



Council Work Session Agenda

Kenneth L. Woods, Jr., Presiding

Monday, November 6, 2023

5:30 pm

Dallas City Hall, 187 SE Court St, Dallas, OR 97338

COUNCIL

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Councilor

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April Wallace

Economic &

Community

Development Director

Charlie Mitchell

Public Works Director

Gary Marks

Library Director

Mark Johnson

Finance Director

Cecilia Ward

City Recorder


Kim Herring

AGENDA ITEM

- | | | |
|----|---------------------------------------|------|
| 1. | ROLL CALL | |
| 2. | PUBLIC WORKS DEPARTMENT ANNUAL REPORT | p.2 |
| 3. | DEVELOPMENT CODE UPDATES | p.36 |
| 3. | OTHER BUSINESS | |
| 4. | ADJOURNMENT | |



**CITY COUNCIL
STAFF REPORT**

MEETING DATE: November 6, 2023
AGENDA ITEM NO. 2
TOPIC: Public Works Department Annual Report
PREPARED BY: Gary Marks, Public Works Director
APPROVED BY:  Brian Latta, City Manager
ATTACHMENTS: A – PowerPoint File

RECOMMENDED ACTION:

Information only. No action is recommended.

BACKGROUND:

Public Works Director Gary Marks will present the 2022-2023 Public Works Department Annual Report. His presentation in PowerPoint format is included with this staff report as **Attachment A**.

SUMMARY TIMELINE:

November 6, 2023, presentation of report.

FISCAL IMPACT:

N/A

RECOMMENDED MOTION:

Information only. No action is recommended.



Public Works Department Annual Report

November 2023

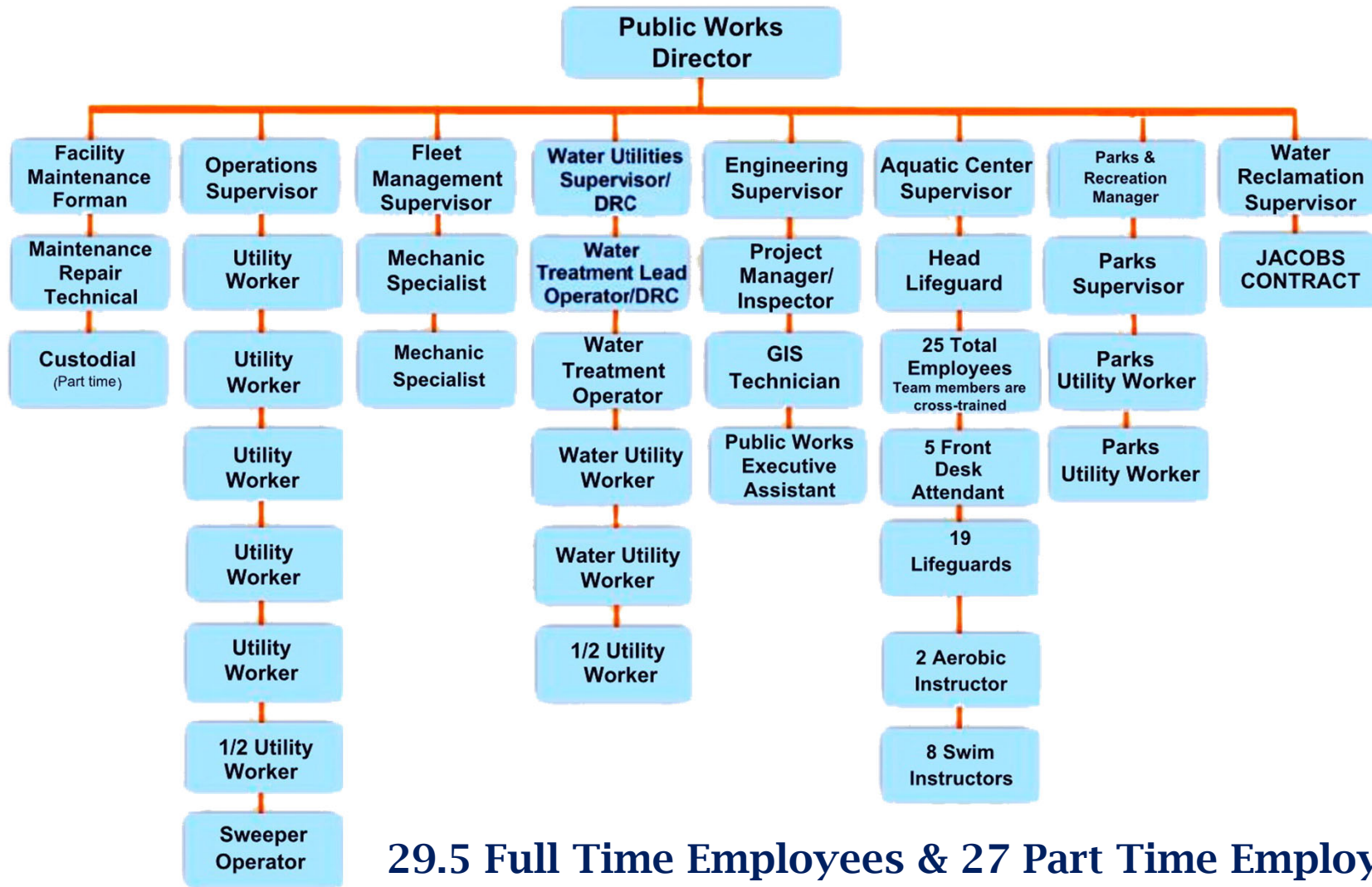
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Public Works

Department Divisions

- **Engineering Services**
- **Water Treatment & Distribution**
- **Street, Stormwater & Wastewater Collection**
- **Wastewater Treatment (Jacobs Engineering)**
- **Fleet Maintenance**
- **Facilities Maintenance**
- **Parks Maintenance (Reported on 10/2)**
- **Dallas Aquatic Center (Reported on 10/2)**

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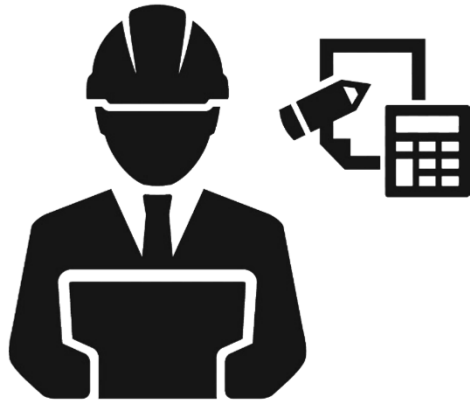
Dallas City Council Work Session
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Engineering Services Division



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Engineering Services Division

- **Manages City infrastructure projects.**
- **Oversees private infrastructure development.**
- **Reviews and approves subdivision plans.**
- **Prepares and submits regulatory compliance reports to State agencies.**
- **Provides administrative support to the Public Works Department**

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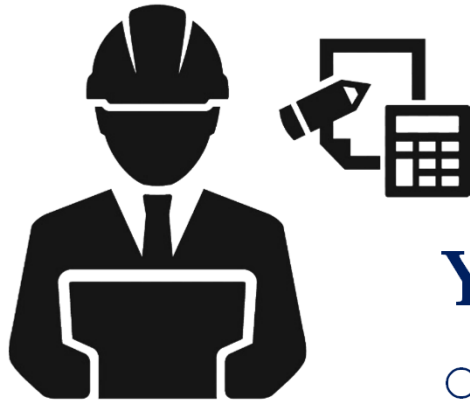


Engineering Services Division

Year-in-Review

- Water Storage Rights Application submitted to Oregon Water Resources Department (OWRD)
- Mercer Dam Seismic Study submitted to OWRD
- Mercer Dam Probable Maximum Flood Study submitted to OWRD
- Awarded a \$280,000 Grant for Mercer Dam Fish Passage Project

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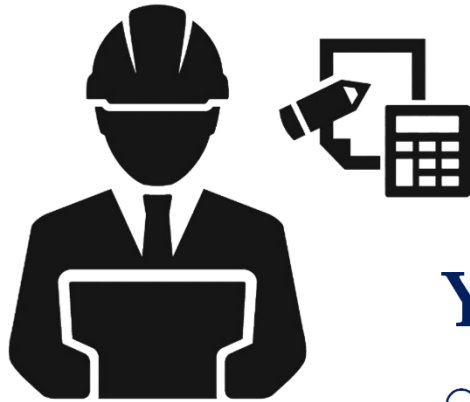


Engineering Services Division

Year-in-Review (continued)

- Completed Sewer System Capacity Study for La Creole Node
- Contracted for design of La Creole Node Sewer System Project
- Completed North Fork Ash Creek Flood Mitigation Study
- Currently building Clay St. Water Main Replacement Project, Phase 1

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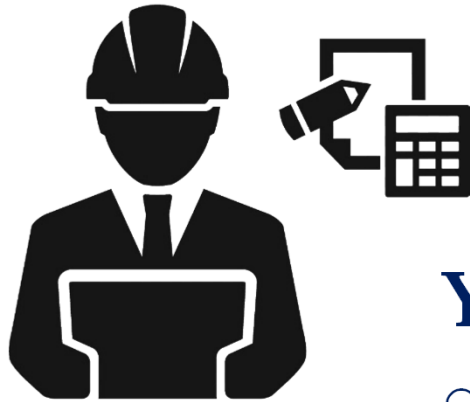


Engineering Services Division

Year-in-Review (continued)

- Awarded a \$2.9 million SDWRLF low-interest loan for Clay Street Water Main Project, Phase 2
- Public Works Building schematic design complete; final design and specifications in development now
- Public Works Building pre-engineered metal building package contract awarded

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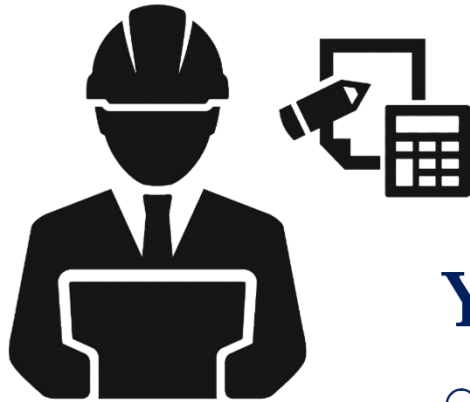


Engineering Services Division

Year-in-Review (continued)

- Modular buildings to support PW operations during PW Building construction secured
- Hayter Street ADA Ramp Project completed/22 new ramps
- La Creole Drive/Academy Street ADA Ramp/Pedestrian Crossing Project completed

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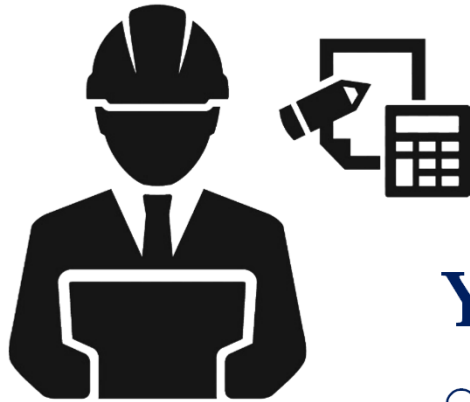


Engineering Services Division

Year-in-Review (continued)

- Clay Street Reservoir Leak and Covers Project construction contract awarded/currently under construction
- Street Rehab Program, Phase 3 contract awarded/project pending
- Waste Water Treatment Plant UV Disinfection Replacement Project contract awarded

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Engineering Services Division

Year-in-Review (continued)

- **Fleet Services Division: Promoted new supervisor/2 mechanic techs hired/hourly rate and parts policy updated/IGA agreements updated**
- **TMDL Annual Report submitted to DEQ**
- **TMDL 5-Year Implementation Plan submitted and approved by DEQ**

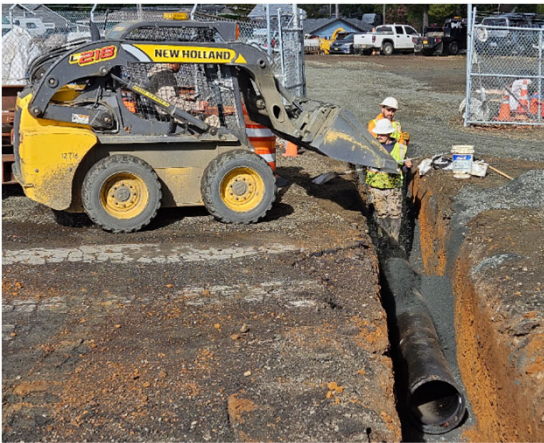
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Water Treatment & Distribution Division



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Water Treatment & Distribution Division



- Mercer Reservoir
- Intake Pump Stations (old & new)
- Water Treatment Plant
- Clay Street Reservoirs
- Main Street Reservoir
- Lower Bridlewood Pump Station
- Upper Bridlewood Pump Station
- Orchard Drive Pump Station
- Distribution system repairs
- Automated Meter Reading System

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Water Treatment & Distribution Division

Year-in-Review

- Vault bypass installed at WTP
- Valving rebuilt at Clay St Valve House
- New Bulk Water Station on Mill Street
- Rebuilt Raw Water Pump at Intake
- Installed 230' of 8" water main at City Shops as prep for PW Building Project
- Installed 3,000' of 16" water main for Clay St Main Replacement Project

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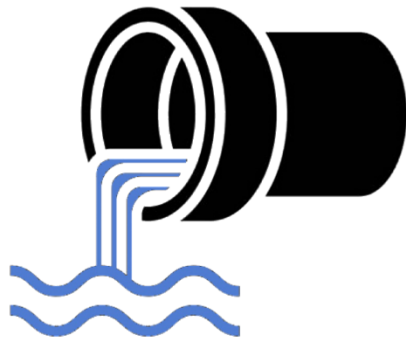
Street, Stormwater & Wastewater Collections Division



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Street, Stormwater & Wastewater Collections Division

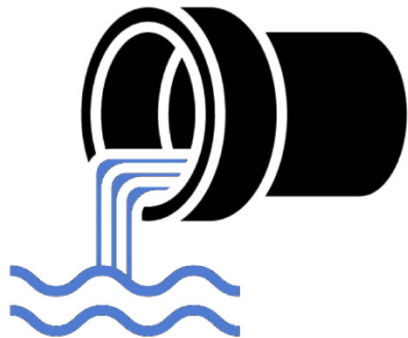


- **Street & Alley Maintenance:**
 - Street sweeping
 - Curb painting
 - Street signage
 - Pothole filling & crack sealing
 - Weed spraying & tree trimming
 - Snowplowing and de-icing
- **Storm Water System Maintenance**
 - Catch basins & rain gardens
 - Storm line clearing and repair

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Street, Stormwater & Wastewater Collections Division



- **Sewer Collection System Maintenance:**
 - Line construction and repair
 - Inspection and line clearing
 - Maintain the River Drive and Bridlewood sanitary lift stations
- **Community Events**
 - Sounds of Summer
 - Crazy Dayz
 - Glow Run

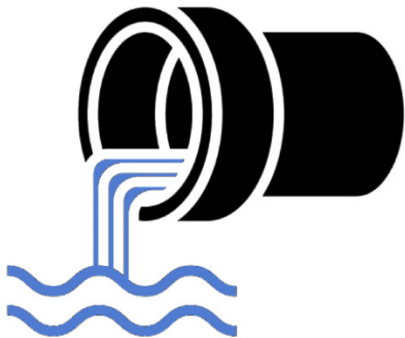
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Street, Stormwater & Wastewater Collections Division

Year-in-Review

- Installed 3 speed flasher signs
- Installed flashing crosswalk sign at La Creole & Academy
- All-way stops at Hayter & Academy and Denton & Jasper
- Crew support to Clay Street Water Main Project
- Community event support



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Wastewater Treatment Division



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Wastewater Treatment Division



The Dallas Water Reclamation Facility (Wastewater Plant) is maintained and operated by Jacobs Engineering based on a five-year management agreement with the city. Jacobs is responsible for the daily operation and maintenance of the facility and compliance with all State and Federal regulatory requirements.

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Wastewater Treatment Division



Year-in-Review

- 177 HP Influent Pump replaced
- Oxidation Basin Level Controller replaced
- New Flow Data Logging Station installed in Rickreall Creek
- New Septage Grinder installed

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Fleet Maintenance Division



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Fleet Maintenance Division

- Maintenance of city vehicles, equipment & apparatus
 - Trucks & automobiles
 - Heavy Equipment Apparatus
 - Generators and pump motors
- Provide service to 4 outside public agencies through inter-governmental agreements (IGAs)
- Vehicle/Equipment Acquisition and surplus disposition

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Fleet Maintenance Division

IGAs:

- Polk County Fire #1
- State of Oregon Dept. of Public Safety Standards & Training
- City of Monmouth (Police)
- City of Falls City

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Fleet Maintenance Division

Year-in-Review

- Serviced numerous vehicles for the city and contracted agencies
- Added a vehicle/equipment and parts tracking system to improve operational efficiency and fleet servicing
- Shop and parts storage areas reorganized for efficiency

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Facilities Maintenance Division



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Facilities Maintenance Division

Maintenance and repair of city-owned buildings & properties:

- **City Hall**
- **Library**
- **Fire Station**
- **Ambulance Building**
- **Senior Center**
- **Aquatic Center**

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Facilities Maintenance Division

Maintenance and repair of city-owned buildings & properties:

- **Water Treatment Plant**
- **Waste Water Treatment Facility**
- **City Shops**
- **Firing Range & Dog Kennels**

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Facilities Maintenance Division

Year-in-Review

- **Modified/relocated the B of A front counter to the Aquatic Center**
- **Upgraded the T.V. monitor system in the Council Chambers**
- **Upgraded fire alarm systems at the Fire Station, EMS building, Senior Center and Library from analog to cellular systems**
- **Replaced flooring at WWTF Office**

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Public Works Department

The Year Ahead

- Design and bid the La Creole Node Sewer Extension Project
- Secure Mercer Dam Water Storage Rights through OWRD Application Process.
- Design, bid and build the Mercer Dam Fish Passage Project.
- Design the Clay St. Water Main Replacement Project, Phase 2 (Contingent on Business Oregon funding notice to proceed).

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Public Works Department

The Year Ahead

- **Complete Clay Street Reservoir Repair and Cover Project (Currently under construction)**
- **Finish design, bid, and build the Public Works Building Project**
- **Design, bid, and build the 2024 ADA Ramp Project**
- **Build Street Rehab Program, Phase 3**
- **Design, bid and build Street Rehab Program, Phase 4**

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Public Works Department The Year Ahead

- **Build the Wastewater Treatment Plant UV Disinfection Replacement Project**
- **Sewer Master Plan Update Project.**
- **Develop Illicit Discharge Ordinance.**

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Questions?



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CITY COUNCIL STAFF REPORT

MEETING DATE: November 6, 2023
AGENDA ITEM NO. 3
TOPIC: Workshop on proposed Development Code updates
PREPARED BY: Chase Ballew, City Planner
APPROVED BY:  City Manager
ATTACHMENTS: None

RECOMMENDED ACTION:

Review and discuss the proposed Dallas Development Code amendment recommended by the Dallas Planning Commission.

FISCAL IMPACT:

None

BACKGROUND:

On June 5, 2023 the City Council held a public hearing on proposed amendments to the Dallas Development Code recommended by the Dallas Planning Commission. At that time, the Council requested further discussion in workshop session on the following topics:

- ✓ Temporary Signs in the Right-of-Way
- ✓ Cottage Cluster Developments
- ✓ Multi-Use Path Width
- ✓ Walkway Width and Criteria
- Street Landscape Strips
- Garage Setbacks/Driveway Length
- Townhome Driveway Width
- Bicycle Parking Standards

In consideration of the Council's time, discussion of these topics will be split across multiple workshop sessions, with the November 6th session discussing street landscape strips and garage setbacks and driveway lengths.

DISCUSSION TOPIC #5 - STREET SIDEWALKS AND LANDSCAPE STRIPS:

The development code specifies the width of sidewalks and landscaping for public streets, but does not specify the arrangement of those features. As a result, some subdivision developers have constructed sidewalks directly adjacent to the curb, others have placed landscaping between the sidewalk and curb, and some mix-and-match both in one subdivision.

Staff recommends there to be a standard arrangement of sidewalks and planter strips. Staff's proposal standardizes the placement of the sidewalk to have a landscape strip between the sidewalk and curb. This is particularly beneficial for wheelchair accessibility on sidewalks, as the landscape strip provides space for driveways and curb ramps, allowing sidewalks to remain level, as well as a space for garbage can placement, leaving sidewalks unobstructed.

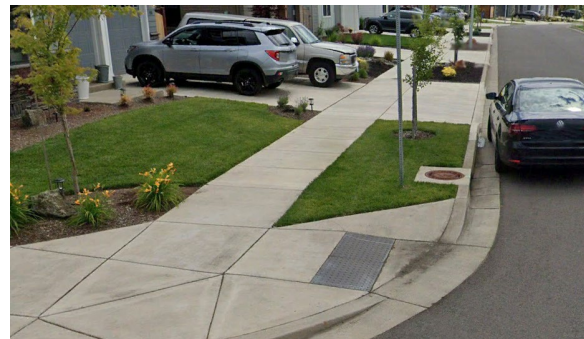
DDC.3.4.015.K Sidewalks, Planter Strips, Bicycle Lanes

As provided under Section 3.4.015.D, ~~3.4.010D~~, the City may require the improvement and/or extension of sidewalks, planter strips, and bicycle lanes with new Major Projects, in conformance with the standards in Table 3.4.015, ~~3.4.010~~, pursuant to Map 7-9 of the City of Dallas Transportation System Plan and/or the requirements of any other applicable roadway authority.

Maintenance of sidewalks and planter strips in the right-of-way is the continuing obligation of the adjacent property owner.

Planter strips of the width specified in Table 3.4.015.F shall be installed between the curb and sidewalk except in the following locations:

1. In the Central Business District
2. Bridges and crossings of waterways, wetlands, railroads, and roadways
3. Hillside with slopes steeper than 15%
4. New or replacement sidewalks 100 feet or less in length
5. Where the existing right-of-way is not wide enough to include a planter strip, and cannot be accommodated by additional right-of-way dedication.



Landscape strips between the sidewalk and curb allows for flat sidewalks at driveways and corners.



Studies have shown that having street trees near the curb slows drivers by visually 'narrowing' the street.



Example of curb-adjacent sidewalk. This arrangement would be allowed in areas of steep slopes or wetlands

DISCUSSION TOPIC #6 - GARAGE SETBACKS / DRIVEWAY LENGTH:

The current front yard setback to a garage is 20 feet. The issue with this setback is where sidewalks have been constructed adjacent to the property line, there is not sufficient room for larger vehicles to park without overhanging the sidewalks. When vehicles overhang the sidewalk, it compromises the pedestrian environment and makes walking and using the sidewalk less convenient. It also may obstruct wheelchair access.

Staff’s proposal is to increase the setback to a garage opening to 25 feet. As this change would slightly reduce buildable lot area, the Council may wish to consider offsetting this reduction by reducing other setback areas on a lot. Staff have not evaluated reductions to other setback requirements.

**DDC.2.2.030.G.4
General Development Standards
for Residential Districts**

	<i>RL</i>	<i>RM</i>	<i>RH</i>
<i>Garage or Carport Opening Facing a Street, as determined by Community Development Dept.</i>	20 FT 25 FT	20 FT 25 FT	20 FT 25 FT

***NOTE**

Not shown here, various other code sections stating setbacks for residential driveways are proposed to be reworded to refer back to this section, removing duplicative language and providing a single uniform reference.



As vehicles have grown larger, a 20 foot setback to garage doors may no longer be sufficient.



Vehicles overhanging sidewalks can be particularly challenging for those with mobility devices, strollers, and bicycles to navigate around.