

MINUTES  
Warrenton City Commission  
Regular Meeting – October 23, 2018  
6:00 p.m.  
Warrenton City Hall - Commission Chambers  
225 S. Main  
Warrenton, OR 97146

Mayor Balensifer called the meeting to order at 6:18 p.m.

Commissioners Present: Mayor Henry Balensifer, Tom Dyer, Rick Newton and Mark Baldwin  
Excused: Pam Ackley

Staff Present: City Manager Linda Engbretson, Finance Director April Clark, Community Development Director Kevin Cronin, Police Chief Matt Workman, Fire Chief Tim Demers, Public Works Director Collin Stelzig, Public Works Analyst Trisha Hayrynen, Public Works Secretary Nancy Ager, Accounting Technician Jessica Barrett, and City Recorder Dawne Shaw

#### CONSENT CALENDAR

- A. Commission Regular Meeting Minutes – 10.09.18
- B. Police Department Monthly Statistics – September 2018
- C. Fire Department Activity Report – September 2018
- D. Community Center Annual Report – FY 2017-2018
- E. Monthly Finance Report - September 2018

**Commissioner Newton made the motion to approve the consent calendar as presented. Motion was seconded and passed unanimously.**

**Baldwin – aye; Balensifer – aye; Newton – aye; Dyer – aye**

#### COMMISSIONER REPORTS

Commissioner Newton stated he has been working with the library on new bookmarks designed by community members. He also noted that Cindy Yingst of the Columbia Press donates newspapers to the Warrenton Community Library; noting that when you buy a newspaper at the library; all proceeds go to the library. He also discussed domestic violence and how it affects tenants/landlords; and gave details on a specific abuse case.

#### PUBLIC COMMENT –

Mary Hollaway voiced concerns over Commissioner Newton's behavior at recent meetings, and requested the Commission consider removing him from office. She also noted concerns regarding neighboring property in Hammond, stating there is a newly built house across from her home, and there are water and drainage issues that cause concern. Ms. Hollaway stated it is a

safety hazard and is causing road problems. Mayor Balensifer noted Public Works Director Collin Stelzig is in attendance and will follow up with her.

John Washington stated the city had received a proposal for a proposed housing project for Pacific Seafoods. He noted concerns and stated the city is not being transparent, as there has been no public notice and no public meetings regarding this project, which is of interest to large number of voters. Mayor Balensifer clarified that notices for all public meetings are published in the Columbia Press; City Manager Linda Engbretson noted there will be a public hearing on that issue and it will be advertised appropriately according to required timelines and state law.

Mike Davis stated he has not been able to get information about where wetland has been created to replace wetlands that have been developed, specifically wetland that was built on near his property. He noted his property will be underwater due to construction on the surrounding wetlands. He stated he would like to find out if there is a map or a place to find where wetland has been created. Mayor Balensifer noted Public Works Director Collin Stelzig is taking notes and can get information to Mr. Davis.

PUBLIC HEARINGS – None

BUSINESS ITEMS –

Community Development Director Kevin Cronin discussed the property at 981 King Salmon Place, noting that the front yard is chronically littered with trash, junk, inoperable vehicles and the like. He presented photographs taken on October 15, 2018, which show a variety of junk and waste on the subject property. Mr. Cronin stated staff provided a courtesy yellow tag on September 6 and sent a letter of notification on October 10, 2018 by certified mail to the owner as identified in Clatsop County Assessor's records that this would be an agenda item at the October 23, 2018 City Commission meeting. The Police Department posted the site on October 10, 2018. Mr. Cronin stated 3 vehicles have not been dealt with. Tenant Brandon Anderson spoke in regards to the nuisance, noting the initial contact was a few days ago; and stated he just got back from fishing and the vehicles will be moved. He also noted the posting was for the wrong address. Brief discussion continued and it was noted that staff will look into the matter of the wrong placard being placed on the property. Mayor Balensifer noted the error, and stated it should be reposted and the nuisance declaration brought back at the next meeting. After further discussion it was determined due to the error, there will be no action and staff will go through the nuisance process again.

Community Development Director Kevin Cronin discussed the property at 115 SW Alder Court, noting that the front and side yard has multiple inoperable vehicles. He presented photographs of the subject property taken on October 15, 2018. Mr. Cronin stated staff provided a courtesy yellow tag on September 6 and sent a letter of notification on October 10, 2018 by certified mail to the owner as identified in Clatsop County Assessor's records that this would be an agenda item at the October 23 City Commission meeting. The Police Department posted the site on October 11. Mr. Cronin stated he spoke with the property owner today and is confident it will be addressed in 10 days, but recommended to continue with the declaration as a formality. After

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further discussion the Commission agreed to table the nuisance determination until the next meeting to allow the property owner time to take care of the issue.

**Commissioner Newton made the motion to table the nuisance determination at 115 SW Alder Court. Motion was seconded and passed unanimously.**

**Baldwin – aye; Balensifer – aye; Newton – aye; Dyer – aye**

Community Development Director Kevin Cronin discussed the property at 127 SW Alder Court, noting that the front yard is chronically littered and strewn with trash, junk, inoperable vehicles and the like. He presented photographs taken on October 15, 2018, which show a variety of junk and waste on the subject property. Mr. Cronin stated staff provided a courtesy yellow tag on September 6 and sent a letter of notification on October 10, 2018 by certified mail to the owner as identified in Clatsop County Assessor's records that this would be an agenda item at the October 23 City Commission meeting. The Police Department posted the site on October 11. Discussion followed and Mr. Cronin noted he was directed by the commission to identify nuisances in the downtown area.

**Commissioner Baldwin made the motion to declare that enumerated and unenumerated nuisances exist at 127 SW Alder Court, and direct staff to commence action to notify the owner of record and person responsible for the property to abate the nuisances within 10 days as prescribed in WMC 8.16.160. Motion was seconded and passed unanimously.**

**Baldwin – aye; Balensifer – aye; Newton – aye; Dyer – aye**

Community Development Director Kevin Cronin discussed the property at 1180 S. Main Avenue, noting that the yard is chronically littered and strewn with rubbish, trash, junk, vehicles, vehicle parts, boat, unguarded machinery and equipment, construction debris, tall grass, and the like. He presented photographs taken on September 10, 2018, which show a variety of junk and waste on the subject property. Mr. Cronin stated staff provided a courtesy yellow tag on September 10 and sent a letter of notification on October 9, 2018 by certified mail to the owner as identified in Clatsop County Assessor's records that this would be an agenda item at the October 23 City Commission meeting. The Police Department posted the site on October 9. Mr. Cronin noted he has not had any communication from the property owner.

**Commissioner Dyer made the motion to declare that enumerated and unenumerated nuisances exist at 1180 S. Main Avenue, and direct staff to commence action to notify the owner of record and person responsible for the property to abate the nuisances within 10 days as prescribed in WMC 8.16.160. Motion was seconded and passed unanimously.**

**Baldwin – aye; Balensifer – aye; Newton – aye; Dyer – aye**

Community Development Director Kevin Cronin presented Resolution No. 2529; authorizing a group events policy for City of Warrenton Parks, establishing regulations and rates, repealing Resolution No. 2352. He stated the City Commission adopted an event policy for city park facilities in 2012 that included a fee schedule. He noted the policy has not worked as well as it

was intended and a work group of city staff was formed in August 2018 to review the policy and make potential improvements. Mr. Cronin reviewed the major changes to the policy as outlined in the agenda memo. Mayor Balensifer noted concerns regarding releasing balloons and stated he does not condone it. Discussion continued. Commissioner Baldwin noted concerns about reserving an entire playground and the issues it could potentially cause. After further discussion there was consensus to change the lead time to 60 days for 75+ events; removal of playground reservations; and no balloon release. It was noted the Commission will revisit Seafarers' Park reservations if needed.

**Commissioner Baldwin made the motion to amend Resolution No. 2529, changing the application submission deadline from 28 days to 60 days for 75 person events or over, and 30 days for events under 75 persons; remove allowable playground reservations, and to not allow the releasing of balloons. Motion was seconded and passed unanimously.**

**Baldwin – aye; Balensifer – aye; Newton – aye; Dyer – aye**

Commissioner Dyer stated he would like to see some public education regarding Mylar balloons. City Manager Engbretson stated staff will contact Pacific Power regarding the issue, and staff will put something on the City's Facebook page.

**Commissioner Baldwin made the motion to adopt Resolution No, 2529, as amended; Authorizing a Group Events Policy for City of Warrenton Parks, Establishing Regulations and Rates, Repealing Resolution No. 2352. Motion was seconded and passed unanimously.**

**Baldwin – aye; Balensifer – aye; Newton – aye; Dyer – aye**

Public Works Director Collin Stelzig presented Ordinance No. 1222 for the first reading. He stated the new ordinance updates the rules and regulations for the provision of water, includes changes to and the addition of definitions, incorporated the cross-connection rules eliminating the necessity for separate ordinances, clarifies the rules for new service installations, defines rules for hydrant meter usage and removes the new customer deposit. Mr. Stelzig noted there were no changes to the ordinance from the October 9, 2018 work session. Brief discussion followed.

**Commissioner Newton made the motion to conduct the first reading by title only, of Ordinance No. 1222; Providing for Rules and Regulations for City of Warrenton Water Department and All Areas Served by the Municipal Water Department Outside Warrenton's City Limits; Requiring Installation of Water Meters; Repealing Any Other Water Ordinances or Resolutions or Parts Thereof in Conflict Herewith; Providing a Penalty for Violation of Any Terms and Conditions Herein. Motion was seconded and passed unanimously.**

**Baldwin – aye; Balensifer – aye; Newton – aye; Dyer – aye**

Public Works Director Collin Stelzig presented Resolution No. 2350 for the first reading. He outlined some of the changes as discussed in the October 9, 2018 work session. He noted the

multi-family rate has been removed and the residential rate will instead be titled “Residential/Multi-Family”; the rate “non-peak industrial” has also been removed as there have not been any users with this rate for approximately 5 years. The attached resolution reflects changes to Exhibit A and Exhibit B. Mr. Stelzig noted the removal of the shrimp processing rate; and explained after hours call outs. Discussion continued.

**Commissioner Newton made the motion to conduct the first reading by title only, of Resolution No. 2350; Adopting Water Department Rates, Establishing December 1, 2018 as the Effective Date, and Repealing Any Other Resolution in Conflict. Motion was seconded and passed unanimously.**

**Baldwin – aye; Balensifer – aye; Newton – aye; Dyer – aye**

#### DISCUSSION ITEMS –

Sidewalk Requirements - Public Works Director Collin Stelzig distributed documents and discussed sidewalk requirements; he noted lately there have been a lot of infill discussions; he noted the policy has been to require sidewalks. He stated he wanted to give the Commission an idea of the discussions they have been having with builders and get their feedback. He reviewed the handout which outlined problems encountered in certain areas. Mr. Stelzig stated in some discussions there have been suggestions of a “payment in lieu”; criteria would be developed to allow people to not put sidewalks in certain areas, and charge a fee, per lineal foot; the money would be put in an account. He noted other cities have developed this type of policy. Discussion followed, and it was noted in some areas sidewalks just do not make sense. Commissioner Baldwin noted the city was not designed to have sidewalks; it was not designed to be a suburb. Mayor Balensifer stated this is a great way to make a compromise policy, where the city is still moving forward with sidewalks where they make sense, in areas where they are needed, but also address the other issue of infill development. Mr. Stelzig suggested laying out zones where sidewalks are required. Discussion continued. City Manager Engbretson noted this could also be discussed at the upcoming joint work session with the Planning Commission. The Commission agreed with a policy of “payment in lieu”; to put money into an account for future sidewalk and infrastructure development. Brief discussion followed.

Zoning code enforcement – Community Development Director Kevin Cronin discussed zoning code enforcement; he noted there has been great headway in regards to nuisances. He stated he would like feedback on 2 issues – illegal uses happening in buildings and illegal signs. Mr. Cronin clarified the types of illegal signs, noting that waving flag signs are not permitted in the current sign ordinance. He noted the ordinance is old and needs to be updated. Brief discussion continued and Mayor Balensifer suggested referring the topic to the Planning Commission for review. Discussion followed on zoning code enforcement. Mayor Balensifer noted there have been instances of industrial work being done in residential garages, and industrial uses in mini storage units attached to dwelling units. He also noted issues of chickens in residential areas, and discussed allowing chickens, but limiting the number of chickens, having sanitation requirements, no free range chickens, and no roosters allowed. Brief discussion continued, and it was noted the current zoning code enforcement policy is complaint driven. Mr. Cronin stated there are obvious zoning violations that make it hard to look the other way. Mayor Balensifer

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stated zoning code enforcement for dangerous situations, such as industrial uses in residential areas, should be enforced; but issues such as a chicken is low on the priority list. Mr. Cronin stated he would like feedback on complaint driven violations. Mayor Balensifer stated if someone complains of a violation, it should be looked into; the law is the law, and blatant violations should be enforced.

GOOD OF THE ORDER –

Commissioner Newton shared a positive story about former Warrenton resident, Ray Clappe.

Commissioner Dyer gave kudos to the Warrenton Girls' Volleyball team, noting for the first time in 40 years they are going to state playoffs.

City Manager Engbretson noted the Thankful Hearts group is putting on Thanksgiving dinner again this year; she is requesting to waive the fee for the Community Center. She noted the Community Center Board is in support of waiving the fee; and stated the city does cover the fee typically from the General Fund. Mayor Balensifer noted the item would have to be put on the agenda for a motion, and stated it can be put on the agenda for the next meeting, however noted the Commission can give direction to staff to waive the fee and if needed pull the fee from the Commission training and travel budget. Discussion followed and consensus was to waive the fee and proceed. Ms. Engbretson also noted a 2017/2018 list of city department updates has been put on the City Facebook page and website. Commissioner Newton noted there will also be a summary in the Columbia Press. Ms. Engbretson stated she met with Tiffany Brow, Clatsop County Emergency Operations Manager, and discussed the grant to update the Emergency Operations Plan (EOP), and the grant for the placement of the two tsunami warning sirens. She also noted Mr. Cronin contacted the property owner of Youngs Bay Plaza and they will get a crew to clean up the transient camp.

Commissioner Baldwin noted his concerns and disappointment about recent events regarding the upcoming city election.

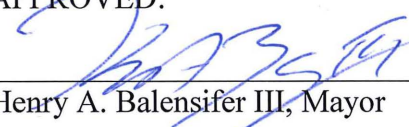
There being no further business, Mayor Balensifer adjourned the regular meeting at 7:58 p.m., and announced they will now meet in executive session under ORS 192.660(2)(e); *to deliberate with persons designated by the governing body to negotiate real property transactions.*

ATTEST:



Dawne Shaw, City Recorder

APPROVED:



Henry A. Balensifer III, Mayor