

*"Making a difference through excellence of service"*



## **CITY OF WARRENTON**

### **AGENDA**

CITY COMMISSION OF THE CITY OF WARRENTON  
REGULAR MEETING

November 27, 2018 – 6:00 P.M.

Warrenton City Commission Chambers – 225 South Main Avenue  
Warrenton, OR 97146

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1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **CONSENT CALENDAR**

- A. Commission Regular Meeting Minutes – 10.23.18
- B. Commission Regular Meeting Minutes – 11.13.18
- C. Fire Department Activity Report – October 2018
- D. Police Department Monthly Statistics – October 2018

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 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. 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 Setting a Public Hearing – Clatsop County Street Vacation
- B. Consideration of Request from Warrenton Kia to Purchase Property

8. **DISCUSSION ITEMS**

**9. GOOD OF THE ORDER**

**10. EXECUTIVE SESSION**

**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.**

3-A

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

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

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

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

CONSENT CALENDAR

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

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

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

COMMISSIONER REPORTS

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

PUBLIC COMMENT –

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

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

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

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

PUBLIC HEARINGS – None

BUSINESS ITEMS –

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### DISCUSSION ITEMS –

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

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

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

GOOD OF THE ORDER –

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

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

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

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

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

APPROVED:

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Henry A. Balensifer III, Mayor

ATTEST:

\_\_\_\_\_  
Dawne Shaw, City Recorder

3-B

MINUTES  
Warrenton City Commission  
Regular Meeting – November 13, 2018  
6:00 p.m.  
Warrenton City Hall - Commission Chambers  
225 S. Main  
Warrenton, OR 97146

Mayor Balensifer called the meeting to order at 6:05 p.m., and led the public in the Pledge of Allegiance.

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

Staff Present: City Manager Linda Engbretson, Community Development Director Kevin Cronin, Public Works Director Collin Stelzig, Public Works Analyst Trisha Hayrynen, Public Works Operations Manager Kyle Sharpsteen, and City Recorder Dawne Shaw

CONSENT CALENDAR

- A. Commission Work Session Minutes – 10.09.18
- B. Community Center Meeting Minutes – April 2018
- C. Community & Development Dept. Quarterly Report – July – Sept. 2018

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

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

City Manager Linda Engbretson requested an agenda addition – item 7-G; to provide direction to staff for homestay lodging. There were no objections to the addition.

COMMISSIONER REPORTS

Commissioner Newton commented on the recent joint work session with the Planning Commission.

PUBLIC COMMENT

Library Site Manager Nettie Lee Calog explained the bookmark contest that was held at the Warrenton Community Library. There were 3 categories; adults, children and teens. She stated Warrenton Kiwanis made laminated copies of the winning bookmarks, which will be given out when you visit the library. She introduced Ms. Tabby Blackwell, one of the winners, and named the other two design winners. Ms. Calog thanked the Commission for voting for the contest winners.

## PUBLIC HEARINGS

Mayor Balensifer opened the Public Hearing on the Development Code Amendment (DCR: 18-4) – Pacific Seafoods; Ordinance No. 1233. Formalities followed. Commissioner Baldwin disclosed a possible conflict, stating he worked on the new facility. He stated would like to participate in the discussion. Mayor Balensifer noted Commissioner Baldwin will abstain from voting. Commissioners Newton and Ackley, and Mayor Balensifer disclosed contacts with the public regarding this matter. Community Development Director Kevin Cronin presented his staff report, noting this is an application for a development code amendment, which is a type 4 amendment; and he clarified this is not a variance application. He noted the Planning Commission met on this matter last month and has recommended approval. Mr. Cronin stated the proposal is to allow employee housing under strict conditions.

Mr. Michael Robinson, Land Use Attorney for the applicant, Pacific Seafoods, stated they have worked with Mr. Cronin and the State to get the amendment language that everyone was comfortable with. He noted the reason Pacific Seafoods is proposing the amendment is there is a problem finding good affordable housing for their employees; if employees cannot find housing, the business will not be here; the two are inalterably related. Mr. Robinson stated they have spent a lot of time trying to find housing. He noted the map that was submitted by Mr. Scott Widdicombe, and noted the housing will be on the side of the Pacific Fabrication building, and stated there is a fence around the property. He explained that under the state rules that govern the I-2 zone, it is not possible to build a new building for housing; they need to use an existing building. Mr. Robinson noted people's concerns, and proposed that if approved, they would be obligated to hold a community/ neighborhood meeting; and secondly they will commit to entering into a good neighbor agreement with the neighbors to the east. He noted the housing shortage, and stated Pacific Seafoods is trying to provide a solution at its own expense. Mr. Robinson continued to explain the proposed amendment and the requirements of the I-2 zone. He briefly discussed the letters submitted by Mr. Scott Widdicombe and Ms. Carol Hahn. He stated this amendment is crucial to this businesses' success; if they cannot find employees because there is no place to live, their business will not be here.

Michael Millucci, of Pacific Seafoods said he was asked to look for workforce housing along the coast, specifically the Warrenton/Astoria area. He noted they built a state of the art plant and are very limited on how to find housing for the workforce. He discussed his efforts to find housing for team members and noted there is no other choice at this point until the housing market changes. He stated this workforce housing option has been used in Newport, Westport and South Bend. He stated the housing will be operated under a property manager structure - there will be a dorm manager and a cook; there will be house rules; and the workers will sign a workforce agreement and housing agreement. They want to be good neighbors, but they also need to find a place to house their workforce. Mayor Balensifer opened the floor for public comment.

Proponents: Mr. Hiram Cho, Pacific Seafoods Plant Manager stated he has worked for Pacific Seafoods for 27 years. He noted at this time their workforce is 92 full time workers and within 6 months they need to be up to 130 -150; and in a year will most likely add 20-30 more workers,

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totaling 170-180 full time positions. He noted the housing will be directed for seasonal workers, approximately an additional 100 people. He discussed past shortages of seasonal workers due to the lack of housing.

Ms. Kara Niemela, HR Manager at Pacific Seafoods said that community means a lot to her and that she understands the concerns. She stated team members will sign contracts to obey all the rules. She briefly discussed her efforts to find housing.

Opponents: Mr. Scott Widdicombe requested an additional minute to respond to comments made about him. Mayor Balensifer clarified he has 3 minutes. Mr. Widdicombe thanked Mr. Robinson for agreeing to have a town hall. He noted his concerns regarding the hearing process and the Commission.

Mr. Loren Gramson stated this zone change is out of character for the area. He said this is not the type of housing that Warrenton needs and it doesn't solve the housing shortage problem. It only benefits Pacific Seafoods; it allows them to shuffle round a transient work force instead of paying them a fair amount to allow them to put down roots. He noted other companies that have come in and did not need to change the code to house workers. He voiced his concerns regarding bunk houses in the community.

Mr. Gil Gramson stated this kind of housing is a major change to the community, and noted one of the planning goals is to get public involvement before it gets to the Commission for decision. He stated the code change is an outright use and should not be allowed. He discussed alternative locations that were not looked into. He noted his concerns of establishing a precedent. He stated he would like to see it become a conditional use so the community has a chance to talk.

Ms. Dixie Lee Dowaliby noted her concerns with dormitory type housing and discussed transient traffic. She stated if we want people to invest in the community, companies need to pay them. She also noted concerns regarding access to the dikes and how the workers will get back and forth to work. She noted concerns of where the spouses and children of the workers will live.

Mr. Robinson gave his rebuttal and answered a few questions. He noted the housing will be for seasonal employees, and they will not be housing kids in the dorm. They will provide shuttle service to the plant. He noted the list of rules which was included in agenda packet. He stated this will not set a precedent – it is linked to water dependent business in the I-2 zone. Mr. Robinson noted the State is not opposing this. He stated they will hold more than one public meeting if necessary.

Mr. Miliucci promised the neighbors that they will listen and address any problems that occur. He reiterated there is no housing available in Warrenton or Astoria for the number of people they have. He stated they will follow the code in regards to number of residents of the dormitory. He noted they can fence along the dike if needed. He discussed how the city of Newport handled workforce housing; and noted if they can stabilize the work force, they can increase wages. Commissioner Dyer suggested that to help with community concerns, they monitor the police log - to be able address issues early. Mr. Miliucci stated that once workers sign a housing agreement, they have to comply, and if not, they are removed from the living situation and could

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face termination. He stated there will be a dorm manager living full time in the dorm and a cook, and they will monitor the situation. Discussion continued. Commissioner Ackley asked if the terminated employees are bussed back to where they came from or just left here. She also asked about screening employees. Ms. Niemela stated in regards to terminated employees - she would propose that they be returned on company expense. She also noted they do background checks for all employees, including criminal records. Brief discussion followed. Commissioner Newton voiced his concern about the city dog park, between the housing and the processing plant, and noted concerns for children's safety. Discussion continued. Mayor Balensifer noted that historically promises have been made, but if it is not on paper - not in a legal document, it is not very enforceable. He noted his concern is this policy change that will affect anyone in the future that wants to put a dormitory on their property for water dependent industrial use. Mr. Robinson clarified the administrative rules for the I-2 zone, noting they do not allow anyone to build a new building. Discussion followed on conditional use versus permitted use, and the text amendment. Mayor Balensifer suggested holding a work session with public comment, or a town hall to address concerns. Discussion continued, and Mr. Robinson suggested having some draft language before the town hall. Commissioner Newton discussed research he had done on canneries in eight Alaskan towns. Discussion followed. Mr. Miliucci said this is short term solution; once the housing market changes, this will no longer be an option. Mr. Robinson stated for the record, they will monitor the police log. Mr. Cronin noted the Commission is under no obligation to make a decision tonight, he clarified the surrounding uses are mostly I-2 with the exception of NW 17<sup>th</sup> which got a zone change, and in regards to the policy change - he noted he has been part of the housing discussion for 3 years and has been "banging the drum" to allow employers to figure out their own solution. Pacific Seafoods is willing to put their investment into a solution, so he would like to work on finding a solution.

There being no further comment, Mayor Balensifer closed the public hearing. Commissioner Baldwin stated he has worked for Pacific Seafoods for 19 months, noting it is an amazing facility, and stated he does not buy in to the idea that big business is bad. He noted he is ashamed to hear that it's ok for one neighborhood, but not "my neighborhood." He stated that without these employees, it will impact our local fishermen, and it affects all businesses in our city, as well as the water rates. He noted his concerns with the negative comments and vilifying the cannery workers. He stated for the record he will abstain from voting. Commissioner Ackley stated there is no doubt that Pacific Seafoods went out of their way, but the Commission and the community need more information. Commissioner Dyer noted it is good idea to look out of the box. He noted he found it insulting that people voiced safety issues with the workers. He stated as long as they comply, he likes the idea. Commissioner Newton stated he has to be assured in writing there will be no problems; the Commission has to do it right the first time. Mayor Balensifer noted this is the first municipality in Oregon that is undergoing something of this nature. He discussed the housing shortage, and noted the concerns that warrant further discussion. He recommended to continue the hearing, and to hold a town hall. He suggested Pacific Seafoods draft the changes, and hopefully we can come together and move forward on this bold experimentation. Mr. Robinson stated they can get the language redrafted, and would like to schedule the town hall after Thanksgiving, but before Christmas, and also set a new hearing date. Discussion continued and it was determined to have a town hall meeting in early December, and to continue the hearing at the December 11 meeting. The language will be posted on the City website, with a link on Facebook, before Thanksgiving. Commissioner

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Ackley noted one of the biggest concerns is that the demographic is different than it was when Point Adams was going, so it pays to all be concerned about what this looks like.

**Commissioner Dyer made the motion continue the public hearing for the Development Code Amendment DCR 18-4 to December 11. Motion was second and passed unanimously.**

**Baldwin – abstained; Balensifer – aye; Newton – aye; Dyer – aye; Ackley - aye**

#### BUSINESS ITEMS –

Community Development Director Kevin Cronin reported that 981 King Salmon Place is no longer a nuisance property.

Community Development Director Kevin Cronin discussed the property at 115 SW Alder Court, noting that the front and side yard has four (4) inoperable vehicles. He stated staff provided a courtesy yellow tag on September 6 and sent a letter of notification on October 10, 2018 by certified mail to the owner as identified in Clatsop County Assessor's records that this would be an agenda item at the October 23 City Commission meeting. The Police Department posted the site on October 11. Mr. Cronin stated staff verified the same conditions on November 1, 2018.

**Commissioner Ackley made the motion to declare that enumerated and unenumerated nuisances exist at 115 SW Alder Court, and direct staff to commence actions to notify the owner of record and person responsible for the property to abate the nuisances within 10 days as prescribed in WMC 8.16.160. Motion was seconded and passed unanimously.**

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

Community Development Director Kevin Cronin commended the Commission, noting there are now 21 closed nuisance cases. He stated he has been working on the technical assistance grant with the Department of Land Conservation & Development (DLCD), since he began working for the city. He noted the grant will provide over \$22,000 worth of services that the city will not have to pay for. Mayor Balensifer noted for public benefit what the MOU includes:

- Buildable Lands Inventory (residential only)
- Housing Needs Projection (how much based on population projection)
- Residential Needs Analysis (types of housing based on the market)
- Potential measures for addressing identified needs

He noted this is much needed document and thanked Director Cronin for pursuing and securing this grant.

**Commissioner Ackley made the motion to authorize the Mayor to sign the MOU to conduct a housing needs analysis. Motion was seconded and passed unanimously.**

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

Public Works Director Collin Stelzig stated Resolution No. 2350 was presented for the first reading at the October 23, 2018 meeting, and is presented today for adoption. Mayor Balensifer noted this resolution does not raise the water rates; it is in regards to fees. MS. Engbretson noted a small change in the language – “emergency after hours turn on fee” – to add “turn on.” Brief discussion followed.

**Commissioner Baldwin made the motion to adopt Resolution No. 2350; Adopting Water Department Rates, Establishing December 1, 2018 as the Effective Date, and Repealing Any Other Resolution in Conflict. Motion was seconded and passed unanimously.**

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

Public Works Director Collin Stelzig presented Ordinance No. 1222 for the second reading and adoption. He stated the first reading was done at the October 23, 2018 meeting. Brief discussion continued.

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

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

**Commissioner Ackley made the motion to adopt Ordinance No. 1222. Motion was seconded and passed unanimously.**

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

City Manager Linda Engbretson stated the City has received a request for waiver of fees for use of the Community Center, for the annual free Thanksgiving Dinner. She noted in the past, Thankful Hearts, a group of volunteers led by Dianne and Carl Burkhart have organized the event; however the VFW will be managing the dinner this year. The request is for use on Wednesday and Thursday, November 21 and 22, 2018. Ms. Engbretson stated the City has waived the fees in previous years. The Community Center Advisory Board has reviewed the request and generously recommends approval of the waiver. Due to the very small operating budget for the Community Center, Ms. Engbretson recommended not waiving the fee, but paying for the event from the Commission travel and training budget, so the Community Center fund does not have to absorb the cost. Mayor Balensifer noted he and Ms. Engbretson discussed this option, and it is a good solution.

**Mayor Balensifer 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 from the Commission travel and training budget. Motion was seconded and passed unanimously.**

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

Community Development Director Kevin Cronin clarified the Commission direction to staff on homestay lodging, from the previous work session is as follows: remove the restrictions on ADU's to open them up to the open market; go with "up to 5\* bedrooms" - the asterisk indicating that if you have 5, it will trigger a building code review; 2 contacts are necessary; NOHA radio; 30 day grace period to register. He noted he will bring back an ordinance on Homestay Lodging. Brief discussion followed.

#### DISCUSSION ITEMS

Community Development Director Kevin Cronin stated he is coming back to the Commission with the requested information on SDCs. Discussion followed on the current rate and how SDCs are related to parks. Ms. Engbretson noted the language will be reviewed and clarified before the ordinance is brought to the Commission. She stated they would like direction on whether to increase SDCs as proposed – from \$3,500 to 2018 rates - \$4,159. Discussion continued and it was noted there is a need to address the storm water rate issue. Public Works Director Collin Stelzig clarified they are looking into how much I&I is coming from Fort Stevens park. Discussion continued on rate studies. Ms. Engbretson recommended putting this increase in place and consider budgeting for a new rate study. Commissioner Baldwin stated does not want to pay for another study if we are not going to follow it. Discussion followed on the increase in housing prices, and Ms. Engbretson noted it has been fairly inexpensive to build in Warrenton; and the purpose of SDCs is to offset the impact all of these houses have on the infrastructure. Discussion continued on the amount of the rate increase; Commissioner Baldwin suggested not using the cost index, but implementing the \$5,200 fee as outlined in the last rate study. Ms. Engbretson stated she would confirm the figure and bring it back to the Commission for review and direction.

#### GOOD OF THE ORDER

City Manager Engbretson noted there is are upcoming Elected Essentials Workshops, provided by League of Oregon Cities; and another training centered around Planning Commissioners, provided by DLCD, and hosted by the City of Astoria, on November 29. Mayor Balensifer suggested sending a letter encouraging all Planning Commissioners to attend that training; the Commission was in consensus.

Commissioner Baldwin noted he is unhappy with the repeated statements of not being transparent. He also noted he is proud that the community passed the school bond.

Commissioner Ackley stated she participated in the recent "walk around" with the economic roadmap process, and noted the group will meet again on Thursday. Mayor Balensifer stated he is excited about the economic roadmap and thanked the Commissioners for participating. Brief discussion followed.

#### MINUTES

Warrenton City Commission  
Regular Meeting – 11.13.18  
Page: 7

Commissioner Dyer stated he recently spoke with the local Cub Scout leader and they are interested in helping the elderly take care of their property.

Mayor Balensifer stated he is happy with the local elections and looks forward to working with Mayor Jones of Astoria. He noted he was asked what the new commission agenda is, and he replied, "full steam ahead." He noted the commission shares a common goal and that what makes this commission strong and what makes this city as bustling as it is. He stated he appreciates everyone on the commission.

At 8:37 p.m., Mayor Balensifer recessed the regular meeting and announced they will now meet in executive session under ORS 192.660(2)(d); *to conduct deliberations with persons designated by the governing body to conduct labor negotiations*. He stated it is likely the Commission will reconvene the regular session to take action on items considered in executive session.

After the conclusion of the executive session, Mayor Balensifer reconvened the regular session at 8:46 p.m.

**Commissioner Ackley made the motion to add the Memorandum of Agreement to the agenda as item 10A. Motion was seconded and passed unanimously.**

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

**Commissioner Dyer made the motion to approve the MOA, between the City of Warrenton, Warrenton Police Employees and AFSCME Local 2746-1. Motion was seconded and passed unanimously.**

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

There being no further business, Mayor Balensifer adjourned the regular meeting at 8:49 p.m.

APPROVED:

\_\_\_\_\_  
Henry A. Balensifer III, Mayor

ATTEST:

\_\_\_\_\_  
Dawne Shaw, City Recorder



# Warrenton Fire Department

P.O. Box 250 Warrenton, OR 97146-0250 503/861-2494 Fax503/861-2351

3-C

## STAFF REPORT

**Date:** November 27, 2018  
**To:** The Members of the Warrenton City Commission  
Linda Engbretson, City Manager  
**From:** Tim Demers, Fire Chief  
**Re:** Fire Department Activity Report for **October, 2018**

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### **October, 2018 Emergency Response Activity -**

The Warrenton Fire Department responded to 92 emergency calls during the month of October, 2018. The department responded to 70 EMS (emergency medical service) calls, 6 motor vehicle crashes, and 15 service calls. There were 1 reportable fire during the month. Service calls include alarm activations with no fire, false alarms, hazardous conditions, good intent calls, public assists, etc. An average of 4 volunteers responded per call throughout the month. During the month of October, 65.2%, or 60 of the calls were during daytime hours between 6:00 a.m. and 6:00 p.m. The other 32 calls, or 34.8%, were during the night, between the hours of 6:00 p.m. and 6:00 a.m.

### **October, 2018 Training -**

The department held 4 regularly scheduled Wednesday evening training sessions during the month of October, with an average attendance of 14 volunteers per drill. The department offered 2 additional training sessions during the month of October.

3-D



**WARRENTON POLICE DEPARTMENT**  
**OCTOBER 2018 STATISTICS**  
 NOVEMBER 27, 2018

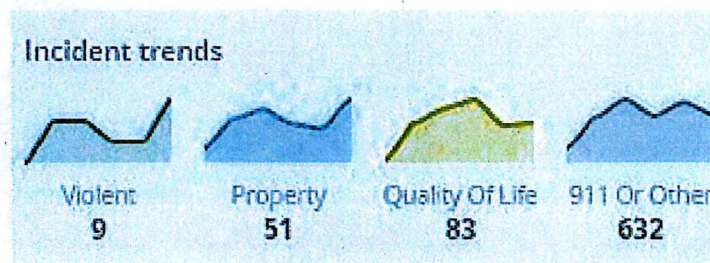


October Statistics (% changes are compared to 2017)							
Category	2018	2017	% Chg	2016	% Chg	2015	% Chg
Calls for Service	840	671	25%	557	51%	665	26%
Incident Reports	226	187	21%	133	70%	160	41%
Arrests/Citations	163	105	55%	50	226%	69	136%
Traffic Events	218	170	28%	122	79%	211	3%
DUII Calls	5	6	-17%	1	400%	1	600%
Traffic Accidents	22	24	-8%	13	69%	18	22%
Property Crimes	106	89	19%	64	66%	78	36%
Disturbances	85	57	49%	81	5%	52	63%
Drug/Narcotics Calls	15	5	200%	10	50%	2	650%
Animal Complaints	44	32	38%	20	120%	22	100%
Officer O.T.	172	258	-33%	160.5	7%	167.8	3%
Reserve Hours	20	19.5	3%	8	150%	73	-73%

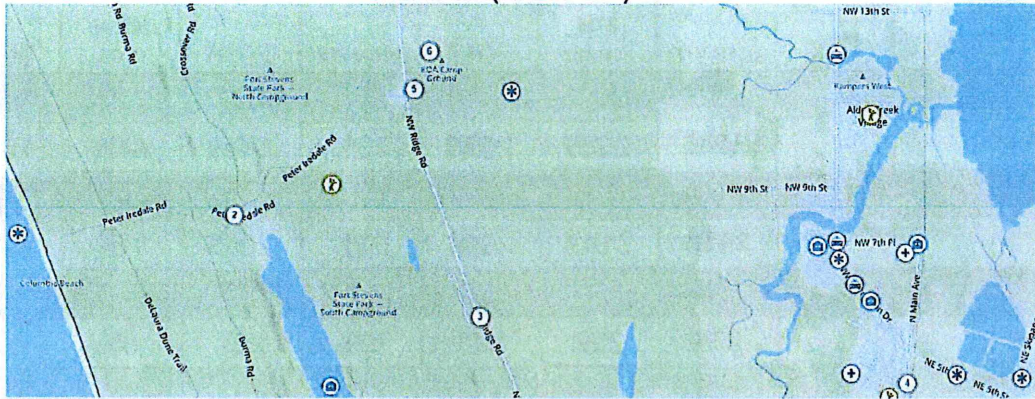
Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Calls for Service	553	517	772	776	921	870	1091	1015	927
Incident Reports	177	138	160	185	235	238	212	267	267
Arrests/Citations	91	49	84	89	137	174	183	176	203
Traffic Events	152	161	267	247	316	266	362	319	310
DUII Calls	4	1	4	4	9	2	8	3	5
Traffic Accidents	13	17	18	27	22	22	28	28	27
Property Crimes	86	58	59	94	93	109	103	120	97
Disturbances	50	58	75	73	88	74	75	103	85
Drug/Narcotics Calls	7	5	7	10	10	6	10	9	10
Animal Complaints	17	17	25	20	37	32	30	29	29
Officer O.T.	173	222.75	64.4	88.15	119	146	149.98	160.25	135.5
Reserve Hours	18.5	24	13	37	21	7	43.5	37.5	26

Oct	Nov	Dec	2018 YTD	2018 Estimate	2017	2018 v 2017	2016	2018 v. 2016	2015
840			<b>8282</b>	9938	7956	25%	8239	21%	8317
226			<b>2105</b>	2526	2028	25%	1749	44%	1515
163			<b>1349</b>	1619	1098	47%	925	75%	994
218			<b>2618</b>	3142	2094	50%	2353	34%	2220
5			<b>45</b>	54	52	4%	15	260%	14
22			<b>224</b>	269	226	19%	291	-8%	408
106			<b>925</b>	1110	902	23%	805	38%	1374
85			<b>766</b>	919	778	18%	781	18%	1359
15			<b>89</b>	107	79	35%	42	154%	80
44			<b>280</b>	336	301	12%	311	8%	318
171.95			<b>1431</b>	1717	2400.3	-28%	1249	37%	997.5
20			<b>248</b>	297	290	2%	901.75	-67%	804.75

The following is a graphic representation of statistics for September 2018 using our [CrimeReports.com](http://CrimeReports.com) membership. If you go to the website you can zoom in on each incident for more details.



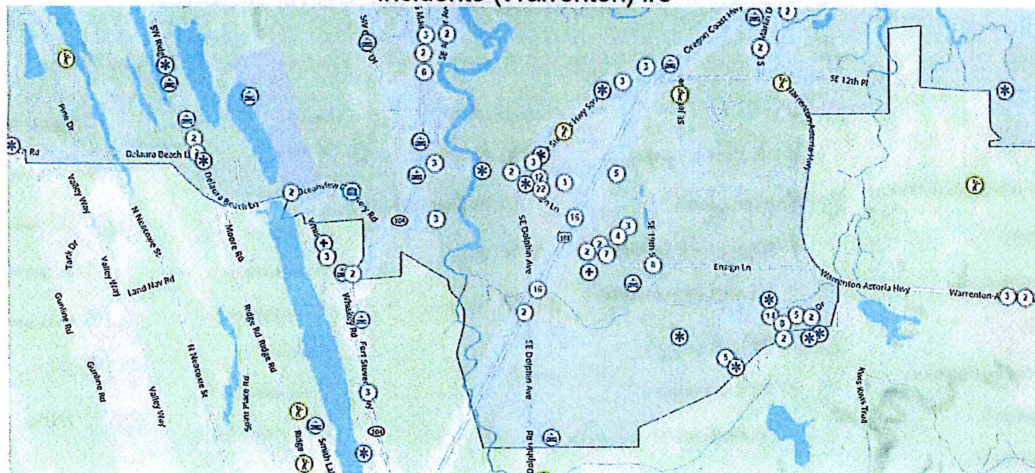
Incidents (Warrenton) #1



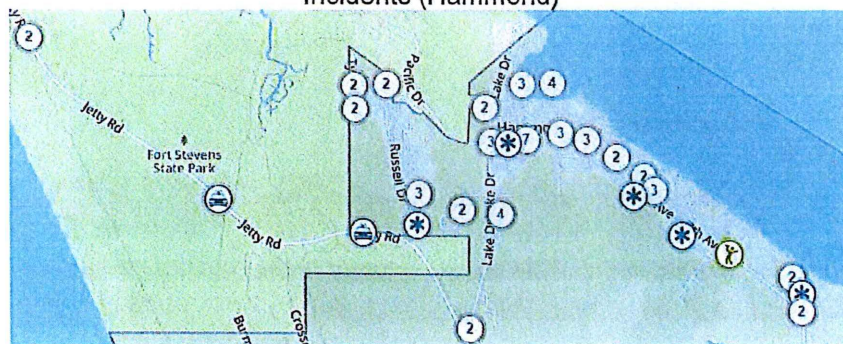
Incidents (Warrenton) #2



Incidents (Warrenton) #3



Incidents (Hammond)



7-A

"Making a difference through excellence of service"



## CITY OF WARRENTON

### AGENDA MEMORANDUM

**TO:** The Warrenton City Commission  
**FROM:** Kevin A Cronin, Community Development Director  
**DATE:** For the Agenda of November 27, 2018  
**SUBJ:** Clatsop County Street Vacation Petition—Setting a Public Hearing

Clatsop County has submitted a petition to the City to vacate several unimproved streets within County owned land north of SW 9<sup>th</sup> St. Enclosed is a petition package for the street locations.

Oregon Revised Statute 271.100 places the responsibility for setting a public hearing date on the petition on the City Commission unless the Commission finds reason to deny it in whole or in part. Staff finds the petition complete and in order and that vacating the subject streets will ultimately facilitate the County's carefully negotiated efforts to mitigate impacted wetlands at the North Coast Business Park for Fort George Brewery. We recommend the Commission schedule a hearing for January 8, 2019.

#### RECOMMENDATION/SUGGESTED MOTION

*I move to set a public hearing for January 8, 2019 to consider a petition from Clatsop County to vacate several unimproved streets north of SW 9<sup>th</sup> St.*

#### ALTERNATIVE

None recommended. The Commission at its discretion may determine there is good reason to deny the petition and not proceed with the hearing.

**FISCAL IMPACT**

None. The underlying fee simple title of the streets is with the County so no additional real property would be added to the tax rolls. The petitioner has submitted a fee to process the vacation request.

Approved by City Manager:

*Linda Engbretson*

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

7-B

*"Making a difference through excellence of service"*



**CITY OF WARRENTON**

## **AGENDA MEMORANDUM**

TO: The Warrenton City Commission  
FROM: Linda Engbretson, City Manager  
DATE: November 20, 2018  
SUBJ: Request to Purchase Property

### **SUMMARY**

We have received a request from Vince Williams/Warrenton Kia to purchase a small parcel of city-owned property, currently used as part of their parking lot – see attachment. This parcel has been leased by Kia, and previously R-Jay's since 1988. The lease amount is \$225.00 per month.

If the City is interested in selling the parcel, Oregon Revised Statutes outline a public process to sell city-owned property.

#### ***221.725 Sale of city real property; publication of notice; public hearing.***

*(1) Except as provided in ORS 221.727 [not applicable here], when a city council considers it necessary or convenient to sell real property or any interest therein, the city council shall publish a notice of the proposed sale in a newspaper of general circulation in the city, and shall hold a public hearing concerning the sale prior to the sale.*

*(2) The notice required by subsection (1) of this section shall be published at least once during the week prior to the public hearing required under this section. The notice shall state the time and place of the public hearing, a description of the property or interest to be sold, the proposed uses for the property and the reasons why the city council considers it necessary or convenient to sell the property. Proof of publication of the notice may be made as provided by ORS 193.070 [statute describing form of affidavit of publication requirements].*

*(3) Not earlier than five days after publication of the notice, the public hearing concerning*

*the sale shall be held at the time and place stated in the notice. Nothing in this section prevents a city council from holding the hearing at any regular or special meeting of the city council as part of its regular agenda.*

*(4) The nature of the proposed sale and the general terms thereof, including an appraisal or other evidence of the market value of the property, shall be fully disclosed by the city council at the public hearing. Any resident of the city shall be given an opportunity to present written or oral testimony at the hearing.*

*(5) As used in this section and ORS 221.727, "sale" includes a lease-option agreement under which the lessee has the right to buy the leased real property in accordance with the terms specified in the agreement.*

The City will likely need to conduct an appraisal to assure the value does not exceed the \$100,000 limit under the charter amendment, as well as provide evidence of the market value. This information can be brought back to the Commission prior to determination of further action.

#### RECOMMENDATION/SUGGESTED MOTION

If the Commission is interested in additional information:

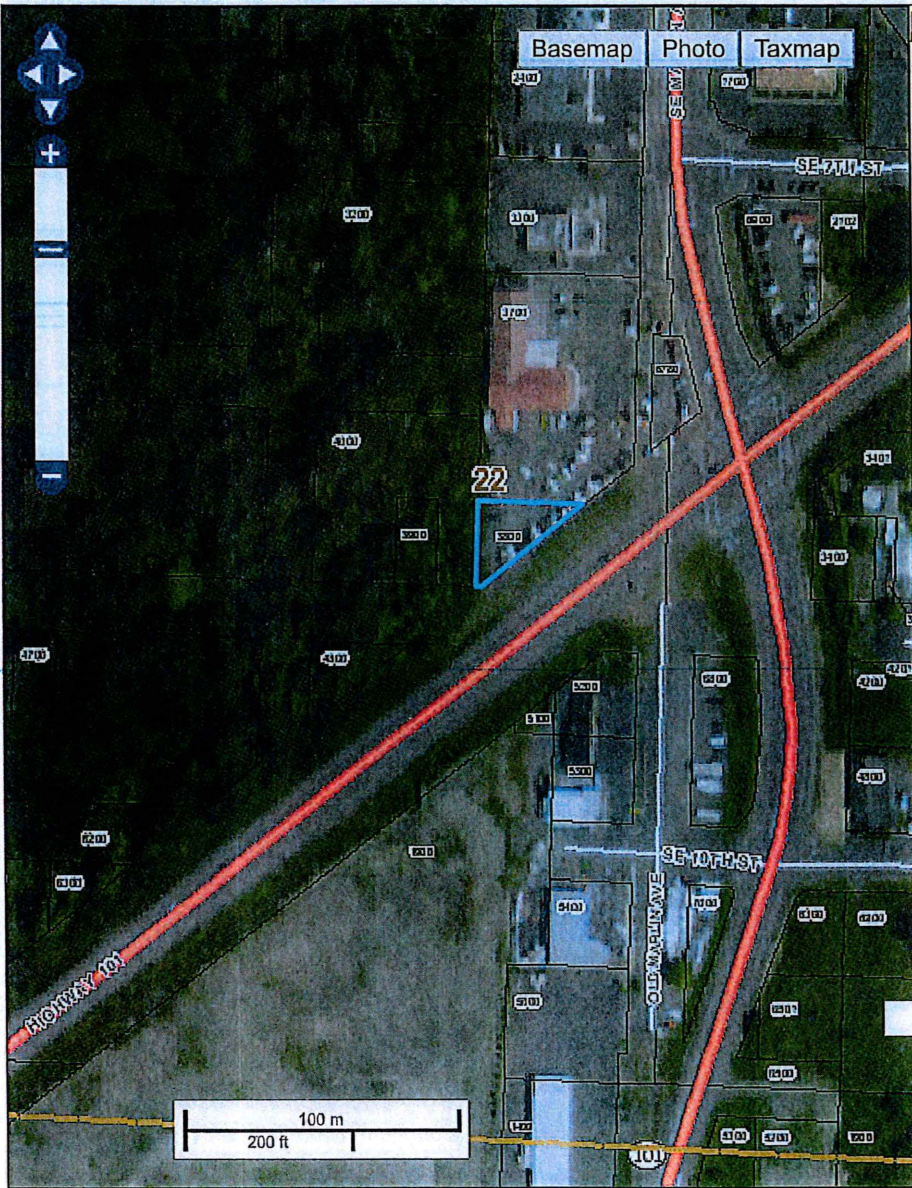
"I move to authorize staff to proceed with an appraisal or provide other satisfactory evidence of the market value of the property."

#### ALTERNATIVE

No action.

#### FISCAL IMPACT

The cost of an appraisal would come from the general fund – professional services. No appraisal funds were budgeted.



Results: 1



Tax Account

[View Summary](#)

[View Tax Map](#)

Maptaxlot: 81022DC03800

Tax Map: 8.10.22DC

Account: 31476

Owner: Warrenton City Of

Owner 1: R-jay's Inc Lessee

Owner 2:

Situs Addr:

Situs City:

Mail Addr: 801 SE Marlin Ave

Mail PO Box:

Mail City: Warrenton

Mail State: OR

Mail Zip: 97146-9606

Tax Code: 3004