CITY OF COVE
REGULAR COUNCIL MEETING
December 1, 2026, at 7:00 p.m.
504 ALDER STREET
COVE, OR 97824

- **Call to Order**
- **Pledge of Allegiance**
- **Council Roll Call**
- **Additions/Changes to the Agenda**
- **Public Comment for Items on the Agenda**- 3 minutes per person; Must Sign the Speakers Roster
  - Community members may address issues observed on the agenda and may ask council for additions for consideration to be added to the current agenda.
- **Consent Agenda**
  - November 3, 2026, Council Minutes
  - Approval of Bills to Be Paid
- **Correspondence**
- **Old Business**
  - Paving Contingency for the Kirksey Partition Approval
- **Public Hearing 7:30 p.m. Minor Partition and Variance: Brett & Jenny Beverage, 608 Poplar St.**
  - Open Hearing
  - Staff Report
  - Applicants Testimony
  - Proponents Testimony
  - Opponents and Other Interested Parties Testimony
  - Applicants Rebuttal
  - Close Hearing or Consider Continuance
  - Council Deliberation & Final Decision
- **New Business**
- **City Council Working Committee Report**
  - TSP – Land Use Development Code
  - Cove Beautification Pilot Project
- **City Recorder Report**
- **Public Works Director Report**
- **Mayor's Report**
- **Student Councilor Report**
- **Good of the Order**
- **Public Comment for Items Not on the Agenda**– 3 minutes per person; Must Sign the Speakers Roster
  - This is the place allowed for the public to comment on anything they wish to have addressed by council or discuss their feelings towards any matter before the council, which is not already scheduled for discussion on the meeting agenda.
- **Suggestions for Future Work Sessions & Meeting Agendas**
- **Upcoming Meetings**
- **Adjournment**

To submit public comment in writing, or questions about accommodations for persons with disabilities please send an e-mail to cityadmin@cityofcove.org at least four (4) calendar days prior to the meeting.
To join the meeting virtually from your computer, tablet, or smartphone see the link below:
https://meet.goto.com/CityofCove
You can also dial in using your phone:
United States (Toll Free): 1 877 309 2073
United States: +1 (312) 757-3129
Access Code: 566-891-733

This institution is an equal opportunity provider and employer

City Of Cove
Council Meeting Minutes
November 3, 2026

Call to Order

Mayor, Sherry Haeger, called the regular session of the Cove Common Council to order at 7:00 p.m. located at City of Cove City Hall, 504 Alder St., Cove, Oregon, 97824. Remote access to the meeting was active.

Council Members Present: Council President, Matt McCowan, Councilors, Alexis Cannon, Cheryl Hargrove, Boss Parker, Shawn Parker, and Student Councilor, Eliza Pettit.

Council Members Present Remotely: There were no council members present remotely.

Required City Staff Present: City Recorder, Lana Shira, Public Works Director, Dave Johnson and Billing Clerk, Kerri McCowan.

Required City Staff Present Remotely: There were no city staff present remotely.

Council Members not Present: Councilor, Eric Stone.

Required City Staff Not Present: All required city staff were present.

Public Present: Waste Pro Representative, Darin Larvik, Charles Kirksey, Ron Hulse, Dennis Nostrant, and Earl Pettit.

Public Present Remotely: There was public present remotely. See City of Cove Meeting Info printout.

Pledge of Allegiance

The Pledge of Allegiance was led by Mayor, Sherry Haeger.

Council Roll Call

Roll call was performed by City Recorder, Lana Shira. A quorum was determined to be present.

Additions/Changes to the Agenda

The CCA Request for Donation under Old Business was removed from the agenda at the request of CCA President, Heidi VanSchoonhoven.

Public Comment

There was no public comment made at this time.

Consent Agenda

- October 6, 2026, Council Minutes
- Approval of Bills to Be Paid

  Motion: Council President McCowan moved to approve the Consent Agenda. Councilor Shawn Parker seconded. Motion carried.

- **Correspondence**
  There was no correspondence presented at this meeting.

- **Old Business**
  - CCA Request for Donation
    Notification was received from Heidi VanSchoonhoven that she will not be at the meeting to request funds.

  - Rose Ridge Bridge Maintenance Grant Availability
    Dave reported he met with ODOT on the grant program and met with Anderson Perry. The grant application is lengthy and detailed. Anderson Perry does handle the process quite often, but they are not cheap. However, there is a chance we can get the grant amount due to the fact that it is not a large dollar amount, but it would take roughly $5,000 to $6,000 for Anderson Perry to put the application together. It was discussed that if we don't get the grant this year the application will still be ready for the next cycle, which is a three-year cycle. The rating of the bridge isn't critical; it would be a rehabilitation, and would fall under small bridge, non-system. It will be a 10.7% match for the city if we do get the grant. It is a federal grant so there will be a lot of federal requirements. ODOT would facilitate the project, and Anderson Perry would help with the grant application process. Discussion ensued, and it was noted that the project will need to be done at some point. It was reported that the application is due at the end of this month. It was the consensus that we proceed with the grant application.

    Motion: Council President McCowan moved to approve the $5,000 to $6,000 for Anderson Perry's help on the grant application. Councilor Hargrove seconded. Motion carried.

  - Paving Contingency for the Kirksey Major Partition Approval
    Charles Kirksey was present to discuss the conditions stipulated with the approval of his partition request. He noted he is looking for leniency on the stipulation of black topping the road. He feels that taking on the right-of-way of the entire road made it easier for the city and would be a benefit to the city, but it will be difficult for him financially to take on the development of the road. It was asked what specifically Mr. Kirksey was looking for, and he noted he wants to know when the trigger point is for paving the road. Discussion ensued. It was pointed out that the city already approved what was asked for in the partition request at last month's meeting. The original approval was reviewed and discussed. It was determined there needs to be clarification of city standards. Once that is decided Dave will inform Mr. Kirksey of his options and it will be discussed further at the December meeting.

  - TLT (Formerly TRT) Resolution Approval
    Lana explained the committee's development and drafting of the Resolutions, application and procedures for TLT funds. She verbally reviewed the documents and resolutions noting Resolution 2026-3 establishes the Transient Lodging Tax Revenue Fund and Resolution 2026-4 established the city's policy for receiving and disbursing the funds. Discussion ensued. It was noted there will still be a donation fund in the city's budget separate from TLT funds. It was discussed that approval is needed to establish the TLT funds.

    Mayor Haeger read Resolution 2026-3, A Resolution Establishing a Budget Fund for Transient Lodging Tax Revenue, in full.

    Motion: Council President McCowan moved to approve Resolution 2026-3. Councilor Boss Parker seconded. Motion carried.

Student Councilor Pettit read Resolution 2026-4, In the Matter of Authorizing the City of Cove to Accept an Annual Allotment of Transient Lodging Tax Funds from Union County to be Used for Tourism Activities or Attractions, Tourism Promotion, Economic Development Purposes, Programs that Support Tourism Activities and Events, or for Services Impacted by Tourism Within the Community, in full.

Motion: Councilor Cannon moved to accept Resolution 2026-4. Council President McCowan seconded. Motion carried.

- **New Business**
  - Waste Pro Rate Increase Request
    Waste Pro Representative, Darrin Larvik, was present to verbally present his request for a rate increase for Waste Pro services in the City of Cove. He provided an overview of the information included in the meeting packet. Discussion ensued. The 1.5-yard black bins were discussed, and it was noted they should not be put in the city right of way. Mr. Larvik indicated the city needs to develop guidelines for where they are put.

    Councilor Hargrove read Resolution 2026-5 in full.

    Motion: Councilor Cannon moved to accept Resolution 2026-5. Councilor Hargrove seconded. Council President McCowan opposed. Motion carried.

City Council Working Committee Report

- TSP – Land Use Development Code
  Lana reported the State has not sent the final model, but she is working, as time allows, on the draft and inserting information to reflect items specific to Cove.

- Cove Beautification Pilot Project
  The new Cove Winter Beautification flyer was discussed. It was pointed out the judging date needs to be changed to December 30th, not December 20th.

- TLT (Formerly TRT) Funds
  Discussed previously under Old Business.

City Recorder Report

Lana provided a verbal report:

- She and Dave met with the city's insurance risk assessment consultants from CIS. They went over a questionnaire and from that found the following: We need to develop a sidewalk ordinance, or the city is at risk of being sued for slips and falls; Councilors need to attend election essentials training; We need to start performing and documenting workplace safety inspections; Volunteers for Clean Up Day should be signing a waiver; We need an emergency operation plan.
- We received the remaining $85,000 for the Small Cities Allotment Grant.
- Next week is Operation Green Light to recognize veterans.

Public Works Director Report

Dave provided a verbal report:

- He received the new snowplow and has been working on getting that set up on the new truck.
- They are working on rebuilding control valves at well #2. He and Jason received training earlier this year so they can do the work themselves, which saves the city money.
- They have been trimming trees and cleaning culverts.

- After previously switching to a different lab, we received another violation from the state for drinking water. It is not a major violation, but he has switched to a third lab and so far, has no complaints about them.

Mayor's Report
Mayor Haeger provided a verbal report:

- She discussed that this will be Council President McCowan's last meeting since he will be absent for the December meeting. She announced on behalf of the City of Cove and the council that she would like to thank Matt for his leadership during his time on the council.
- She reported this may be her last meeting. She provided details of her health issues and upcoming surgery. It was discussed that since she may miss December's meeting and Council President McCowan will not be at December's meeting, someone should be appointed Council President. Council President McCowan nominated Councilor Hargrove to be Council President at the December meeting. Councilor Hargrove accepted the nomination.
- She acknowledged and expressed appreciation to each of the councilors and employees of the city.

Student Councilor Report
Eliza provided a verbal report:

- Cove HS football travels to North Douglas for a state playoff game on November 6th.
- The HS cross country boys' and girls' teams won the district championship. Ian Garlitz, a Cove High School senior, was the District Champion cross country runner. The state cross country meet is this weekend.
- Junior High volleyball performed well.
- ASB Veteran's Day assembly is scheduled for November 10th.
- FFA pressed cider for the Trunk or Teat event. Officers attended a leadership camp.
- FBLA had a guest speaker from Nature's Pantry who was very inspirational.
- HOSA volunteered to read to the kindergarteners and dressed up in Halloween costumes.

Good of the Order
There was no good of the order presented at this time.

Public Comment
Dennis Nostrant asked for clarification on the land use progress.

Suggestions for Future Work Sessions & Meeting Agendas
There were no suggestions for future work sessions or meeting agenda items.

Upcoming Meetings
Regular council meeting scheduled for December 1, 2026.

Adjournment
Mayor Haeger adjourned the meeting at 8:28 p.m.

_____
Mayor, Sherry Haeger

_____
Kerri McCowan, Billing Clerk

_____
Lana Shira, City Recorder

Outlook

Cove right of way and street standards

From Dave Johnson <dave.johnson@cityofcove.org>
Date Tue 11/10/2026 3:29 PM
To cekhandyworks@aol.com <cekhandyworks@aol.com>

1 attachment (1 MB)
1-1990-Partition-and-Subdivision.pdf;

Charley,

Getting back to you on more information on requirements for extending the right-of-way and utilities. See the attached for sections I have highlighted from our partition and subdivision ordinance.

Page 15 describes the requirement for extending the street right-of-way to the property line as well as the turnaround requirements.
Page 22 talks about underground utilities being installed before the road is surfaced.

Let me know if you have any other questions.

Thanks, Dave

Dave Johnson, PE | Public Works Director
City of Cove
P.O. Box 8 / 504 Alder Street | Cove, Oregon 97824
Office: 541-568-4566 | Mobile: 541-786-0377
Messages to and from this e-mail address may be available to the public under Oregon Public Records Law.

D. Streets to be Carried to Property Lines. When a proposed partition or subdivision joins unplatted land, street rights-of-way shall be carried to the boundaries of the tract to be partitioned or subdivided.

E. Dead-end Street or Cul-de-sac. Dead-end streets or cul-de-sacs, shall not be longer than 400 feet, and be provided at the closed end with a turn-around having an outside roadway diameter of at least sixty (60) feet and a street right-of-way diameter of at least ninety (90) feet. If a dead-end street is of a temporary nature, a similar turn-around shall be provided and provision made for future extension of the street into adjoining properties.

F. Frontage Streets. Where a partition or subdivision abuts or contains an existing arterial street, the Council may require frontage streets or other such treatment as may be necessary for adequate protection of abutting properties and to afford separation of through and local traffic.

G. Minor Streets. Minor streets shall be so laid out that their use by through traffic will be discouraged.

H. Street Standards. Street standards shall not be less than those set forth hereunder.

(1.) In areas designed and zoned for commercial use, street widths may be increased by such amount as may be deemed necessary by the Council to provide for the free flow of vehicles, and to provide safe parking space for such commercial or business districts.

(2.) Street and related improvements shall be completed or bonded for completion prior to final plat consideration and shall be constructed under the direction of the Planning Administrator, according to the following Road Standard Table, or as adopted by the City as "Street Improvement Guidelines."

proposal, the plans may be required as part of approval of the tentative plan of a subdivision or partition.

B. Improvements shall be constructed under the inspection and to the satisfaction of the Council. The City may require changes in typical sections and details if unusual conditions arise during construction to warrant the change.

C. Underground utilities, sanitary sewers and storm drains installed in streets shall be constructed prior to the surfacing of the streets. Stubs for service connections for underground utilities and sanitary sewers shall be placed to a length minimizing the necessity for disturbing street improvements when service connections are made.

D. A map showing public improvements as built shall be filed with the City upon completion of the improvements.

3. Cost Allocation for Improvements. All improvements shall be installed at the expense of the developer. If water, sewer, storm water or drainage, street or other improvements are required to be larger than necessary to serve the development in order to provide service to abutting areas, the City may agree to sharing costs as below (or as otherwise determined equitable):

A. Extending improvements immediately and covering the added cost within the development by assessing adjacent benefitting property owners for their share.

B. Extending improvements as demand arises and reimbursing the developer a proportionate share for a specified time period, e.g., 10 years, as each hook-up outside the development is made.

4. Performance Agreement. If all improvements required by the Council in this Ordinance are not completed according to specifications prior to the time the final plat is duly submitted for consideration and approval, the Council may accept, in lieu of completion of improvements, a performance agreement and one of the following:

A. A bond executed by the developer and his surety company with the City, conditioned upon faithful performance and completion of all such improvements within a period of time stated in the performance agreement and approved by the Council.

B. An agreement, duly signed and executed by the developer, assigning his account in a legal savings institution in the State of Oregon to the City of Cove.

CITY OF COVE
ZONING, PARTITION, SUBDIVISION & TSP
APPLICATION FORM

TYPE OF APPLICATION
(Check one of the following)

Conditional Use _____
Variance ✓
Plan, Zoning or Sub. Ord. Amendment _____
Minor Partition ✓
Major Partition _____
Subdivision _____
Site Plan Review _____
Other _____

A. **APPLICANT & PROPERTY**

(1) The landowner(s), Brett and Jenny Beverage, and/or (2) agent, N/A, of (3) real property described as Twp. 3 South, Range 40 EWM, Section 16 Tax Lot(s) 2 in Block 1 of McDaniel's Addition (see County Tax Notice or Assessor Map) situated in the City of Cove is requesting the above identified application. 608 Poplar St.

B. **ORDINANCE PROVISIONS**

The subject property is presently within the Residential R-1 zone (see Zoning Ordinance) which has the following development standards where applicable: (1) Minimum lot area 10,000, (2) minimum lot width & depth 100X100, (3) setbacks front 20', side 10' rear 15' (4) Other _____.

C. **PROPOSAL**

The applicant proposes the following in accordance with the provisions of the City of Cove Zoning Ordinance and/or City of Cove Partition and Subdivision Ordinance:

Each lot would be 11,250 sq ft or 150'x75'
which are the same dimensions as the two lots to the East.

D. **REASONS FOR APPLICATION**

Applicant's reasons supporting the request:
The applicant alleges that the following facts are true and meet the applicable requirements for the request from the City of Cove Zoning Ordinance and/or City of Cove Partition and Subdivision Ordinance:

We would like to split the Lot with the house and garage from the larger side yard to be able to put in a new home. The new home will be a new manufactured or stick built home. The new lot lines would be the same as the 2 lots to the east, appox 150x75' or 11,250 sq ft.

E. **TENTATIVE PLAN**

1. Attached is a vicinity map and scaled plot plan identifying the location of the proposed use and/or boundaries of the proposed partition or subdivision marked "Exhibit A'; and
2. Statements of explanatory information addressing the proposal marked "Exhibit B".

F. **FEE**

Attached is a check in the amount of $ 300.00, for the fee prescribed by Ordinance. Pd ck. 1041 10/22/26

Signature(s) of all landowners

10/22/26
Date

6369 Lower Cove Rd
Mailing Address

Cove, OR 97824
City, State & Zip Code

208-740-4964
Telephone Number

N/A
Signature of Agent

Date

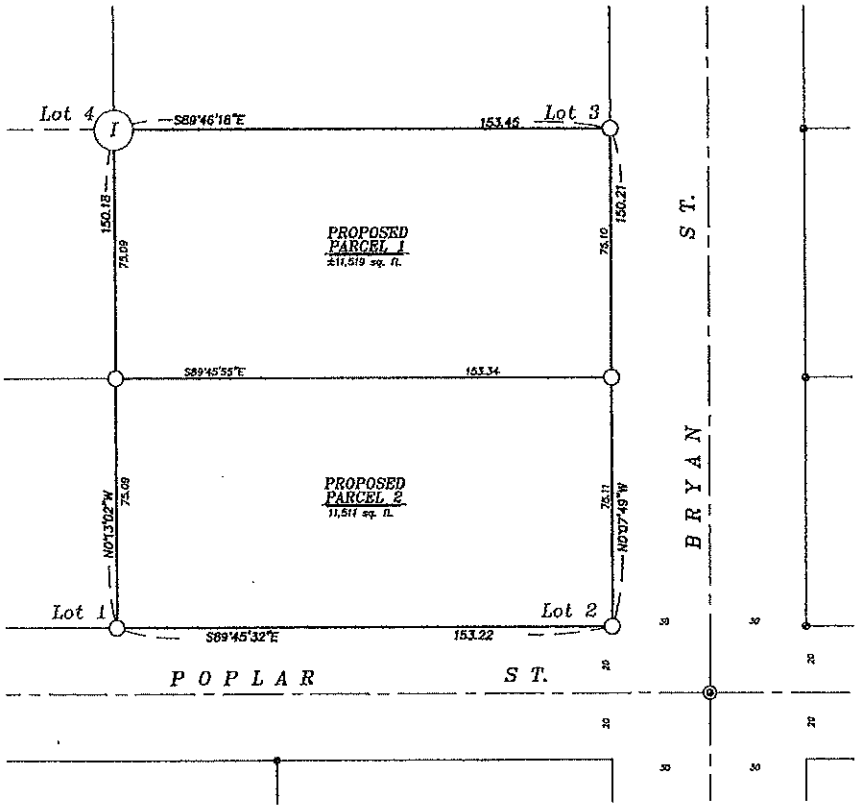
Mailing Address

City, State & Zip Code

Telephone Number

PRELIMINARY PARTITION/SUBDIVISION PLAT

A PROPOSED division of Lot 2 of Block I McDaniel's third Addition to the City of Cove, Union County, Oregon
Tax Lot 1600, Map 03S40160A



BASIS OF BEARING

Solar observation taken at the Southwest corner of Section 15, Township 3 South, Range 40 East of the Willamette Meridian.

SCALE: 1"=20'

N

PROPERTY OWNER

Brett and Jenny Beverage
61359 Lower Cove Rd.
Cove, OR 97824

FIRE PROTECTION

Cove Fire Protection District

SCHOOL DISTRICT

Cove School District

CURRENT USE

Bare Land

PROPOSED USE

Single Family Residential

ZONING

CV-R Cove Residential Use

SURVEYOR

Kyle A. Tucker
Bogett, Griffith and Blackman
2006 Adams Avenue
LaGrande, Oregon 97850
(541) 963-6092

DATE

October 26, 2026

PRELIMINARY COPY ONLY
SUBJECT TO REVISIONS

REGISTERED PROFESSIONAL LAND SURVEYOR
OREGON
KYLE A. TUCKER
105926
Project Date: Jan 30, 2026