

AGENDA

CITY COMMISSION OF THE CITY OF WARRENTON
REGULAR MEETING
October 25, 2022 – 6:00 P.M.
Warrenton City Commission Chambers – 225 South Main Avenue
Warrenton, OR 97146

Public Meetings will also be audio and video live streamed. Go to <https://www.ci.warrenton.or.us/administration/page/live-stream-public-meetings> for connection instructions.

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. CONSENT CALENDAR
 - A. City Commission Meeting Minutes – 10.11.22
 - B. Monthly Finance Report – August 2022
 - C. Police Department Monthly Report – September 2022
 - D. Community Center Annual Report – July 2021-June 2022

Items on the Consent Calendar have previously been discussed and/or are considered routine. Approval of the Consent Calendar requires a motion, a second, and no discussion, unless requested by a member of the City Commission.

4. COMMISSIONER REPORTS
5. PUBLIC COMMENT

At this time, anyone wishing to address the City Commission concerning items of interest may do so. The person addressing the Commission must complete a Public Comment Card and submit it to the City Recorder prior to the meeting. All remarks will be addressed to the whole City Commission and limited to 3 minutes per person. Public Comments may also be submitted by email to the City Recorder, at cityrecorder@ci.warrenton.or.us, no later than 4:00 p.m. the day of the meeting. The Commission reserves the right to delay any action, if required, until such time as they are fully informed on a matter.

6. PUBLIC HEARINGS – None
7. BUSINESS ITEMS
 - A. Consideration of Ordinance No. 1258; Second Reading and Adoption

8. **DISCUSSION ITEMS**

9. **GOOD OF THE ORDER**

10. **EXECUTIVE SESSION**

Under the authority of ORS 192.660(2)(e); to conduct deliberations with persons designated by the governing body to negotiate real property transactions; and ORS 192.660(2)(h); to consult with counsel regarding the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed; and ORS 192.660(2)(f); to consider information of records that are exempt by law from public inspection.

11. **ADJOURNMENT**

Warrenton City Hall is accessible to the disabled. An interpreter for the hearing impaired may be requested under the terms of ORS 192.630 by contacting Dawne Shaw, City Recorder, at 503-861-0823 at least 48 hours in advance of the meeting so appropriate assistance can be provided.

MINUTES
 Warrenton City Commission
 October 11, 2022
 6:00 p.m.
 Warrenton City Hall - Commission Chambers
 225 S. Main
 Warrenton, OR 97146

Mayor Balensifer called the meeting to order at 6:00 p.m. and led the public in the Pledge of Allegiance.

Commissioners Present: Mark Baldwin, Mayor Henry Balensifer, Tom Dyer, Gerald Poe, and Paul Mitchell

Staff Present: City Manager Esther Moberg, Police Chief Mathew Workman, Finance Director April Clark, Planning Director Jay Blake, Harbormaster Jane Sweet, Public Works Operations Manager Kyle Sharpsteen, Public Works Engineering Technician Trisha Hayrynen, Fire Chief Brian Alsbury, WWTP Operator Duane Hartman, WTP Operator Dave Davis, Maintenance Worker Mike Ulness, and City Recorder Dawne Shaw

OATHS OF OFFICE

Paul Mitchell was sworn into office for City Commissioner, Position No. 4, by City Recorder Dawne Shaw.

Mayor Balensifer requested to add Line of Succession as Consent Calendar item 4.H, and Appointment of Karin Hopper to the Planning Commission as Business item 8.G; there were no objections.

CONSENT CALENDAR

- A. City Commission Meeting Minutes – 9.13.22
- B. Warrenton Community Library Board Meeting Minutes – 6.08.22
- C. Monthly Finance Report – June 2022
- D. Monthly Finance Report – July 2022
- E. Police Department Monthly Report – August 2022
- F. Warrenton Community Library Quarterly Report – June 2022-August 2022
- G. Liquor License Application – Warrenton Mini Mart (Garibaldi Bay Inc.)
- H. Line of Succession Memo

City Recorder Dawne Shaw noted a correction to the 9.13.22 City Commission minutes.

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

Baldwin – aye; Balensifer - aye; Dyer – aye; Poe – aye; Mitchell – aye

COMMISSIONER REPORTS – None

Mayor Balensifer noted a Proclamation and declared October as Domestic Violence Awareness Month.

PUBLIC COMMENT – None

PUBLIC HEARINGS

MINUTES
 Warrenton City Commission
 Regular Meeting – 10.11.22
 Page: 1

Mayor Balensifer opened the public hearing on Amendments to the Warrenton Comprehensive Plan (CP-22-1) and the Warrenton Development Code (DCR-22-1). Formalities followed. No conflicts of interest or ex parte contacts were reported. There were no challenges of impartiality. Planning Director Jay Blake presented his staff report and explained the changes.

Mayor Balensifer discussed the Comprehensive Code and the Warrenton Development Code and suggested several language amendments: Comprehensive Code - Section 9.320(5) - “and may help pay for tourist-oriented projects;” Section 9.320(6) – clarify the master plan is the Port of Astoria’s master plan, and make it plural due to other Port master plans in process; Section 9.320(11) – change CEDR to “local small business development centers and the Chamber of Commerce;” Section 9.320(11)(f) – Mayor Balensifer asked why the Clatsop Community College’s Mertz program was not included with the Warrenton High School’s CTE program. Mr. Blake clarified; the suggestion was to include “any local Career Technical Education programs” instead of specifying it; Section 9.320(13) – change to “in partnership with local nonprofits dedicated to Main Street improvements;” to keep it open ended for any citizen group that may get formed in the future; Warrenton Development Code – Section 16.40.020-A: leaves out Food Carts and pods in the Highway 101, SE Marlin, SE Ensign Drive, SE Discovery Lane, and SE Dolphin Avenues; Mr. Blake noted they are permitted uses in all C1 zoned areas, and noted changes need to be made to differentiate the different C1 zones (C2, C3, etc.). For the record, the existing Food Carts in the 101/Marlin areas would be allowed to continue to operate and would authorize expansions as long as they meet the requirements currently in our code; and to not restrict them outside of the C1 zone. Commissioner Mitchell asked about the residential homes on SE Marlin that are in the C1 zone; Mr. Blake confirmed those homes can be sold as residential uses. Mayor Balensifer continued his review/amendments of the Development Code; Section 16.40.030 B-15 – Mayor Balensifer discussion taprooms with disc golf/recreational activities. Mr. Blake confirmed that would be an accessory use to the principal use, so would be allowed through the conditional use process; 16.44.030 – Conditional Uses – cottage manufacturing should include adequate insulation and sound proofing due to power tools, etc.; Mr. Blake noted the existing noise ordinance, and will bring something back to the Planning Commission on the “Health, Safety and Welfare.” Commissioner Mitchell asked about conditional use of medical marijuana dispensaries in the area noted in Section A of Conditional Uses; brief discussion continued. It was noted marijuana locations are defined in Section 16.40.060. Mayor Balensifer continued: there was agreement to strike Section 3 to remove the emergency clause. There were no objections to the noted amendments. Mr. Blake stated he will make the changes for the second reading.

Mayor Balensifer asked for public comments. No one spoke in favor or opposition. There being no further comments, Mayor Balensifer closed the public hearing.

Mayor Balensifer reiterated the amendments for the record; Change to wording on page 47 Section 5 - to “and may help for tourist-oriented projects;” Subject 6 – “to develop the airport industrial park and maintain a viable and competitive properties as master planned by the Port of Astoria;” Page 48, Section 11 – the City will work through the local small business development center and the Chamber of Commerce as applicable; item F – provide and support more training opportunities for people who want to learn skills needed for local economic activities, such as local Career and Technical Education programs; 13 – continue partnership local nonprofits dedicated to Main Stret improvements; striking Section 3 – the emergency clause to this ordinance.

Commissioner Dyer made the motion to adopt the changes as previously announced. Motion was seconded and passed unanimously.

Baldwin – aye; Balensifer - aye; Dyer – aye; Mitchell – aye; Poe – aye

Mayor Balensifer asked about the food cart business license posting; brief discussion continued.

Commissioner Dyer made the motion to conduct the first reading by title only, of Ordinance No. 1258 as amended. Motion was seconded and passed unanimously.

Baldwin – aye; Balensifer - aye; Dyer – aye; Mitchell – aye; Poe – aye

Mayor Balensifer conducted the first reading, by title only, of Ordinance No. 1258 as amended; Amending the Warrenton Comprehensive Plan Goal 9 Economic Development and Amending the Warrenton Municipal Code relating to commercial and industrial uses.

BUSINESS ITEMS

City Manager Esther Moberg noted the City had received a request from VFW Post 10580 to hold the annual Thanksgiving dinner at the community center and is requesting the city cover the fee of \$898.00.

Commissioner Baldwin made the motion to have the City cover the cost of use of the Community Center for the annual free Community Thanksgiving Dinner by using funds in the Warrenton Business License Fund. Motion was seconded and passed unanimously.

Baldwin – aye; Balensifer - aye; Dyer – aye; Poe – aye; Mitchell – aye

Fire Chief Brian Alsbury presented a request to declare decommissioned portable and mobile radios as surplus. He noted the radios are no longer serviceable by the manufacturer and Columbia River Fire & Rescue would like to take possession of these radios.

Commissioner Baldwin made the motion to declare the radios mentioned in the staff report as surplus and pass along the radios to Columbia River Fire & Rescue. Motion was seconded and passed unanimously.

Baldwin – aye; Balensifer - aye; Dyer – aye; Poe – aye; Mitchell – aye

Public Works Operations Manager Kyle Sharpsteen discussed an amendment to the ODOT Grant Agreement for the Safe Routes to School project. He noted the amendment removes the east side sidewalk from the design due to the increase in construction costs. This change will revise Exhibit A. He noted they will be requesting phase two in the near future. Mr. Sharpsteen noted the proposed schedule would be to bid in January or February, award it in May or April, and then construction would begin after school is dismissed for the summer.

Commissioner Poe made the motion to approve the Mayor's signature for the Revised Exhibit A on Amendment Number 01, for the Grant Agreement 34471 between the City and State of Oregon for the Safe Routes to School – Warrenton Grade School – Main Avenue safe pedestrian walkway. Motion was seconded and passed unanimously.

Baldwin – aye; Balensifer - aye; Dyer – aye; Poe – aye; Mitchell – aye

Mr. Sharpsteen presented Change Order #2 for the Raw Waterline Replacement Project to increase the contract price up to \$859,277.67, for HDPE bends/fittings and labor for the north tie-in. He explained the price increase and noted the work has already been completed. He noted we have been paying the Fire Watch per day, and there will be a final change order to come, that will include some reduction of the Fire Watch costs, and some fitting restraints.

MINUTES

Commissioner Poe made the motion to approve Change Order #2 – Raw Waterline Replacement Project, to increase the contract price up to \$859,277.67, for HDPE bends/fittings and labor for the north tie-in. Motion was seconded and passed unanimously.

Baldwin – aye; Balensifer - aye; Dyer – aye; Poe – aye; Mitchell – aye

Mr. Sharpsteen gave a status update on the Raw Waterline project.

Mr. Sharpsteen discussed a request to perform construction work after hours for the Jetty View Townhomes. This request is for the evening hours of October 17, 2022, to perform the water main tie-in. He noted the shutdown at night would reduce the disruption for the neighbors and the businesses from being impacted. Mr. Sharpsteen noted Developer Jordan Winters in attendance on Zoom. Brief discussion followed. Commissioner Baldwin noted concerns of turning the water off at night in a residential area and the fire risk. He noted he preferred the work be done in the daytime. Chief Alsbury addressed the fire risk concerns, noting they would lose water completely in that area. He agreed with Commissioner Baldwin, noting a window of 6pm-11pm would be a better option. Mr. Jordan Winters spoke in response and noted for the record that this is not the suggestion of the developer, it is the suggestion of Public Works – that they would allow for a nighttime shut down and provide staffing for that. He also noted for the record that the developer is the one that approached the city about alternative methods that would least effect the residences and businesses, including the marina and several restaurants. Their approach has been to minimize the impact to those affected by it the most, which would be accomplished by a nighttime shut down. He wanted to note they have made every possible effort to minimize the impact the residences and businesses. Mr. Sharpsteen explained the water main replacement process, to bring it up to current standards and alternatives. Mr. Winters commented on the alternatives. Discussion continued on the timing of the shut off, and the Commission noted their preferences – Poe - 10pm -3am; Baldwin – wants daytime shut down - morning; Dyer – morning for safety’s sake; Mitchell – 10pm-3am, daytime will impact businesses; Balensifer – could go either way, early morning makes more sense. Mr. Winter stated businesses will be impacted, and these windows are set because things could go wrong in the field. He noted the project could be 2 hours, or it could be 6 hours. The Marina will be completely shut down. He stated he wants residents and businesses to know they are making their best effort to impact them the least.

Commissioner Baldwin made the motion to approve a daylight hours water shut down for the developer of the Jetty View Townhomes project, and to approve the noise exception for the early morning hours if needed. Motion was seconded and passed.

Baldwin – aye; Balensifer - aye; Dyer – aye; Poe – nay; Mitchell – nay

Harbormaster Jane Sweet discussed a NOAA Marine Debris Removal grant to remove abandoned vessels and marine debris. She noted the figures and process to remove two vessels, the Master Chris, and the Suzanne. She stated based on these figures, we do not qualify for this large NOAA grant. Ms. Sweet stated there is one other vessel, and the owner states he will come get it out. Brief discussion continued.

Mayor Balensifer noted his recommendation for the appointment of Karin Hopper to the Planning Commission.

Commissioner Mitchell made the motion to appoint Karin Hopper to Position No. 6 on the Warrenton City Planning Commission. Motion was seconded and passed unanimously.

Baldwin – aye; Balensifer - aye; Dyer – aye; Poe – aye; Mitchell – aye

DISCUSSION ITEMS – None

MINUTES

Warrenton City Commission

Regular Meeting – 10.11.22

Page: 4

GOOD OF THE ORDER

Commissioner Mitchell thanked the City Manager for meeting with him and helping him, the Mayor for his help. He also thanked the Police Chief and looks forward to meeting with the Fire Chief. He gave a special thanks to City Recorder Dawne Shaw for her help and guidance, and stated he is excited to be serving.

Ms. Moberg noted what a really good crew of staff the city has and stated as she has gotten to know them and the roles they are playing in the city, she feels that she picked the right crew to work with.

Mayor Balensifer asked if staff received the OMA Homelessness "one pager." He noted there will be more to come on that subject.

There being no further business, Mayor Balensifer adjourned the meeting at 7:21 p.m.

APPROVED:

Henry A. Balensifer III, Mayor

ATTEST:

Dawne Shaw, CMC, City Recorder

Volume 16, Issue 2

Monthly Finance Report
August 2022

October 25, 2022

Economic Indicators

	Current	1 year ago
◆ Interest Rates:		
LGIP :	1.58%	.55%
Prime Rate:	5.50%	3.25%
◆ CPI-U change:	8.3%	5.3%
◆ Unemployment Rates:		
Clatsop County:	4.0%	5.3%
Oregon:	3.7%	4.9%
U.S.:	3.7%	5.2%

Department Statistics

◆ Utility Bills mailed	3,326
◆ New Service Connections	3
◆ Reminder Letters	372
◆ Door Hangers	93
◆ Water Service Discontinued	23
◆ Counter payments	572
◆ Mail payments	1,214
◆ Auto Pay Customers/pmts	700
◆ Online (Web) payments	1,215
◆ Checks issued	350

Current and Pending Projects

- ◆ Audit/Financial Statements FYE 6/30/22
- ◆ Business License Renewals
- ◆ ARPA Funding
- ◆ SDC Annual Report
- ◆ Landfill Financial Assurance Report
- ◆ Open Enrollment for Health Insurance
- ◆ E-permitting Implementation

Financial Narrative as of August 31, 2022

Note: Revenues and expenses should track at 2/12 or 16.7% of the budget. Expenditures on pages 2-4 include personnel services, materials and services, and debt service costs as well as transfers to the capital funds. See budget for details.

General Fund: Total revenues year to date are \$558,314, which is 9.8% of the budget, compared to the prior year amount of \$418,404, which was 9.2% of the budget. Revenues exclusive of overhead and transfers are \$176,140 compared to \$193,941 at this time last year and are down by \$17,801. Increases are shown in prior year property taxes, state revenue sharing, police, fire and park charges, interest and lease receipts and are off set by decreases in franchise fees, transient room tax, municipal court fees, planning fees and miscellaneous.

Expenses year to date amount to \$1,009,914 compared to the prior year amount of \$727,179. An increase of \$262,735. A transfer of \$112,000 was made to other funds this month. All departments are tracking under budget except Admin/Comm/Finance which has one-time expenses at the beginning of the fiscal year.

WBA: Business license revenue amounts to \$82,579 compared to \$61,575 last year at this time, a difference of \$21,004. The number of business licenses issued year to date is 643 compared to 624 at this time last year.

Building Department: Permit revenues year to date amount to \$69,874, which is 22.9% of the budgeted amount. Last year to date permit revenue was \$32,312, which was 9.9% of the budgeted amount.

State Tax Street: State gas taxes received this month amount to \$31,779 for fuel sold in July compared to \$29,562 at this time last year. Receipt of City fuels tax revenue for this fiscal year will begin next month.

Warrenton Marina: Total revenues year to date are \$517,148, compared to \$501,511, at this time last year, an increase of \$15,637. There is \$68,230 in moorage receivables outstanding.

Hammond Marina: Total revenues year to date are \$318,554 compared to \$337,743 at this time last year, a decrease of \$19,189. There is \$8,378 in moorage receivables outstanding.

Of the total outstanding receivables:

- \$17,799 (23.2%) is current,
- \$5,759 (7.5%) is 30-60 days past due,
- \$47,652 (62.2%) is 60-90 days past due and
- \$5,398 (7.1%) is over 90 days past due

Water Fund: Utility fees this month are \$288,043 and \$276,350, for in-city and out-city respectively and total \$564,393. Total year to date utility fees are \$952,828 and are 23.3% of the budget.

Last year at this time total utility fees were \$994,333, which was 26.1% of the budget and are down by \$41,505.

Sewer Fund: Utility fees this month are \$234,874 and \$454,199 year to date, which is 16.9% of the budget. Last year at this time utility fees were \$463,826 which was 19% of the budget and are down by \$9,627. Shoreline Sanitary fees year to date are \$23,482.

Storm Sewer: Utility fees (20% of sewer) this month are \$46,956 and \$90,806 year to date and are 16.9% of the budget.

Sanitation Fund: Year to date service fees for garbage and recycling were \$181,919 and \$38,314 and are 14.9% and 16.9% of the budget, respectively.

SDC Summary for FYE 2022

	Revenues				Ending Fund Balance
	Beginning Fund Balance	SDC	Interest	Projects	
Parks	180,432	32,643	1,059	2,244	211,890
Water	154,811	74,598	1,025		230,434
Sewer	112,894	60,509	755		174,158
Storm	83,969	12,110	495		96,574
Streets	1,072,887	137,523	6,208		1,216,418
total	<u>1,604,793</u>	<u>317,383</u>	<u>9,542</u>	<u>2,244</u>	<u>1,929,474</u>

Financial data as of August, 2022

	General Fund			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	1,690,404	1,885,860	1,100,000	171.44
Plus: Revenues	293,958	558,314	5,691,876	9.81
Less: Expenditures				
Municipal Court	12,377	28,413	188,871	15.04
Admin/Comm/Fin(ACF)	116,406	308,801	1,385,311	22.29
Planning	31,188	49,765	439,126	11.33
Police	190,379	353,050	2,189,639	16.12
Fire	80,514	140,308	1,034,854	13.56
Parks	7,238	17,577	160,746	10.93
Transfers	112,000	112,000	891,451	12.56
Total Expenditures	550,102	1,009,914	6,289,998	16.06
Ending Fund Balance	1,434,260	1,434,260	501,878	285.78

(see details of revenue, page 4)

	WBL			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	140,866	68,931	59,000	116.83
Plus: Revenues	104	82,792	61,350	134.95
Less: Expenditures	24,204	34,957	66,307	52.72
Ending Fund Balance	116,766	116,766	54,043	216.06

	Building Department			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	693,779	736,201	640,000	115.03
Plus: Revenues	53,080	72,105	309,088	23.33
Less: Expenditures	32,326	93,773	455,954	20.57
Ending Fund Balance	714,533	714,533	493,134	144.90

	State Tax Street			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	2,745,957	2,778,651	2,100,000	132.32
Plus: Revenues	36,674	39,654	2,738,420	1.45
Less: Expenditures	29,675	65,349	4,739,670	1.38
Ending Fund Balance	2,752,956	2,752,956	98,750	2,787.80

	Warrenton Marina			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	640,763	323,922	300,000	107.97
Plus: Revenues	143,102	517,148	716,879	72.14
Less: Expenditures	56,731	113,936	818,225	13.92
Ending Fund Balance	727,134	727,134	198,654	366.03

Financial data as of August 2022, continued

	Hammond Marina				Water Fund			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	333,825	206,211	290,000	71.11	2,105,931	1,878,545	2,000,000	93.93
Plus: Revenues	152,077	318,554	384,552	82.84	586,665	988,161	6,708,062	14.73
Less: Expenditures	39,028	77,891	534,261	14.58	180,690	354,800	7,747,678	4.58
Ending Fund Balance	<u>446,874</u>	<u>446,874</u>	<u>140,291</u>	<u>318.53</u>	<u>2,511,906</u>	<u>2,511,906</u>	<u>960,384</u>	<u>261.55</u>
	Sewer Fund				Storm Sewer			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	3,012,295	2,978,750	2,700,000	110.32	1,685,890	1,661,698	1,500,000	110.78
Plus: Revenues	259,559	498,231	2,904,261	17.16	50,214	95,181	844,912	11.27
Less: Expenditures	184,059	389,186	4,748,317	8.20	15,884	36,659	1,947,361	1.88
Ending Fund Balance	<u>3,087,795</u>	<u>3,087,795</u>	<u>855,944</u>	<u>360.75</u>	<u>1,720,220</u>	<u>1,720,220</u>	<u>397,551</u>	<u>432.70</u>
	Sanitation Fund				Community Center			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	513,788	504,966	445,000	113.48	25,200	21,718	18,500	117.39
Plus: Revenues	112,694	221,990	1,449,344	15.32	928	5,894	18,800	31.35
Less: Expenditures	110,647	211,121	1,633,871	12.92	1,867	3,351	29,096	11.52
Ending Fund Balance	<u>515,835</u>	<u>515,835</u>	<u>260,473</u>	<u>198.04</u>	<u>24,261</u>	<u>24,261</u>	<u>8,204</u>	<u>295.72</u>
	Library				Warrenton Urban Renewal Agency Capital Projects Fund			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	138,445	162,397	160,000	101.50	8,972	9,011	12,184	73.96
Plus: Revenues	427	6,571	254,179	2.59	65	3,203	6,141,636	0.05
Less: Expenditures	25,062	55,158	303,013	18.20	-	3,177	6,153,820	0.05
Ending Fund Balance	<u>113,810</u>	<u>113,810</u>	<u>111,166</u>	<u>102.38</u>	<u>9,037</u>	<u>9,037</u>	<u>-</u>	<u>-</u>

Financial data as of August 2022, continued

(\$ Cash Balances as of August 31, 2022

General Fund	1,937,263	Warrenton Marina	669,200	Storm Sewer	1,670,005
WBL	107,837	Hammond Marina	440,073	Sanitation Fund	469,631
Building Department	743,813	Water Fund	2,022,320	Community Center	26,332
State Tax Street	2,885,431	Sewer Fund	2,865,761	Library	115,433

Warrenton Urban Renewal Agency

Capital Projects	12,087
Debt Service	2,710,850

General Fund Revenues	Collection Frequency	2022-2023 Budget	Actual as a % of Current Budget	Collections/Accruals Year to date		(over) under budget
				August 2022	August 2021	
Property taxes-current	AP	1,229,211	0.00	-	-	1,229,211
Property taxes-prior	AP	30,000	50.04	15,011	9	14,989
County land sales	A	-	0.00	-	-	-
Franchise fees	MAQ	612,000	5.01	30,650	36,438	581,350
COW - franchise fees	M	330,319	17.50	57,799	60,202	272,520
Transient room tax	Q	622,492	0.98	6,108	11,838	616,384
Liquor licenses	A	575	4.35	25	-	550
State revenue sharing	MQ	195,819	0.26	508	400	195,311
Municipal court	M	128,700	8.87	11,420	21,307	117,280
Planning Fees	I	110,500	4.01	4,428	9,888	106,072
Police charges	I	18,000	25.16	4,529	4,197	13,471
Fire charges	SM	112,329	0.42	475	300	111,854
Park charges	I	-	0.00	505	300	-
Miscellaneous	I	3,000	69.30	2,079	10,827	921
Interest	M	8,000	60.64	4,851	831	3,149
Lease receipts	M	220,002	17.16	37,752	37,404	182,250
Proceeds from sale of assets	I	-	0.00	-	-	-
Grants	I	-	0.00	-	-	-
Sub-total		3,620,947	4.86	176,140	193,941	3,444,807
Transfers from other funds	I	685,618	0.00	73,374	-	612,244
Overhead	M	1,385,311	22.29	308,801	224,463	1,076,510
Total revenues		5,691,876	9.81	558,315	418,404	5,133,561

- M - monthly
- Q - quarterly
- SM - Semi-annual in November then monthly
- AP - As paid by taxpayer beginning in November
- MAQ - Century Link, NW Nat & Charter-quarterly, all others monthly
- S - semi-annual
- I - intermittently
- MQ - Monthly, cigarette and liquor and Quarterly, revenue sharing
- R - renewals due in July and new licenses intermittently
- A - annual

Note: Budget columns do not include contingencies as a separate line item but are included in the ending fund balance. Unless the Commission authorizes the use of contingency, these amounts should roll over to the following year beginning fund balance. For budget details, please refer to the City of Warrenton Adopted Budget for fiscal year ending June 30, 2023. Budget amounts reflect budget adjustments approved by the Commission during the fiscal year. Information and data presented in this report is unaudited.



WARRENTON POLICE DEPARTMENT MONTHLY REPORT



TO: The Warrenton City Commission
 FROM: Chief Mathew Workman
 DATE: October 25, 2022
 RE: September 2022 Report

Upcoming Dates:

- November 1st & 15th Municipal Court
- November 4th: Alvarez Basic Graduation
- November 8th Election Day (Box Security)
- November 8th CIS Fall Supervisor Training
- November 23rd 911 Subscriber Board Meeting

Month in Brief:

- September 1st: Chief attended Mental Health for Officers Training
- September 5th: CERT Meeting
- September 14th: Chief attended Kiwanis Meeting
- September 16th: WPD helped with the WHS Tsunami Drill
- September 12th: ODOT Pre-Winter Meeting
- September 28th to 29th: Chief attended the OACP/OSSA Fall Conference
- September 30th: Hosted three 2nd Grade classes for tours of the police station
- Ofc. Alvarez is doing well at the Basic Academy, graduates November 4th
- Officer Crosby started on September 12th and is starting in Field Training Program

Traffic Statistic Highlights:

- Five (5) DUI Arrests – (5) Alcohol, (0) Drugs
- Twenty-Five (25) Driving While Suspended Citations/Arrests
- Seven (7) Careless/Reckless Driving Citations/Arrests
- Six (6) Speeding Citations
- Four (4) Following Too Closely Citations
- Twenty-Five (25) Insurance Citations
- Two (2) Fail to Install Interlock Device Citation
- Six (6) No Driver's License Citations
- Forty-Six (46) other Citations and Warnings
- Nineteen (19) Accident Investigations

**TRAFFIC
STATISTICS**

Overall Statistics:

Category	September Statistics (% changes are compared to 2021)						
	2022	2021	% Chg	2020	% Chg	2019	% Chg
Calls for Service	727	695	5%	727	0%	778	-7%
Incident Reports	227	188	21%	212	7%	152	49%
Arrests/Citations	174	149	17%	154	13%	131	33%
Traffic Stops/ Events	173	106	63%	186	-7%	182	-5%
DUI's	5	2	150%	2	150%	2	150%
Traffic Accidents	19	7	171%	21	-10%	14	36%
Property Crimes	104	110	-5%	104	0%	98	6%
Person Crimes	86	88	-2%	86	0%	87	-1%
Drug/Narcotics Calls	5	2	150%	4	25%	7	-29%
Animal Calls	31	25	24%	25	24%	28	11%
Officer O.T.	125.3	152	-18%	104.4	20%	228.9	-45%
Reserve Hours	0	0	0%	0	0%	9	-100%

Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Calls for Service	592	562	651	590	630	724	783	824	727
Incident Reports	217	193	217	196	197	204	210	224	227
Arrests/Citations	167	116	133	132	105	141	168	154	174
Traffic Stops/ Events	146	123	102	118	112	164	167	156	173
DUII's	4	2	3	4	1	5	4	3	5
Traffic Accidents	9	8	13	12	13	12	21	23	19
Property Crimes	97	91	116	59	102	111	110	133	104
Person Crimes	60	54	68	68	62	66	90	87	86
Drug/Narcotics Calls	0	6	1	4	1	2	2	6	5
Animal Calls	8	14	38	13	18	33	34	25	31
Officer O.T.	126.25	158	193.75	218.5	213	150.83	178.75	238	125.25
Reserve Hours	0	0	0	0	0	0	0	0	0

Oct	Nov	Dec	2022 YTD	2022 Estimate	2021	2022 v 2021	2020	2022 v. 2020	2019	2022 v. 2019
			6083	8111	7955	2%	9270	-13%	9819	-17%
			1885	2513	2442	3%	2469	2%	2608	-4%
			1290	1720	1891	-9%	2095	-18%	1731	-1%
			1261	1681	2000	-16%	2489	-32%	2627	-36%
			31	41	27	53%	36	15%	33	25%
			130	173	228	-24%	246	-30%	275	-37%
			923	1231	1191	3%	1230	0%	1094	12%
			641	855	830	3%	863	-1%	849	1%
			27	36	58	-38%	86	-58%	117	-69%
			214	285	207	38%	289	-1%	271	5%
			1602.3	2136	2075.4	3%	2194.5	-3%	1731.7	23%
			0	0	12.5	-100%	259.5	-100%	359.5	-100%

Homeless Incidents	2022	2021	2020
Code 40 (Normal)	30	26	14
Code 41 (Aggressive)	5	1	1

Elk Incidents	2022	2021
Interaction:	4	1
Traffic Accidents:	4	0
Traffic Complaints:	0	0
Total:	8	1

The following is a graphic representation of statistics for **September 2022** using our **CityProject** membership (formerly [CrimeReports.com](https://www.crimereports.com)). The "Dots" represent a location of a call and if you would zoom in on the map you would see an icon for the type of call and some basic time/date details. Some dots represent multiple calls at one location. If you go to the website, you can zoom in on each incident for more details.

- | | | | |
|--|--|--|--|
| <input checked="" type="checkbox"/> Assault | <input checked="" type="checkbox"/> Property & Theft | <input checked="" type="checkbox"/> Disorder/Disturbance | <input checked="" type="checkbox"/> 911 or Other |
| <input checked="" type="checkbox"/> Assault | <input checked="" type="checkbox"/> Property Crime | <input checked="" type="checkbox"/> Disorder | <input checked="" type="checkbox"/> Community Events |
| <input checked="" type="checkbox"/> Assault with Deadly Weapon | <input checked="" type="checkbox"/> Breaking & Entering | <input checked="" type="checkbox"/> Disorder | <input checked="" type="checkbox"/> Community Policing |
| <input checked="" type="checkbox"/> Sexual Offense | <input checked="" type="checkbox"/> Property Crime Commercial | <input checked="" type="checkbox"/> Drugs | <input checked="" type="checkbox"/> Proactive Policing |
| <input checked="" type="checkbox"/> Sexual Assault | <input checked="" type="checkbox"/> Property Crime Residential | <input checked="" type="checkbox"/> Drugs | <input checked="" type="checkbox"/> Emergency |
| <input checked="" type="checkbox"/> Sexual Offense | <input checked="" type="checkbox"/> Other Property Crime | <input checked="" type="checkbox"/> Liquor | <input checked="" type="checkbox"/> Emergency |
| <input checked="" type="checkbox"/> Other Sexual Offense | <input checked="" type="checkbox"/> Theft | <input checked="" type="checkbox"/> Liquor | <input checked="" type="checkbox"/> Fire |
| <input checked="" type="checkbox"/> Other Violent Offense | <input checked="" type="checkbox"/> Theft from Vehicle | <input checked="" type="checkbox"/> Quality of Life | <input checked="" type="checkbox"/> Fire |
| <input checked="" type="checkbox"/> Homicide | <input checked="" type="checkbox"/> Theft of Vehicle | <input checked="" type="checkbox"/> Quality of Life | <input checked="" type="checkbox"/> Police Calls |
| <input checked="" type="checkbox"/> Kidnapping | <input checked="" type="checkbox"/> Other Theft | | |
| <input checked="" type="checkbox"/> Robbery | | | |



Warrenton Community Center

Annual Report

For Fiscal Year July 1, 2021 – June 30, 2022

3.D

Summary:

This report is a communication to the City of Warrenton Commission regarding the annual results of operations, financial position, and activities of the Warrenton Community Center. This report also summarizes the accomplishments, efforts, and long-term goals of the Center as proposed and carried out by the Warrenton Community Center Advisory Board and management.

Staffing and Oversight:

The center is managed by the Finance Director in conjunction with a part-time staff person that provides oversight, monitors rental activity at the center, and performs light maintenance. The City appoints a five member board to provide input and recommendations to the commission. The Warrenton Community Center Advisory Board meets October, November, December, January, February, March, April, and May with staff, on the third Thursday of each month to discuss fundraising efforts, operations, and to consider long-term goals and objectives.

Operations:

The Community Center was built with grant funds in 1988. Since then most operational costs were supported entirely by rental fees and the Center, to this day, does not receive any direct property tax revenues. Since July 1, 2011, the Center has received funding derived from City discretionary revenue sources other than Center rental fees for capital projects and major maintenance.



The Center is rented out to individuals and entities on a per hour basis. Rental rates during the year were \$38.00 and \$48.00 per hour for the facility with non-kitchen and kitchen use, respectively. Warrenton Seniors, Inc. have a special rate at \$100.00 per month. Revenues are also generated from renting supplies such as the dance floor, silver serving dishes, and charging for cleaning services. Income is also derived from fundraising activities and donations.

For this period ending 2022, the Center was rented a total of 1,223.75 hours with 305.75 hours charged at the adopted rates (Seniors used 918 hours) compared to 1,104, and 1307.5 hours in fiscal years ending 2020 and 2021, respectively. Total hours this year increased 119.75 hours compared to the prior year. The current hour breakdown, by category, for the past three years, is as follows:

	2022	2021	2020
Warrenton Seniors, Inc.	918.00	927.00	909.00
Other Weekday hours	150.75	113.50	232.50
Other Weekend hours	155.00	63.50	166.00
Total	<u>1,223.75</u>	<u>1,104.00</u>	<u>1,307.50</u>

Rental income, for this period, from regular hours rented was \$14,015 and other revenues were \$10,079 for total revenues of \$24,094 for the year. No transfer was made from the General Fund this year. Last year, total revenues were \$13,292. Current expenses for the year were \$19,133, for a net income of \$4,961. A transfer of \$1,000 was made to the capital reserve account this year. Normal expenses were \$7,398 for personal services, \$297 for supplies, \$6,662 for utilities, \$196 in credit card fees, \$155 for computer support, \$434 for building maintenance, \$912 for fundraising expenses, and \$2,079 for overhead. (Additional expenses paid by the Facilities Maintenance Fund are detailed on page 5 of this report.)

The Community Center will begin the new fiscal year with a beginning fund balance of \$21,718, an increase from the prior year of \$4,961 which is the net income for the year.

A historical summary of revenues and expenses for the Center are as follows:

	2022	2021	2020	2019	2018
Rental Fees	14,015	7,893	15,361	19,012	18,105
Other Revenue	10,079	5,399	5,012	7,851	5,092
Total Revenues	24,094	13,292	20,373	26,863	23,197
Personal Services	7,398	5,236	7,395	7,414	5,757
Materials and Services	10,735	9,538	11,729	12,334	13,494
Capital Outlay					
Transfers	1,000	0	2,500	2,000	0
Total Expenses	19,133	14,774	21,624	21,748	19,258
Increase (Decrease) in Fund Balance	4,961	(1,482)	(1,251)	5,115	3,939
Beginning Fund Balance	16,757	18,239	19,490	14,375	10,436
Ending Fund Balance	21,718	16,757	18,239	19,490	14,375

Fundraising Activities:

The Community Center Advisory Board puts on the Breakfast with the Easter Bunny and Breakfast with Santa each year. These activities not only generate some income for center operations but also provide the community with fun family activities during the holiday seasons.

The following table summarizes net proceeds from the board's fundraising efforts:

	Breakfast with Santa	Breakfast with Easter Bunny
Sales	\$ 1,662	\$ 2,160
Donations	1,929	3,576
Expenses	(329)	(594)
Net Proceeds	\$ 3,262	\$ 5,142

Donations:

Local businesses and individuals provide donations during the year for general support and for breakfast expenses. This year we received a total of \$5,505 in cash, gift card, and supply donations. These donations were used to help with expenses relating to the Breakfasts and to support Community Center operations. For many years, the Pig 'N Pancake has donated the pancakes, syrup and a cook and Starbucks has donated coffee. This has helped tremendously with the breakfast expenses. Many local businesses and individuals also donated items for the raffle baskets. The Advisory Board devotes many hours of hard work making sure these breakfasts are successful.

Rates:

The advisory board is very much interested in increasing the rental hours at the center and promoting the center as a great place to rent. The center is a community asset that should be utilized to its fullest. The challenge is seeking to charge the correct amount of revenue needed in order to cover operating costs and future capital requirements and not out-price our users. As of July 1, 2021, rates were \$48.00 and \$38.00 for kitchen and non-kitchen use, respectively.

Information about the Community Center is advertised on the City's website.

Wi-Fi:

We have public Wi-Fi at the Center. All users are able to connect. This also helps staff connect to City Hall so we can communicate with the center via email. This has helped tremendously with communication. And, most of all, the renters love it, too!

Capital Improvements:

In the fiscal year ending June 2004 budget process, staff created a Community Center Capital Reserve fund to begin accumulating funds for needed major improvements. It was hoped that rental fee increases would generate excess funds that would be transferred each year to the fund.

A \$1,000 transfer was made to the capital reserve fund this year. The fund started the year with \$7,587 and has an ending fund balance of \$6,812 as of June 30, 2022, which is available for major maintenance and capital improvements to the facility.

Capital improvement and major maintenance history at the Center for previous fiscal years ending is as follows:

2002	New dishwasher, Nov 2001	\$4,027
	Exterior light poles, Feb 2002	\$1,175
2003	none	
2004	none	

2005	interior remodel	\$15,000 (funded by WBA donation)
2006	none	
2007	parking lot striping	\$555
2008	New roof, April 2008	\$12,866 (\$5,000 was funded by the WBA)
	New ceiling tiles	\$1,320
2009	none	
2010	New entryway-donated	\$6,435
2011	Chairs (16), dollies (4), table cart, dance floor cart, window trim, and coat rack	\$2,622
2012	Parking lot striping	\$485
	Fire Suppression System	\$3,249
	(3) Windows	\$925
	Re-siding and paint exterior Completed in FY 2013	\$41,990 (funded entirely by the Facilities Maintenance Fund)
2013	Window Shades (2)	\$437
	Vacuum	\$400
	Building Signage	\$901
2014	Bathroom Paint/Flooring	\$2,129 (\$1,475 was funded by the Facilities Maintenance Fund)
	New Heating Furnace	\$2,580 (funded entirely by the Facilities Maintenance Fund)
2015	New Walk-In Freezer	\$19,920 (funded entirely by the Facilities Maintenance Fund)
	Freezer Room Wall Repair	\$5,385 (funded entirely by the Facilities Maintenance Fund)
	New Commercial Refrigerator	\$4,856 (funded entirely by the Facilities Maintenance Fund)
2016	New Refrigerator	\$599
2017	Firewall Upgrade/Wifi	\$875
2018	New Gas Furnace (1 of 3)	\$3,500 (funded entirely by the WBA)
2019	none	
2020	none	
2021	Replaced Dishwasher Pump	\$1,167 (funded entirely by the Facilities Maintenance Fund)
2022	New Grease Trap	\$1,775
	Walk-In Freezer Compressor	\$1,516 (funded by Warrenton Seniors, Inc.)

Funding from the **Facilities Maintenance Fund** contributed the following amounts this year, totaling \$3,364.

Fire Safety	\$ 178
Lighting & Electrical Maintenance	\$1,101
Pest Control	\$ 663

Plumbing	\$1,177
Senior Refrigerator	\$ 245

Marketing/Advertising:

No direct efforts this year. Staff continues to deploy an updated brochure and information is available on our website. Events and information on the Center is also posted on the City's Facebook page.

Advisory Board Accomplishments, Efforts, and Long-Term Goals:

Every year at Christmas, the board gets together and decorates the Center so that our renters will have a festive environment. The board donates all decorations and supplies. The board sponsored two successful breakfasts for the community at the Community Center this year. The current board members are Debbie Little, Chairman, Penny Morris, Vice Chair, Carol Snell, Secretary, Kenneth Culp, Dennis O'Reilly and Cynthia O'Reilly(Alternate). The board's fundraising efforts are critical to the Community Center.


Conclusion:

Staff continues to strive to give our renters excellent customer service hoping that they are satisfied with the center and will use it again and again. We hope they tell their friends and family about the center. We do have repeat customers who enjoy the center very much. In addition to providing a place for our Senior Citizens to have lunch on Mondays and Thursdays each week, the center is rented regularly for weddings, receptions, showers, celebrations of life, birthday parties, family reunions, business meetings and more. The Community Center is an important asset for the community and we hope it will continue to be for years to come.

The advisory board extends an open invitation to the monthly meeting on the 3rd Thursday of the month, October through May, to all commissioners. The meetings are held at the City Commission Chambers in City Hall at 4:00 p.m and are also available for remote attendance through Zoom.



AGENDA MEMORANDUM

TO: The Warrenton City Commission
FROM: Jay Blake, Planning Director 
DATE: October 25, 2022
SUBJ: Ordinance 1258, Second Reading

SUMMARY

Attached you will find the updated Ordinance 1258 that includes modifications from the initial ordinance hearing on October 11, 2022. The changes are highlighted in yellow for easy reference. As noted in the previous staff memo, the Planning Commission conducted a public hearing at their September 8, 2022 meeting and unanimously recommended approval of the Ordinance to the City Commission. The State Department of Land, Conservation, and Development (DLCD) was notified of the pending changes to the city of Warrenton Comprehensive Plan and Development Code and had no comments.

At your October 11, 2022 meeting, the Ordinance was introduced and discussed with changes being supported by the City Commission. No additional public testimony was received.

RECOMMENDATION/SUGGESTED MOTION

Two separate motions should be made.

Motion #1

I move to conduct the second reading of Ordinance No. 1258, by title only.

**AN ORDINANCE AMENDING ARTICLE 9 OF THE
COMPREHENSIVE PLAN, ADOPTING THE ECONOMIC
OPPORTUNITIES ANALYSIS AND PROVIDE REGULATION FOR
FOOD TRUCKS, AMENDING WARRENTON MUNICIPAL CODE
CHAPTER 16.12, 16.40, 16.44, 16.60, and 16.240**

Motion #2

"I move to adopt Ordinance No. 1258.

ALTERNATIVE

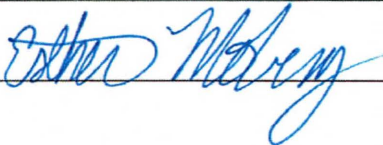
- 1) Other action as deemed appropriate by the City Commission

None recommended

FISCAL IMPACT

None Anticipated

Approved by City Manager: _____



All supporting documentation, i.e., maps, exhibits, etc., must be attached to this memorandum.

Ordinance 1258
Introduced by All Commissioners

**AN ORDINANCE AMENDING ARTICLE 9 OF THE COMPREHENSIVE PLAN,
ADOPTING THE ECONOMIC OPPORTUNITIES ANALYSIS AND PROVIDE
REGULATION FOR FOOD TRUCKS, AMENDING WARRENTON MUNICIPAL
CODE CHAPTER 16.12, 16.40, 16.44, 16.60, and 16.240**

WHEREAS, the City of Warrenton received generous support from the Department of Land Conservation & Development to update Goal 9: Economic Development of the Comprehensive Plan in 2020, which needs to be updated periodically to reflect changing economic conditions in the community; and

WHEREAS, the City of Warrenton supports traded sector industries and small businesses while creating local economic development opportunities through sound policies, supportive regulations, quality infrastructure, and focused public private partnerships; and

WHEREAS, the City of Warrenton completed a required Economic Opportunities Analysis in September 2020, held multiple public meetings, open to public comment, to shape economic development policies and strategies; and

WHEREAS, the Planning Commission held a public hearing on April 14, 2022 and recommended it for consideration by the City Commission on May 12, 2022.

NOW, THEREFORE, the City of Warrenton ordains as follows: (Key: new remove)

Section 1. Article 9 of the Comprehensive Plan shall include the Economic Opportunities Analysis by reference and the policies shall be revised with the following:

ARTICLE 9 ~~ECONOMY (2007 Buildable Lands Inventory does not apply to a developer/property owner's right to development. The Zoning and Wetland Maps apply to ability to develop.)~~

SECTION 9.100 FINDINGS

Statewide Planning Goal 9 is intended to identify existing and emerging economic opportunities within the Warrenton Urban Growth Boundary (UGB). This work includes a buildable lands inventory and an Economic Opportunities Analysis consistent with the rules and requirements of Oregon Land Use Planning Goal 9 (Economy), OAR 660-009-0015, and the "Industrial and Other Employment Lands Analysis Guidebook." A goal is to establish a clear economic development direction for Warrenton that is consistent with local, regional, and state market trends and planning policies. To this end, the City was awarded a grant from the Department of Land Conservation & Development in 2020 to update its Comprehensive Plan Economic Element. The Economic Opportunities Analysis was completed in 2021 hereby referenced. The EOA verified the City has an adequate supply of commercial and industrial lands. It also provided an opportunity for policymakers and stakeholders to review economic development policies, strategies, and potential implementation measures to support a more

diverse economic future that is resilient to global market fluctuations.

The following steps have been taken to ensure that the City of Warrenton meets these objectives:

- Identify employment opportunities and trends for the next 20 years.
- Ensure an adequate supply of land within the City's urban growth boundary (UGB) to meet 20-year employment needs.
- Identify long-term (20-year) land needs for additional employment, considering the following factors:
 - Projected 20-year employment forecasts, considering population projections, current mix of employment, projected future industry trends and other factors.
 - Factors that determine land needs for specific types of employment uses.
 - Locational factors related to different types of businesses and employment areas.
 - Identify amount of land in each zoning designation needed to accommodate projected employment.
- Conduct an inventory of "buildable" land within the City's UGB that is zoned to allow for employment development.
- Compare the supply of land in different employment zones to the estimated need for employment in each zone to ensure that there is enough land within the City's UGB and that it is zoned appropriately to meet long term employment needs.

SECTION 9.200 GOAL

- (1) Retain, strengthen and expand the City's economic development activities to ensure that adequate land, capital, infrastructure, and services are available to meet the needs for jobs and industry.
- (2) Promote cooperative economic development partnerships.
- (3) Strengthen and enhance a strong commercial core **in the traditional downtown, Hammond, as well as the commercial corridor along Highway 101.**

SECTION 9.300 POLICIES

Section 9.310 City Economy

- (1) Ensure sufficient land is zoned for business development, expanding public facilities and services, carrying out various economic growth projects, obtaining adequate funding for activities to achieve economic gains, and undertaking other appropriate economic development actions.
- (2) Encourage and support local industrial development in order to diversify beyond the City's three predominant industrial sectors (wood processing, seafood processing, and commercial fishing), while maintaining strong support for these sectors. **These traded sectors could include metal fabrication, fermentation, and small-scale consumer**

product manufacturing.

- (3) Work closely with individuals and organizations to increase desired industrial, general commercial and tourist commercial activities in Warrenton. Tourist-oriented establishments shall be encouraged to locate in Warrenton **and Hammond to support a thriving and healthy downtown core.**
- (4) Encourage present employers to expand their operations and aid them in doing what is necessary to maintain an economic base for employment within the City.
- (5) Work with the local business community and community partners to strengthen the downtown commercial area as an important tourist and commercial center.
- (6) Maintain an adequate supply of vacant commercial, industrial and waterfront development property to provide for the economic growth of the community.
- (7) Work with the ~~Clatsop county Economic Development Council~~ **economic development organizations, such as Clatsop Economic Development Resources (CEDR)** and other related non-profits and agencies and to strengthen Warrenton's economy.
- (8) Encourage residents, businesses and civic organizations to shop locally.
- (9) Encourage successful home-based businesses **through sensible regulations that protect neighborhoods while encouraging cottage industries.**
- ~~(10) Institute a business license requirement for individuals and companies conducting business in Warrenton.~~
- (11) Ensure public facilities and services are available to serve existing and prospective new businesses.
- (12) Work with the Port of Astoria, community groups, and local businesses to identify and implement effective economic development strategies **to support the airport business park and other Port of Astoria owned property.**
- (13) Maintain and enhance all public infrastructure to create a pleasant and convenient business environment (from signage and pocket parks to sidewalks and parking lots).
- (14) Concentrate/encourage small business and infill development in the core and not on the edges of the community.
- (15) Ensure zoning allows for higher density, mixed-use development in the commercial core.

(16) **Continue to** protect the remaining historic resources such as downtown buildings to maintain local character and attract visitors.

~~(17) Support the development and maintenance of a property inventory.~~

Section 9.320 Strategies

(1) Sufficient space shall be zoned for business growth and development activities and, to the extent practical, the capacity of streets and public facilities and services will be expanded to meet their needs. Expansion of water and sewer system capacity and the efficient use of the present capacity will be particularly critical for some establishments, such as fish processing firms.

(2) The City will encourage the development of the area between East Harbor Drive, Marlin Avenue and US Highway 101 as a regional shopping center complex.

(3) Undertake activities to provide, protect, and enhance scenic and recreational attractions in the area. The City Commission will choose a committee or organization to help evaluate, initiate and carry out appropriate tourist-oriented projects.

(4) A group will be appointed by the City Commission to assist in selecting economic development projects for the COL-PAC sponsored federal Economic Development Administration (EDA) funding list. It should also investigate other potential sources of non-local funds for these projects.

(5) Fees from business licenses and/or transient lodging taxes should be used primarily to benefit the local economy, and may help pay for tourist-oriented projects **and support implementation of an economic development strategies.**

(6) The City will cooperate with the Port of Astoria to improve road access, utility service levels and other infrastructure to help develop the airport industrial park **and maintain a viable and competitive master plans for the airport and community at large.**

~~(7) The City supports efforts by Clatsop County to develop a new county fairgrounds site and light industrial park at the Alumax property in the UGB. **The City will support a collaborative effort by Clatsop County to master plan and develop a new light industrial park on County owned land. Any strategy developed by the County should be aligned with City economic development policies and strategies.**~~

(8) Prepare and keep updated a current inventory of available buildings and land with complete data, including price, features, utilities, infrastructure, maps, photos or contact information. If selected properties are known to soon be vacant, include those in the review.

(9) Determine which properties are ready for occupancy and which need renovation or

complete site prep and development. Evaluate the condition, property owner tenure, price competitiveness and other factors to assess true market readiness.

(10) Select and target the top five properties for tenants and property improvements. Work with property owners on an action plan for improvement and/or to sell the property. Identify incentives for ~~rapid-change~~ **new private investment using available urban renewal tools and financing.**

(11) The City will work through ~~CEDC~~ **local economic development organizations and chamber of commerce** to achieve many **regional** economic objectives beneficial to the City and County as a whole, such as:

- (a) Increasing the emphasis on production of lumber and **value -added** wood products in the County instead of log exports;
- (b) Expanding ~~CEDC and other~~ fish hatchery, **research and development, and habitat restoration programs** in the Columbia River Estuary area;
- (c) Relieving the shortage of moorage spaces, particularly moorages for commercial fishing boats;
- (d) Improving the understanding of, and commitment to, the sustained yield concept, a concept which, when applied, means that resources (forestry, fishing or others) will not be overused for short-term gains;
- (e) Increasing the number of tourists that visit Clatsop County during the off-season, including development of motels and tourist-oriented shopping facilities;
- (f) Provide and support more training opportunities for people who want to learn skills needed for local economic activities, **including all local secondary and post-secondary career technical education programs;** and
- (g) Expanding existing business operations and encouraging other firms to locate in the area.

(12) Enhance urban design of the downtown core, while still recognizing the city's historic character through the provision of street furnishings, planters, way-finding and directional signage, paving and other features.

(13) Continue a strong partnership with local non-profit organizations dedicated to main street and neighborhood improvement to revitalize the downtown and attract more private investment and visitors.

(14) Develop an economic development strategy with a five year action plan based on the results of the EOA and to grow and expand specific traded sector industries.

(15) In general, the City will strive to support traded sector industries (export-based economy) that facilitate skill advancement and career ladder opportunities for local youth and residents as well as circulate resources back to the local community through supply chain opportunities.

(16) The City will strive to add a feasible conference center at the Hammond Marina to support tourism related investments and additional visitors to the Hammond neighborhood.

(17) The City will explore innovative strategies for wetland mitigation and enhancement to support economic development activities while protecting critical Goal 5 resources.

Section 2. The Warrenton Municipal Code shall be revised with the following:

Underline/Bold – New Language

~~Strikethrough~~ – Deleted Language

16.12.010 Definitions

Cottage Manufacturing - a small-scale, decentralized manufacturing business often operated out of a home rather than a purpose-built facility.

Food Cart – a vehicle from which food stuffs and/or refreshments are sold or offered for sale for human consumption, primarily operating from a single location for more than a month;

Food Pod - a site containing two or more food carts and associated amenities on private or public property.

Temporary Food Vendor - Temporary Restaurant, Seasonal Temporary Restaurant, Single Event Temporary Restaurant, or Mobile Unit as regulated by WMC. 16.240.010.D

Chapter 16.40 GENERAL COMMERCIAL (C-1) DISTRICT

16.40.010 Purpose.

The purpose of the General Commercial Zone is to allow a broad range of commercial uses providing products and services in the Warrenton downtown area, the Hammond business district and marina, and along the Highway 101 corridor.

16.40.020 Permitted Uses.

The following uses and their accessory uses are permitted in the C-1 zone if the uses conform to the standards in Sections 16.40.040 through 16.40.060, Chapters 16.124, 16.212 and other applicable Development Code standards, and other City laws:

A. Only the following uses and their accessory uses are permitted along Highway 101, SE Marlin, SE Ensign Drive, SE Discovery Lane, and SE Dolphin Avenues and shall comply with the above noted sections as well as Chapter 16.132:

1. Personal and business service establishments such as barber or beauty shop,

clothes cleaning, funeral home **and pet grooming.**

2. Professional, financial, business and medical offices.
3. Retail business establishments.
4. Amusement enterprises such as theater or bowling alley.
5. Technical, professional, vocational and business schools.
6. Membership organizations such as unions, lodge hall, club or fraternal buildings.
7. Eating and drinking establishment, **including food carts and food pods.**
8. Hotel, motel or other tourist accommodation, including bed and breakfast.
9. Automobile sales, and/or service and parts establishment.
10. Boat and marine equipment sales, service or repair facilities.
11. Building material sales yard.
12. Government buildings and uses.
13. Transportation facilities and improvements subject to the standards of Section 16.20.040.
14. Dredge material disposal (DMD) subject to Section 16.40.050 (site 27S located within this area zoned C-1) and Chapter 16.104.
15. Community garden(s) (see definitions).
16. Hospital, medical offices, sanitarium, rest home, nursing or convalescent home.
17. Congregate care or assisted living facility.
18. Public utilities, including pipelines, cables, and utility crossings but not structures.
19. Commercial uses with a ~~second floor~~ residential use(s) [apartment(s)] **located either above or behind the commercial use so that the commercial use is the predominate use on the property, or on same lot with existing single family detached built prior to April 2, 1997.**
20. Homestay lodging subject to the standards in Chapter 8.24.
21. Vacation rental dwelling subject to the safety regulations in Section 8.24.030.
22. Similar uses as those stated above.

B. For all other C-1 zoned areas within the City limits of Warrenton, the following uses and their accessory uses are permitted and shall comply with the above noted sections:

1. Personal and business service establishments such as barber or beauty shop, clothes cleaning or funeral home, **and pet grooming.**
2. Professional, financial, business and medical offices.
3. Retail business establishments.
4. Amusement enterprises such as theater or bowling alley.

5. Technical, professional, vocational and business schools.
6. Membership organizations such as unions, lodge hall, club or fraternal buildings.
7. Eating and drinking establishment, including food carts and food pods.
8. Hotel, motel or other tourist accommodation, including bed and breakfast.
9. Automobile sales, service or repair establishment.
10. Boat and marine equipment sales, service or repair facilities.
11. Building material sales yard.
12. Residential home.
13. Residential (care) facility.
14. Home occupations (must comply with paragraph 19 of this subsection).
15. Child care center.
16. Government buildings and uses.
17. Public utilities, including structures, pipelines, cables, and utility crossings.
18. Hospital, medical offices, sanitarium, rest home, nursing or convalescent home.
19. Congregate care or assisted living facility.
20. Single-family residences existing prior to April 2, 1997 may be repaired, remodeled, expanded, or replaced if damaged.
21. Transportation facilities and improvements subject to the standards of Section 16.20.040.
22. Community garden(s) (see definitions).
23. Commercial uses with second floor residential use(s) [apartment(s)] or on the same lot with existing single-family detached built prior to April 2, 1997.
24. Homestay lodging subject to the standards in Chapter 8.24.
25. Vacation rental dwelling subject to the safety regulations in Section 8.24.030.
26. Similar uses as those stated in this section. (Ord. 1248 § 2, 2021; Ord. 1234 § 1, 2020; Ord. 1196-A § 1, 2015; Ord. 1186-A § 1, 2014; Ord. 1177-A § 2, 2013)

16.40.030 Conditional Uses.

The following uses and their accessory use may be permitted in the C-1 zone when approved under Chapter 16.220 and shall comply with Sections 16.40.040 through 16.40.060 and Chapters 16.124 (Landscaping) and 16.212 (Site Design Review):

- A. Only the following uses and their accessory uses are permitted along Highway 101, SE Marlin and SW Dolphin Avenues, and shall comply with the above noted sections and Chapter 16.132:
 1. Cabinet, carpenter, woodworking or sheet metal shops.
 2. Processing uses such as bottling plants, bakeries and commercial laundries.

3. Research and development establishments, **laboratories, and similar facilities.**
 4. Wholesale storage and distribution facilities, including cold storage.
 5. RV Park.
 6. New drive-through/drive-up facility or substantially improved as defined by 25% of assessed value.
 7. Medical marijuana dispensaries and recreational marijuana retail outlets licensed by the State of Oregon and subject to Section 16.40.060(I).
 8. Similar uses as those stated in this section.
- B. The following uses and their accessory uses are permitted in all other C-1 zoned areas within the City limits of Warrenton:
1. Cabinet, carpenter, woodworking or sheet metal shops.
 2. Building contractor shops, including plumbing, electrical and HVAC.
 3. Fuel oil distributor.
 4. Processing uses such as bottling plants, bakeries, **coffee roasters,** and commercial laundries.
 5. Research and development establishments, **laboratories, and similar uses.**
 6. Wholesale storage and distribution facilities, including cold storage.
 7. Veterinary clinic, kennels.
 8. Tool and equipment rental.
 9. Mini-warehouses or similar storage uses, subject to the requirements in Section 16.116.030(G).
 10. Church, synagogue, or other place of worship.
 - ~~11. Commercial uses with 2nd floor residential use(s) [apartment(s)].~~
 12. RV Park.
 13. Multifamily housing development subject to the development and other applicable standards of Chapter 16.36, Section 16.124.070 generally and Section 16.124.070(C)(1) specifically, and Chapter 16.188.
 14. **Cottage manufacturing that occurs in tenant spaces or structures that are less than 2,000 SF.**
 15. **Fermentation enterprises, such as breweries and distillers, may also include a taproom as an accessory use.**
 16. Similar uses to those listed in this section. (Ord. 1242 § 1, 2020; Ord. 1225 § 3, 2019; Ord. 1211-A § 1, 2017)

J. The following standards shall be met by all food cart placements in the C-1 Zoning District

1. **Prior to operation, the owner shall obtain a city business license and complete the required food cart application**
2. **The placement and operation of the cart shall meet the operational requirements found in Section 16.240.010.D**

Chapter 16.44 COMMERCIAL MIXED USE (C-MU) DISTRICT

16.44.010 Purpose and Applicability.

- A. Purpose. A City goal is to strengthen certain established residential areas having frontage on state highways as transition areas between commercial centers and outlying residential areas. The district is intended to support this goal through elements of design and appropriate mixed-use development. Mixed-use development features design standards that allow residential and commercial uses to occur simultaneously on the same lot. This chapter provides standards for the orderly improvement of mixed-use commercial areas based on the following policies:
1. Use land and urban services efficiently;
 2. Support a mixture of land uses to encourage walking as an alternative to driving, and provide more employment and housing options; and
 3. Allow certain commercial uses amongst existing residential uses that are compatible with, and add interest to, the established residential character of the area.
- B. The Commercial Mixed-Use District applies to the following area: those properties bounded by 4th and 9th Streets along S. Main Avenue (Fort Stevens Highway/State Highway 104) extending west to, and including, the easterly half of the old railroad right-of-way and extending east to the Skipanon River's A-2 (Aquatic Conservation) Zoning District.

16.44.020 Permitted Uses.

The following uses and their accessory uses are permitted in the C-MU district if the Community Development Director determines that the uses conform to the standards in Sections 16.44.040 and 16.44.050, applicable Development Code standards, and other City laws. All new sewer and water connections for a proposed development shall comply with all City regulations:

- A. Residential.
1. Single-family detached dwelling with covered parking in accordance with Chapter 16.180 on lots not having direct frontage on, or taking direct access from, a State highway.
 2. Duplex, townhome, triplex, multifamily and rowhouse with garage (attached or detached) in accordance with Chapter 16.180 and subject to standards of Chapter 16.184.
 3. Daycare center.
 4. Home occupation, shall comply with Section 16.44.020(A)(5).
 5. Single-family residences existing prior to April 2, 1997 may be repaired, remodeled, expanded, or replaced if damaged so long as building permits are obtained within 12 months of the date of discontinuance.
 6. Homestay lodging subject to the standards in Chapter 8.24.
 7. Accessory dwelling subject to standards of Section 16.180.040.
 8. Similar uses as those listed in this section.
- B. Public and Institutional.

1. Church, synagogue, or other place of worship.
2. Clubs, lodges, similar uses.
3. Government buildings and uses.
4. Libraries, museums, community centers, and similar uses.
5. Public parking lots and garages, subject to design standards in Chapter 16.128.
6. Public utilities, including structures, pipelines, cables, and utility crossings.
7. Transportation facilities and improvements subject to the standards of Section 16.20.040.
8. Community garden(s) (see definitions) **and public parks.**
9. Similar uses as those listed in this section.

C. **Commercial.**

1. Personal and business service establishments such as a barber or beauty shop, clothes cleaning or a funeral home.
2. Professional, financial, business and medical offices. Drive-through facilities are not permitted within the C-MU district.
3. Retail business establishments and processing uses (e.g., bakery) of goods sold on site.
4. Amusement enterprises such as a theater or bowling alley.
5. Technical, professional, vocational and business schools.
6. Eating and drinking establishments. Drive-through facilities are not permitted within the C-MU district.
7. Hotel, motel or other tourist accommodation, including bed and breakfast.
8. **Multiple (or mixed) uses on the same or adjoining lot or parcel.**
9. Commercial uses with a ~~second floor~~ residential use(s) [apartment(s)] **located either above or behind the commercial use so that the commercial use is the predominate use on the property.** ~~or on same lot with existing single family detached built prior to April 2, 1997.”~~
10. Similar uses as those listed in this section. (Ord. 1248 § 2, 2021; Ord. 1186-A § 2, 2014)

16.44.030 Conditional Uses.

The uses listed under Section 16.44.020 and their accessory uses may be permitted in the C-MU district when approved under Chapter 16.220, Conditional Use Permits:

- A. Cabinet, carpenter, woodworking or sheet metal shops, fully enclosed in a building.
- B. Building contractor shops, including plumbing, electrical and HVAC.
- C. **Cottage manufacturing that occurs in tenant spaces or structures that are less than 2,000 SF.**
- D. Research and development establishments, **laboratories, and similar facilities.**
- E. ~~Drive through/drive up facility.~~
- F. Accessory dwelling subject to standards of Section 16.180.040.
- G. Vacation rental dwelling subject to the safety regulations in Section 8.24.030.

H. Fermentation enterprises, such as breweries and distillers, may also have a Taproom as an accessory use.

I. Food carts and pods.

J. Similar uses as those listed in this section. (Ord. 1248 § 2, 2021; Ord. 1225 § 4, 2019)

Chapter 16.60 GENERAL INDUSTRIAL (I-1) DISTRICT

16.60.010 Purpose.

The purpose of the General Industrial Zone is to provide sites for employment related industries such as light, heavy, and airport-related industrial activities in the City of Warrenton. These areas are suitable for uses involving manufacturing, fabrication, processing, transshipment and bulk storage. General Industrial areas are near or adjacent to arterial transportation corridors.

16.60.020 Permitted Uses.

The following uses and activities and their accessory uses and activities are permitted in the I-1 zone if the Community Development Director determines that the uses conform to the standards of Section 16.60.040, applicable Development Code standards, and other City regulations:

- A. Production, processing, assembling, packaging or treatment of such products as food and beverage products, pharmaceutical, hardware and machine products. Retail of products made on site is permitted as an accessory use.
- B. Production, processing, assembling, packaging or treatment of articles and products from previously-prepared or semi-finished materials, such as paper, wood, rubber, plastics, fibers and sheet metal.
- C. Research and development laboratories and similar uses.
- D. Printing facilities.
- E. Public utility facilities such as power stations, sewage and water treatment plants.
- F. Storage and distribution services and facilities (i.e., truck terminals, warehouses and storage buildings and yards, contractor's establishments, lumber yards and sales) or similar uses.
- G. Vehicle repair (welding, painting and service, and parts facilities).
- H. Airport support structures: hangars, weather stations, fuel terminals and storage buildings, etc.
- ~~I. Mini-warehouses or similar storage uses.~~
- J. Contractor shop or equipment storage yard for storage and rental of equipment commonly used by a contractor.
- K. Cabinet, carpenter, woodworking, metal fabrication shops or similar establishments.
- L. Professional, financial, medical, or business offices.
- M. Public utilities, including structures, pipelines, cables, and utility crossings.
- ~~N. Government buildings and uses.~~
- O. Passive restoration.

- P. Government buildings and uses.
- Q. Transportation facilities and improvements subject to the standards of Section 16.20.040.
- R. Dredge material disposal (DMD) subject to Section 16.60.040 (site 20S), and Chapter 16.104.
- S. Community garden(s) (see definitions).
- T. Food and/or beverage trucks or carts.
- U. Similar uses to those listed in this section. (Ord. 1605-A § 1, 2016; Ord. 1196-A § 3, 2015; Ord. 1186-A § 5, 2014)

16.60.030 Conditional Uses.

The following uses and activities and their accessory uses and activities may be permitted in the I-1 zone when approved under Chapter 16.220, and subject to the provisions in Section 16.60.040, Development Standards:

- A. Heavy fabrication of finished or semi-finished products from raw materials.
- B. Airport runway extensions or relocations.
- C. One caretaker unit for each primary industrial use on a lot or parcel subject to the following conditions:
 - 1. The unit shall be served with public water and sanitary sewerage disposal, in conformance with City engineering and public works requirements.
 - 2. The unit shall meet all applicable fire, safety, and building code requirements.
 - 3. The unit shall be located no closer than 10 feet to any property line.
- D. **New community college or similar campus type facilities subject to institutional master plan standards in Section 16.224.**
- E. **New mini warehouse or similar storage facilities.**
- F. Recreational marijuana production, recreational marijuana processing, or recreational marijuana wholesale activities, subject to Section 16.60.040(N).
- G. Similar uses as those listed in this section.

16.116.030 Architectural and Site Design Standards.

G. **Storage Unit Facilities.** Where allowed, storage unit facilities shall be subject to the following design, siting, and location standards:

- 1. **Setbacks.** New storage unit facilities shall be constructed no closer than 100 feet from the East Harbor Drive right-of-way line. This setback area shall be used for landscaping, open space, public or private amenities, off-street parking, other businesses allowed in the zone; or a combination thereof.
- 2. **Design Standards.** New storage unit facilities shall be subject to the following design standards:
 - a. Building material requirements in Section ~~16.131~~ **116.030(C)(3)**;

- b. Building color standards in Section 16.434. 116.030(C)(5);
- c. Mechanical equipment, outdoor storage and service area standards in Section 16.434 116.030(C)(6);
- d. Building mass requirements in Section 16.434 116.030(C)(7);
- e. Outdoor lighting standards in Section ~~1676.134~~ 16.116.030(E); and
- f. Other applicable design requirements of this section.

16.240.010 Temporary Use Permits.

Temporary uses are characterized by their short term or seasonal nature and by the fact that permanent improvements are not made to the site. Temporary uses include, but are not limited to: construction trailers, leasing offices, temporary carnivals and fairs, parking lot sales, retail warehouse sales, and seasonal sales such as Christmas tree sales and vegetable stands, and temporary food vendors. ~~Three~~ Four types of temporary uses require permit approval (see subsections A, B, and C, and D of this section):

D. Temporary Food Vendors (Food Carts)

1. Definitions. Temporary Food Vendor. A person or persons, including a business entity, who operates an Intermittent Temporary Restaurant, Seasonal Temporary Restaurant, Single Event Temporary Restaurant, or Mobile Unit as defined below:

a) Intermittent Temporary Restaurant. An establishment that operates temporarily at a specific location in connection with multiple public gatherings, entertainment events, food product promotions or other events, at least two of which are arranged for by different oversight organizations; and where food is prepared or served for consumption by the public.

b) Seasonal Temporary Restaurant. An establishment that operates at a specific location in connection with multiple public gatherings, entertainment events, food product promotions or other events that are arranged for by the same oversight organization; and where food is prepared or served for consumption by the public.

c) Single Event Temporary Restaurant. An establishment that operates in connection with a single public gathering, entertainment event, food product promotion or other event; and where food is prepared or served for consumption by the public.

d) Mobile Unit. Any vehicle on which food is prepared, processed or converted or which is used in selling and dispensing food to the ultimate consumer.

2) Registration Required. No person shall operate as a Temporary Food Vendor without first registering with the City of Warrenton. Registration shall be on forms provided by the City. All Temporary Food vendors shall be required to provide the following information:

a) Official picture identification in the form of a valid state issued driver's license, state issued identification card, or valid passport;

b) Current contact information, including a valid mailing address and phone number;

c) A current Oregon State food handler's certification if handling food;

d) The location of vending;

e) If vending on private property, the street vendor must provide a copy of the affected property owner's written permission for placement of a temporary shelter, stand, vehicle or cart; and

f) Any other information deemed necessary to enforce this Ordinance.

3) Oregon Revised Statutes Chapter 624 requires all food service vendors to be licensed in advance of operation. In accordance with ORS 624.020, all food service vendors shall display their license in clear view of the public during any food service. The following restaurant activities shall operate as set forth below:

a) Intermittent Temporary Restaurant (ORS 624.082): A person may not operate an intermittent temporary restaurant without first procuring a license to do so from the Oregon Health Authority. The intermittent temporary restaurant license shall be posted in a conspicuous place on the premises of the licensee.

b) Seasonal Temporary Restaurant (ORS 624.084): A person may not operate a seasonal temporary restaurant without first procuring a license to do so from the Oregon Health Authority. The seasonal temporary restaurant license shall be posted in a conspicuous place on the premises of the licensee.

c) Single Event Temporary Restaurant (ORS 624.086): A person may not operate a single-event temporary restaurant without first procuring a license to do so from the Oregon Health Authority. The single-event temporary restaurant license shall be posted in a conspicuous place on the premises of the licensee.

d) Mobile Unit (ORS 624.320): A person may not operate mobile unit without first procuring a license to do so from the Oregon Health Authority. The operator shall post the license in a conspicuous place on the mobile unit; or, if the operator has multiple mobile units, the operator shall affix a card, emblem or other device clearly showing the name and address of the licensee to each mobile unit.

e) Mobile Unit Carts/Trucks/Units may move around Oregon. Out-of-state licenses are not transferable to Oregon. Mobile Units from out-of-state, do not have license reciprocity in Oregon. Out-of-state mobile units shall contact the Clatsop County Public Health Office and get an Oregon license before operating.

f) Mobile Food Carts/Trucks/Units may be licensed in other Oregon Counties, but they are still required to contact the Clatsop County Public Health Office prior to arrival at any location to discuss their operations.

4) All temporary food vendors cooking with propane shall obtain a Portable Propane Cooking Devices Permit from the Warrenton Fire and Rescue Department.

5) Standards of Operation.

A) No Temporary Food Vendor shall:

1) Occupy an area within ten (10) feet of a crosswalk, alleyway or building doorway;

2) Obstruct or impede vehicular or pedestrian traffic;

3) Leave a location without first picking up, removing and disposing of all trash and refuse remaining within a twenty-five foot (25') radius of their vending area. Each vendor shall be responsible for maintaining a twenty-five foot (25') radius around their vending area clean of any trash or debris;

4) Make any loud noise for the purpose of advertising or attracting attention to their wares;

5) Leave their shelter, stand, vehicle or cart unattended;

6) Sell from any location other than the registered location;

7) Solicit or conduct business with any persons in motor vehicles located within any traffic lane on a public street;

8) Unreasonably interfere with or obstruct the free flow of pedestrian traffic or access to businesses; or

9) Violate any federal, state or local ordinance, statute or regulation.

B) If vending on private property, the street vendor must prominently display a copy of the affected property owner's written permission for placement of the street vendor's temporary shelter, stand, vehicle or cart at the vending location.

C) Signage. No street vendor shall:

- 1) Place signs anywhere other than the street vendor's place of business;
- 2) Place more than one sign on each of four sides of the street vendor's temporary shelter, stand, vehicle or cart.
- 3) Place a sign greater than ten square feet on any side of the street vendor's temporary shelter, stand, vehicle or cart.
- 4) Place signs on vehicles other than the vendor's registered sales structure or within the road right-of-way;
- 5) Place signs within ten feet (10') of a crosswalk, alleyway, or fire hydrant; or
- 6) Place signs in any way that obstructs or impedes vehicular or pedestrian traffic.
- 7) One hand held sign is allowed for each approaching travel direction but in no instance shall more than two hand held signs be allowed.
- 8) Hand held signs may only be used on the sidewalk; they shall not be used in the vehicular right of way; including travel lanes, bike lanes, or parking areas.

6) Violation of this Section. Any temporary shelter, stand, vehicle, cart or sign in violation of this ordinance may be removed by the City Administrator or designee twenty-four (24) hours after written notice is delivered to the vendor in person or five (5) days after written notice is mailed to the address registered with the City.

A) Any item(s) removed may be stored by the City up to 30 days or until the owner redeems the property by paying a storage and removal charge as established by the City Administrator. The City may dispose of items left longer than 30 days from the date of notice provided in this section.

B) Written notice shall include at least the following:

- 1) A statement that the item(s) are in violation of this ordinance;
- 2) The approximate location of the violation;
- 3) Date the item(s) will be removed;
- 4) Statement that the removal and storage costs are the responsibility of the owner or vendor;
- 5) Statement that the item(s) shall be disposed of after thirty (30) days of storage;
- 6) Cost of removal and storage;

7) Location of storage or person to contact concerning storage;

8) Statement that the owner or vendor may remove the item(s) at their own expense prior to the date of removal; and

9) Statement that further violation will result in immediate removal without prior notification.

7) Exemption. This section does not apply to non-public events. Non-public events include sporting events where only the participants, support staff, and invited guests are served food. This section does not apply to food carts placed within approved food pods in the C-1 zoning district.

First Reading: October 11, 2022
Second Reading: October 25, 2022

ADOPTED by the City Commission of the City of Warrenton, Oregon this 25th day of October 2022.

APPROVED:

Henry A. Balensifer, Mayor

ATTEST:

Dawne Shaw, City Recorder