifies compliance.

5. Penalties.

Any person who violates the provisions of this section shall be subject to the penalties provided in §10.99 (General Penalty). Unpaid fines may be collected by lien recorded against the property in violation.

READ for the first time in full this 9th day of December 2025.

READ for the second time by title only this 9th day of December 2025 upon the unanimous vote of the members present, after the text of the Ordinance was offered to the members of the Council and the press and public for their use during the meeting.

READ for the third time by title only this ____ day of _____, 2026 upon the unanimous vote of the members present, after the text of the Ordinance was offered to the members of the Council and the press and public for their use during the meeting.

PASSED AND ADOPTED by the City Council of the City of Baker City, Oregon, and signed by the Mayor of the City of Baker City, Oregon, this ____ day of _____, 2026.

Mayor

ATTEST: _____

City Recorder

We propose to modify the **existing** ordinance 130.07:

130.07 – DEVELOPMENT CODE OFFENSES.

No person shall violate any substantive provision of the Development Code, nor any substantive provision which may be added thereto from time to time. Any sworn police officer or community service officer may issue a citation for such a violation occurring in the presence of or witnessed personally by the officer.

Revised:

130.07 – DEVELOPMENT AND BUILDING CODE OFFENSES

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ORS 35.220

Precondemnation entry on real property

Subject to the requirements of this section, a condemner may enter upon, examine, survey, conduct tests upon and take samples from any real property that is subject to condemnation by the condemner. A condemner may not enter upon any land under the provisions of this section without first attempting to provide actual notice to the owner or occupant of the property. If the condemner has not provided actual notice, written notice must be posted in a conspicuous place where the notice is most likely to be seen. The posted notice must give the condemner's name, address and telephone number and the purpose of the entry. A condemner may conduct tests upon

order entered under subsection (2) of this section. All testing and sampling must be done in conformity with applicable laws and regulations. Testing and sampling results shall be provided to the owner upon request. [↗](#)



BAKER CITY, OREGON

MAYOR:

Randy Daugherty

COUNCILORS

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Gratton Miller

CITY MANAGER

Barry Murphy

Date: December 9, 2025

Subject: Fee Discussion

Action Statement : Updating the Fee schedule table for Streets, Sidewalks and Parks as well as the Planning Department Fees. This is up for discussion to discuss some more clarity moving forward.

Background: The Fee schedule for the Planning Department fees has not been updated since 2012-13, when the transition first occurred. I have provided two samples of the fee schedule in your packets to review; one is a minimal update to the fees, the second is a comparison of the surrounding City's fee schedule, reflecting Baker City's relatable fees. Fees were evaluated from La Grande, Ontario, Pendleton, Hermiston, John Day and the Dalles.

Street, Parade, Sidewalk and Park Fee schedules were assessed from various discussions from community members, City Staff, Chamber of Commerce, and Baker City Downtown. Input was provided and adjustments were made to present to you several options.

Analysis: Recommend feedback on the proposed fee updates.

Potential Motions

N/A, discussion only.

Street, Sidewalk, and Parade Closure Regulations

A. Main Thoroughfare Closures

1. No privately owned business shall be permitted to close any portion of Main Street for an event or activity.
2. Main Street closures may only be requested and approved by non-profit organizations or duly formed corporations.
3. Applicants are strongly encouraged to utilize auxiliary streets for events when feasible to minimize impacts on traffic flow and downtown commerce.

B. Sidewalk Closures

1. A privately owned business may request approval to close the sidewalk immediately in front, to the sides or rear of its storefront for the purpose of hosting a temporary event or activity.
2. The applicant shall maintain:
 - a. An approved pedestrian detour plan ensuring ADA accessibility;
 - b. Adequate safety barricades; and
 - c. A valid certificate of insurance naming the City as additionally insured.
3. Sidewalk closures shall not impede emergency access, fire lanes, or access to adjacent businesses without written consent from affected property owners.
4. A sidewalk closure permit is required, subject to the fee schedule in Section H.

C. Sponsor Responsibility for Damages

1. The event sponsor shall be financially responsible for any and all damages to City property, infrastructure, or equipment arising out of or related to the event.
2. Upon determination of damages, the City shall issue an invoice to the event sponsor for the full cost of repair or replacement.
3. As a condition of approval, the event sponsor shall provide and maintain a valid credit card on file with the City. Unpaid invoices may be charged to the credit card after the due date.

D. Parade Route Classifications

1. Small-Scale Parade Route

A parade route that:

- a. Occurs exclusively on auxiliary streets and/or alleys, **and**
- b. Does not require full closure of any main thoroughfare street, **and**
- c. Can be managed with minimal traffic redirection and limited public safety personnel.

2. Large-Scale Parade Route

A parade route that meets **any** of the following:

- a. Requires full or partial closure of a main thoroughfare street, including Main Street, **or**
- b. Intersects or crosses a main thoroughfare street at any point, **or**
- c. Requires significant traffic control resources, including detours, barricades, or police personnel.

E. Event Street Closure Definitions

1. Auxiliary Street Event Closure

Event closures occurring solely on a secondary street not designated as a major collector or arterial, typically used for residential access, lower-volume traffic, or event staging areas.

2. Main Thoroughfare Event Closure

Event closures that require blocking any primary transportation corridor designated by the City as a major collector or arterial street, intended for high-volume traffic flow, including Main Street or Broadway Street and any roadway identified as a primary downtown or commercial corridor, or that cause substantial traffic disruption or require detours.

3. Alley

A narrow public right-of-way providing secondary access to properties for deliveries, parking access, or utility services.

F. Event Street Closure Classifications

1. Auxiliary Street Event Closure

An event that:

- a. Uses only auxiliary streets or alleys, **and**
- b. Does not interrupt traffic on any main thoroughfare street, **and**

c. Has a limited footprint that permits emergency vehicle access and traffic circulation through alternative routes.

2. Main Thoroughfare Event Closure

An event that meets **any** of the following:

- a. Requires closure of Main Street, Campbell Street or any designated main thoroughfare street, **or**
- b. Causes substantial disruption to traffic circulation, **or**
- c. Requires detours that redirect traffic to auxiliary streets or residential zones, **or**
- d. Necessitates enhanced public safety staffing due to projected attendance or traffic impact.

G. Compliance Requirement

Failure to comply with the provisions of this section may result in denial of future event applications, suspension of existing permits, or other remedies available under the municipal code.

H. Administrative Determination

- 1. The City Manager, Police Chief, or designee shall make the final determination of classification based on the proposed route or closure map, defined park use classification, projected attendance for the event/street closure, traffic impact, and public safety considerations.
- 2. The City may reclassify an event if the submitted materials indicate impacts greater or lesser than initially anticipated.

I. ODOT Approval

- 1. Any event or parade requiring closure, partial closure, traffic interruption, or use of a State Highway—including but not limited to U.S. Highway 30/Main Street—shall obtain formal approval and release from the Oregon Department of Transportation (ODOT).
Such approval must be submitted as part of the Baker City Event Street Closure Application before the City may issue a permit.
No event involving a State Highway will be authorized without verified ODOT consent.

J. Park Rental Damages

The event sponsor shall be financially responsible for any and all damages occurring in City parks. The City will issue an invoice for such damages, and the sponsor shall maintain an active credit card on file for this purpose.

K. Fee Schedule

Product of Service	Fee	Location
Single Day Events (examples: Shriner's luncheon, Easter Egg Hunt)	\$300.00/event	Geiser Pollman Park
Heavy Vehicle Use Event (Examples: Car Show, more than 4-vehicle use. If event is more than 50 plus people; additional Sanitary Services need to be obtained from Baker Sanitary)	\$500.00/day	Geiser Pollman Park
Multi Day Events: (Examples: Miner's Jubilee. Additional Sanitary Services need to be obtained from Baker Sanitary)	\$900.00/day	Geiser Pollman Park
Basic Park Reservation (Example: birthday parties, retirements, no more than 50 people); sole use of specific facilities/structures (Gazebo or Park shelter)	\$20.00/use	All Parks
Basic Park Reservation (Bazaars, including Farmers' Markets and more than 50 people)	\$100.00 registration fee, \$50.00/hr. for every hour used after 2 hours	Sam-O Park North, Central Park and Court Plaza and Neighborhood Parks
Sidewalk Closure	\$20.00/day	Sidewalk in front of business frontage
Auxiliary Street or Alley Way Event Closure	\$50.00 to 300.00/day	Auxiliary Streets or alleys
Main Thoroughfare Event Closure	\$1,000.00/day	Main street or other main thoroughfare streets
Small-scale Parade Route	\$300.00/day	Auxiliary Streets or Alleys only
Large-scale Parade Route	\$500.00/day	Includes any Main thoroughfare impacts

**Pocket Parks are not available for reservations.

**Parks are on a First-come/first-serve basis only

		2025-26			
PLANNING FEES	AUTHORITY	FEE AMOUNT	2026-27 (Slight Change)	26-27 (Comparable costs in other Cities)	
Type I Procedures - Administrative					
Land use review	Ord. 3297	\$40.00	\$80.00	\$120.00	
Extension of land use approval period	Ord. 3297	\$40.00	\$80.00	\$80.00	
Floodplain development permit	Ord. 3297	\$40.00	\$80.00	\$120.00	
Home occupation permit	Ord. 3297	\$40.00	\$80.00	\$120.00	
Land use compatibility statement	Ord. 3297	\$40.00	\$80.00	\$120.00	
Local zoning certification	Ord. 3297	\$10.00	\$10.00	\$35.00	
Lot line adjustment	Ord. 3297	\$200.00	\$250.00	\$300.00	
Lot of Record Determination	Ord. 3297	\$40.00	\$80.00	\$500.00	
Minor modification to approval I	Ord. 3297	\$40.00	\$80.00	\$120.00	
Pre-application conference	Ord. 3297	\$0.00	\$0.00	\$0.00	
Sign permit I	Ord. 3297	\$40.00	\$80.00	\$120.00	
Temporary use permit	Ord. 3297	\$40.00	\$80.00	\$80.00	
Verification of zoning/floodplain	Ord. 3297	\$0.00	\$0.00	\$35.00	
Written interpretation of code, if issued	Ord. 3297	\$135.00	\$135.00	\$500.00	
Variance: Class A	Ord. 3297	\$40.00	\$80.00	\$120.00	
Mobile vending unit	Ord. 3297	\$40.00	\$80.00	\$120.00	
Site design review	Ord. 3297	\$80.00	\$100.00	\$120.00	
Type II Procedures - Neighborhood Notification					
Major modification to approval II	Ord. 3297	\$400.00	\$800.00	\$1,200.00	plus Notice Cost*
Partition: 3 or fewer lots	Ord. 3297	\$400.00	\$800.00	\$1,200.00	plus Notice Cost*
Re-plat 3 lots or less	Ord. 3297	\$400.00	\$800.00	\$1,200.00	plus Notice Cost*
Sign permit II	Ord. 3297	\$400.00	\$800.00	\$1,200.00	plus Notice Cost*
Site design review: 15,000 sq ft or less	Ord. 3297	\$400.00	\$800.00	\$1,200.00	plus Notice Cost*
Variance: Class B	Ord. 3297	\$400.00	\$800.00	\$1,200.00	plus Notice Cost*
Mobile vending unit - 3 or more	Ord. 3297	\$400.00	\$800.00	\$1,200.00	plus Notice Cost*
Type III Procedures - Public Hearing Before Planning Commission					
Appeal to Planning Commission or City Council	State Law	\$250.00	\$500.00	\$1,000.00	plus Notice Cost*
Conditional use permit	Ord. 3297	\$450.00	\$800.00	\$1,200.00	plus Notice Cost*
Home occupation permit III	Ord. 3297	\$450.00	\$800.00	\$1,200.00	plus Notice Cost*
Master planned development	State Law	\$1,500.00	\$3,500.00	\$3,500.00	plus Notice Cost*
Major modification to approval III	Ord. 3297	\$450.00	\$800.00	\$1,200.00	plus Notice Cost*
Re-plat: 4 or more lots	Ord. 3297	\$600.00	\$1,200.00	\$2,000.00	plus Notice Cost*
Sign permit III	Ord. 3297	\$450.00	\$800.00	\$1,200.00	plus Notice Cost*
Site design review: 15,001 sq ft or more	Ord. 3297	\$450.00	\$800.00	\$1,200.00	plus Notice Cost*
Subdivisions: 4 or more lots	Ord. 3297	\$1,200.00	\$2,400.00	\$3,000.00	plus Notice Cost*
Variance: Class C	Ord. 3297	\$450.00	\$800.00	\$1,200.00	plus Notice Cost*
Type IV Procedures - Planning Commission and City Council					
Comprehensive plan amendment - text or map	Ord. 3297	\$720.00 plus Notice Cost*	\$1500 Plus Notice Cost*	\$5500.00 plus Notice Cost*	
Development code text change	Ord. 3297	\$600.00 plus Notice Cost*	\$1200.00 plus Notice Cost*	\$5500.00 plus Notice Cost*	
Measure 49 claim	Ord. 3297	\$525.00	Actual Costs	Actual Costs	
Rezone, if comp plan amendment not required	Ord. 3297	\$600.00	\$1,200.00 Plus Notice Cost*	\$5,500 Plus Notice Cost*	
Vacation of public right-of-way	Ord. 3297	\$600.00	\$1,200.00 Plus Notice Cost*	\$5,500.00, plus Notice Cost*	
*Notice Cost: notice of proposed amendments that may affect the permissible uses of a property are required to be mailed to the owner of each lot that may be affected. Includes the actual costs for all labor supplies, postage.					

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CITY MANAGER

Barry Murphy

Date: December 9, 2025

Subject: City Manager Review



BAKER CITY, OREGON

MAYOR:

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Doni Bruland

Gratton Miller

CITY MANAGER

Barry Murphy

Date: December 9, 2025

Subject: Council Committee Updates



BAKER CITY, OREGON

MAYOR:

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Gratton Miller

CITY MANAGER

Barry Murphy

Date: December 9, 2025

Subject: City Manager / Director Updates



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CITY MANAGER

Barry Murphy

Date: December 9, 2025

Subject: City Council Comments



BAKER CITY, OREGON

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CITY MANAGER

Barry Murphy

Date: December 9, 2025

Subject: Adjourn
