



TILLAMOOK COUNTY BOARD OF COMMISSIONERS NOTICE OF MEETING AGENDAS

BOARD OF COMMISSIONERS

David Yamamoto, Chair
dyamamoto@co.tillamook.or.us

Erin D. Skaar, Vice-Chair
eskaar@co.tillamook.or.us

Mary Faith Bell, Commissioner
mfbell@co.tillamook.or.us

CONTACT

Tillamook County Courthouse
201 Laurel Avenue
Tillamook, Oregon 97141
503.842.3403
www.co.tillamook.or.us

COMMUNITY UPDATE MEETING

Tuesday, December 13, 2022 at 8:00 a.m.
Teleconference and KTIL-FM at 95.9

BOARD MEETING

Wednesday, December 14, 2022 at 9:00 a.m.
Board of Commissioners' Meeting Room 106
County Courthouse, Teleconference, and Live Video at tctvonline.com

AGENDAS

COMMUNITY UPDATE – 2022-12-13 COMMUNITY UPDATE AUDIO.MP4

CALL TO ORDER: Tuesday, December 13, 2022 8:00 a.m.

1. 00:43 Welcome and Board of Commissioners' Roll Call
2. 01:15 Adventist Health Tillamook
3. 03:28 Coastal Caucus
4. 21:10 Tillamook County Community Health Center
5. 25:33 Nehalem Bay Health Center & Pharmacy
6. 27:26 Tillamook Family Counseling Center
7. 28:25 Sheriff's Office
8. 30:25 Emergency Management
9. 31:31 Board of Commissioners
10. Cities
 - 53:02 Manzanita
 - 56:38 Bay City
 - 57:50 Tillamook
 - 1:04:00 South County

ADJOURN – 9:06 a.m.

MEETING – 2022-12-14 BOCC MEETING AUDIO.MP4

CALL TO ORDER: Wednesday, December 14, 2022 9:02 a.m.

1. 02:07 Welcome & Request to Sign Guest List
2. 02:15 Pledge of Allegiance
3. 02:41 Public Comment: There were none.
4. 02:45 Non-Agenda Items:
Vice-Chair Skaar will Chair the Meeting/Commissioner Erin Skaar

LEGISLATIVE – ADMINISTRATIVE

5. 02:50 Discussion and Consideration of an Administrative Policy for the Library/Don Allgeier, Library Director

A motion was made by Commissioner Bell and seconded by Chair Yamamoto. The motion passed with three aye votes. The Board approved the administrative policy.
6. 06:53 Discussion and Consideration of a Letter of Support and Intent to Participate in the State of Oregon’s Department of Environmental Quality’s Grant for Onsite Septic Financial Aid Program/Commissioner Erin Skaar

A motion was made by Commissioner Bell and seconded by Chair Yamamoto. The motion passed with three aye votes. The Board signed the letter.
- 37:55 **UNSCHEDULED:** Discussion and Consideration of Tillamook County Applying for and Receiving the State of Oregon’s Department of Environmental Quality’s Grant for Onsite Septic Financial Aid Program/Commissioner Erin Skaar

A motion was made by Commissioner Bell and seconded by Chair Yamamoto. The motion passed with three aye votes. The Board approved the application.
7. 47:57 Discussion and Consideration of an Order in the Matter of Directing the Sheriff to Advertise and Sell Certain Properties/Rachel Hagerty, Chief of Staff

A motion was made by Commissioner Bell and seconded by Chair Yamamoto. The motion passed with three aye votes. The Board signed Order #22-069.

Vice-Chair Skaar recessed the meeting at 10:01 a.m. to go into executive session pursuant to ORS 192.660(2)(f)

Vice-Chair Skaar reconvened the meeting at 10:25 a.m. – 2022-12-14 BOCC MEETING AUDIO.MP4
PART II

10:00 a.m.

8. 00:17 **Second Public Hearing:** Concerning Proposed Amendment #1 to Ordinance #85 Tillamook County Workforce Housing Property Tax Exemption Ordinance/Thomas J. Fiorelli, Housing Administrator, Community Development Department
- 09:37 Opened Public Hearing
- 09:41 Comments on Amendment Effect on Short-Term Rentals/Paul Fournier
- 12:40 Closed Public Hearing: There was no testimony.
9. 12:41 Consideration of Amendment #1 to Ordinance #85 Tillamook County Workforce Housing Property Tax Exemption Ordinance/Sarah Absher, Director, Community Development
- A motion was made by Commissioner Bell and seconded by Chair Yamamoto. The motion passed with three aye votes. The Board signed the amendment #1 to Ordinance #85.
10. 13:30 Board Concerns – Non-Agenda Items:
- 13:38 Tides of Change Donations/Commissioner Mary Faith Bell
- 15:49 CARE Vigil/Commissioner Erin Skaar
11. 17:10 Board Announcements

ADJOURN – 10:44 a.m.

JOIN THE BOARD OF COMMISSIONERS' MEETINGS

The board is committed to community participation and provides opportunity for public attendance during meetings via in-person and teleconference.

- **Community Update Meetings: Tuesdays at 8:00 a.m.**
 - Teleconference: Dial 971-254-3149, Conference ID: 736 023 979#
 - Radio: KTIL-FM at 95.9

- **Board Meetings: Wednesdays at 9:00 a.m.**
 - County Courthouse: Board of Commissioners' Meeting Room 106, 201 Laurel Avenue, Tillamook
 - Teleconference: Dial 971-254-3149, Conference ID: 736 023 979#
 - Live Video: tctvonline.com

MEETING INFORMATION AND RULES

- Matters for discussion and consideration by the board shall be placed on an agenda prepared by the staff and approved by the board chair. Any commissioner may request items on the agenda.
- Public hearings are formal proceedings publicized through a special public notice issued to media and others. Public hearings held by the board are to provide the board an opportunity to hear from the public about a specific topic. Public hearings are therefore different regarding audience participation at board meetings.
- Commissioners shall be addressed by their title followed by their last name.
- Commissioners shall obtain approval from the chair before speaking or asking questions of staff, presenters, and public. As a courtesy, the chair shall allow an opportunity, by the commissioner who has the floor, to ask immediate follow-up questions.
- A majority of the board shall constitute a quorum and be necessary for the transaction of business.
- All board meeting notices are publicized in accordance with public meeting laws.
- All board meetings shall commence with the Pledge of Allegiance.
- The chair will utilize the gavel as needed to maintain order, commence and adjourn meetings, and signal approval of motions.
- The board reserves the right to recess to executive session as may be required at any time during these meetings, pursuant to ORS 192.660(1).
- The courthouse is accessible to persons with disabilities. If special accommodations are needed for persons with hearing visual, or manual impairments who wish to participate in the meeting, contact (503) 842-3403 at least 24 hours prior to the meeting so that the appropriate communications assistance can be arranged.

PUBLIC COMMENT

- Providing public comment is an opportunity for constituents to be heard and express their views to the board.
- The board allows public comment at board meetings during the public comment period designated on the agenda.
- Comments are limited to one per person and per agenda item.
- Comments must be related to the agenda item(s) previously registered to comment on.
- The allotted time for public comments is two minutes per person; this time may not be allotted to another speaker. The chair may, at their sole discretion, further limit or expand the amount of time.
- The public comment opportunity is not a discussion, debate, or dialogue between the speaker and the board, which may or may not respond.
- Members of the public do not have the right to disrupt the meeting; the board may prohibit demonstrations such as booing, hissing, or clapping.
- Remarks containing hate speech, profanity, obscenity, name calling or personal attacks, defamation to a person, people, or organization, or other remarks the board deems inappropriate will not be allowed.
- Failure to follow all rules and procedures may result in not being able to provide public comment and/or being removed from the meeting.

In-Person Procedures

- Sign in before the meeting begins and indicate your desire to provide public comment and which agenda item you would like to comment on. When your name is announced, please come forward to the table placed in front of the dais and for the record, first identify yourself, area of residence, and organization represented, if any.

Virtual Procedures

- Register by sending an email to publiccomments@co.tillamook.or.us by 12:00 p.m. on the Tuesday prior to the board meeting. The email must contain all of the following information:
 - Full name, area of residence, and phone number.
 - Agenda item(s), you wish to comment on.
- Once registered, and before the start of the meeting, board staff will email a Microsoft Teams meeting link.
- When logged in to the meeting you must remain muted with your camera off until your name is called, then you unmute and turn on your camera.
- The chair may require those providing virtual comment to turn on their camera while providing comment or testimony.

Written Procedures

- Written comments may be mailed to 201 Laurel Avenue, Tillamook, Oregon 97141 or emailed to: publiccomments@co.tillamook.or.us.
- Written comments received by 12:00 p.m. on the Tuesday prior to the board meeting will be distributed to the board and posted online. All written comments submitted become part of the permanent public meeting record.

AGENDAS

COMMUNITY UPDATE

CALL TO ORDER: Tuesday, December 13, 2022 8:00 a.m.

1. Welcome and Board of Commissioners' Roll Call
2. Adventist Health Tillamook
3. Coastal Caucus
4. Tillamook County Community Health Center
5. Nehalem Bay Health Center & Pharmacy
6. Tillamook Family Counseling Center
7. Sheriff's Office
8. Emergency Management
9. Board of Commissioners
10. Cities
 - a. Manzanita
 - b. Nehalem
 - c. Wheeler
 - d. Rockaway Beach
 - e. Garibaldi
 - f. Bay City
 - g. Tillamook
 - h. South County

ADJOURN

MEETING

CALL TO ORDER: Wednesday, December 14, 2022 9:00 a.m.

1. Welcome & Request to Sign Guest List
2. Pledge of Allegiance
3. Public Comment
4. Non-Agenda Items

LEGISLATIVE – ADMINISTRATIVE

5. Discussion and Consideration of an Administrative Policy for the Library/Don Allgeier, Library Director
6. Discussion and Consideration of a Letter of Support and Intent to Participate in the State of Oregon's Department of Environmental Quality's Grant for Onsite Septic Financial Aid Program/Commissioner Erin Skaar
7. Discussion and Consideration of an Order in the Matter of Directing the Sheriff to Advertise and Sell Certain Properties/Rachel Hagerty, Chief of Staff

10:00 a.m.

8. **Second Public Hearing:** Concerning Proposed Amendment #1 to Ordinance #85 Tillamook County Workforce Housing Property Tax Exemption Ordinance/Sarah Absher, Director, Community Development
9. Consideration of Amendment #1 to Ordinance #85 Tillamook County Workforce Housing Property Tax Exemption Ordinance/Sarah Absher, Director, Community Development
10. Board Concerns – Non-Agenda Items
11. Board Announcements

ADJOURN

OTHER MEETINGS AND ANNOUNCEMENTS

The Commissioners will attend a Tillamook Lightwave meeting on **December 12, 2022 at 11:30 a.m.** The teleconference number is: 1-253-215-8782, Meeting ID: 899 5732 9678, Passcode: 130579.

The second public hearing scheduled for **December 14, 2022 at 10:30 a.m.** regarding proposed Ordinance #88 in the matter of a business license fee within unincorporated Tillamook County has been **CANCELLED.**

The Commissioners will hold a Board Briefing on **Wednesday, December 14, 2022 at 2:00 p.m.** to discuss weekly Commissioner updates. The meeting will be held in the Board of Commissioners' Conference Room 106 in the Tillamook County Courthouse, 201 Laurel Avenue, Tillamook, Oregon. The teleconference number is 1-971-254-3149, Conference ID: 736 023 979#.

The Commissioners will attend an Oregon Health Authority Local Government Advisory Committee meeting on **Friday, December 16, 2022** at **8:00 a.m.** The teleconference number is 1- 971-277-2343, Conference ID: 458 594 708#.

The Local Public Safety Coordinating Council (LPSCC) teleconference scheduled for **Monday, December 19, 2022** at 12:00 p.m. has been **CANCELLED**.

Christmas Eve and **Christmas Day** are observed holidays for Tillamook County. All County offices in the courthouse will be **CLOSED** on **Friday, December 23, 2022** and **Monday, December 26, 2022**. In addition, the Tillamook County Library, administrative offices in the Jail and Justice Facility, Public Works Department, Community Development Department, Surveyor's Office, and the Health and Human Services Department and clinics will be closed. The State Circuit Court, located in the County Courthouse, will be **OPEN** on **Friday, December 23, 2022** and **CLOSED** on **Monday, December 26, 2022**.

There is **NO** Commissioner's Board meeting scheduled for **Wednesday, December 28, 2022** at **9:00 a.m.** and **NO** Board Briefing scheduled for **Wednesday, December 28, 2022** at **2:00 p.m.**

New Year's Day is an observed holiday for the County and the Oregon State Circuit Court. All County offices in the Tillamook County Courthouse and the Tillamook County Library, administrative offices in the Jail and Justice Facility, Public Works Department, Department of Community Development, Surveyor's Office, the Health and Human Services Department and clinics, and the State Circuit Court will be **CLOSED** on **Monday, January 2, 2023**.



ADMINISTRATIVE POLICY

SECTION: Library		POLICY: LIB-1	
TITLE: Library Code of Conduct		ORDER #: TBD	
DEPT: Library			
ADOPTED: TBD	REVIEWED: TBD	REVISED: TBD	

1. PURPOSE/OBJECTIVE:

1.1 Tillamook County Library strives to provide the highest level of service to all library users. It works to foster an environment in which the entire community can use the library's resources, services, and programs as effectively as possible.

2. APPLICABILITY:

2.1 The code of conduct applies for all people on library premises or while using library resources. Library premises are defined as any Tillamook County owned property that is used for library purposes, all building spaces in which library services are delivered, and the library bookmobile and the immediate exterior space around the library bookmobile. Library services include, but are not limited to programs, telephonic, and virtual services.

3. VIOLATIONS:

3.1 Violation of any of these rules, any library policy, or any other applicable federal or state laws can result in a temporary ban from library premises and/or arrest.

4. POLICY:

4.1 Library users must comply with all reasonable requests from library staff members.

4.2 Library users may not engage in behavior that is disruptive, inappropriate, or that prevents effective use of the library.

4.3 Library users may not engage in harassment or threatening behavior including verbal threats.

4.4 Library users must wear shoes, a top, and bottom that is reasonable for a public space.

SUBJECT: Library Code of Conduct LIB-1

- 4.5 Library users must maintain personal hygiene so that it does not constitute a nuisance to other patrons.
- 4.6 Public restrooms are available for use of the toilets and handwashing. Other uses are prohibited.
- 4.7 The use of skateboards, rollerblades, or recreational scooters are not permitted on library premises. Bicycles are not permitted inside the library.
- 4.8 Animals are not allowed inside the library unless they are a part of library programming or qualify as service animals as defined by the Americans with Disabilities Act (ADA) and Oregon disability laws.
- 4.9 Selling, soliciting, and panhandling on library premises is not permitted.
- 4.10 The use of tobacco, tobacco-like products, drugs, and alcohol on library grounds is prohibited.
- 4.11 Library users may not sleep inside the library.
- 4.12 Library materials must be properly checked out before being removed from the building.



ADMINISTRATIVE POLICY

SECTION: Library		POLICY: LIB-2	
TITLE: Public Use of Library Technology		ORDER #: TBD	
DEPT: Library			
ADOPTED: TBD	REVIEWED: TBD	REVISED: TBD	

1. PURPOSE/OBJECTIVE:

1.1 Public use of library technology is an essential service of the Tillamook County Library. The use of technology at the library allows people in the county to meet basic life needs, access lifelong learning resources, and enjoy art and entertainment. The library's policy guides the appropriate use of library technology and protects the library from the actions of library users.

2. APPLICABILITY:

2.1 This policy applies for all people on library premises or while using library resources. Library premises are defined as any Tillamook County owned property that is used for library purposes, all building spaces in which library services are delivered, and the library bookmobile and the immediate exterior space around the library bookmobile. Library services include, but are not limited to programs, telephonic, and virtual services. It applies to all technological systems maintained by and used in the library.

3. VIOLATIONS:

3.1 People in violation of this policy will be subject to the rules and sanctions outlined in the library code of conduct (LIB-1).

4. POLICY:

4.1 Key Guidelines for Use

- 4.1.1 Library technology cannot be used for any illegal activities (including illegal peer-to-peer file sharing); producing or transmitting any threatening, obscene, or harassing materials or computer viruses; accessing pornographic websites; attempting to circumvent filters; taking any action which could violate the privacy of another individual; or damaging or disrupting library equipment, software, or data transmission.
- 4.1.2 The library cannot be held responsible for the use of library technology for commercial purposes.
- 4.1.3 The use of library technology may be monitored by staff to ensure compliance with library policies. Appropriate steps will be taken to prevent misuse or abuse of

SUBJECT: Public Use of Library Technology LIB-2

library computers and internet services. Repeated or serious violators risk losing library privileges and will be held financially liable for any physical damage caused.

4.1.4 As with other library materials, restriction, and supervision of a child's access to library computers and the internet is the responsibility of the parent or legal guardian.

4.1.5 By choosing to use these free services, patrons agree to abide by all applicable library policies. Failure to read or understand rules does not excuse a user for disobeying them.

4.2 Internet Access

4.2.1 The library reserves the right to limit bandwidth on a per connection basis on the network, as necessary, to ensure network reliability and fair sharing of network resources for all users.

4.2.2 Wireless connectivity is not guaranteed at all locations within library facilities.

4.2.3 Users may not extend or modify the network in any way. This includes adding access points or installing bridges, switches, hubs, or repeaters. The library reserves the right to remove or disable any unauthorized points of access.

4.2.4 The library assumes no responsibility for the safety of equipment, data, or personal information when connecting to the library's network.

4.2.5 Free one hour day passes are available for visitors without library cards by request at the service desk.

4.2.6 Tillamook County Library reserves the right to set time limits for daily use based on availability and demand at each Branch. Computers automatically log-off 15 minutes before closing time.

4.2.7 Users may not download or install any software or programs not already pre-installed by staff on library computers.

4.2.8 Users bear sole responsibility for any data loss or damage to personal devices used on library equipment. It is the user's responsibility to secure any personal data during use and delete it from library devices when finished.

4.2.9 The library may not be able to provide lengthy one-on-one computer, software, or internet training outside of scheduled classes or appointments.

4.3 Library Wi-Fi Hotspot

4.3.1 The library circulates Wi-Fi hotspots to support community access to the Internet. These items may be checked out for one week and cannot be renewed.

4.3.2 Hotspots may not be checked out by the same patron returning the item within the same day to allow other members of the community the opportunity to check them out.

4.3.3 Library users will be billed \$100 for overdue hotspots. The bill will be removed upon return of the hotspot.

4.3.4 Library users are expected to use hotspots in compliance with the Public Use of Library Technology Policy



ADMINISTRATIVE POLICY

SECTION: Library		POLICY: LIB-3	
TITLE: Collection Development		ORDER #: TBD	
DEPT: Library			
ADOPTED: TBD	REVIEWED: TBD	REVISED: TBD	

1. PURPOSE/OBJECTIVE:

- 1.1 The Tillamook County Library Collection Development Policy guides librarians and provides the public with information about the principles upon which selections are made. A policy cannot replace the collection development judgment of librarians but stating goals and indicating boundaries will assist them in choosing from a vast array of available materials.
- 1.2 Anticipating the community's interests and needs, observing their responses to innovations, and acting quickly in response to these needs will serve as the underlying framework for materials selection and practices. Operating as good stewards of the public's tax dollars requires constant re-evaluation of current distribution and selection plans, as library staff evaluates and implements alternative, cost-effective ways to provide services, aligning resources to demand.
- 1.3 The primary purpose of the Tillamook County Library is to meet the informational, educational, cultural, and recreational needs of all the communities it serves. The library subscribes to the principle that the freedom to read is essential to our democracy, and that free communication is essential to the preservation of a free society. To ensure free communication and the rights of the residents of Tillamook County to a broad range of ideas and concepts, the library endorses the American Library Association's Library Bill of Rights, the Freedom to Read Statement and the Freedom to View Statement.
- 1.4 The American Library Association declares as a matter of firm principle that it is the responsibility of every library to have a clearly defined materials selection policy in written form which reflects the "Library Bill of Rights," and which is approved by the appropriate governing authority

2. APPLICABILITY:

- 2.1 This policy applies to all library materials. The word "materials" as it may occur in the policy has the widest possible meaning; hence, it is implicit in this policy that every form of permanent record is to be included, whether printed or in manuscript; bound or unbound; photographed or otherwise reproduced. Also included are audio books, films, music, and on-line sources. "Selection" refers to the decision that must be

SUBJECT: Collection Development LIB-3

made either to add a given item to the collection or to retain one already in the collection

3. POLICY:

3.1 Material Selection

3.1.1 Tillamook County Library strives to purchase materials that meet public demand. It is important to note, often popular movies or series on streaming platforms are not available for purchase in DVD format.

3.1.2 Tillamook County Library is a member of a library consortium. This consortium includes Newport Public Library, Driftwood Public Library, and Tillamook County Library. The staff at Tillamook County Library do not have control over the items in the collections at Newport or Driftwood Public Libraries. Also, Tillamook County Library offers digital resources such as Hoopla for patrons to have access to electronic materials. The companies we contract with for the digital resources do not allow libraries to control the titles that are in the electronic packages.

3.2 Collection Maintenance

3.2.1 Maintenance of the library's collection through constant evaluation by the librarians ensures its usefulness and relevance to the community. This evaluation relies on the staff's professional expertise to assess the content of the collection and the ever-changing needs of the community. Library materials may be discarded for any of the following reasons:

- Obsolescence: the material is no longer timely, accurate, or relevant
- Damaged or poor condition
- Space limitations
- Number of copies in the collection
- Insufficient use or lack of patron demand
- Availability in other collections

3.2.2 It is the responsibility of the librarians to assess the need for replacing material that is damaged, withdrawn or otherwise lost from the collection. This decision may be influenced by popular interest, adequacy of coverage in the subject area, the number of other copies in the library system, significance, cost, and availability

3.2.3 It is the responsibility of Librarian staff to determine how an item is categorized and where it will be shelved in the library, and at which branch.

3.2.4 Items that have become historically significant, assumed reference value, or increased dramatically in monetary value may be considered for inclusion in special collections or sent to archives for "on-demand" retrieval.

3.2.5 Resources that no longer meet expectations for the collection are discarded. They may then be declared surplus in accordance with library policies and:

- Recycled and Repurposed
- Repurposed through entities such as Better World Books

3.2.6 Materials that have been donated to the library but have not been added to the collection may be disposed of as the librarian sees fit.

SUBJECT: Collection Development LIB-3

3.3 Cooperative Agreements

- 3.3.1 Tillamook County Library recognizes that it cannot provide everything that its patrons request within its own collection of resources. Therefore, the library is committed to the cooperation and sharing of resources among libraries and other agencies that acquire, house, and make information and materials accessible. The library supports cooperative use agreements that span library district and agency lines, thus allowing users access to the broadest array of resources and information. The library also participates in local and regional consortia that facilitate purchasing and access to a variety of digital resources and services.
- 3.3.2 Tillamook County Library supports cooperative collection development activities when feasible as a means of providing the best access to the most information for the most people. In addition, the library offers Interlibrary Loan as a means of providing access to specialized, out-of-print, and other materials not acquired. Requests for materials not in the library's collection are considered for purchase and may be purchased if the material meets the library's mission and falls within budget constraints. The library is committed to building a collection of resources that responds to and is capable of filling most of its patrons' needs.

3.4 Materials Reconsideration

- 3.4.1 Challenged materials that meet the criteria for selection in the materials selection policy of the library should not be removed under any legal or extra-legal pressure. The "Library Bill of Rights" states in Article I, that "Materials should not be excluded because of the origin, background, or views of those contributing to their creation" and in Article II, that "Materials should not be proscribed or removed because of partisan or doctrinal disapproval." Freedom of expression is protected by the Constitution of the United States, but constitutionally protected expression is often separated from unprotected expression only by a fine and uncertain line. The Constitution requires a procedure designed to focus searchingly on challenged expression before it can be suppressed. An adversary hearing is a part of this procedure. Therefore, any attempt, be it legal or extra-legal, to regulate or suppress materials in libraries must be closely scrutinized to the end that protected expression is not abridged.
- 3.4.2 Tillamook County Library will respond to patron complaints. Patrons may request that library materials be re-evaluated with reference to the library's selection criteria. Patrons will be asked to complete a "Request for Reconsideration of Library Materials" form when filing their objection.
- 3.4.3 The library reports all challenges to materials to the Oregon Intellectual Freedom Clearinghouse, a project of the Center for the Book at the Oregon State Library. The Clearinghouse collects reports about challenges against all types of library materials in all types of Oregon libraries to document the level of censorship attempts in Oregon. An Annual Report of the Oregon Intellectual Freedom Clearinghouse is produced and released during September of each year. While the Oregon Intellectual Freedom Clearinghouse cooperates with other persons and groups concerned with intellectual freedom or related issues, it is intended that the Clearinghouse be an unbiased information resource.

SUBJECT: Collection Development LIB-3

- 3.4.4 Suggestions and donations from people in the community are accepted and are given serious consideration. All material added to the collection by suggestion or gift must meet the same criteria as originally used in choosing items.
- 3.4.5 If there is concern about a specific item in the library's collection a Request for Reconsideration of the Library Materials form may be downloaded or requested from the staff at any branch of the Tillamook County Library. To submit a form, it must come from an individual, not a group, and the patron must have a Tillamook County Library card and reside in Tillamook County Library's service area. This form should be filled out and either returned to a staff member or mailed to the Library Director or designated alternate.
- 3.4.6 The procedure for reconsideration of material is as follows:
1. The patron seeking reconsideration of a work receives a copy of the Tillamook County Library's Collection Development Policy and a Request for Reconsideration of Library Materials form. Forms are available online and at all physical library locations.
 2. The patron seeking reconsideration must read, view, or listen to the entirety of the work before requesting reconsideration of the library material.
 3. The patron may submit the Request for Reconsideration of Library Material form at any Tillamook County location. The form may also be mailed to:
Tillamook County Library
Attn: Library Director
1716 3rd Street
Tillamook, OR 97141
 4. Acknowledgment of the complaint will be sent in a timely manner with a formal response to follow.
 5. A formal response will be issued by the Library Director's Office.
- 3.4.7 The material under reconsideration will remain available for circulation during this process.



ADMINISTRATIVE POLICY

SECTION: Library		POLICY: LIB-4	
TITLE: Community Room		ORDER #: TBD	
DEPT: Library			
ADOPTED: TBD	REVIEWED: TBD	REVISED: TBD	

1. PURPOSE/OBJECTIVE:

1.1 Tillamook County Library supports and endorses the American Library Association's Library Bill of Rights, which states: Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

2. APPLICABILITY:

2.1 This policy applies to all spaces designated as meeting rooms in the Tillamook County Library system.

3. POLICY:

3.1 Community Room Priorities

3.1.1 The community rooms are reserved in accordance with the following priorities:

1. Library sponsored or related programs.
2. Educational, civic, charitable, and cultural programs sponsored by local nonprofit agencies, organizations or government agencies located within Tillamook County.
3. Private and commercial use.

3.2 Community Room Guidelines

- 3.2.1 Activities in library community rooms must not disrupt library operations.
- 3.2.2 Users may be asked to leave if use is deemed disruptive or in any way contrary to library policy.
- 3.2.3 The library reserves the right to change or cancel reservations or to relocate a group to a different room.
- 3.2.4 Meetings must adjourn 30 minutes before closing time unless approved by the Tillamook County Library Director.
- 3.2.5 The fact that an organization is permitted to meet at the library does not constitute an endorsement of the organization's beliefs by the library, its staff, its advisory board, or the Tillamook County Board of Commissioners.
- 3.2.6 Permission to use the meeting room is not transferable by any individual or group whose application is approved.
- 3.2.7 No staples, tape or pushpins can be used on the walls.

SUBJECT: Community Room LIB-4

- 3.2.8 Smoking is not allowed in the library or on library grounds.
- 3.2.9 Alcoholic beverages are not allowed in or around the library or library grounds.
- 3.2.10 No open flames allowed.
- 3.2.11 Activities for minors, age 17 and under, must be supervised by responsible adults.
- 3.2.12 Community rooms may not be reserved for quiet study time.
- 3.2.13 Sales of services, products, merchandise, materials or items or solicitations for donations authorized pursuant to a library-sponsored program or event, or on behalf of the Friends of the Library or The Library Foundation are permitted.
- 3.2.14 Meetings booked by government agencies do not need to be open to the public.
- 3.2.15 Library staff may enter and remain in a room at any time during a scheduled meeting.
- 3.2.16 The rooms will not be available for use on recognized holidays observed by Tillamook County or any other time during which the Tillamook County Library is closed unless approved by the Tillamook County Library Director.
- 3.2.17 Any equipment normally used in the rooms such as podiums, whiteboards, projectors, speakers, ethernet cables or other built-in amenities may be available. Check with the library for availability.
- 3.2.18 Consumable supplies such as whiteboard markers, pens, pencils, paper, staplers, and more are not provided.
- 3.2.19 The Hatfield room is equipped with a sink, refrigerator, and coffee/hot water maker. Check out pots at front desk. Bring your own coffee.



ADMINISTRATIVE POLICY

SECTION: Library		POLICY: LIB-5	
TITLE: Confidentiality Of Library Records & Third-Party Partners Privacy		ORDER #: TBD	
DEPT: Library			
ADOPTED: TBD	REVIEWED: TBD	REVISED: TBD	

1. PURPOSE/OBJECTIVE:

1.1 Tillamook County Library is dedicated to the principles of confidentiality of library user records and expectations of privacy when using library materials, and to identify those limited circumstances under which information regarding a patron's use of the library will be released.

2. APPLICABILITY:

2.1 The Tillamook County Library accepts and endorses the Policy on Confidentiality of Library Records of the American Library Association and strictly abides by all local, state, and federal laws that govern privacy and confidentiality.

2.2 A "library record" refers to any document, record, or other method of storing information retained, received, or generated by a library that identifies a person or persons as having requested, used, or borrowed library material, and all other records identifying the names or confidential patron records of library users. The term "library record" does not include non-identifying material that may be retained for the purpose of studying or evaluating the circulation of library material in general.

2.3 The confidential patron library records referred to in this Policy, whether print or electronic, include, but are not limited to:

- Circulation records from any library branch.
- Library card registration records.
- Interlibrary loan or patron material (holds) requests.
- Event registration and attendance records.
- Reference requests received in person or via email or telephone.
- Donation records including the donor's personal and financial information, payments, and communications with library staff; and
- Patron computer, internet, e-materials, library database, or website use records.
- The confidential information in these records includes, but is not limited to:
 - o Subjects researched.
 - o Materials consulted.
 - o Individual titles borrowed; and

SUBJECT: Confidentiality Of Library Records & Third-Party Partners Privacy LIB-5

- o Patron library card number, name, address, phone number, email, DOB, financial transactions, and all other unique identifiers.

3. POLICY:

- 3.1 No employee or agent of the library, or third party contracted by the library that receives, transmits, maintains, or stores library records, shall release, or disclose a library record or portion of a library record to any person or persons outside the operation of confidential library business, except pursuant to federal, state, or local law where a proper showing of good cause has been made in a court of competent jurisdiction. Moreover, any cost incurred by the library in any search through patron records, even under court order, shall be chargeable to the entity demanding such search.



ADMINISTRATIVE POLICY

SECTION: Library		POLICY: LIB-6	
TITLE: Child and Youth Safety at the Library		ORDER #: TBD	
DEPT: Library			
ADOPTED: TBD	REVIEWED: TBD	REVISED: TBD	

1. PURPOSE/OBJECTIVE:

1.1 The Tillamook County Library provides a safe and welcoming environment that encourages youth to visit the library, use our collections and services and attend programs.

2. APPLICABILITY:

2.1 This policy applies for all people on library premises. Library premises are defined as any Tillamook County owned property that is used for library purposes, all building spaces in which library services are delivered, and the library bookmobile and the immediate exterior space around the library bookmobile.

3. VIOLATIONS:

3.1 People in violation of this policy will be subject to the rules and sanctions outlined in the library code of conduct (LIB-1).

4. POLICY:

4.1 Parents are responsible for the behavior of their children on library property, whether the parent is present or not.

4.2 Children under 10 years of age must be accompanied and adequately supervised by a responsible caregiver. Older siblings, or caretakers under the age of 15 are not considered adequate supervisors. If a child is left alone and they are under the age of 10, a parent or guardian will be contacted to pick them up. If a parent or guardian cannot be reached, the police department may be contacted.

4.3 Youth of any age with mental, physical, or emotional problems who require supervision should be always accompanied by a parent or caregiver. If a parent or guardian cannot be reached, the police department may be contacted.

4.4 Children's areas are designated for children up to age 12; Teen areas are designated for ages 12 to 18.

SUBJECT: Child and Youth Safety at the Library LIB-6

- 4.5 Adults may visit Teen and Children's areas only when accompanied by youth using those departments or if they are retrieving materials for research or checkout.
- 4.6 Adults unaccompanied by children may be asked by library staff to use the restrooms, facilities, services, and/or equipment in the adult section of the library.
- 4.7 Children's programs are designed for children and their caregivers. Adults unaccompanied by a child may be asked to leave unless the attendance was prearranged.
- 4.8 Arrangements for pick-up from the library must be made 15 minutes prior to close of the library.



ADMINISTRATIVE POLICY

SECTION: Library		POLICY: LIB-7	
TITLE: Animals in the Library		ORDER #: TBD	
DEPT: Library			
ADOPTED: TBD	REVIEWED: TBD	REVISED: TBD	

1. PURPOSE/OBJECTIVE:

1.1 To maintain an environment where people can freely access library services, the library limits the allowance of animals inside of the library except for in limited circumstances.

2. APPLICABILITY:

2.1 This policy applies for all people on library premises. Library premises are defined as any Tillamook County owned property that is used for library purposes, all building spaces in which library services are delivered, and the library bookmobile and the immediate exterior space around the library bookmobile.

3. VIOLATIONS:

3.1 People in violation of this policy will be subject to the rules and sanctions outlined in the library code of conduct (LIB-1).

4. POLICY:

4.1 Animals are not allowed inside the library unless they are part of library programming or qualify as Service Animals as defined by the Americans with Disabilities Act (ADA) and Oregon Disability Laws.



ADMINISTRATIVE POLICY

SECTION: Library		POLICY: LIB-8	
TITLE: Tillamook County Library Name, Image, and Likeness		ORDER #: TBD	
DEPT: Library			
ADOPTED: TBD	REVIEWED: TBD	REVISED: TBD	

1. PURPOSE/OBJECTIVE:

1.1 This policy protects against the misuse of the library's name, image, and likeness.

2. APPLICABILITY:

2.1 This policy applies to all members of the public regarding use of Tillamook County's name, image, and likeness.

3. VIOLATIONS:

3.1 Anyone violating this policy may be subject to legal action.

4. POLICY:

4.1 Written permission for use of Tillamook County Library's name, image, or likeness by any other entity, business, or organization is required except where allowed in this policy. Prohibited or restricted uses include, but are not limited to, the following:

- Implication of endorsement by the organization or its activities.
- Commercial uses (placement of the logo on product packaging or use of the logo to endorse selling a product).
- For purposes other than acknowledging membership or participation in library activities; and
- Modification of the Tillamook County Library logo.

4.2 The Tillamook County Library Board, Tillamook County Library Foundation, South County Library Club, North Tillamook Library Friends of the Library, Rockaway Beach Friends of the Library and the Cities of Bay City or Garibaldi may use the logo, as appropriate, to promote their events and/or describe their activities. Third parties may use the logos for promotional purposes only with advance approval and specifications for use from the Library Director or designee.



ADMINISTRATIVE POLICY

SECTION: Library		POLICY: LIB-9	
TITLE: Photography and Film in the Library		ORDER #: TBD	
DEPT: Library			
ADOPTED: TBD	REVIEWED: TBD	REVISED: TBD	

1. PURPOSE/OBJECTIVE:

1.1 This policy governs the use of photography and film within the library.

2. APPLICABILITY:

2.1 This policy applies for all people on library premises. Library premises are defined as any Tillamook County owned property that is used for library purposes, all building spaces in which library services are delivered, and the library bookmobile and the immediate exterior space around the library bookmobile.

3. VIOLATIONS:

3.1 People in violation of this policy will be subject to the rules and sanctions outlined in the library code of conduct (LIB-1).

4. POLICY:

4.1 Policies and Procedures for Tillamook County Library Employees

4.1.1 When filming or taking pictures of patrons of Tillamook County Library, library staff will announce the filming or photo-taking to allow people in the library to avoid unwanted film or photography of themselves.

4.1.2 Library staff may not put child's first name and last name together in photographs or video without parental consent. If pictures are to be taken, library staff and vendors are to take mostly photos of the backs of patron's heads unless they have permission to film or photograph individuals.

4.2 Patrons Taking Photos and Filming

4.2.1 It is okay to take photos in the library, patrons should refrain from taking pictures of our staff or other patrons of the library. Parents and caregivers of children can take pictures of their own children. For a bigger project like filming a short film, or photoshoots, the library requires 24-hour notice and approval from the library director or designee. Filming or Photography in a library should not cause a

SUBJECT: Photography and Film in the Library LIB-9

disruption, harass patrons and employees, monopolize library workers time, and it should not interfere with patrons' privacy.



ADMINISTRATIVE POLICY

SECTION: Library		POLICY: LIB-10	
TITLE: Library Donations		ORDER #: TBD	
DEPT: Library			
ADOPTED: TBD	REVIEWED: TBD	REVISED: TBD	

1. PURPOSE/OBJECTIVE:

1.1 This policy outlines Tillamook County Library's gift and donation guidance for the public. Tillamook County Library welcomes and encourages gifts and donations to support its current operations and future development. The library may accept money, property, bequests, print and non-print materials in excellent condition, or any other items which are consistent with the library's mission statement. The Tillamook County Library Foundation is the preferred recipient of large financial donations.

1.2 In addition to gifts and donations made directly to Tillamook County Library, gifts are accepted by the Tillamook County Library Foundation and individual Tillamook County Library Friends Groups. Each organization determines their individual donation policy and guidelines. The primary function of these support organizations is to provide financial support to Tillamook County Library for programs and to maintain branch facilities. The donor may choose which entity will receive their gift based on the mission of each organization, the donor's own wishes and what the donor determines to be in their best financial interest. Each of these entities is free to recommend one of the others as the best recipient if they feel they are not best equipped to use or manage the gift.

2. APPLICABILITY:

2.1 This policy applies to all gifts and donations to the library or for library benefit.

3. POLICY:

3.1 Tillamook County Library accepts a donation that furthers the library's services, goals, objectives, and priorities.

3.2 Tillamook County Library will consider non-monetary gifts such as artwork, antiques, collectibles, or other personal property considering the gift's relevance to Tillamook County Library's needs and objectives, the space required to house or store the gift, and the cost to maintain or preserve the gift. All accepted gifts become the property of the Tillamook County Library to be used or disposed of in accordance with the library's changing needs, unless otherwise agreed in a signed donor agreement.

SUBJECT: Library Donations LIB-10

3.3 Donations to the Tillamook County Library are tax deductible to the fullest extent provided by law. As the recipient of a gift, the Tillamook County Library will not assign a monetary value to that gift. Appraisals on non-monetary donations will be done at the donor's expense.



ADMINISTRATIVE POLICY

SECTION: Library		POLICY: LIB-11	
TITLE: Lost & Found		ORDER #: TBD	
DEPT: Library			
ADOPTED: TBD	REVIEWED: TBD	REVISED: TBD	

1. PURPOSE/OBJECTIVE:

1.1 Libraries are publicly accessible spaces. Library users occasionally leave personal items at the library, and the library does not usually have a means of connecting people to their lost materials. This policy establishes how the library will manage personal items left in the library.

2. APPLICABILITY:

2.1 This policy applies to unattended items found on library premises. Library premises are defined as any Tillamook County owned property that is used for library purposes, all building spaces in which library services are delivered, and the library bookmobile and the immediate exterior space around the library bookmobile.

3. POLICY:

3.1 Tillamook County Library is not responsible for personal items left or lost in the library.

3.1.1 Tillamook County Library is a public venue and personal items are the responsibility of their owners.

3.1.2 Patrons are strongly encouraged not to leave personal items unattended at any time. Items that are left unattended may be considered lost items and will be subject to the provisions of this Lost and Found policy.

3.1.3 Patrons who can satisfactorily identify their items may claim their items from lost and found.

3.2 Process for lost items found in the library

3.2.1 Tillamook County Library staff shall make reasonable effort to identify and secure lost and found items.

3.2.2 An effort shall be made to locate the owner(s). Library staff may access personal belongings, devices, and library accounts to locate the owner's contact information.

3.2.3 Lost items will be returned to original owner, parent/guardian, or approved designee.

3.2.4 Staff, volunteers, and patrons may not take personal possession of lost and found items.

SUBJECT: Lost & Found LIB-11

- 3.2.5 Suspicious items or packages are handled appropriately; law enforcement may be contacted to handle them.
 - 3.2.6 Hazardous and/or perishable items will be discarded immediately.
 - 3.2.7 Lost and found items of obvious value (e.g., wallets, purses, personal identification, bank cards, phones, tablets, laptops) will be held securely for 3 business days and turned over to the Tillamook Police Department if unclaimed.
- 3.3 Unclaimed lost items
- 3.3.1 After 30 days, unclaimed cash, books, movies, and music without Tillamook County Library barcode labels will be donated to the bookstore or one of the Friends of the Library groups.
 - 3.3.2 After 30 days, all other unclaimed items, except for USB drives and digital devices, will be given to local charitable agencies or disposed of as appropriate



ADMINISTRATIVE POLICY

SECTION: Library		POLICY: LIB-12	
TITLE: Petitioning		ORDER #: TBD	
DEPT: Library			
ADOPTED: TBD	REVIEWED: TBD	REVISED: TBD	

1. PURPOSE/OBJECTIVE:

1.1 This policy establishes the criteria for petitioning spaces on library premises.

2. APPLICABILITY:

2.1 This policy applies for all people on library premises. Library premises are defined as any Tillamook County owned property that is used for library purposes, all building spaces in which library services are delivered, and the library bookmobile and the immediate exterior space around the library bookmobile.

3. VIOLATIONS:

3.1 People in violation of this policy will be subject to the rules and sanctions outlined in the library code of conduct (LIB-1).

4. POLICY:

4.1 First Petitioning inside Tillamook County Library buildings is prohibited. The circulation of petitions outside library facilities must not impede the free access of the public to library entrances/exits, resources, or parking areas. Harassment of any kind of patrons or library staff is prohibited. Petitioners violating this policy or the Library's Code of Conduct will be asked to leave library property.



Tillamook County Board of Commissioners

201 Laurel Avenue, Tillamook, OR 97141

Phone: 503-842-3403

TTY Oregon Relay Service

David Yamamoto, Chair

Erin D. Skaar, Vice-Chair

Mary Faith Bell, Commissioner

December 14, 2022

Megan Hendrickson
Onsite Financial Aid Program Coordinator
State of Oregon Department of Environmental Quality
Onsitesepctic.INFO@deq.oregon.gov

Re: State of Oregon DEQ Onsite Septic Financial Aid Program

Dear Ms. Hendrickson and Ranking Committee:

The County of Tillamook would like to submit this letter of support and intent to participate in the State of Oregon's Department of Environmental Quality's grant for Onsite Septic Financial Aid Program.

It is important to secure funding to provide septic system repairs and/or replacements to the members of our communities, who are unable to afford these costs on their own. We recognize the critical need for these septic repairs - or when necessary replacement - which assists to keep people healthy and safe in their homes. There is also a small component of small businesses in our county which may qualify for the program as well, and would be able to go through the qualification process.

With the support and assistance of Community Action Team as Project Manager for this program, we will be able to address a critical need throughout our communities. As an experienced project manager, including running revolving loan and grant programs, CAT will be able to create a three county wide program to assist those most in need, but least able to afford to do this type of repair.

We get calls from homeowners with need for this type of repair, and recognize this grant opportunity to be able to fill the need.

Upon award of the Grant, we will work with the other two counties to solidify a Memorandum of Understanding between the three counties to implement the Onsite Septic Financial Aid Program, and identifying and contracting with Community Action Team to implement the program.

Sincerely,

BOARD OF COMMISSIONERS FOR TILLAMOOK COUNTY, OREGON

Handwritten signature of David Yamamoto in black ink.

David Yamamoto, Chair

Handwritten signature of Erin D. Skaar in black ink.

Erin D. Skaar, Vice-Chair

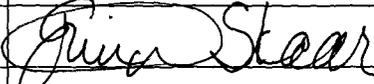
Handwritten signature of Mary Faith Bell in black ink.

Mary Faith Bell, Commissioner

Organizational Information

Organization name			Tillamook County			
Organization address			201 Laurel Avenue, Tillamook, Oregon 97141			
Contact information	Point of contact name		Erin Skaar			
	Phone number		503-842-3403			
	Email		eskaar@co.tillamook.or.us			
Organization UEI/SAM number or the ability to obtain one prior to award?			YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
UEI/SAM number			HEMCL199BU17			
Is the organization an eligible proposer			YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
Organization type (County government, Housing Authority, etc)			County Government			
Award experience						
Has the organization received federal funding for similar programs in the past?			YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
Has the organization complied with all conditions of prior awards			YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
Has the organization had one or more audit findings for non-compliance in the past 5 years			YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>
<p>If the organization has received an audit finding for non-compliance, please provide the finding and corrections made by the organization.</p>						

Is the organization able to provide the following for this funding opportunity?			
Able to follow applicable guidance as outlined in the <u>2cfr 200</u> ?	YES	<input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Quarterly reports as outlined by ARPA guidance?	YES	<input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Annual reports as outlined by ARPA guidance?	YES	<input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Able to follow ARPA treasury guidance?	YES	<input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Does the organization anticipate challenges with reporting for this award?	YES	<input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If there are anticipated challenges, please note them here:			
Organization costs and finances			
Does the organization have a system to evaluate the costs and determine if they are reasonable for the purposes of this project?	YES	<input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Does the organization have policies and procedures for expending funds consistently?	YES	<input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Does the organization have a process for determining reimbursement eligibility for beneficiaries?	YES	<input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Does the organization have policies and procedures for maintaining financial tracking of these funds?	YES	<input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Other organization information			
Does the organization receive more than \$25 million in federal funds?	YES	<input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If yes, is information uploaded in SAM?	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
If the information is not uploaded, organization must enter this into SAM.GOV prior to award			

Authorized representative name	Erin Skaar, Vice-Chair, Board of Commissioners
Authorized representative signature	
Date	December 14, 2022

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR TILLAMOOK COUNTY, OREGON

In the Matter of an Ordinance)	
Implementing a Property Tax)	ORDINANCE #85
Exemption for Workforce Housing)	AMENDMENT #1
within Unincorporated Tillamook)	
County; Providing Administrative)	
Procedures for Compliance and)	
Enforcement of the Exemption)	
Program)	

The Board of Commissioners for Tillamook County ORDAINS as follows:

Section 1. Title

This Ordinance shall be known as the "Workforce Housing Property Tax Exemption Ordinance" and may be cited and pleaded as such and shall be cited herein as "this Ordinance", or by any reference to a section or subsection of this Ordinance.

Section 2. Authority

This Ordinance is enacted pursuant to ORS 203.035.

Section 3. Purpose

The purpose of this Ordinance is to incentivize workforce housing in furtherance of Tillamook County's housing and livability goals. Oregon House Bill 2377 (2017) and Chapter 624 Oregon Laws 2017 enable local governments to enact a property tax exemption for certain multiunit rental housing. This Ordinance implements House Bill 2377 and Chapter 624 Oregon Laws 2017 and provides additional terms for receipt and administration of the property tax exemption.

Section 4. Applicability

This Ordinance shall apply within the unincorporated areas of Tillamook County, including areas within urban growth boundaries, but shall not apply within the boundaries of any incorporated City, except as allowed in the provisions of Oregon House Bill 2377 (2017) and Chapter 624 Oregon Laws 2017.

Section 5. Definitions

Except where the context otherwise requires, the definitions established in this Section govern the construction of this Ordinance.

- (a) "Affordable". Housing which costs households no more than thirty percent (30%) of gross Area Median Income adjusted to household size.

- (b) "Area median income". The Housing and Urban Development Area Median Income for Tillamook County that is effective as of January 1 of the calendar year in which an applicant is seeking this property tax exemption.
- (c) "Assessor". The Tillamook County Assessor.
- (d) "Building". The same as it does at Section 11.030 of the Tillamook County Land Use Ordinance.
- (e) "Claim" or "claimed". A unit that was deemed eligible and for which the applicant sought the property tax exemption.
- (f) "Community Development". The Tillamook County Department of Community Development.
- (g) " Dwelling unit". The same as it does at Section 11.030 of the Tillamook County Land Use Ordinance.
- (h) "Eligible". A building or dwelling unit that qualifies under Section 6 of this Ordinance.
- (i) "Multiunit rental housing". For the purposes of this exemption, any detached structure within which there are at least three (3) separate dwelling units.
- (j) "Real Market Value". The real market value as determined by the Assessor.
- (k) "Rehabilitation". Bringing an existing multifamily building, having been occupied for no fewer than twenty (20) years, up to full compliance with applicable building code and completing all deferred maintenance. Additionally, the cost of the rehabilitation must exceed fifty percent (50%) of the most recent Real Market Value of the structure prior to the proposed improvement.
- (l) "Transient lodging" means:
 - (A) Hotel, motel, and inn dwelling units that are used for temporary overnight human occupancy;
 - (B) Spaces used for parking recreational vehicles or erecting tents during periods of human occupancy; or
 - (C) Houses, cabins, condominiums, apartment units or other dwelling units, or portions of any of these dwelling units, that are used for temporary human occupancy.

- (m) "Unclaimed". An otherwise eligible unit for which the applicant did not claim the property tax exemption.

Section 6. Eligibility and Duration of Exemption

- (a) An applicant may apply for this exemption on the basis of new construction or rehabilitation; in either case, the property tax exemption shall apply in the first property tax year after receipt of a Certificate of Occupancy for the subject building.
- (b) Only those dwelling units which are affordable to households making up to one hundred twenty percent (120%) of the Area Median Income shall be considered eligible for the property tax exemption.
 - (A) An applicant may choose to omit an otherwise eligible dwelling unit from the exemption program; this unit shall be referred to as unclaimed.
 - (1) No more than twenty percent (20%) of the total units shall be omitted via this mechanism.
 - (B) An applicant may not claim or unclaim new units for this exemption once an application has been approved and the first property tax year of the approved exemption has begun, unless Community Development, in conjunction with the Assessor, determines that unforeseen circumstances necessitate the change. Tax statements shall be adjusted, including adding previously exempt property taxes as required, according to any changes in eligibility made as a result of this subsection, to be assessed on the next property tax year.
- (c) The percentage of units which claim the exemption, rounded down to the nearest ten percent (10%), shall determine the duration of the exemption according to the following table:

Minimum % of Eligible Units	Years of Exemption
10%	1
20%	2
30%	3
40%	4
50%	5
60%	6
70%	7
80%	8
90%	9
100%	10

- (d) No building shall be eligible for this property tax exemption more than once for its lifetime, regardless of whether it was claimed on the basis of rehabilitation or new construction.
- (e) Any limits on rent pursuant to this Ordinance shall expire on the first property tax year after the exemption expires.
- (f) A property shall only be eligible for the exemption granted under this Ordinance upon passage of a board order, resolution, or other formal document in support of this Ordinance by tax districts whose property tax rates, when combined with the rates of Tillamook County, equal fifty-one percent (51%) or more of the total combined rate of taxation on the eligible rental property.
 - (A) The exemption, if granted, shall apply to all property tax levies of all taxing districts in which eligible rental property is located.
- (g) Tax exemption enabled under Oregon House Bill 2377 and Chapter 624 Oregon Laws 2017 is repealed on January 2, 2027. Eligible rental property that is granted exemption under this Ordinance shall continue to receive the exemption under the provisions of this Ordinance for the period of time for which the exemption was granted.

Section 7. Rent Limits

- (a) The maximum chargeable monthly rent for a claimed unit shall be based on the maximum rent affordable to one hundred twenty percent (120%) of the Area Median Income adjusted to household size.
- (b) Rent limits are calculated based on thirty percent (30%) of the Tillamook County Area Median Income adjusted to household size.
- (c) The average rent of the claimed units shall not exceed the average rent of the same units rented at a level affordable to a household making one hundred percent (100%) of the Area Median Income.
- (d) Any utilities separately charged from the landlord to the tenant shall count toward the charged rent. Utilities for which the tenant is solely responsible, or for which the landlord does not separately charge the tenant, shall not count toward the charged rent.
- (e) An otherwise eligible building seeking this exemption on the basis of rehabilitation, which has received State or Federal funding and which, as a condition of securing said funding, limits rents to those affordable to households making eighty percent (80%) or less of Area Median Income at the time of application for this program, and which continues to be limited by that condition at the time of application for this exemption, shall be

prohibited from setting rents on its claimed units any more than that percentage limit to which they were previously bound, for the duration of the property tax exemption.

Section 8. Additional Rules

- (a) All rents and rent limits shall be rounded to the nearest dollar for the purposes of determining compliance.
- (b) Claimed units shall be prohibited from being converted to any form of transient lodging for the lifetime of the building.
 - (A) Property owners shall record a legally binding covenant with the County Clerk identifying units for which the property tax exemption was claimed and prohibiting them from future usage as transient lodging.

Section 9. Application Process

- (a) Community Development shall provide for the necessary forms to apply for this exemption both initially and as part of the yearly renewal required by this Ordinance.
- (b) The applicant must own or lease the property to which the application relates.
- (c) The applicant shall pay a fee of one hundred dollars (\$100) to pay for review of the application.
- (d) The applicant must submit an application renewing the exemption each year for the duration of the property tax exemption.
 - (A) This renewal shall not require a Resolution by the Board of County Commissioners but shall be recorded by Community Development.
- (e) Upon receipt of an application, Community Development shall determine, as soon as practicable:
 - (A) Whether the subject property falls within the boundary of the County;
 - (B) The date on which the rehabilitation or construction of the subject property was or will be completed;
 - (C) The date on which the subject property was first offered for residential occupancy;
 - (D) The rent charged for each unit of the subject property and whether the rent meets the requirements of this Ordinance.

- (f) An application for the property tax exemption shall be filed by March 1 of the year preceding the tax year to which the application relates.
- (g) An application may be filed by December 31 of the current property tax year if accompanied by a late filing fee of two hundred dollars (\$200) or one-tenth of one percent (0.1%) of the real market value as of the most recent assessment date of the eligible rental property to which the application relates, whichever is greater.
- (h) An application may be filed on or before April 1 of the current property tax year if the application is accompanied by a late filing fee of two hundred dollars (\$200) and the applicant demonstrates good and sufficient cause, as defined in ORS 307.162, for failing to file a timely application or is a first-time filer, as defined in ORS 307.162, of an application under this property tax exemption.
- (i) Late fees collected shall be deposited to the Tillamook County General Fund.
- (j) Determinations made under this application process cannot be appealed.
- (k) An application must receive final approval via Resolution by the Board of County Commissioners acknowledging the property tax exemption on or before April 1 of the year preceding the year to which the application relates.

Section 10. Reporting and Enforcement

- (a) Community Development shall track active property tax exemptions under this Ordinance, including the duration as well as all units of the affected buildings, their eligibility and claim on the exemption, and their rents.
- (b) Community Development shall publish the annual rent thresholds no later than the second Monday of the year following the effective date of the Housing and Urban Development Area Median Income for Tillamook County and shall notify affected property owners via written notice as soon as practicable, in addition to publishing the thresholds on the County website.
- (c) Any activity which Community Development deems to have violated the terms of the property tax exemption and in which Community Development has exhausted all notice requirements required by this section shall result in a recommendation to the Assessor on whether to terminate the exemption; the Assessor shall make a final determination and act accordingly without right of notice or appeal for the applicant.

- (A) Exemptions terminated via this process shall have all property taxes previously exempted via this Ordinance assessed the next applicable property tax year.
- (d) As soon as practicable, but no later than fourteen (14) days after the rent thresholds are published, all property owners receiving the exemption shall file an application to continue the property tax exemption with Community Development.
 - (A) Failure to apply within fourteen (14) days shall result in written notice to the owner.
 - (B) Failure to apply within twenty-eight (28) days shall result in immediate termination of the exemption according to Section 10(c).
- (e) Property owners who receive the exemption must provide written notice to all tenants at time of lease that their unit is rent limited and provide contact information for Community Development.
 - (A) Community Development shall provide the requisite language and shall have forms available at the Community Development office for this purpose.
- (f) Any change in rents on claimed units shall be reported to Community Development no later than one (1) week before the change in rent is due to take effect.
 - (A) Any changes in rent must continue to comply with Section 7 of this Ordinance.
- (g) If at any time the rent of an individual claimed unit exceeds the limits set forth in the published rent limits, or if the average rent of all claimed units exceeds the average rent limit, Community Development shall notify the landlord with written notice.
 - (A) Failure to adjust the rent below the individual unit limit within fourteen (14) days of notice shall result in termination of the exemption according to Section 10(c).
- (h) Repeat offenses of the rent limits are subject to the terms of Section 10(c).
- (i) The assessment and tax rolls shall show "potential additional tax liability" for each eligible rental property granted exemption under this Ordinance.
- (j) The above subsections notwithstanding, no part of this ordinance precludes a property owner from adjusting rents on a given claimed unit.

Section 11. Severability

If any section, subsection, provision, clause or paragraph of this Ordinance shall be adjudged or declared by any Court of competent jurisdiction to be unconstitutional or invalid, such judgment shall not affect the validity or the remaining portions of this Ordinance and it is hereby expressly declared that every other section, subsection, provision, clause or paragraph of this Ordinance, irrespective of the portion thereby declared to be unconstitutional or invalid, be valid.

Section 12. Effective Date

The Board of Commissioners finds that the enactment of this Ordinance is necessary for the public health, safety and general welfare, that an emergency exists and this Ordinance shall take effect immediately upon passage by the Board of County Commissioners.

Date of First Reading: November 30, 2022.
Date of Second Reading: December 14, 2022.

ADOPTED this 14th day of December, 2022.

BOARD OF COUNTY COMMISSIONERS
FOR TILLAMOOK COUNTY, OREGON

Aye Nay Abstain/Absent

David Yamamoto, Chair

___ ___ ___/___

Erin D. Skaar, Vice Chair

___ ___ ___/___

Mary Faith Bell, Commissioner

___ ___ ___/___

ATTEST: Tassi O'Neil, County Clerk

APPROVED AS TO FORM:

By: _____
Special Deputy

William K. Sargent
County Counsel