

MINUTES  
Warrenton City Commission  
Regular Meeting – April 24, 2018  
6:00 p.m.  
Warrenton City Hall - Commission Chambers  
225 S. Main  
Warrenton, OR 97146

Mayor Balensifer called the meeting to order at 6:02 p.m. and led the public in the Pledge of Allegiance.

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

Staff Present: City Manager Linda Engbretson, Finance Director April Clark, Public Works Director Collin Stelzig, Public Works Operations Manager Kyle Sharpsteen, Interim Community Development Director Kevin Cronin, Harbormaster Jane Sweet, Police Chief Mathew Workman, and Deputy City Recorder Dawne Shaw

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

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

COMMISSIONER REPORTS –

Commissioner Dyer noted the progress being made on the S. Main property, across from city hall and stated the next door neighbor is also cleaning up.

Mayor Balensifer gave update on the economic road mapping process, noting he and City Manager Linda Engbretson had initial discussions with the contractor and will hold open forum groups to get community feedback. He noted they will take a tour of the city, and will schedule the focus groups and/or town halls.

Commissioner Newton spoke briefly about the recent elk town hall, noting the attendance was very good. Mayor Balensifer also noted the turn out for the elk town hall and stated the city will move forward with the city newsletter.

PUBLIC COMMENT – None

PUBLIC HEARINGS – Mayor Balensifer opened the public hearing on Ordinance No. 1220, Amending Warrenton Municipal Code (WMC) 16.12.010, Definitions, WMC 16.88.030(H) Variance Procedures, WMC 16.88.010(H) Manufactured Homes/Dwellings, and adding a new Section “Coastal High Hazard Areas.” Formalities followed and no conflicts of interest were reported. Interim Community Development Director Kevin Cronin presented his staff report and

noted the proposed ordinance is to update the Flood Insurance Rate Maps that were last updated in 2010. He stated the proposed amendment to the Warrenton Municipal Code reference the most recent study and maps that were created based on the latest mapping technology and clarify code language related to floodplain development and historic resources. Mr. Cronin noted there were no comments from the Planning Commission or the public at the Planning Commission meeting. Brief discussion followed. Commissioner Newton asked for clarification on 4 foot foundations and if it applies to mobile homes in parks. Mr. Cronin stated he will look into it and report back. Mayor Balensifer asked for public comment. No one spoke in favor or opposition. There being no further comments, Mayor Balensifer closed the public hearing.

**Commissioner Newton made the motion to approve the first reading of Ordinance No. 1220, by title only, and schedule the second reading for May 8, 2018. Motion was seconded and passed unanimously.**

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

Mayor Balensifer conducted the first reading of Ordinance No. 1220, by title only; an ordinance amending Warrenton Municipal Code (WMC) 16.12.010, Definitions, WMC 16.88.030(H) Variance Procedures, WMC 16.88.010(H) Manufactured Homes/Dwellings, and adding a new Section “Coastal High Hazard Areas.”

BUSINESS ITEMS –

Interim Community Development Director Kevin Cronin stated the yard at 238 S. Main Street is chronically littered with trash, vehicles, vehicle parts, unguarded machinery and equipment and construction debris. He noted photographs included in the agenda packet, which showed a variety of junk and waste on the property. He stated all of this material in the yard is unfenced and unprotected from the public. Mr. Cronin concluded that conditions at 238 S. Main are consistent with and meet the description of various nuisances, both enumerated and unenumerated. He noted the property has been considerably cleaned up however there is still more that needs to happen. Commissioner Dyer stated most of the vehicles are on the next property. Brief discussion continued.

**Commissioner Newton made the motion to declare that enumerated and unenumerated nuisances exist at 238 S. Main Street, and direct staff to commence actions to notify the owner of record and person responsible for the property to abate the nuisances within ten days as prescribed in WMC 8.16.160. Motion was seconded and passed unanimously.**

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

Interim Community Development Director Kevin Cronin noted the house at 925 E. Harbor Drive is vacant and uninhabitable. He noted the photographs included in the agenda packet that showed two derelict structures, trash, tall grass, weeds, and construction waste. He stated this material is located in the front yard of the property, which is unfenced and unprotected from the public and neighborhood children specifically. Mr. Cronin concluded that conditions at 925 E.

Harbor Drive are consistent with the description of various nuisances, both enumerated and unenumerated. He stated Mrs. Leach dropped off a bid to commence demolition in 30 days, and noted he recommends continuing with declaring the nuisance. Brief discussion followed.

**Commissioner Baldwin made the motion to declare that enumerated and unenumerated nuisances exist at 925 E. Harbor Drive, and direct staff to commence actions to notify the owner of record and person responsible for the property to abate the nuisances within ten days as prescribed in WMC 8.16.160. Motion was seconded and passed unanimously.**

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

Interim Community Development Director Kevin Cronin stated the Transportation & Growth Management Quick Response Program is offering technical assistance grants to local governments that need to problem solve key redevelopment sites. He noted the City has experienced an increase in building in the last few years which has consumed most of the developable vacant residential and commercial land. He stated the “Yuill Zone Change” has the potential to provide new housing and business opportunities but currently does not have any plans to guide future development in exchange for higher densities. Mr. Cronin explained the project may result in a deliverable or at least recommendations for plan or code amendments to achieve property owner, community identified, or city policy goals. He noted a requirement of the grant application package includes demonstration of support from the City, and staff recommends a resolution from the City Commissioner to send a clear signal of support. Mr. Cronin stated the process is slow and it will be months before it can get underway. Discussion followed on whether the property owners will personally benefit from the zone change and potential conflicts of interest. Mr. Cronin stated the final product of the grant is a concept plan or recommendations for plan or code amendments, and the city can then determine how best to move forward. Discussion continued Legal Counsel Spencer Parsons noted he is comfortable with it and does not see a conflict of interest.

**Commissioner Newton made the motion to approve Resolution No. 2518; Authorizing and Endorsing an Application for a Technical Assistance Grant to Conduct a Concept Plan for the Yuill Zone Change site. Motion was seconded and passed unanimously.**

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

City manager Engbretson stated she would like to thank Interim Community Development Director Kevin Cronin for bringing this forward; this is a great tool and she appreciates his proactive approach.

Community Development Director Kevin Cronin stated Mr. Gramson requested to withdraw the performance agreement from the agenda. There were no objections from the Commission to withdraw the agenda item.

Harbormaster Jane Sweet discussed the proposal for Marine Engineering Services for the Hammond Marina Dredging Project in a scope of work proposal received from MottMacDonald.

She stated this is Phase 2 of the project, and dredging needs to be done to maintain safe and navigable for vessels that utilize the marina. She noted the next steps are Design Criteria, Development and Sediment Fate Modeling, Preliminary Engineering and Permit Drawings, and then Permit Documents and Agency Coordination. Ms. Sweet stated the work is estimated to be completed approximately seven weeks from the notice to proceed. She noted this would also include Phase 3 of the bank stabilization. Discussion followed on funding for the dredging. City Manager Engbretson requested to amend the motion to include the language, “and authorize the Mayor’s signature on contract documents.”

**Commissioner Baldwin made the motion to accept the Proposal for Marine Engineering Services dated April 11, 2018, from MottMacDonald in the amount of \$59,400 to aid in the Hammond Boat Basin Dredging Assessment Phase 2 and, to authorize the Mayor’s signature on contract documents. Motion was seconded and passed unanimously.**

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

City Manager Linda Engbretson gave an update on the King Salmon Development. She noted a “stop order” was placed on the construction site pending an engineered drainage plan, and that is where it stands. Ms. Engbretson stated staff has been working with Mr. Adams on several of his complaints and legal counsel has been in contact with his attorney.

DISCUSSION ITEMS – None

GOOD OF THE ORDER –

Commissioner Baldwin asked for an update on the subleasing issue. City Manager Engbretson stated she has not yet had the time to follow up on the matter.

Commissioner Newton stated he recently heard a woman speaking on Popular Science and discovered he had prejudices, and will work on it.

Mayor Balensifer stated he attended the Oregon National Guard Association and Oregon Military Ball and noted there is a lot of traction moving forward on the emergency preparedness issue. He noted he has invited someone to come and brief the city on the military’s asset plan for emergency response, noting it could possibly be a town hall. He also noted the Oregon Library Association had their annual conference and he talked with them about grants that are available for next year. He reminded everyone the Warrenton High Fish Hatchery Program’s annual fish release is May 11, 4-7 p.m.

City Manager Engbretson noted city staff has been working on the budget, and the information will go out next week. She stated the first budget meeting is May 10<sup>th</sup>.

There being no further business Mayor Balensifer adjourned the meeting at 6:43 p.m.

APPROVED:



Henry A. Balensifer III, Mayor

ATTEST:



Dawne Shaw, Deputy City Recorder