



# City of Warrenton City Commission Agenda

City Hall, 225 S. Main Warrenton, OR 97146

Tuesday, November 26, 2024

\*\*\*The meeting will be broadcast via Zoom at the following link\*\*\*

<https://us02web.zoom.us/j/5332386326?pwd=VHNVVXU5blkxbDZ2YmxlSWpha0dhUT09#success>

Meeting ID: 533 238 6326 | Passcode: 12345 | Dial-in Number: 253-215-8782

**Public Comment:** To provide public comment, participants should register 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. Once your public comment is submitted it becomes part of permanent public record.

You may provide public comment using the following methods:

1. In-person: Complete a public comment card and submit to the City Recorder prior to the start of the meeting.
2. Via Zoom: Register with the City Recorder, at [cityrecorder@warrentonoregon.us](mailto:cityrecorder@warrentonoregon.us) no later than 3pm the day of the meeting. Please ensure that your zoom name matches the name registered to comment.
3. Written comments: Submit via e-mail to the City Recorder, at [cityrecorder@warrentonoregon.us](mailto:cityrecorder@warrentonoregon.us), no later than 3:00 p.m. the day of the meeting.

## City Commission Regular Meeting 6:00 PM

### 1. Call to order

### 2. Pledge of Allegiance

### 3. Consent Calendar

- A. City Commission Meeting Minutes 11.12.2024
- B. Police Department Monthly Report – October 2024
- C. Marina Advisory Committee Meeting Minutes – 09.16.24
- D. Marina Advisory Committee Meeting Minutes – 10.21.24
- E. Harbormaster Report – September 2024
- F. Harbormaster Report – October 2024
- G. Monthly Finance Report – September 2024
- H. Community Library Board Meeting Minutes – 6.12.24

### 4. Commissioner Reports

### 5. Public Comment

### 6. Public Hearings – None

### 7. Business Items

- A. Consideration of FEMA Pre-Implementation Compliance Measure (PICM)
- B. Consideration of Chapter 16.88 and Adding Chapter 16.242 of the Warrenton Municipal Code to Clarify Regulation on Floodplain Development Permits; Ordinance No. 1276 – Second Reading & Adoption
- C. Consideration of Resolution No. 2685; Setting a Public Hearing Date for the Legalization of a Portion of Third Avenue

D. Consideration of Resolution No. 2684; Setting a Public Hearing Date – Fourth and Fifth Avenue Street Vacation

**8. Discussion Items – None**

**9. Good of the Order**

**10. Executive Session**

**11. Adjournment**



# City of Warrenton City Commission Minutes

City Hall, 225 S. Main Warrenton, OR 97146

Tuesday, November 12, 2024

1. City Commission meeting called to order at 6:00 pm.
2. Pledge of Allegiance

Commission Members	Present	Excused
Gerald Poe	X	
Jessica Sollaccio (via Zoom)	X	
Tom Dyer	X	
Paul Mitchell	X	
Henry Balensifer, Mayor	X	

Staff Members Present	
City Manager Esther Moberg	Police Chief Mathew Workman
City Recorder Dawne Shaw	Public Works Director Greg Shafer
Planning Director Matthew Ellis	Harbormaster Jessica McDonald
Library Director Josh Saranpaa	

## 3. Consent Calendar

\*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.

Mayor Balensifer asked for clarification on the delay in receiving Advisory Board meeting minutes; staff responded and will look into the matter.

- A. City Commission Meeting Minutes 10.22.2024
- B. Monthly Finance Report – July 2024
- C. Monthly Finance Report – August 2024
- D. Warrenton Library Strategic Plan 2024-2028
- E. Community Center Advisory Board Minutes 2024.02.15
- F. Community Center Advisory Board Minutes 2024.04.17
- G. Marina Advisory Committee Minutes 2024.01.22
- H. Marina Advisory Committee Minutes 2024.02.26
- I. Marina Advisory Committee Minutes 2024.05.20
- J. Parks Advisory Board Minutes 2024.08.12

<b>Motion:</b>	Move to adopt the consent calendar.				
<b>Moved:</b>	Poe				
<b>Seconded:</b>	Dyer	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Recused</b>
<b>Vote:</b>	Poe	X			
	Sollaccio	X			
	Dyer	X			
	Mitchell	X			

	Balensifer	X			
<b>Passed:</b>	5/0				

#### 4. Commissioner Reports

Commissioner Mitchell briefly discussed the Housing Task Force meeting.

Commissioner Sollaccio noted she is currently in Salem for the Rural Women's Leadership meeting.

Mayor Balensifer stated he and the Fire Chief met with Medix and he asked to have the Chief come back and give an update on the Medix/medical transport status; Ms. Moberg followed up. Mayor Balensifer also asked about the water policy adoption; Ms. Moberg stated it will be coming to the commission in January.

#### 5. Public Comment

Jim Parker spoke in regard to problems with his utility account and billing. He also stated moorage rates should be lower for city residents; it was noted he does reside outside of city limits.

#### 6. Public Hearing

##### A. Appeal of SDC Fees; 65 Hwy 101:

Mayor Balensifer opened the Public Hearing on the matter of the appeal of SDC fees. Formalities followed. No conflicts of interest or ex parte contacts were reported. City Manager Esther Moberg reviewed the appeal that the city received for the coffee kiosk at 65 Hwy 101. Mayor Balensifer asked for public comments. Applicant, Kenny Hopkins spoke in favor of the fee waiver. No one spoke in opposition or neutral. There being no further comments, Mayor Balensifer closed the public testimony. Mayor Balensifer asked Planning Director Matthew Ellis about the recent transportation SDC Fee change and if these fees are justified based on the amount of traffic; Mr. Ellis responded. Discussion continued on the traffic and fees. Mayor Balensifer asked Mr. Hopkins how he did not anticipate high SDC fees, based on the fact that he is from the Portland area which has very high SDC fees. Mr. Hopkins stated he was not even aware that there were SDC fees. Discussion continued. Mayor Balensifer closed the public hearing. Mayor Balensifer stated the city does not have a long history of waiving SDCs and noted examples. He stated he personally does not feel we should exempt businesses from paying the SDC fees. Commissioner Mitchell agreed not to exempt, but would like to come to a fee that makes sense, but noted the cost should not fall on the city. Commissioners Poe and Dyer agreed with the City Manager's recommendation for a decrease in the fee; Commissioner Sollaccio agreed.

<b>Motion:</b>	Move to adopt the City Manager's recommendation for the slight waiver of SDC Fees.				
<b>Moved:</b>	Dyer				
<b>Seconded:</b>	Poe	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Recused</b>
<b>Vote:</b>	Poe	X			
	Sollaccio	X			
	Dyer	X			
	Mitchell	X			
	Balensifer		X		
<b>Passed:</b>	4/1				

##### B. Public Contracting Exemption - Kennedy Jenks for the Design of the Wastewater Treatment Plant:

Mayor Balensifer opened the Public Hearing on the matter of the public contracting exemption. Formalities followed. No conflicts of interest or ex parte contacts were reported. Ms. Moberg presented her staff report and explained the reasoning for the exemption. Mayor Balensifer asked for public



comments. No one spoke in favor, opposition or neutral. There being no comments, Mayor Balensifer closed the public testimony. Mayor Balensifer asked about the certainty of cost outlined in the memo, and asked if we know who did the Tillamook and Clatskanie plants? He noted they went over the budget and doubled the cost. Ms. Moberg stated she would research that. Kennedy Jenks Engineer, Mark Cullington, spoke about the cost overrun at Clatskanie. He spoke further about the cost projections/cost analysis. He stated that he believes the cost will be in the range but cannot be sure it will be exact. Mayor Balensifer asked that there be a goal on the record, that they will own any design and cost issues; Mr. Cullington agreed. Mayor Balensifer closed the public hearing.

<b>Motion:</b>	Move to authorize the City Manager to enter into contract negotiations with Kennedy Jenks for the design phase of the new Wastewater Treatment Plant upgrades.				
<b>Moved:</b>	Poe				
<b>Seconded:</b>	Dyer	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Recused</b>
<b>Vote:</b>	Poe	X			
	Sollaccio	X			
	Dyer	X			
	Mitchell	X			
	Balensifer	X			
<b>Passed:</b>	5/0				

- C. Amendment to Chapter 16.88 and Adding Chapter 16.242 to the Warrenton Municipal Code to Clarify Regulations on Floodplain Development Permits; Ordinance No. 1276 - ***Tabled until after the Executive Session***

## 7. Business Items

- A. Oregon Clean Marina Certification:

Harbormaster Jessica McDonald briefly discussed the process and work that took place to obtain the clean marina certification. She introduced Glenn Dolphin from the Oregon State Marine Board, who presented the city with an Oregon Clean Marina Certification. He noted the final evaluation was in September 2024, after the *Suzanne* was removed. He reviewed the inspection results and presented the award to Harbormaster McDonald.

- B. Consideration of Community Center Fees for Community Thanksgiving Dinner:

Ms. Moberg reviewed a request that was received from the Fort Stevens VFW Post and Auxiliary 10580, to have the city cover the Community Center rental fees for the annual Community Thanksgiving Dinner. The total fee is \$898.00. Mayor Balensifer stated he does not have a problem supporting this important community event and noted the commission needs to come to terms on how to fund maintenance and to create a policy.

<b>Motion:</b>	Move 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 Warrenton Business License Fund.				
<b>Moved:</b>	Poe				
<b>Seconded:</b>	Dyer	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Recused</b>
<b>Vote:</b>	Poe	X			
	Sollaccio	X			
	Dyer	X			
	Mitchell	X			

	Balensifer	X			
<b>Passed:</b>	5/0				

C. Consideration of Shoreline Sanitary District MOU Amendment:

Ms. Moberg discussed a request from the Shoreline Sanitary District to pay off the remaining connection debt. She reviewed the terms in the original MOU and noted a slight adjustment to the debt amount listed in the agenda memo. The correct amount is \$192,720.00.

<b>Motion:</b>	Move to approve the payment of the remaining debt for connection fees per the IGA agreement dated January 12, 2016, and to add an addendum to the IGA once the payment is received stating the amount has been paid in full.				
<b>Moved:</b>	Mitchell				
<b>Seconded:</b>	Dyer	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Recused</b>
<b>Vote:</b>	Poe	X			
	Sollaccio	X			
	Dyer	X			
	Mitchell	X			
	Balensifer	X			
<b>Passed:</b>	5/0				

D. Consideration of E Dock Piling Replacement:

Harbormaster Jessica McDonald discussed a contract with Bergerson Construction for the Warrenton E Dock Piling Replacement Project. She noted the critical condition of the piles, and stated this project is in the budget. Brief discussion followed. Mayor Balensifer noted the need for a joint session with the Marina Advisory Board after the first of the year.

<b>Motion:</b>	Move to approve the contract with Bergerson Construction to complete the Warrenton E Dock Piling Replacement Project.				
<b>Moved:</b>	Mitchell				
<b>Seconded:</b>	Dyer	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Recused</b>
<b>Vote:</b>	Poe	X			
	Sollaccio	X			
	Dyer	X			
	Mitchell	X			
	Balensifer	X			
<b>Passed:</b>	5/0				

E. Consideration of Warrenton Zoning Map Amendment; Ordinance No. 1282 – Second Reading and Adoption:

Planning Director Matthew Ellis presented Ordinance No.1282 for its second reading and adoption. He briefly reviewed the amendments to the zoning map.

<b>Motion:</b>	Move to approve the conduct the second reading, by title only, of Ordinance No. 1282.				
<b>Moved:</b>	Poe				
<b>Seconded:</b>	Dyer	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Recused</b>

<b>Vote:</b>	Poe	X			
	Sollaccio	X			
	Dyer	X			
	Mitchell	X			
	Balensifer	X			
<b>Passed:</b>	5/0				

Mayor Balensifer conducted the second reading, by title only, of Ordinance No. 1282; an Ordinance Amending the City of Warrenton Zoning Map to Reclassify the Zoning of Multiple Properties from General Industrial to Commercial Industrial.

<b>Motion:</b>	Move to adopt Ordinance No. 1282.				
<b>Moved:</b>	Dyer				
<b>Seconded:</b>	Poe	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Recused</b>
<b>Vote:</b>	Poe	X			
	Sollaccio	X			
	Dyer	X			
	Mitchell	X			
	Balensifer	X			
<b>Passed:</b>	5/0				

F. Consideration of Grant Award Agreement – Iredale Tide Gate and Culvert:

Public Works Director Greg Shafer stated the city was awarded funding for the Iredale Tide Gate and Culvert project. He briefly reviewed the grant and project. Brief discussion followed on possible road closures for this project. Mr. Shafer stated that road closures are possible, but he is not sure yet.

<b>Motion:</b>	Move to approve and sign the grant award agreement for the Iredale Tide Gate and Culvert Project (LPDM-PJ-10-OR-2024-001) between the State of Oregon, acting by and through the Oregon Department of Emergency Management, and the City of Warrenton.				
<b>Moved:</b>	Mitchell				
<b>Seconded:</b>	Dyer	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Recused</b>
<b>Vote:</b>	Poe	X			
	Sollaccio	X			
	Dyer	X			
	Mitchell	X			
	Balensifer	X			
<b>Passed:</b>	5/0				

G. Consideration of Warrenton and CCDD 11 Levee Certification Phase 1 (Interior Drainage Study) Financing Contract Amendment #1:

Mr. Shafer discussed an amendment to the financing contract for the Interior Drainage Study. He noted some minor language discrepancies in the original contract are being corrected with this amendment.

<b>Motion:</b>	Move to accept Amendment #1 to the financing contract with Business Oregon for Project Number A22001, pertaining to the Warrenton and CCDD 11 Levee Certification Phase 1.
<b>Moved:</b>	Poe

<b>Seconded:</b>	Dyer	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Recused</b>
<b>Vote:</b>	Poe	X			
	Sollaccio	X			
	Dyer	X			
	Mitchell	X			
	Balensifer	X			
<b>Passed:</b>	5/0				

H. Consideration of Franchise Agreement – 3PO Networks, LLC:

Ms. Moberg discussed a franchise agreement with 3PO Networks. She noted this franchise agreement is fairly standard.

<b>Motion:</b>	Move to approve the Franchise Agreement for the installation of Fiber Optic cable, serving the Fort Point housing development with also the option for dark fiber sales.				
<b>Moved:</b>	Dyer				
<b>Seconded:</b>	Mitchell	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Recused</b>
<b>Vote:</b>	Poe	X			
	Sollaccio	X			
	Dyer	X			
	Mitchell	X			
	Balensifer	X			
<b>Passed:</b>	5/0				

Mayor Balensifer requested to add two items to the agenda - Resolution No. 2692, as item 7.J, and to consider committee application appointments, as item 7.I; there were no objections.

I. Consideration of Advisory Committee Appointments:

Mayor Balensifer noted several applications for advisory boards and requested to appoint Kenneth Standing to the Community Center Board; reappoint Tony Faletti to the Urban Renewal Advisory Committee and the Planning Commission; reappoint Ron Dyer to the Parks Advisory Board; reappoint Mike Balensifer to the Marinas Advisory Board; and appoint Gregory Bian to the Library Advisory Board. Mayor Balensifer noted there are no other applicants for the Marinas Advisory Board, and that he will abstain from voting, as his father is one of the appointees.

<b>Motion:</b>	Move to appoint the candidates to the respective boards.				
<b>Moved:</b>	Poe				
<b>Seconded:</b>	Dyer	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Recused</b>
<b>Vote:</b>	Poe	X			
	Sollaccio	X			
	Dyer	X			
	Mitchell	X			
	Balensifer			X	
<b>Passed:</b>	4/0				

J. Consideration of Resolution No. 2692 will be tabled until after the executive session. Mayor Balensifer read the resolution into the record since it was not included in the agenda packet. He explained his reasoning for writing the resolution.

**8. Discussion Items – None**

**9. Good of the Order – None**

**10. Executive Session**

At 7:11 pm., Mayor Balensifer recessed the regular meeting and announced the Commission will now meet in Executive Session, under the authority of ORS 192.660(2)(h); *to consult with counsel concerning the legal rights and duties of public body with regard to current litigation or litigation likely to be filed.*

At 8:40 pm., Mayor Balensifer reconvened the regular meeting.

**6. Public Hearings Continued:**

- C. Amendment to Chapter 16.88 and Adding Chapter 16.242 to the Warrenton Municipal Code to Clarify Regulations on Floodplain Development Permits; Ordinance No. 1276:

Mayor Balensifer opened the Public Hearing on the matter of amending the Warrenton Municipal Code, to clarify regulations on floodplain development permits. Formalities followed. No conflicts of interest or ex parte contacts were reported. Mayor Balensifer stated he had a town hall on this matter; however, he does not see that as a conflict. Planning Director Matthew Ellis presented his staff report noting this is technically a housekeeping measure to move the Floodplain Regulations to its own chapter in the code. Mayor Balensifer asked for public comments. No one spoke in favor, opposition or neutral. There being no further comments, Mayor Balensifer closed the public testimony. Commissioner Sollaccio asked for clarification on the timeline of the application reviews; Mr. Ellis clarified. Brief discussion followed. Mayor Balensifer closed the public hearing.

<b>Motion:</b>	Move to amend Ordinance No. 1276, removing section 16.24.080.				
<b>Moved:</b>	Poe				
<b>Seconded:</b>	Mitchell	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Recused</b>
<b>Vote:</b>	Poe	X			
	Sollaccio	X			
	Dyer	X			
	Mitchell	X			
	Balensifer	X			
<b>Passed:</b>	5/0				

<b>Motion:</b>	Move to conduct the first reading, by title only, of Ordinance No. 1276 as amended.				
<b>Moved:</b>	Poe				
<b>Seconded:</b>	Mitchell	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Recused</b>
<b>Vote:</b>	Poe	X			
	Sollaccio	X			
	Dyer	X			
	Mitchell	X			
	Balensifer	X			
<b>Passed:</b>	5/0				

Mayor Balensifer conducted the first reading, by title only, of Ordinance No. 1276; an Ordinance Amending Chapter 16.88 and Adding Chapter 16.242 to the Warrenton Municipal Code to Clarify Regulations on Floodplain Development Permits.

## 7. Business Items Continued:

### J. Consideration of Implementation of Floodplain Compliance; Resolution No. 2692:

Mayor Balensifer noted amendments to Section 1 of the proposed resolution; there were no objections.

<b>Motion:</b>	Move to amend Section 1 of Resolution No. 2692 to: The Warrenton Planning Department shall expeditiously process all floodplain development applications under the current code until the floodplain development code is amended.				
<b>Moved:</b>	Poe				
<b>Seconded:</b>	Dyer	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Recused</b>
<b>Vote:</b>	Poe	X			
	Sollaccio	X			
	Dyer	X			
	Mitchell	X			
	Balensifer	X			
<b>Passed:</b>	5/0				

<b>Motion:</b>	Move to approve Resolution No. 2692, as amended.				
<b>Moved:</b>	Poe				
<b>Seconded:</b>	Dyer	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Recused</b>
<b>Vote:</b>	Poe	X			
	Sollaccio	X			
	Dyer	X			
	Mitchell	X			
	Balensifer	X			
<b>Passed:</b>	5/0				

## 11. Adjournment

There being no further business, Mayor Balensifer adjourned the meeting at 8:51 pm.

Approved:

Attest:

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

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



# WARRENTON POLICE DEPARTMENT MONTHLY REPORT



TO: The Warrenton City Commission  
FROM: Chief Mathew Workman  
DATE: November 26, 2024  
RE: October 2024 Stats Report

## Upcoming Dates:

- 11/27 – 911 Subscriber Meeting
- 12/01 – Crab Pot Christmas Tree Lighting
- 12/12 – WPD Training Day
- 12/14 – Shop With A Cop at Walmart
- 12/19 – LEA Meeting

## Highlights Since the Last Report:

- 10/23 – 911 Subscriber Meeting
- 10/24 – ODOT Pre-Winter Meeting
- 10/28 – Code Enforcement Position Starts
- 11/07 – WPD Training Day
- 11/16 – Cub Scout Tour of WPD
- 11/21 – LEA Meeting
- 11/27 – 911 Subscriber Meeting

## Traffic Statistic Highlights:

- Eight (8) Driving While Suspended Citations/Arrests
- Two (2) Reckless/Careless Driving Citations/Arrest
- Two (2) Speeding Citations
- One (1) Failure to Yield Citation
- One (1) Following Too Close Citation
- Six (6) Insurance Citations
- One (1) Distracted Driving Citation
- Two (2) Driver's License Citations
- One (1) License/Registration Citation
- Fifty-Nine (59) other Citations and Warnings
- Nineteen (19) Traffic Crash Investigations
- **Citation vs Warning: 83** Traffic Stops: **24** Citations, **59** Warnings; **Warning 71% of the time.**

## TRAFFIC STATISTICS

## Overall Statistics:

October Statistics (% changes are compared to 2024)							
Category	2024	2023	% Chg	2022	% Chg	2021	% Chg
Calls for Service	514	755	-32%	721	-29%	694	-26%
Incident Reports	212	196	8%	218	-3%	194	9%
Arrests/Citations	80	85	-6%	101	-21%	166	-52%
Traffic Stops/ Events	126	194	-35%	90	40%	116	9%
DUI's	0	1	-100%	0	0%	2	-100%
Traffic Crashes	19	9	111%	17	12%	18	6%
Property Crimes	97	97	0%	116	-16%	106	-8%
Person Crimes	62	62	0%	70	-11%	53	17%
Drug/Narcotics Calls	3	5	-40%	5	-40%	3	0%
Animal Calls	25	26	-4%	26	-4%	23	9%
Officer O.T.	181.5	217.5	-17%	275.5	-34%	175.5	3%
Reserve Hours	0	0	0%	0	0%	0	0%



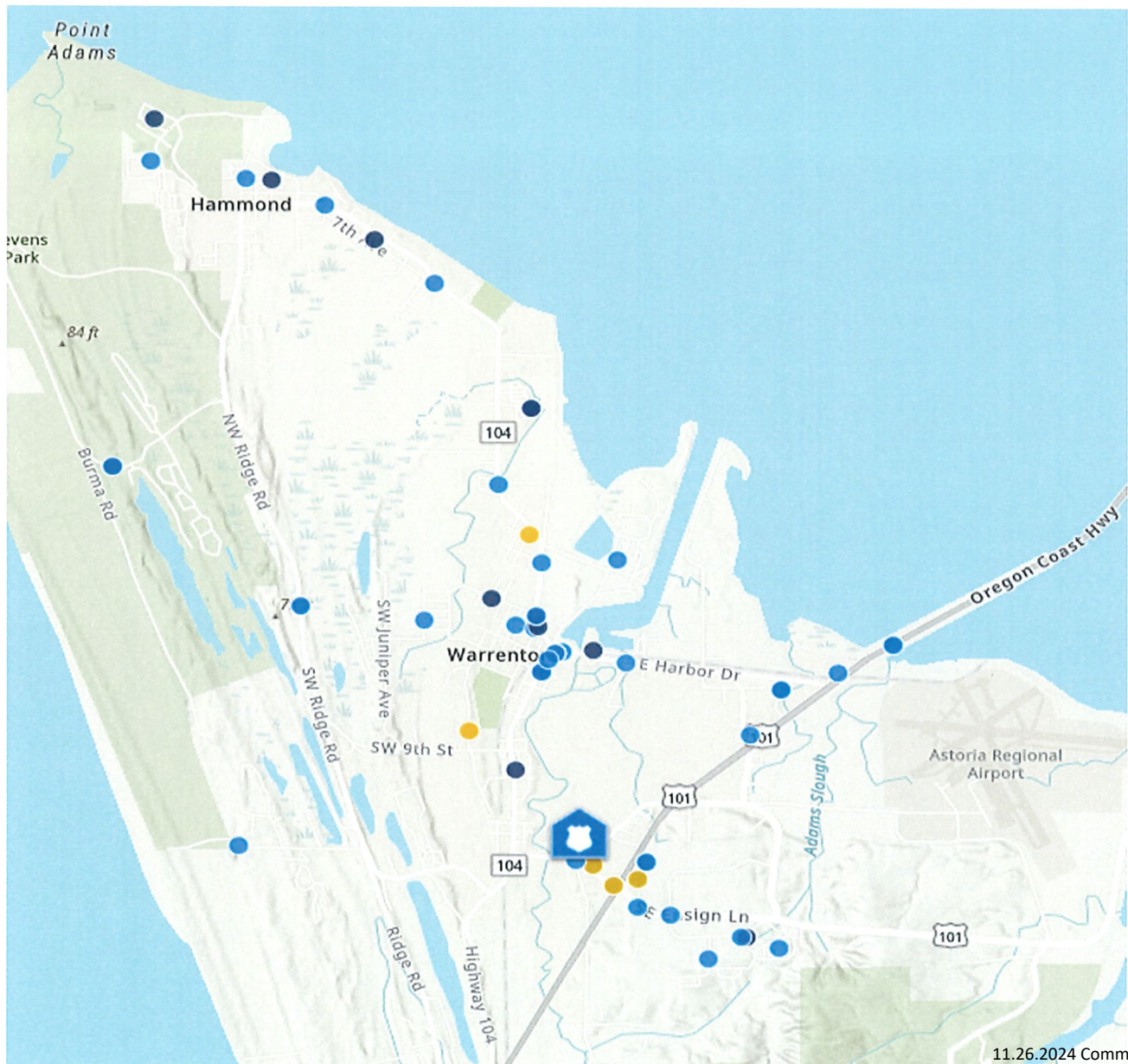
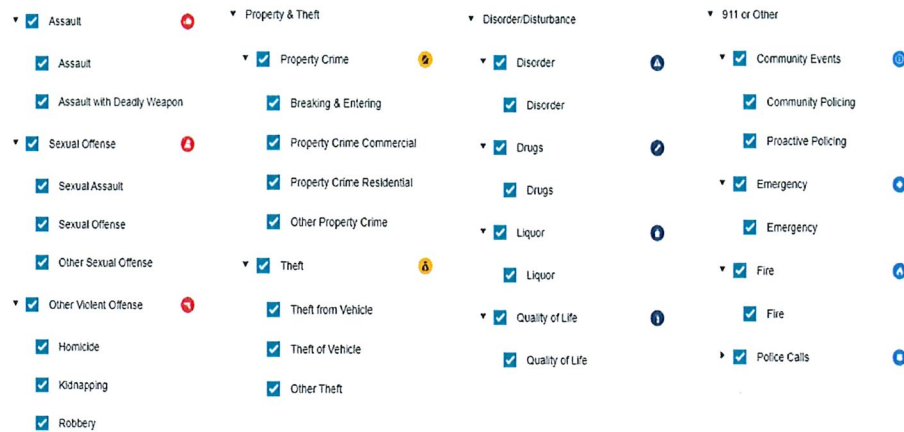
Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
<b>Calls for Service</b>	666	742	721	696	749	801	780	795	742
<b>Incident Reports</b>	206	222	234	200	232	228	221	212	225
<b>Arrests/Citations</b>	123	154	123	97	196	110	81	78	90
<b>Traffic Stops/ Events</b>	188	248	188	216	152	239	211	163	193
<b>DUII's</b>	3	3	1	2	3	4	2	3	4
<b>Traffic Crashes</b>	13	10	19	12	15	15	21	20	23
<b>Property Crimes</b>	79	109	104	99	111	120	104	92	80
<b>Person Crimes</b>	60	57	63	53	73	76	78	79	73
<b>Drug/Narcotics Calls</b>	8	5	3	4	11	7	5	0	2
<b>Animal Calls</b>	19	18	23	15	24	36	37	45	27
<b>Officer O.T.</b>	82.25	103.75	61.5	167.5	88.75	181.25	205.5	192.5	109.5
<b>Reserve Hours</b>	0	0	0	0	0	0	0	0	0

Oct	Nov	Dec	2024 YTD	2024 Estimate	2023	2024 v 2023	2022	2024 v. 2022	2021	2024 v. 2021
514			7206	8647	9084	-5%	8050	7%	8669	0%
212			2192	2630	2529	4%	2484	6%	3160	-17%
80			1132	1358	1335	2%	1602	-15%	2020	-33%
126			1924	2309	2369	-3%	1848	25%	2088	11%
0			25	30	30	0%	34	-12%	30	0%
19			167	200	217	-8%	168	19%	182	10%
97			995	1194	1127	6%	1204	-1%	1267	-6%
62			674	809	825	-2%	811	0%	1013	-20%
3			48	58	60	-4%	40	44%	36	60%
25			269	323	335	-4%	273	18%	253	28%
181.5			1374	1649	1572	5%	2212.8	-25%	1503.1	10%
0			0	0	0	0%	0	0%	0	0%

Homeless Incidents	2024	2023	2022	2021
Code 40 (Normal)	43	44	27	44
Code 41 (Aggressive)	9	7	2	4
Elk Incidents	2024	2023	2022	2021
Interaction:	0	2	2	2
Traffic Accidents:	0	0	2	2
Traffic Complaints:	0	1	0	1
<b>Total:</b>	<b>0</b>	<b>3</b>	<b>4</b>	<b>5</b>



The following is a graphic representation of statistics for **October 2024** using our **CityProtect** membership (formerly [CrimeReports.com](https://www.cityprotect.com)). The “Dots” represent a location of a call and if you 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 ([www.cityprotect.com](https://www.cityprotect.com)), you can zoom in on each incident for more details.



MINUTES  
Marina Advisory Board  
September 16, 2024  
Warrenton City Hall – Commission Chambers  
250 S Main  
Warrenton, OR 97146

Chairperson Lylla Gaebel called the meeting to order at 2:06 p.m.

Marina Advisory Board Members Present: Chair Lylla Gaebel, Vice Chair Bill Kerr, Mike Balensifer, Dick Hellberg, Jen Fowler

Staff Present: City Manager Esther Moberg, Harbor Master Jessica McDonald, Marina Office Assistant Shara Ford.

CONSENT CALENDAR

Meeting Minutes from 5.20.2024 were presented by staff.

***Bill Kerr made a motion to approved minutes. Motion was second by Jen Fowler and passed unanimously.***

DISCUSSION

Harbormaster Jessica McDonald presented her Harbormaster Report to the committee, and the document was attached to the minutes.

Jessica shared a report on the Buoy 10 season, and Jessica confirmed it was an overall successful August. Highlighting Warrenton's very successful camping improvements that increased revenues by \$5,000 in camping and \$2,500 in parking.

Jessica presented information about the Clean Marina Certificate and explained the requirements for obtaining the certification. She mentioned that achieving the certification could open potential grant opportunities.

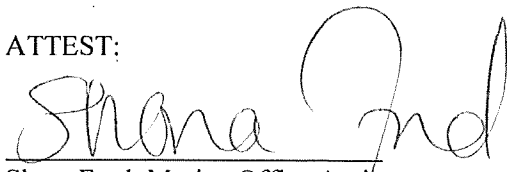
During the meeting, Dick Hellberg inquired about funding sources for the marina and whether the National Guard could assist. He also asked if the commercial or inner basin generates more revenue. Jessica explained that about half of Warrenton's revenue comes from the commercial boats.

Chair Lylla Gaebel added that she would speak with the mayor about involving a state representative to help secure congressional funding.

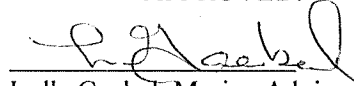
Jen Fowler raised the possibility of installing a fuel dock at the Hammond Marina and shared her experience with the fishermen's market trial run. She mentioned that the permits required for the event took much longer than expected and stated that she plans to hire an events coordinator next year to assist with planning.

The next Marina Advisory meeting is set for October 21, 2024, at 2pm at the Warrenton Commission Chambers. There being no further business for this meeting, Chair Lylla Gaebel adjourned the meeting at 3:37 p.m. Respectfully prepared and submitted by Shara Ford, Marina Office Assistant.

ATTEST:

  
Shara Ford, Marina Office Assistant

APPROVED:

  
Lylla Gaebel, Marina Advisory Board Chairperson



MINUTES  
Marina Advisory Board  
October 21, 2024  
Warrenton City Hall – Commission Chambers  
250 S Main  
Warrenton, OR 97146

Chairperson Lylla Gaebel called the meeting to order at 2:00 p.m.

Marina Advisory Board Members Present: Chair Lylla Gaebel, Vice Chair Bill Kerr, Dick Hellberg, Mike Balensifer, Jen Fowler.

Staff Present: Harbor Master Jessica McDonald and Marina Office Assistant Shara Ford.

CONSENT CALENDAR

Meeting minutes from 09.16.24 were presented by staff.

***Mike Balensifer made a motion to approve minutes. Motion was seconded by Bill Kerr and motion passed unanimously.***

DISCUSSION

Harbormaster McDonald shared the September Harbormaster Report and first quarter finance revenues. These documents are attached.

The committee discussed M and N dock electrical repair. Mike Balensifer asked if the customers are upset because they are now required to update their isolation transformers. Jessica McDonald said the customers are thrilled about the new change.

Jessica McDonald shared with the committee that the bids for the 10 pilings on E Dock are now posted on the City of Warrenton website.

Jessica McDonald also shared with the committee that the Warrenton pier ladders will be fixed, and commercial gates will be added to E and F dock. Mike Balensifer shared he would love to lend a hand to help.

The committee discussed moving the fish cleaning station in Hammond away from the bank. The committee has voiced concerns because of the crab shells littering the ground and the water runoff from cooking crab next to the bank. Jessica McDonald added she will order “no cooking crab within 15 feet of bank” signs for Hammond. Jenn Fowler added the crab cleaning does need its own designated area but she is not in favor of a complete ban.

Jen Fowler suggested making a crab pot Christmas tree at both Marinas for the holiday season, as well as a possible boat light parade.

Lylla Gaebel shared that she would like to continue with the sale of Marina tee shirts and sweatshirts and suggested selling hats and other merchandise.

Jen Fowler added she would like to put on events at the Hammond Marina however the city has stated that the events need to be “water related” to do so. Committee discussed possibly having the wording in the ordinance changed to rezone the marina to allow for other events not water related.

The next Marina Advisory meeting is set for December 16, 2024, at 2pm at the Warrenton Commission Chambers.

There being no further business for this meeting, Chair Lylla Gaebel adjourned the meeting at 3:53 p.m.  
Respectfully prepared and submitted by Shara Ford Marina Office Assistant.

ATTEST:

*Jessica McDonald*  
~~Shara Ford, Marina Office Assistant~~

Jessica McDonald, Harbormaster

APPROVED:

*Lylla Gaebel*  
\_\_\_\_\_  
Lylla Gaebel, Marina Advisory Board Chairperson





# WARRENTON & HAMMOND MARINAS HARBORMASTER REPORT

SEPTEMBER, 2024 // PREPARED BY JESSICA MCDONALD



## WARRENTON & HAMMOND MARINAS

*Harbormaster Report: September 2024*

### MONTH IN BRIEF

#### **Introduction:**

September marks a transition for the Marina Department, moving from the busy summer season assisting customers to focusing on our winter maintenance goals. Our winter work primarily involves building docks in the shop and preparing them for spring launch. We've prioritized repairs and rebuilds and have ordered the necessary supplies to get started. Don and I spent much of September gathering bids and planning to contract out larger projects and capital improvements for FY 24-25.

#### **Key Activities:**

##### **1. Projects Completed**

- a. Suzanne Removal
- b. A35/36 Rebuild

##### **2. Projects in Progress**

- M & N electrical repair
- Warrenton and Hammond Marina redesign
- Hammond parking lot lighting
- Warrenton E Dock Pilings
- Warrenton Commercial Gates
- Warrenton Pier Ladders
- Dock repairs and rebuilds





## WARRENTON & HAMMOND MARINAS

*Harbormaster Report: September 2024*

### PROJECTS COMPLETED

#### **Suzanne Removal**

Project is 100% completed and the vessel has left the marina and been disposed of.

#### **Warrenton Marina Emergency Repair of A35/36**

During an extreme low tide, a dock became caught on a steel piling at the Warrenton Marina. Staff successfully removed the old dock and determined that it was beyond repair and had outlived its useful life. Within a week of the incident, staff rebuilt a new finger dock and launched it into place.





## WARRENTON & HAMMOND MARINAS

*Harbormaster Report: September 2024*

### PROJECTS IN PROGRESS

#### **M & N Electrical:**

The project has been completed, but new requirements are in place for customers to access the upgraded electrical system. We are currently working to notify vessel owners and allow them time to rewire their vessels to eliminate stray currents and comply with the updated electrical code requirements.

#### **Warrenton and Hammond Marina Redesign:**

Staff have been in communication with PBS Engineering and North Coast Civil Design and should have project costs soon.

#### **Hammond Parking Lot Lights**

Project is currently under contract with Bogh Electrical. Bogh is awaiting parts but the project work should be started in the next couple of weeks.

#### **Warrenton E Dock Pilings**

Permits for the project have been submitted and are expected to be approved by DSL. Bergerson Construction has submitted a bid, and staff aim to present the contract to the City Commission in November.

#### **Warrenton Commercial Dock Security Gates**

Staff are currently exploring options for security gates at the two commercial docks in the Warrenton Marina. We aim to have bids secured by the end of October.

#### **Warrenton Pier Ladders**

Staff are currently exploring options for pier ladders to enhance safety on the commercial work pier. We aim to have bids in place by the end of October and plan to complete the project alongside the installation of the security gates.





## WARRENTON & HAMMOND MARINAS

*Harbormaster Report: September 2024*

### PROJECTS IN PROGRESS

#### **Dock Repairs and Rebuilds**

Staff have rebuilt and repaired 75 feet of docks in the Warrenton Marina and have begun prepping additional sections. We are on track to meet the goals outlined in the September meeting for dock repairs and rebuilds. The team's efficiency continues to improve, and we are acquiring a small lift to help move docks and larger lumber, which will significantly enhance our ability to complete these projects.







# WARRENTON & HAMMOND MARINAS HARBORMASTER REPORT

OCTOBER, 2024 // PREPARED BY JESSICA MCDONALD



# WARRENTON & HAMMOND MARINAS

*Harbormaster Report: October 2024*

## MONTH IN BRIEF

### Introduction:

In October, the team made excellent progress. Staff have been busy building and preparing for dock repairs, as well as clearing out rotted wood and floatation materials. We faced two wind events that caused some damage to the marinas, but staff responded quickly to secure the area and make necessary repairs.

As the hoist ramps up for the season and winter weather sets in earlier than expected, we anticipate a slight slowdown in productivity while we focus on maintaining the marinas in these conditions. To support the workload, we have a Tongue Point student assisting in November and December with dock pressure washing, allowing our team to concentrate on essential dock repairs.

### Key Activities:

#### 1. Projects Completed

- N4/5 finger rebuild

#### 1. Projects in Progress

- Pile Replacement Permitting in Warrenton and Hammond Marinas
- M & N electrical repair
- Warrenton and Hammond Marina redesign
- Hammond parking lot lighting
- Warrenton E Dock Pilings
- Warrenton Commercial Gates
- Warrenton Pier Ladders
- Dock repairs and rebuilds







## WARRENTON & HAMMOND MARINAS

*Harbormaster Report: October 2024*

### PROJECTS COMPLETED

#### **Warrenton Marina N 4/5 Repair Rebuild**

The Moorage slip that was damaged when the Suzanne sank has been replaced and ready for a moorage customer.

### PROJECTS IN PROGRESS

#### **Pile Permitting**

We've recently lost a critical pile on A Dock at the Warrenton Marina, and several others in Hammond Marina over the past few winters. Given that the piles in Warrenton's Inner Basin and Hammond are of similar age, they are all either failing or in urgent need of replacement. In response, staff has contracted Campbell Environmental to help secure new permits from the Army Corps of Engineers and the Department of State Lands (DSL). These permits will allow us to replace 10 piles annually in each marina over the next five years. This is the first step in addressing this issue that is essential to the long term survival of the mooring basins.

#### **M & N Electrical:**

The project has been completed, customers have been notified to comply with new electrically requirements and have until January 1, 2025 to come into compliance or risk

#### **Warrenton and Hammond Marina Redesign:**

Warrenton Redesign is under contract with North Coast Civil and Hammond Redesign should be in progress soon. Will be coming to board for recommendations/input on redesign in early 2025.

#### **Hammond Parking Lot Lights**

Project is currently under contract with Bogh Electrical. Parts are starting to arrive and project work should be started any day.



## WARRENTON & HAMMOND MARINAS

*Harbormaster Report: October 2024*

### PROJECTS IN PROGRESS

#### **Warrenton E Dock Pilings**

Bergerson submitted the lowest bid to replace the 10 piles for a total of \$105,599. Bid results are in and being presented to the City Commission November 12th for approval. We have verbal permit approvals and the official documents should arrive any day,

#### **Warrenton Commercial Dock Security Gates**

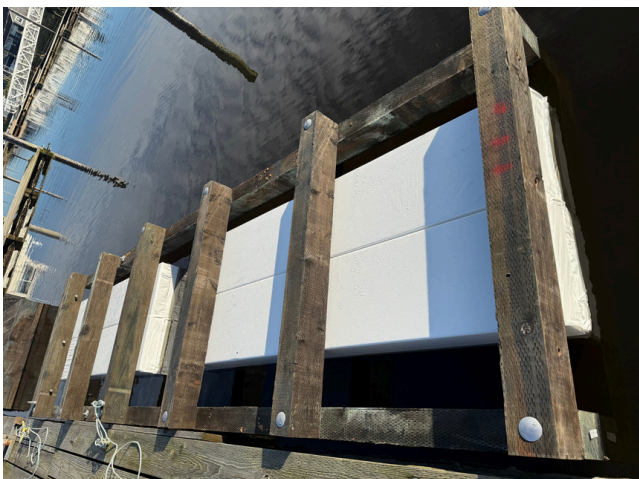
Staff are currently exploring options for security gates at the two commercial docks in the Warrenton Marina. We aim to have bids secured very soon.

#### **Warrenton Pier Ladders**

Staff are currently exploring options for pier ladders to enhance safety on the commercial work pier. We aim to have bids in place very soon and plan to complete the project alongside the installation of the security gates.

#### **Dock Repairs and Rebuilds**

Staff have rebuilt and repaired 90 feet this month for a total of 158 feet thus far. Staff have also framed and launched an additional 80 feet of main walk for H Dock. We continue to make excellent progress and we are on track to reach our goals.



Volume 18, Issue 3

**Monthly Finance Report  
September 2024**

November 26, 2024

### Economic Indicators

	Current	1 year ago
◆ Interest Rates:		
LGIP :	5.30%	4.63%
Prime Rate:	8.0%	8.50%
◆ CPI-U change:	2.4%	3.7%
◆ Unemployment Rates:		
Clatsop County:	4.1%	3.6%
Oregon:	4.0%	3.5%
U.S.:	4.1%	3.8%

### Department Statistics

◆ Utility Bills mailed	3,174
◆ New Service Connections	0
◆ Reminder Letters	349
◆ Door Hangers	78
◆ Water Service Discontinued	8
◆ Counter payments	471
◆ Mail payments	966
◆ Auto Pay Customers/pmts	632
◆ Online (Web) payments	1,590
◆ Checks issued	352

### Current and Pending Projects

◆ Audit/Financial Statements FYE 6/30/24 Due 12/31/24
◆ SDC Annual Report due 12/31/24
◆ Landfill Financial Assurance Report due 12/31/24
◆ WWTP Bond Preparations
◆ Open Enrollment for Health Insurance
◆ Business License Renewals Wrap Up

## Financial Narrative as of September 30, 2024

**Note:** Revenues and expenses should track at 3/12 or 25% of the budget.

Attached to this report is analysis and summaries of data for assessed value and property tax information for the City of Warrenton for the tax year 2024-2025.

Assessed value for the City of Warrenton is \$844,529,932, an increase of 3.7% from the prior year. Of that amount, \$748,044,749 (88.6%) is used to calculate the City of Warrenton tax and \$96,479,183 (11.6%) is used to calculate the Urban Renewal District tax. The Urban Renewal excess assessed value used to calculate the tax was the same as the prior year. The actual excess value of the Urban Renewal boundary is \$145,731,731, a 4.9% increase from the prior year, but due to the substantial amendment in 2019, the amount that can be used to calculate the tax is limited. The remaining excess value is returned to the taxing districts through revenue sharing as required by ORS 457.470.

Tax amounts to be received are as follows for the permanent rate; \$1,249,822, local option rate \$566,027 (*Library \$306,211 and Police \$259,816*), bonded debt rate, \$556,650 for a total of \$2,372,499. Please keep in mind that these amounts will be reduced by discounts, uncollected taxes, and other reductions. The total levy last year was \$2,256,194.

The Urban Renewal Agency boundary value will raise \$891,504 at the rates of \$1.0573 per \$1,000 and at a rate of 53.13

cents per \$1,000 of assessed value depending on the tax code, for Urban Renewal. These rates are applied to each individual property's total assessed value whether inside the boundary or not. The tax amount is also subject to discounts, credits, etc. This is \$53,189 more than the budgeted revenue of \$838,315. If the Agency collects 95.2% of the tax, then it is projected that we will be over budget by \$10,397.

The General Fund loses 19.7 cents per \$1,000, or \$161,045 in tax to the Urban Renewal Agency.

Taxpayers pay \$.6589 per \$1,000 of assessed value for bonded debt compared to \$.6856, last year.

If the County collects 95.2% of the total imposed taxes, the General Fund should see an excess of \$8,176 in property tax revenue for the permanent rate and police levy compared to budget. The Library would see an excess of \$31,302 compared to budget.

For every one million of assessed value added, the permanent rate plus the local option rate would raise \$2,280.10, annually. \$1,950.10 for the General Fund and \$330 for the Library.

Also, attached are data for Warrenton and surrounding area cities' assessed value, permanent rates, and total tax rates by tax code. Code 0113 is the latest annexation (by the airport) up to our

Urban Growth Boundary and pays a different rate because they are in School 1 District as opposed to School 30 (Warrenton School District).

Taxpayers in code 3004/3010 and 0113 pay property taxes (to all jurisdictions) of \$2,660 and \$2,854, respectively on property assessed at \$200,000. Receipt of current property tax revenues begins in November.

Also, attached is Oregon population data. The city's per capita state distributions for 2024/2025 are based on Warrenton population estimate as of July 1, 2023 of 6,462.

**General Fund:** Year to date revenues amount to \$1,044,157, which is 18.4% of the budget, compared to the prior year amount of \$830,163, which was 13.2% of the budget and are up by \$213,994. Increases are shown in franchise fees, city franchise fees, transient room taxes, municipal court, planning fees, police charges, park charges, miscellaneous, interest, lease receipts, food pod receipts and overhead contributions from other funds.

Expenses year to date amount to \$1,705,182, which is 25.4% of the budget, compared to the prior year amount of \$1,452,211, which was 21.6% of the budget and are up by \$252,971.

**Financial data as of September, 2024**

	General Fund				
	Current Month	Year to Date	Budget	% of Budget	
Beginning Fund Balance	2,132,309	2,602,003	1,850,000	140.65	
Plus: Revenues	260,493	1,044,157	5,690,803	18.35	(see details of revenue, page 4)
Less: Expenditures					
Municipal Court	11,742	43,655	212,822	20.51	
Admin/Comm/Fin(ACF)	101,143	641,830	1,596,972	40.19	
Planning	21,749	67,242	444,512	15.13	
Police	147,034	518,617	2,678,362	19.36	
Fire	156,468	389,796	1,233,234	31.61	
Parks	13,689	44,041	286,839	15.35	
Transfers	-	-	270,778	-	
Total Expenditures	451,824	1,705,182	6,723,519	25.36	
Ending Fund Balance	1,940,978	1,940,978	817,284	237.49	

	WBL				
	Current Month	Year to Date	Budget	% of Budget	
Beginning Fund Balance	203,329	150,786	130,000	115.99	
Plus: Revenues	(1,546)	83,983	65,800	127.63	
Less: Expenditures	2,243	35,229	77,038	45.73	
Ending Fund Balance	199,540	199,540	118,762	168.02	

	Building Department				
	Current Month	Year to Date	Budget	% of Budget	
Beginning Fund Balance	500,676	483,082	460,000	105.02	
Plus: Revenues	20,283	86,956	206,480	42.11	
Less: Expenditures	34,734	83,813	481,132	17.42	
Ending Fund Balance	486,225	486,225	185,348	262.33	

	State Tax Street				
	Current Month	Year to Date	Budget	% of Budget	
Beginning Fund Balance	2,856,337	2,861,717	3,300,000	86.72	
Plus: Revenues	86,662	154,282	4,350,625	3.55	
Less: Expenditures	417,156	490,156	5,215,225	9.40	
Ending Fund Balance	2,525,843	2,525,843	2,435,400	103.71	

	Warrenton Marina				
	Current Month	Year to Date	Budget	% of Budget	
Beginning Fund Balance	887,757	451,107	410,000	110.03	
Plus: Revenues	23,908	588,616	729,364	80.70	
Less: Expenditures	54,842	182,900	892,096	20.50	
Ending Fund Balance	856,823	856,823	247,268	346.52	

**Financial data as of September 2024, continued**

	Hammond Marina				Water Fund			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	576,434	322,296	275,000	117.20	3,063,558	2,101,761	2,000,000	105.09
Plus: Revenues	33,886	385,777	459,022	84.04	565,065	1,973,617	7,381,792	26.74
Less: Expenditures	36,407	134,160	563,469	23.81	186,661	633,416	7,703,880	8.22
Ending Fund Balance	<u>573,913</u>	<u>573,913</u>	<u>170,553</u>	<u>336.50</u>	<u>3,441,962</u>	<u>3,441,962</u>	<u>1,677,912</u>	<u>205.13</u>
	Sewer Fund				Storm Sewer			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	3,616,190	3,355,550	3,100,000	108.24	1,915,545	1,837,304	1,515,000	121.27
Plus: Revenues	341,442	1,009,180	3,430,625	29.42	63,293	190,170	1,737,264	10.95
Less: Expenditures	147,590	554,688	4,990,921	11.11	115,662	164,298	2,283,391	7.20
Ending Fund Balance	<u>3,810,042</u>	<u>3,810,042</u>	<u>1,539,704</u>	<u>247.45</u>	<u>1,863,176</u>	<u>1,863,176</u>	<u>968,873</u>	<u>192.30</u>
	Sanitation Fund				Community Center			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	608,612	593,041	560,000	105.90	79,311	62,718	60,000	104.53
Plus: Revenues	122,140	368,515	1,388,710	26.54	2,607	24,051	26,800	89.74
Less: Expenditures	72,871	303,675	1,432,337	21.20	2,863	7,714	66,716	11.56
Ending Fund Balance	<u>657,881</u>	<u>657,881</u>	<u>516,373</u>	<u>127.40</u>	<u>79,055</u>	<u>79,055</u>	<u>20,084</u>	<u>393.62</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	177,905	229,299	220,000	104.23	6,533	6,487	6,400	101.36
Plus: Revenues	3,279	9,421	283,879	3.32	2,023	640,245	1,800,000	35.57
Less: Expenditures	27,651	85,187	333,445	25.55	2,000	640,176	1,806,400	35.44
Ending Fund Balance	<u>153,533</u>	<u>153,533</u>	<u>170,434</u>	<u>90.08</u>	<u>6,556</u>	<u>6,556</u>	<u>-</u>	<u>-</u>



## (\$ Cash Balances as of September 30, 2024

General Fund	2,431,910	Warrenton Marina	780,989	Storm Sewer	1,904,799
WBL	198,439	Hammond Marina	573,950	Sanitation Fund	532,889
Building Department	490,305	Water Fund	3,175,141	Community Center	80,454
State Tax Street	2,816,588	Sewer Fund	3,525,845	Library	152,254

## Warrenton Urban Renewal Agency

Capital Projects	6,556
Debt Service	1,375,736

General Fund Revenues	Collection Frequency	Actual as a % of Collections/Accruals (over) under budget				
		2025-2025 Budget	Current Budget	Year to date		
				September 2024	September 2023	
Property taxes-current	AP	1,428,999	0.00		-	1,428,999
Property taxes-prior	AP	30,000	42.52	12,755	12,823	17,245
County land sales	A	-	0.00		-	-
Franchise fees	MAQ	695,225	14.60	101,516	91,246	593,709
COW - franchise fees	M	354,629	29.02	102,901	95,688	251,728
Transient room tax	Q	650,000	3.20	20,790	17,623	629,210
Liquor licenses	A	625	0.00		-	625
State revenue sharing	MQ	223,378	5.01	11,187	14,397	212,191
Municipal court	M	94,200	24.08	22,684	18,379	71,516
Planning Fees	I	103,000	17.77	18,308	3,050	84,692
Police charges	I	24,000	39.15	9,395	5,511	14,605
Fire charges	SM, I	119,018	0.27	325	350	118,693
Park charges	I	-	0.00	535	485	-
Housing rehab loan payments	I	-	0.00		-	-
Miscellaneous	I	5,000	76.12	3,806	3,702	1,194
Interest	M	90,000	33.35	30,019	28,118	59,981
Lease receipts	M	272,758	21.67	59,106	54,903	213,652
Food pod receipts	M	-	0.00	9,000	7,445	(9,000)
Proceeds from sale of assets	I	-	0.00		3,585	-
Donations	I	-	0.00		871	-
Grants	I	-	0.00		-	-
<b>Sub-total</b>		<b>4,090,832</b>	<b>9.83</b>	<b>402,327</b>	<b>358,176</b>	<b>3,688,505</b>
Transfers from other funds	I	3,000	0.00	-	9,529	3,000
Overhead	M	1,596,971	40.19	641,830	462,458	955,141
<b>Total revenues</b>		<b>5,690,803</b>	<b>18.35</b>	<b>1,044,157</b>	<b>830,163</b>	<b>4,646,646</b>

M - monthly

S - semi-annual

Q - quarterly

I - intermittently

SM - Semi-annual in January then monthly

MQ - Monthly, cigarette and liquor and Quarterly, revenue sharing

AP - As paid by taxpayer beginning in November

A - annual

MAQ - Century Link, NW Nat & Charter-quarterly,  
all others monthly

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, 2025. Budget amounts reflect budget adjustments approved by the Commission during the fiscal year. Information and data presented in this report is unaudited.

**CITY OF WARRENTON  
PROPERTY TAX ALLOCATION  
2024/2025**

	1.6701	0.2800 0.3300	AMOUNT NEEDED		
	PERM RATE	LOCAL OPTION	OUTSIDE M5	TOTAL	
GENERAL FUND	100.00	0.4590			
LIBRARY		0.5410			
WWTP			1.0000		
AMOUNT IMPOSED	1,249,389.00	565,831.00	556,457.00	2,371,677.00	
ADDL TAXES (ORS311.206) Roll Correction	0.53	0.24	0.23		822.00
GENERAL FUND	433.03	90.02		523.04	
LIBRARY		106.09		106.09	
WWTP			192.86	192.86	
TOTAL AMOUNT TO BE REC'D	1,249,822.03	566,027.11	556,649.86	2,372,499.00	
GENERAL FUND	1,249,822.03	259,815.72	-	1,509,637.75	PERCENTAGE
LIBRARY		306,211.39		306,211.39	0.6363
WWTP			556,649.86	556,649.86	0.1291
	1,249,822.03	566,027.11	556,649.86	2,372,499.00	0.2346
					1.0000
	Tax Rate				
GF LOCAL OPTION - POLICE	0.2800	0.4590			
LIBRARY LOCAL OPTION	0.3300	0.5410			
	0.6100	1.0000			
			Tax Rate		
WWTP	556,495.00	0.9997	0.6589	Bonded Debt	
(ORS 311.206)Roll Correction	192.86	0.0003	0.0002	Other Addl' Taxes	
	556,687.86	1.00	0.6592		
Urban Renewal Assessed Value (Used)	96,479,183				
Outside Urban Renewal Boundary Value	748,044,749				
Total Assessed Value of the City	844,523,932				

<b>Comparison to Budget:</b>	<b>Budget</b>	<b>County Imposed Taxes</b>	<b>95.20% of Imposed Taxes</b>	<b>95.2% imposed taxes Variance to Budget</b>	
GF - Permanent Rate	<b>1,160,902</b>	1,249,822	<b>1,189,831</b>	28,929	
GF - Local Option Police	<b>268,097</b>	259,816	<b>247,345</b>	(20,752)	8,176
Local Option Library	<b>260,211</b>	306,211	<b>291,513</b>	31,302	
GO Bond WWTP	<b>533,015</b>	556,650	<b>529,931</b>	(3,084)	
	<b>2,222,225</b>	2,372,499 <sup>1</sup>	<b>2,258,619</b>	36,394	

**City of Warrenton**  
**2024-2025 Analysis of Property Tax Rates and Assessed Values - Actual**

JMB  
11/19/2024  
1:10 PM

**Boundary Assessed Values**

96,479,183	urban renewal	11.42%
748,044,749	other	88.58%
<u>844,523,932</u>	<u>total assessed value</u>	<u>1</u>

**division of warrenton tax rates for URA**

<b>code 3004 and 3010</b>		<b>code 0113</b>
0.1907	city of warrenton	0.1907
0.0061	4H	0.0061
0.1752	clatsop county	0.1752
0.0143	port of astoria	0.0143
0.0201	care center	0.0201
0.0889	clatsop community	0.0889
0.0175	nw esd	0.0175
0.5260	school 30/school 1	0.0000
0.0185	sunset trans	0.0185
<u>1.0573</u>	<u>division of tax rate</u>	<u>0.5313</u>

code 3004 and 3010	841,841,053	X	1.0966 divided by 1,000	=	890,073.28
code 0113 (annexation)	2,682,879	X	0.5508 divided by 1,000	=	1,425.40
	<u>844,523,932</u>				<u>891,498.68</u>

w/o division of tax	<b>Tax Rates</b>	
	<b>Division of Tax</b>	
	cow rate	urban rate
permanent rate	1.6701	1.4793
local option rate	0.6100	0.6100
bond-wwtp	0.6589	0.6589
	<u>2.9390</u>	<u>2.7483</u>
		0.1907

combined rate resulting  
from division of tax

2.9389

**tax rates from code 3004 and 3010 and 0113**

1.4793		
0.6100		
0.6589	2.7483	City of Warrenton allocation
0.1907		
0.0000	0.1907	Warrenton Urban Renewal Agency allocation (Division of City of Warrenton Tax)
<u>2.9389</u>	<u>2.9389</u>	

approx. amount diverted from COW General Fund to URA      \$ 161,045.43

891,503.75      County Table 4f

(5.07)      variance      immaterial

**WARRENTON URBAN RENEWAL AGENCY**  
**History of Assessed Property Values and Property Taxes to be Received**

	<u>2024-2025</u>	<u>2023-2024</u>	<u>2022-2023</u>	<u>2021-2022</u>	<u>2020-2021</u>	<u>2019-2020</u>	<u>2018-2019</u>	<u>2017-2018</u>	<u>2016-2017</u>	<u>2015-2016</u>	<u>2014-2015</u>	<u>2013-2014</u>
Value	<sup>1</sup> 96,479,183	<sup>1</sup> 96,479,183	<sup>1</sup> 96,479,483	<sup>1</sup> 102,167,928	89,104,514	86,558,966	81,999,845	67,343,430	62,370,427	56,963,784	52,179,015	54,333,847
percentage increase from prior year	0.00%	0.00%	-5.57%	14.66%	2.94%	5.56%	21.76%	7.97%	9.491%	9.170%	-3.966%	8.653%
<b>Total Amount to be Received<sup>2</sup></b>	<b>\$ 891,504</b>	<b>\$ 891,430</b>	<b>\$ 891,565</b>	<b>\$ 944,114</b>	<b>\$ 823,344</b>	<b>\$ 799,814</b>	<b>\$ 757,703</b>	<b>\$ 622,259</b>	<b>\$ 593,665</b>	<b>\$ 543,717</b>	<b>\$ 497,892</b>	<b>\$ 519,858</b>
Budget	\$ 838,315	\$ 847,233	\$ 847,234	\$ 878,301	\$ 773,935	\$ 735,979	\$ 602,456	\$ 574,761	\$ 525,284	\$ 478,982	\$ 496,364	\$ 452,000
Variance of Budget to Amount to be Received	\$ 53,189	\$ 44,197	\$ 44,331	\$ 65,813	\$ 49,409	\$ 63,835	\$ 155,247	\$ 47,498	\$ 68,381	\$ 64,735	\$ 1,528	\$ 67,858
Urban Renewal Assessed Value	96,479,183	96,479,183	96,479,483	102,167,928	89,104,514	86,558,966	81,999,845	67,343,430	62,370,427	56,963,784	52,179,015	54,333,847
Outside Urban Renewal Boundary Value	748,044,749	717,939,598	692,155,825	626,754,112	614,768,277	559,776,439	526,254,208	500,198,166	476,085,126	463,323,905	438,236,891	422,491,488
Total Assessed Value of the City	<u>844,523,932</u>	<u>814,418,781</u>	<u>788,635,308</u>	<u>728,922,040</u>	<u>703,872,791</u>	<u>646,335,405</u>	<u>608,254,053</u>	<u>567,541,596</u>	<u>538,455,553</u>	<u>520,287,689</u>	<u>490,415,906</u>	<u>476,825,335</u>

<sup>1</sup> Amount used to calculate tax. Due to a substantial amendment in 2019 to increase the maximum indebtedness, the amount of assessed value that may be used to calculate the tax is limited per ORS 457.470

<sup>2</sup> These amounts are not what will actually be received as they are subject to discounts, uncollected taxes, and other reductions.

**Area Cities' Property Tax Rates**  
Tax Year 2024-2025

	City of Warrenton		City of Astoria	City of Gearhart	City of Seaside	City of Cannon Beach
Tax Code	0113	3004, 3010	0100, 0101	1005	1001	1008
School	5.8730	5.5225	5.8730	5.8628	5.8628	5.8628
Government	4.6912	4.6912	10.5249	3.1171	6.7521	4.8676
School Bonds	2.8570	2.2406	2.8570	1.3313	1.3313	1.3313
Government Bonds	0.8475	0.8475	0.7570	1.1257	0.4196	0.5609
<b>Total Tax Rate</b>	<b>14.2687</b>	<b>13.3018</b>	<b>20.0119</b>	<b>11.4369</b>	<b>14.3658</b>	<b>12.6226</b>
 Total Tax on \$200,000 Assessed Value	 \$ 2,853.74	 \$ 2,660.36	 \$ 4,002.38	 \$ 2,287.38	 \$ 2,873.16	 \$ 2,524.52

*Source: Clatsop County 2024-2025 Assessment and Taxation Summary, Tax Rate Schedules*

**Area Cities' Property Tax Permanent Rate Levies  
Tax Year 2024-2025**

	<u>City of Warrenton</u>	<u>City of Astoria</u>	<u>City of Gearhart</u>	<u>City of Seaside</u>	<u>City of Cannon Beach</u>
Population	6,462	10,167	1,933	7,393	1,555
Total Assessed Value	844,523,932	1,082,763,660	730,688,095	1,536,885,451	1,170,081,324
<b>Permanent Rate</b>	<b>\$ 1.6701</b>	<b>\$ 8.1738</b>	<b>\$ 1.0053</b>	<b>\$ 3.1696</b>	<b>\$ 0.7049</b>
Amount of tax raised by permanent rate after adjustments and division to Urban Renewal	\$ 1,249,822.00	\$ 8,623,357.00	\$ 734,561.00	\$ 4,623,026.00	\$ 824,790.00

*Sources: Clatsop County 2024-2025 Assessment and Taxation Summary, Table 4a  
Portland State University , Population Research Center, July 1, 2023*

## MINUTES

WARRENTON COMMUNITY LIBRARY BOARD

REGULAR MEETING

JUNE 12, 2004, 5:30 P.M.

WARRENTON CITY COMMISSION CHAMBERS

225 S. MAIN AVE., WARRENTON OR 97146

PRESIDENT ANDREW WALKER CALLED THE MEETING TO ORDER AT 5:35 P.M. BOARD MEMBERS IN ATTENDANCE WERE

ANDREW WALKER

KARYN GRASS

AGGIE COOLEY

ABBIE JOHNSON.

ADDITIONAL ATTENDEES WERE LIBRARY DIRECTOR JOSH SARANPAA; FRIENDS OF THE LIBRARY REPRESENTATIVE KELSEY BALENSIFER; AND, VIA ZOOM, JULIA EASTHAM FROM THE DAILY ASTORIAN.

UNABLE TO ATTEND WERE EILEEN PURCELL, BRENDA ATWOOD AND AMANDA DONOVAN.

THE MINUTES OF THE MARCH 13 MEETING WERE NEXT REVIEWED. UPON A MOTION TO APPROVE BY KARYN GRASS AND A SECOND BY ABBIE JOHNSON, THE MINUTES WERE VOTED ON AND APPROVED.

LIBRARY DIRECTOR JOSH SARANPAA PRESENTED HIS MARCH/APRIL/MAY QUARTERLY REPORT.

KELSY BALENSIFER PRESENTED A REPORT FROM THE FRIENDS OF THE LIBRARY. THE LIBRARY AFTER DARK PROGRAM HAD 16 AND 14 IN ATTENDANCE AT THE LAST TWO EVENTS. THE PROGRAM WILL BE ON HIATUS UNTIL OCTOBER 12. ADDITIONALLY, THE FRIENDS GROUP RECEIVED \$122 THROUGH ITS FUNDRAISER WITH HUMAN BEAN COFFEE.

LIBRARY DIRECTOR JOSH SARANPAA GAVE AN OVERVIEW OF THE BYLAWS DRAFT. UPON MOTION BY ABBIE JOHNSON AND SECOND BY KARYN GRASS, THE BOARD APPROVED THE DRAFT AS PRESENTED.

JOSH THEN FOLLOWED WITH A DISCUSSION OF THE STRATEGIC PLAN DRAFT. THE PLAN WOULD BE IN EFFECT THROUGH THE CURRENT FUNDING TERM AND HAS BEEN APPROVED BY THE APPROPRIATE CITY OFFICIALS.

THERE BEING NO FURTHER DISCUSSION, THE MEETING WAS ADJOURNED UNTIL SEPTEMBER 11.



-Andrew Walker

Hopper  
540 Russell Place | Hammond, OR 97121

November 25, 2024

City of Warrenton Commissioners  
P.O. Box 250  
Warrenton, OR 97146

RE: Resolution 2684 (Fourth & Fifth Ave Street Vacation) and Resolution 2685 (Third Avenue Street Legalization)

Dear Commissioners:

Thank you for taking the time to address the following resolutions. Unfortunately, due to scheduling conflicts, we will be unable to attend this meeting. With that said, we wish to address some of the concerns as to the handling of these agenda items.

1) The statement on both of the memo's "Staff have been working for several months with property owners near Third Avenue in Hammond on a street vacation/legalization process", is an understatement. The first conversations, and beginning of this process was made with Will Caplinger on September 14, 2021, it was transferred over to Scott Hazaelton on January 4, 2022, and then again to Jay Blake on October 10, 2022 (with Esther Molberg cc'd), and finally to Matthew Ellis upon his acceptance of his position. We were told by Jay that it was a priority and he was going to try to get it resolved before he left. These dates were only start dates of conversations. There were many conversations between each of these milestones. As you can see, it has been over three years, and this new "first stage" won't even come back on the docent until the following year, thus postponing the actual property line adjustments.

2) We have done all of our due diligence. Survey completed, applications put in by all parties involved, and whenever I have asked about it, we have been told that it will be addressed when it can be fit in. Unfortunately, this first part of the resolution is only about the streets, not about our applications to have the property lines adjusted.

3) The fact that the survey by the City appointed surveyor, was completed November 29, 2022, reflects a very poor management of the staff at the city with respect to timely resolution.

4) The mismanagement of this process has created hardship on us.

- Passed from city representative over and over again
- Unable to either refinance or sell property, the title cannot be verified
- Unable to accurately put in a fence on our property without possibility of it being incorrect
- There are items on "our" property that are a hazard to the community, we have discussed with the city and the recourse has been not resolved by the city (person "living" in old "Frito Lay" truck on our property), old motor home from neighbor on said property as well as propane tank

We would be more than happy to provide all of the time stamped documents for your review.

We understand that the City of Warrenton has had major turnover (especially in the planning department), and is a small town that is growing. However, the timeline for this resolution is unacceptable. I implore the commissioners to help facilitate the drive to strengthen the planning department as well as the public works department, as they are two areas that could bring revenue into the city as well as assist the city in growing in a healthy matter.

These concerns cannot hold any action item at this time, however, a streamlining of the processes and holding parties accountable would be a great start.

Regards,  
Karin & Mike Hopper





## City Commission Agenda Memo

Meeting Date: November 26, 2024  
 From: Esther Moberg, City Manager  
 Subject: Discussion and Selection of a FEMA Pre-Implementation Compliance Measure or PICM

### Summary:

The City of Warrenton legal advisors have recommended that the City of Warrenton commission indicate their selection of one of the three following Pre-Implementation Compliance Measures or PICMs. FEMA has indicated this should be selected prior to December 1, 2024 and legal for the City of Warrenton is also recommending that a choice be selected prior to the December 1 due date.

1. Prohibit all new development within the floodplain;
2. Adopt a model ordinance that incorporates the requirements of the ESA into the City's floodplain code.
3. Require applicants on a permit by permit basis to prepare a habitat assessment to verify that no net loss of floodplain functions will occur as part of their proposed development.

Tillamook County has indicated that they are not selecting one of the above PICM's but rather selecting a fourth option that they consider a "No-Take". While this is not on the list of approved FEMA options, Tillamook County is saying they do not believe FEMA has the right to anything beyond an Incidental Take Permit (ITP) under the current ESA and is selecting this option in requesting documentation in their county that a proposed floodplain development will not result in "take" from the applicant, after which they will make sure the ITP is also done as necessary.

It was indicated in a prior meeting that the City of Warrenton was considering the option 3. Of Adopting the FEMA model ordinance with a habitat assessment.

Due to constrictions in the ability to notify and implement the above PICMS following all local, state, and federal land use requirements, the City of Warrenton will be unable to implement this on the deadline set by FEMA of December 1, 2024. This puts the City of Warrenton in an impossible situation of either choosing to comply with Oregon land use law and local code requirements (and risking FEMA enforcement of that December 1, deadline) or complying with FEMA requirements even as they are still determining what many of those requirements still are (and weight the risks of challenges from developers, realtors, and others). If not sooner, it is the intent of the City of Warrenton to have implementation in place by July 31, of 2025 which is FEMA's final compliance deadline.

Once the selection has been made, enforcement of existing local regulations and state law will continue until the City of Warrenton's local development code has been amended in accordance with the City of Warrenton's due process and the state law.

### Recommendation/Suggested Motion:

*I move to notify FEMA that the City of Warrenton selects the model ordinance as it's primary Pre Implementation Compliance Measure, and will begin steps to implement the necessary code provisions on or before July 31, 2025.*

### Alternative:

I move to notify FEMA that the City of Warrenton selects \_\_\_\_SELECT PICM\_\_\_\_ in order to comply with its requirements under the Biological Opinion

OR

or other action as deemed appropriate by the City Commission. **Fiscal Impact:**

N/A or...budgeted....or how funded

**Attachments:**

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

- XXXX

**Approved by City Manager:** \_\_\_\_\_



## City Commission Agenda Memo

Meeting Date: November 26, 2024  
 From: Matthew Ellis, AICP, CFM, Planning Director  
 Subject: Adoption of Ordinance No. 1276

### Summary:

At the direction of the Warrenton City Commission, City staff have been working on changes to the floodplain development permit to ensure the minimum regulatory requirements of the NFIP are adopted. During the analysis, staff realized that the floodplain development permit would make more sense to be its own chapter of the Development Code.

The goal of this ordinance is to create a new chapter of the development code for floodplain regulation standards.

### Recommendation/Suggested Motion:

*"I move to conduct the second reading, by title only, of Ordinance No 1276, AN ORDINANCE AMENDING CHAPTER 16.88 AND ADDING CHAPTER 16.242 OF THE WARRENTON MUNICIPAL CODE TO CLARIFY REGULATIONS ON FLOODPLAIN DEVELOPMENT PERMITS."*

*"I move to adopt Ordinance No 1276, AN ORDINANCE AMENDING CHAPTER 16.88 AND ADDING CHAPTER 16.242 OF THE WARRENTON MUNICIPAL CODE TO CLARIFY REGULATIONS ON FLOODPLAIN DEVELOPMENT PERMITS."*

### Alternative:

None recommended

### Fiscal Impact:

N/A

### Attachments:

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

- Ordinance No. 1276

Approved by City Manager: \_\_\_\_\_

ORDINANCE NO. 1276  
INTRODUCED BY ALL COMMISSIONERS

**AN ORDINANCE AMENDING CHAPTER 16.88 AND ADDING CHAPTER 16.242  
OF THE WARRENTON MUNICIPAL CODE TO CLARIFY REGULATIONS ON  
FLOODPLAIN DEVELOPMENT PERMITS**

**WHEREAS**, the City Commission recognizes that public health, safety, and general welfare necessitates the reasonable regulation of floodplain development within the City of Warrenton; and

**WHEREAS**, the current City code does not currently provide clear and objective standards for floodplain development permitting, leading to confusion across the community;

**NOW THEREFORE**, the City of Warrenton ordains as follows:

**Section 1.** Section 16.88.020(B) of the Warrenton Municipal Code is hereby amended as follows:

- B. Basis for Establishing the Areas of Special Flood Hazards. The areas of special flood hazard identified by the Federal Insurance Administration in a scientific and engineering report entitled "The Flood Insurance Study for Clatsop County, Oregon and Incorporated Areas," dated September 17, 2010, with accompanying flood insurance maps are hereby adopted by reference and declared to be a part of this chapter. The Flood Insurance Study is on file at the Warrenton City Hall. The best available information for flood hazard area identification shall be the basis for regulation until a new FIRM is issued.

**Section 2.** Section 16.88.030 and Section 16.88.040 of the Warrenton Municipal Code are hereby repealed.

**Section 3.** A new Chapter 16.242 is hereby added to the Warrenton Municipal Code as follows:

**Chapter 16.242 FLOODPLAIN DEVELOPMENT PERMITS**

**16.242.010 Purpose.**

The purpose of this chapter is to regulate the use of areas of special flood hazard as established in Chapter 16.88 to promote public health, safety, and general welfare, and

to minimize public and private losses due to flood conditions. FEMA's Flood Insurance Rate Map (FIRM) designates flood areas in Warrenton subject to requirements of the National Flood Insurance Program (NFIP).

**16.242.020 Establishment of Floodplain Development Permit.**

- A. A floodplain development permit, in addition to any regular building permit and/or grading permit that may be required, shall be obtained before construction or development begins in any area of special flood hazard established in Chapter 16.88. The permit shall be required for all structures and buildings and for all development as set forth in Chapter 16.12.
- B. Applications for a floodplain development permit shall be made on forms furnished by the Planning Department and shall be processed as a Type I procedure. Applications shall include but not be limited to plans in duplicate drawn to scale showing the nature, location, dimensions, and elevations of the area in question, existing or proposed structures, fill, storage of materials, drainage facilities, and the location of the foregoing. Specifically, the following information is required:
  - 1. Description of proposed development.
  - 2. Size and location of proposed development (site plan required).
  - 3. Base flood elevation at the site.
  - 4. Elevation in relation to mean sea level, of the lowest floor (including basement) of all structures.
  - 5. Elevation to which floodproofing has occurred (if any).
  - 6. Certification by a registered professional engineer or architect that the floodproofing methods for any nonresidential structure meet the floodproofing criteria in Section 16.88.040.
  - 7. Elevation in relation to mean sea level of floodproofing in any structure.
  - 8. Description of the extent to which any watercourse will be altered or relocated as a result of proposed development.
  - 9. FEMA/NFIP elevation certificate completed by a land surveyor, engineer, or architect who is authorized by law to certify elevation information (for all new structures and substantial improvements unless otherwise exempt from this requirement by state or federal law).

**16.242.030 Duties and Responsibilities.**

- A. The duties of the Planning Director or their designee shall include but not be limited to:
  - 1. Review all building permits to determine that the permit requirements and conditions of this chapter have been satisfied.

2. Review all development permits to require that all necessary permits have been obtained from those federal, state, or local governmental agencies from which prior approval is required.
  3. Review all development permits in the area of special flood hazard to determine if the proposed development adversely affects the flood carrying capacity of the area.
- B. Use of Other Base Flood Data. When base flood elevation data is not available either through a Flood Insurance Study, FIRM, or from another authoritative source, applications for floodplain development permits shall be reviewed to assure that the proposed construction will be reasonably safe from flooding. The Planning Director or their designee shall obtain, review, and reasonably utilize available data to administer this chapter. The test of reasonableness is a local judgment and includes but is not limited to the use of historical data, high water marks, and photographs of past flooding. Failure to elevate at least two feet above grade in these zones may result in higher insurance rates.
- C. Information to be Obtained and Maintained.
1. Where base flood elevation data is provided through a Flood Insurance Study, FIRM, or required as in this chapter, the Planning Director or their designee shall verify, obtain, and record the actual elevation (in relation to mean sea level) of the lowest flood (including basements and below-grade crawlspaces) of all new or substantially improved structures, and whether the structure contains a basement or not.
  2. For all new or substantially improved floodproofed structures where base flood elevation data is provided through a Flood Insurance Study, FIRM, or as required in this chapter, the Planning Director or their designee shall:
    - a. Verify and record the actual elevation (in relation to mean sea level); and
    - b. Maintain the floodproofing certifications required in this chapter.
  3. The Planning Director or their designee shall maintain for public inspection all records pertaining to the provisions of this chapter.
  4. In coastal high hazard areas, certification shall be obtained from a registered professional engineer or architect that the structure is securely anchored to adequately anchored pilings or columns to withstand velocity waters.
- D. Interpretation of FIRM Boundaries. Where needed, the Planning Director or their designee shall be authorized to interpret the exact location of the boundaries of the areas of special flood hazards where there appears to be a conflict between a mapped boundary and actual field conditions. The person contesting the location of the boundary shall be given a reasonable opportunity

to appeal the interpretation to the Planning Commission consistent with this chapter.

- E. Alteration of Watercourses. The Planning Director or their designee shall:
  - 1. Notify adjacent communities, the Department of Land Conservation and Development, and other appropriate state and federal agencies prior to any alteration or relocation of a watercourse and submit evidence of such notification to the Federal Insurance Administration.
  - 2. Require that a maintenance plan is provided within the altered or relocated portion of said watercourse which assures the flood carrying capacity is not diminished.

#### **16.242.040 Standards for Flood Hazard Reduction.**

In all areas of special flood hazard established in Chapter 16.88, the standards outlined in this section shall apply.

- A. Anchoring.
  - 1. All new construction and substantial improvements shall be anchored to prevent flotation, collapse or lateral movement of the structure.
  - 2. All manufactured homes shall be anchored to prevent flotation, collapse, or lateral movement and shall be installed using methods and practices that minimize flood damage. Anchoring methods may include, but are not limited to, use of over-the-top and frame ties to ground anchors. (Reference FEMA's "Manufactured Home Installation in Flood Hazard Areas" guidebook for additional techniques.)
  - 3. A certificate signed by a registered architect or engineer which certifies that the anchoring system is in conformance with FEMA regulations shall be submitted prior to final inspection approval.
- B. Construction Materials and Methods.
  - 1. All new construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage.
  - 2. All new construction and substantial improvements shall be constructed using methods and practices that minimize flood damage.
  - 3. Electrical, heating, ventilation, plumbing, and air conditioning equipment and other service facilities shall be elevated or located so as to prevent water from entering or accumulating within the components during conditions of flooding.
- C. Utilities.
  - 1. All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of floodwater into the system.



2. New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of floodwater into the systems and discharge from the systems into floodwaters.
  3. On-site waste disposal systems shall be located to avoid impairment of them or contamination from them during flooding consistent with the Oregon Department of Environmental Quality (DEQ).
- D. Manufactured Dwelling Park and Subdivision Proposals.
1. All manufactured dwelling park and subdivision proposals shall be consistent with the need to minimize flood damage.
  2. All manufactured dwelling park and subdivision proposals shall have public utilities and facilities such as sewer, gas, electrical, and water systems located and constructed to minimize or eliminate flood damage.
  3. All manufactured dwelling park and subdivision proposals shall have adequate drainage provided to reduce exposure to flood damage.
  4. Where base flood elevation data has not been provided or is not available from an authoritative source, it shall be generated for manufactured dwelling park and subdivision proposals and other proposed developments which contain at least 50 lots or five acres.
- E. Residential Construction.
1. New construction and substantial improvement of any residential structure shall have the lowest floor, including basement, elevated to a minimum of one foot above the base flood elevation.
  2. Fully enclosed areas below the lowest floor that are subject to flooding are prohibited or shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must be either certified by a registered professional engineer or architect or must meet or exceed the following minimum criteria:
    - a. A minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided.
    - b. The bottom of all openings shall be no higher than one foot above grade.
    - c. Openings may be equipped with screens, louvers, or other coverings or devices provided they permit the automatic entry and exit of floodwaters.
- F. Nonresidential Construction.
1. New construction and substantial improvement of any commercial, industrial, or other nonresidential structure shall either have the lowest floor, including basement, elevated to a minimum of one foot above the



base flood elevation or, together with attendant utility and sanitary facilities, shall meet the following criteria:

- a. Below the base flood level, the structure is floodproofed and watertight with walls substantially impermeable to the passage of water.
  - b. The structure has structural components capable of resisting hydrostatic and hydrodynamic loads and the effects of buoyancy.
  - c. A registered professional engineer or architect certifies that the design and methods of construction are in accordance with accepted standards of practice for meeting provisions of this chapter based on their development and/or review of the structural design, specification, and plans. Such certifications shall be provided to the building official as set forth in Chapter 16.244.
  - d. Nonresidential structures that are elevated and not floodproofed must meet the same standards for space below the lowest floor as described in Section 16.242.040(E)(2).
2. Applicants floodproofing nonresidential buildings shall be notified that flood insurance premiums will be based on rates that are one foot below the floodproofed level. For example, a building floodproofed to the base flood level will be rated as one foot below.
  3. Critical Facilities. Construction of new critical facilities shall be, to the extent possible, located outside the limits of the area of special flood hazard. Construction of new critical facilities shall be permissible within the area of special flood hazard if no feasible alternative site is available. Critical facilities constructed within the area of special flood hazard shall have the lowest floor elevated three feet above base flood elevation or to the height of the 500-year flood, whichever is higher. Access to and from the critical facility should also be protected to the height utilized above. Floodproofing and sealing measures must be taken to ensure that toxic substances will not be displaced by or released into floodwaters. Access routes elevated to or above the base flood elevation shall be provided to all critical facilities to the extent possible.
- G. Manufactured Homes/Dwellings.
1. All manufactured homes to be placed or substantially improved shall be elevated on a permanent foundation such that the finished floor of the manufactured home is elevated to a minimum 18 inches above the base flood elevation and securely anchored to an adequately designed foundation system to resist flotation, collapse and lateral movement. Electrical crossover connections shall be a minimum of 12 inches above base flood elevation.

2. Manufactured homes to be placed or substantially improved on sites in an existing manufactured home park or subdivision within Zones AI-30, AH, and AE on the community's FIRM that are not subject to the above manufactured home provisions shall be elevated so that either:
  - a. The lowest floor of the manufactured home is elevated to a minimum of 18 inches (46 cm) above the base flood elevation; or
  - b. The manufactured home chassis is supported by reinforced piers or other foundation elements of at least equivalent strength that are no less than 36 inches in height above grade and be securely anchored to an adequately designed foundation system to resist flotation, collapse, and lateral movement.
- H. Recreational vehicles placed on sites for longer than 180 consecutive days are required to either:
  1. Be fully licensed and ready for highway use, on its wheels or jacking system, attached to the site only by quick disconnect type utilities and security devices, and have no permanently attached additions; or
  2. Meet the elevation and anchoring requirements for manufactured homes.
- I. Flood Hazard, Park and Open Space Dedication. Where fill and/or development is allowed within or adjacent to the area of special flood hazard outside the zero-foot rise floodplain, and the Comprehensive Plan designates the subject floodplain for park, open space, or trail use, the City may require the dedication of sufficient open land area for a greenway adjoining or within the floodplain. When practicable, this area shall include portions at a suitable elevation for the construction of a pedestrian/bicycle pathway within the floodplain in accordance with the City's adopted Transportation System Plan for trails, pedestrian, and bikeway, as applicable. The City shall evaluate individual development proposals and determine whether the dedication of land is justified based on the development's impact and shall be consistent with Chapter 16.136.
- J. Temporary Encroachments in the Floodway for Bridge Construction and Repair.
  1. Temporary encroachments in the floodway for bridge construction and repair shall receive a temporary use permit prior to the issuance of a floodplain development permit or other applicable permits.
  2. The temporary use permit shall state the number of days the structure or other development will be on the site. If a longer period is required, a new permit shall be issued.

3. A flood warning system for the project should be in place to allow equipment to be evacuated from the site and placed outside the floodplain.
  4. Placement of equipment in the floodway should be restricted to only equipment which is necessary for the purposes of the project. All other accessory equipment and temporary structures (i.e., construction trailers) should be restricted from the floodway. Structures should be placed on site so that flood damage is minimized. Anchoring the construction trailers in case of evacuation is not practical.
- K. Coastal High Hazard Areas. Located within areas of special flood hazard established in Section 16.88.020 are coastal high hazard areas, designated as Zones V1-V30, VE and/or V. These areas have special flood hazards associated with high velocity waters from surges and, therefore, in addition to meeting all provisions in this chapter, the following provisions shall also apply:
1. All new construction and substantial improvements in Zones V1-V30 and VE (V if base flood elevation data is available) shall be elevated on pilings and columns so that:
    - a. Below the base flood elevation, the structure is floodproofed and watertight with walls substantially impermeable to the passage of water.
    - b. The structure has structural components capable of resisting hydrostatic and hydrodynamic loads and the effects of buoyancy.
  2. A registered professional engineer or architect shall develop or review the structural design, specifications and plans for the construction, and shall certify that the design and methods of construction to be used are in accordance with accepted standards of practice for meeting the provisions of this section.
  3. Obtain the elevation (in relation to mean sea level) of the bottom of the lowest structural member of the lowest floor (excluding pilings and columns) of all new and substantially improved structures in Zones V1-30, VE, and V, and whether such structures contain a basement or not. The Planning Director or their designee shall maintain a record of all such information.
  4. All new construction shall be located landward of the reach of mean high tide.
  5. Provide that all new construction and substantial improvements have the space below the lowest floor either free of obstruction or constructed with non-supporting breakaway walls, open wood latticework, or insect screening intended to collapse under wind and water loads without causing collapse, displacement, or other structural damage to the

elevated portion of the building or supporting foundation system. For the purpose of this section, a breakaway wall shall have a design safe loading resistance of not less than 10 and no more than 20 pounds per square foot. Use of breakaway walls which exceed a design safe loading resistance of 20 pounds per square foot (either by design or when so required by local or state codes) may be permitted only if a registered professional engineer or architect certifies that the designs proposed meet the following conditions:

- a. Breakaway wall collapse shall result from water load less than that which would occur during the base flood.
  - b. The elevated portion of the building and supporting foundation system shall not be subject to collapse, displacement, or other structural damage because of wind and water loads acting simultaneously on all building components (structural and nonstructural). Maximum wind and water loading values to be used in this determination shall each have a one percent chance of being equaled or exceeded in any given year (100-year mean recurrence interval).
6. If breakaway walls are utilized, such enclosed space shall be useable solely for parking vehicles, building access, or storage. Such space shall not be used for human habitation.
  7. Prohibit the use of fill for structural support of buildings.
  8. Prohibit man-made alteration of sand dunes which would increase potential flood damage.

#### **16.242.050 Variances.**

- A. Variances to the requirements of this chapter shall be processed as a Type III procedure and be issued or denied in accordance with this section and Section 16.242.070.
- B. Conditions for Variances.
  1. Generally, the only condition under which a variance from the elevation standard may be issued is for new construction and substantial improvements to be erected on a lot of one-half acre or less in size contiguous to and surrounded by lots with existing structures constructed below the base flood level. As the lot size increases the technical justification required for issuing the variance increases.
  2. Variances may be issued for the rehabilitation or restoration of structures listed on the National Register of Historic Places or the Statewide Inventory of Historic Properties without regard to the procedures set

forth in this section provided that the alteration will not preclude the structure's continued designation as a "historic structure."

3. Variances shall not be issued within a designated floodway if any increase in flood levels during the base flood discharge would result.
  4. Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
  5. Variances shall only be issued upon:
    - a. A showing of good and sufficient cause;
    - b. A determination that the failure to grant the variance would result in exceptional hardship to the applicant;
    - c. A determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public or conflict with existing local laws or ordinances;
    - d. A determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
  6. Variances as interpreted in the NFIP are based on the general zoning law principle that they pertain to a physical piece of property; they are not personal in nature and do not pertain to the structure, its inhabitants, economic, or financial circumstances. They primarily address small lots in densely populated residential neighborhoods. As such, variances from the flood elevations should be quite rare.
  7. Variances may be issued for nonresidential buildings in very limited circumstances to allow a lesser degree of floodproofing than watertight or dry floodproofing, where it can be determined that such action will have low damage potential, complies with all other variance criteria and otherwise complies with general standards.
- C. Any applicant to whom a variance is granted shall be given written notice that the structure will be permitted to be built with a lowest floor elevation below the base flood elevation and that the cost of flood insurance will be commensurate with the increased risk resulting from the reduced lowest floor elevation.

#### **16.242.060 Appeals.**

Appeals will be conducted in accordance with Section 16.208.030 of this Code. The Planning Department shall maintain the records of all appeal actions and report any variances to the Federal Insurance Administration upon request.

#### **16.242.070 Variance and Appeal Criteria.**



- A. While considering variances or appeals to the provisions of this chapter, the hearings body shall consider all technical evaluations, all relevant factors, standards specified in other sections of this chapter, and the:
1. Danger that materials may be swept onto other lands to the injury of others;
  2. Danger to life and property due to flooding or erosion damage;
  3. Susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner;
  4. Importance of the services provided by the proposed facility to the community;
  5. Necessity to the facility of a waterfront location, where applicable;
  6. Availability of alternative locations for the proposed use which are not subject to flooding or erosion damage;
  7. Compatibility of the proposed use with existing and anticipated development;
  8. Relationship of the proposed use to the Comprehensive Plan and floodplain management program for that area;
  9. Safety of access to the property in times of flood for ordinary and emergency vehicles;
  10. Expected heights, velocity, duration, rate of rise, and sediment transport of the floodwaters and the effects of wave action, if applicable, expected at the site; and
  11. Costs of providing governmental services during and after flood conditions, including maintenance and repair of public utilities and facilities such as sewer, gas, electrical, and water systems, and streets and bridges.

**Section 4.** Severability. If any provision, section, phrase, or word of this Ordinance or its application to any person or circumstance is held invalid, the invalidity does in affect other provisions that can be given effect without the invalid provision or application.

**Section 5.** This ordinance shall take full force and effect 30 days after its adoption by the Commission of the City of Warrenton.

**First Reading:** November 12, 2024

**Second Reading:** November 26, 2024

ADOPTED by the City Commission of the City of Warrenton, Oregon this 26th day of November, 2024.

APPROVED:

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

ATTEST:

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



## City Commission Agenda Memo

Meeting Date: November 26, 2024  
 From: Matthew Ellis, AICP, CFM, Planning Director  
 Subject: Resolution 2685 Third Avenue Street Legalization

### Summary:

Staff have been working for several months with property owners near Third Avenue in Hammond on a street vacation/legalization process which will better identify public and private space. Based on the recorded plats of Kindred Park (1888) and Kindred Park First Addition (1890), the right-of-way lines for Third Avenue are unclear.

The Oregon Revised Statutes provides procedures that staff feels the City should avail themselves of. Not only will this clear up disputes of private and public property, but it will enable the property owners nearby to record their lot line adjustment application which has been submitted to the City.

The only action requested tonight is to initiate proceedings on this matter and set the date of the public hearing. This is the second of two related items which should be done together.

### Recommendation/Suggested Motion:

*"I move to adopt Resolution No. 2685, A RESOLUTION SETTING A PUBLIC HEARING DATE OF JANUARY 14, 2025, TO CONSIDER THE LEGALIZATION OF A PORTION OF THIRD AVENUE IN THE CITY OF WARRENTON, OREGON."*

### Alternative:

None recommended

### Fiscal Impact:

N/A

### Attachments:

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

- Resolution No. 2685
- Preliminary Survey Report

Approved by City Manager: Esther M. King

RESOLUTION NO. 2685  
INTRODUCED BY ALL COMMISSIONERS

**A RESOLUTION SETTING A PUBLIC HEARING DATE OF JANUARY 14, 2025, TO  
CONSIDER THE LEGALIZATION OF A PORTION OF THIRD AVENUE IN THE  
CITY OF WARRENTON, OREGON**

**WHEREAS**, ORS 223.935 permits cities to initiate the street legalization process if doubt exists as to the legal establishment or evidence of establishment of a public road, if the location of the road cannot be accurately determined, or if the road as traveled and used for 10 years or more does not conform to the location of a road described in the city records; and

**WHEREAS**, the Warrenton City Commission has found evidence that the location of the road cannot be accurately determined due to conflicting plats regarding the width of Third Avenue; and

**WHEREAS**, the Warrenton City Commission has found it is in the public's best interest to accurately define the location of the road; and

**NOW, THEREFORE, BE IT RESOLVED** that a public hearing on said street legalization is hereby set for January 14, 2024, at the hour of 6:00 p.m. at Warrenton City Hall, 225 S. Main Avenue, Warrenton, Oregon.

**BE IT FURTHER RESOLVED** that the Planning Director will provide notice of the public hearing as required by Oregon Revised Statutes regarding the proposed legalization.

**PASSED** by the City Commission of the City of Warrenton this 11th day of November, 2024.

This Resolution shall take effect immediately upon its passage.

APPROVED:

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Henry A. Balensifer III, Mayor

ATTEST:

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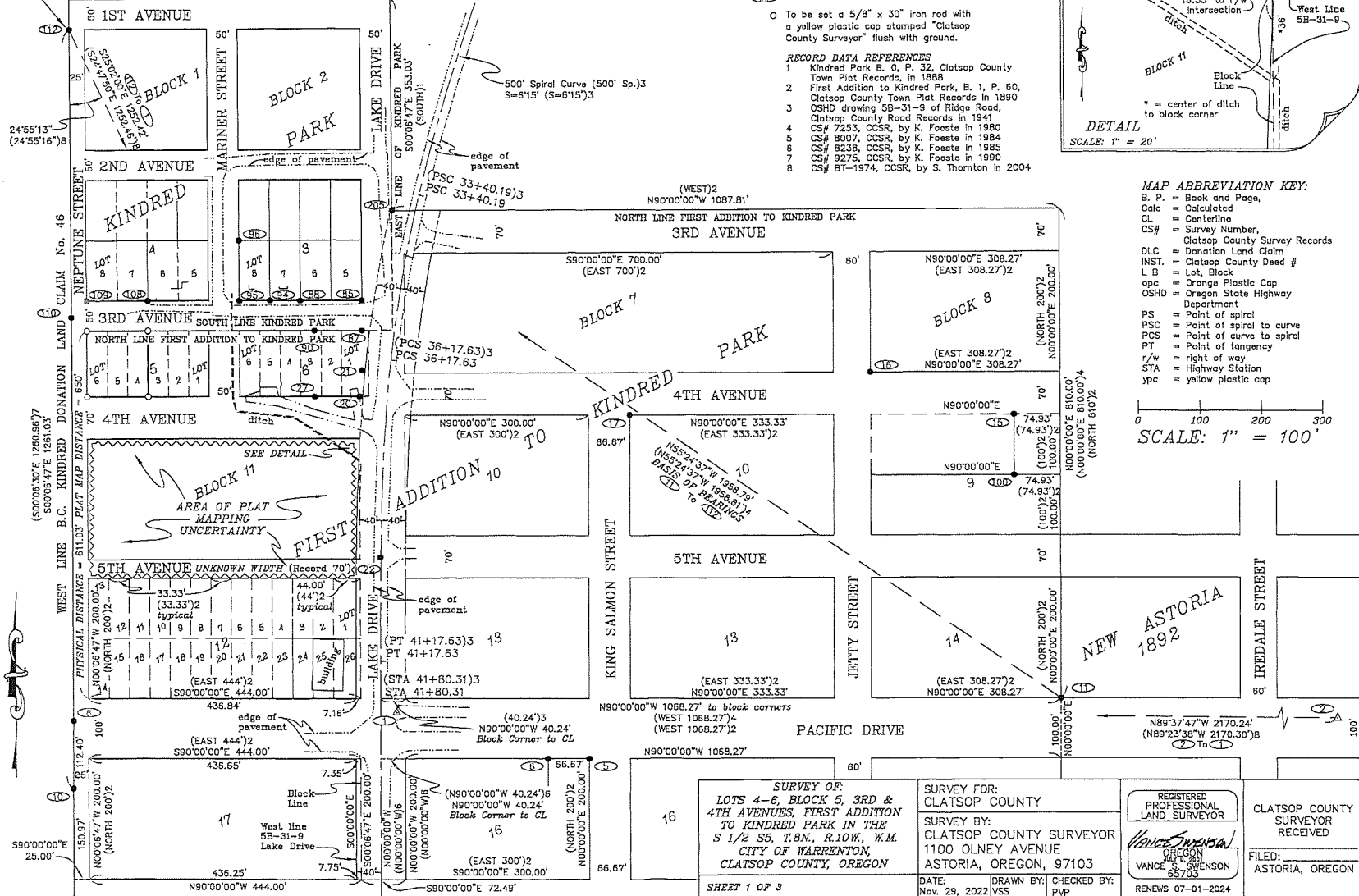
Dawne Shaw, CMC, City Recorder



# PRELIMINARY SURVEY REPORT COPY FOR: CLATSOP COUNTY AND CITY OF WARRENTON

See Sheet 2 for Detail  
of Subject Area

NORTHWEST CORNER  
B.C. KINDRED DONATION  
LAND CLAIM No. 46  
(EAST 525'1"  
N89°53'13"E 524.14'



## LEGEND

- ( )# Denotes record data
- ▲ Found monument as described in monument notes.
- ## Point number
- To be set a 5/8" x 30" iron rod with a yellow plastic cap stamped "Clatsop County Surveyor" flush with ground.

## RECORD DATA REFERENCES

- Kindred Park B. O. P. 32, Clatsop County Town Plat Records, in 1888
- First Addition to Kindred Park, B. 1, P. 60, Clatsop County Town Plat Records in 1890
- OSHD drawing SB-31-9 of Ridge Road, Clatsop County Road Records in 1941
- CS# 7253, CCSR, by K. Foeste in 1980
- CS# 8007, CCSR, by K. Foeste in 1984
- CS# 8238, CCSR, by K. Foeste in 1985
- CS# 9275, CCSR, by K. Foeste in 1990
- CS# BT-1974, CCSR, by S. Thornton in 2004

## MAP ABBREVIATION KEY:

- B. P. = Book and Page,
- Calc = Calculated
- CL = Centerline
- CS# = Survey Number, Clatsop County Survey Records
- DLC = Donation Land Claim
- INST. = Clatsop County Deed #
- L. B. = Lot, Block
- opc = Orange Plastic Cap
- OSHD = Oregon State Highway Department
- PS = Point of spiral
- PSC = Point of spiral to curve
- PCS = Point of curve to spiral
- PT = Point of tangency
- r/w = right of way
- STA = Highway Station
- ypc = yellow plastic cap

SCALE: 1" = 100'

SURVEY OF:  
LOTS 4-6, BLOCK 5, 3RD &  
4TH AVENUES, FIRST ADDITION  
TO KINDRED PARK IN THE  
S 1/2 S5, T.8N, R.10W, W.M.  
CITY OF WARRENTON,  
CLATSOP COUNTY, OREGON

SURVEY FOR:  
CLATSOP COUNTY  
SURVEY BY:  
CLATSOP COUNTY SURVEYOR  
1100 OLNEY AVENUE  
ASTORIA, OREGON, 97103

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR  
VANCE SWENSON  
6370

CLATSOP COUNTY  
SURVEYOR  
RECEIVED

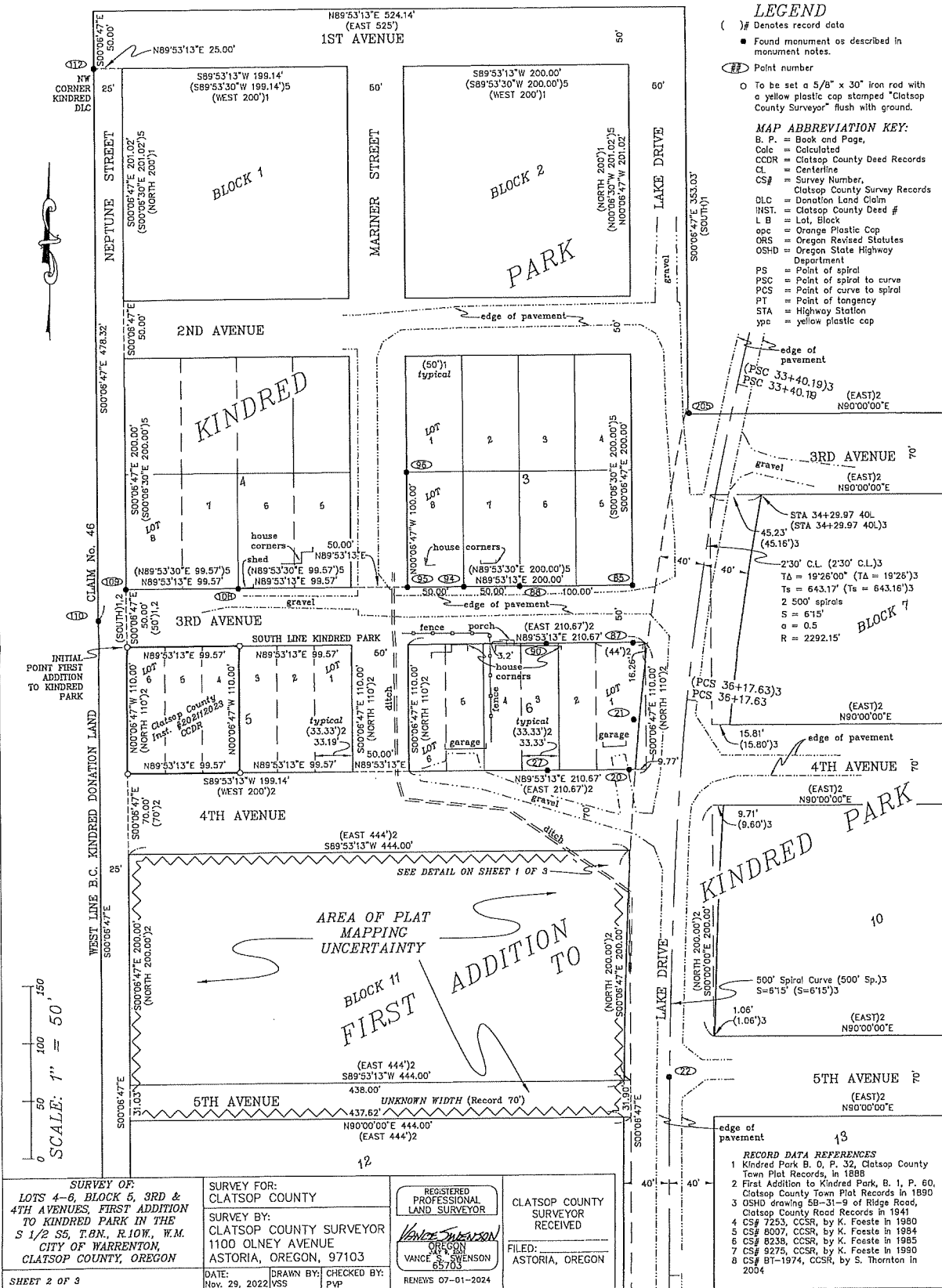
FILED:  
ASTORIA, OREGON

SHEET 1 OF 3

DATE: Nov. 29, 2022  
DRAWN BY: VSS  
CHECKED BY: PVP

RENEWS 07-01-2024

PRELIMINARY SURVEY REPORT COPY FOR: CLATSOP COUNTY AND CITY OF WARRENTON



# PRELIMINARY SURVEY REPORT COPY FOR: CLATSOP COUNTY AND CITY OF WARRENTON

## FOUND MONUMENT NOTES

- ① "CORKEY'S": a 2" aluminum cap stamped "Clatsop County Surveyor GPS 9201" flush with asphalt, per CS# HCI 810004.
- ② "POINT TRIUMPH": a 2" aluminum cap stamped "Clatsop County Surveyor GPS 9202" flush with asphalt, per CS# HCI 810005.
- ③ A 5/8" rebar with an ope stamped "Mendenhall LS2001" per CS# 13380 below ground 2". Calc NE corner of L13, B16 is S84°W 0.13'.
- ④ A 5/8" rebar with an ope stamped "Mendenhall LS2001" per CS# 13380 below ground 2". Calc NE corner of L15, B16 is N87°W 0.17'.
- ⑤ A 3" aluminum cap stamped "Corps of Engineers US Army \$250 fine or imprisonment 21-021 station designation year 2021 rw for disturbing this mark survey mark" per CS# 14098 below ground 2". West line of Kindred DLC is S89°53'13"W 0.15'. A 5/8" rebar with no cap (unknown origin) below ground 2" is N2°59'24"W 2.50'.
- ⑥ A 5/8" rebar with a ypc stamped "K. Foeste LS 849" per CS# 8275 flush with ground. Held for west line of the B.C. Kindred Donation Land Claim.
- ⑦ A 1-1/2" iron pipe with a rusty nail in center, listed as found on CS# 7253, below ground 4". Held for basis of bearings and SE corner of B14. The SE corner of historic house is approximately N60°W 15'.
- ⑧ A 5/8" rebar with a ypc stamped "K. Foeste LS 849" per CS# 8633 flush and directly under N-S wood fence. Calc NE corner of L3, B9 is S22°W 0.05'.
- ⑨ A 5/8" rebar with a ypc stamped "K. Foeste LS 849" origin unknown flush with ground. Calc SW corner B8 is S84°W 0.05'.
- ⑩ A 5/8" rebar with a ypc stamped "K. Foeste LS 849" per CS# 8586 flush with ground. Calc NW corner L10 B10 is S63°W 0.14'.
- ⑪ A 5/8" rebar with a ypc stamped "S&F Land Services" per CS# 14058 flush with ground. Calc intersection of S line B6 and W line Lake Drive is N88°36'02"E S.45'.
- ⑫ A 5/8" rebar with a ypc stamped "S&F Land Services" per CS# 14058 flush with ground. Calc intersection of S line B6 and W line Lake Drive is S011°46'E 43.15'.
- ⑬ A 3/4" rebar per CS# 5234 below asphalt 1". N0°00'00"W 34.93' and N90°00'00"W 1108.24' from NE corner B14 (CS# 7253 = N0°00'00"W 34.94' and N90°00'00"W 1108.32', CS# 5234 = N0°00'00"W 35.00' and N90°00'00"W 1108.27')
- ⑭ A 5/8" rebar with a ypc stamped "S&F Land Services" per CS# 14058 flush with ground. Calc intersection of S line B6 and W line Lake Drive is N89°48'18"E 78.17'.
- ⑮ A 5/8" rebar with a ypc stamped "K. Foeste LS 849" origin unknown below ground 3". Calc SE corner B3 is N71°W 0.15'.
- ⑯ A 5/8" rebar with a ypc stamped "S&F Land Services" per CS# 14058 flush with ground. Calc NE corner B6 is N88°59'12"E 10.61'.
- ⑰ A 5/8" rebar with a ypc stamped "WA-RS15646 OR-RS1095" per CS# 8863 below ground 2". Calc SE corner L7, B3 is N76°06'E 0.45'. A N-S fence is East 0.3', a 1" iron pipe, origin unknown, with flared top is N50°W 0.4'.
- ⑱ A 5/8" rebar with a ypc stamped "S&F Land Services" per CS# 14058 flush with ground. Calc NE corner B6 is N89°49'43"E 87.99'.
- ⑲ A 5/8" rebar with a ypc stamped "PLS OR 932 PLS WA 2298" per CS# 12140 flush with ground. Calc SE corner L8 B3 is N38°W 0.11'.
- ⑳ A 5/8" rebar with a ypc stamped "PLS OR 932 PLS WA 2298" per CS# 12140 flush with ground. Calc SW corner B3 is N42°W 0.09'.
- ㉑ A 5/8" rebar with a broken ypc (please read LS 849") per CS# 8007 below ground 3". Calc NW corner L8 B3 is N43°W 0.11'.
- ㉒ A 5/8" rebar with a ypc stamped "K. Foeste LS 849" per CS# 8633 flush with ground. Calc SW corner L2 B9 is S88°W 0.07'.
- ㉓ A 5/8" rebar per CS# 8007 with no cap below ground 2" and leaning slightly to South. Calc SE corner L7, B4 is N01°W 0.20' from top of rebar.
- ㉔ A 5/8" rebar per CS# 8007 with no cap flush with ground. Calc SW corner B3 is N22°E 0.05'.
- ㉕ A 3" aluminum cap stamped "Corps of Engineers US Army \$250 fine or imprisonment 21-022 station designation year 2021 agency 2 for disturbing this mark survey mark" per CS# 14098 below ground 2". West line of Kindred DLC is S89°53'13"W 0.05'.
- ㉖ NORTHWEST CORNER B.C. KINDRED DONATION LAND CLAIM No. 46: a 6" x 6" concrete monument with a 3" brass cap stamped "Clatsop County Surveyor TBN R10W DLC46 LS2014 2004" in center per CS# BT-1974. Held for basis of bearings and plot resolutions.
- ㉗ A 5/8" iron rod with a ypc marked "Otak" per CS# 13340 flush with ground. Calc NW corner of 2nd Avenue is S49°40'W 1.18'.

## NARRATIVE:

### Purpose:

To mark the Clatsop County owned property described in Inst. #202112023 as Lots 4-6, Block 5, First Addition to Kindred Park and to determine the right-of-way lines of Third and Fourth Avenues west of Lake Drive for access to said lots.

### Summary of the subject area of the city blocks North of Pacific Drive and West of Lake Drive in Hammond:

Westerly of Lake Drive, there are mapping uncertainties between the south boundary of the Town Plat of Kindred Park and the north line of Pacific Drive. Since the North-South distance on the ground between Pacific Drive and 3rd Avenue is shorter than the mapped distance on the town plat of First Addition to Kindred Park, Blocks 5, 6, 11, 12, and 4th and 5th Avenues can't all fit on a map at their platted dimensions.

On the ground, Blocks 5 and 6 have been marked and occupied measured from the North, and conform with the location of the original Kindred Park Blocks 1 through 4. Blocks 11 and 12 are vacant land, except for one building in the southeast portion of Block 12 on Pacific Drive.

### Analysis:

The 1888 town plat of Kindred Park was laid out from the point #112 at the Northwest Corner of the B.C. Kindred Donation Land Claim and the west line of said claim. 3rd Avenue was dedicated on the plat of Kindred Park, and the south line of 3rd Avenue is the south line of the plat. There appears to be no conflict on the map, and measurements of the physical streets and structures within the plat appear to conform with the mapped streets and blocks. I held the location of plat of Kindred Park as determined by Karl Foeste in 1984 on CS# 8007 from point #112 at the Northwest Corner of the Kindred DLC and the west line of said claim.

The 1890 town plat of First Addition to Kindred Park Easterly of Lake Drive is measured Northerly from Pacific Drive and has no conflicts on the map or physically on the ground, but Westerly of Lake Drive, it does have conflicting information on the map itself, and the plat also conflicts with the physical location of the streets and structures as shown on the attached maps and listed below. My solutions using basic surveying principles and principles to resolve conflicting land description elements as described in ORS chapter 93.310 Westerly of Lake Drive are listed after each:

Westerly of Lake Drive, the measured North-South distance between the physical locations of 3rd Avenue and Pacific Drive is roughly 40 feet shorter than the plat distance. By measuring the locations of the physical streets and houses, it is clear that the occupants within Block 5 and users of 3rd and 4th Avenue relied on record dimensions measured from the south line of Kindred Park and the west line of the Kindred DLC, which would conform to the maps and descriptions on both town plats of Kindred Park and First Addition. I therefore established the north and south lines of Blocks 5 and 6, and 4th Avenue at record plot dimensions from the south line of Kindred Park (south line of 3rd Avenue) and the west line of the Kindred DLC.

It is clear that the building on Lots 24, 25, and 26, Block 12 was placed relying on measured record dimensions from the north line of Pacific Drive. I therefore established the lines of Block 12 at the record plot dimensions from the north line of Pacific Drive and west line of the Kindred DLC.

Block 5 platted dimensions match directly with the mapped southerly extensions of the east and west lines of Block 4, therefore I established it's east and west lines on said extensions and proportioned the East-West distances of the Lots as shown.

On the plat, the written description of Block 6 differs from the mapped location: the sum total east-west distances of Lots 1 through 6 listed in the description equals 210.67 feet, whereas the mapped lines of Block 6 are drafted as Southerly extensions of the 200 feet wide Block 3. By measuring the location of the ditch in Mariner Street, and the houses in Block 6, it appears that the owners within Block 6 and the users of Mariner Street recognize the east line of Mariner Street at its mapped extension of the west line of Block 3. I therefore held the west line of

Block 6 as the Southerly extension of Block 3. It appears that the owners generally, but not accurately, relied on measurements easterly from said west line. I therefore established the east line of Block 6 at record plot dimension of 210.67 feet from its west line to keep the maximum width of the interior lots. This also practically places the resulting conflict between the west line of the 1890 platted 60 feet wide Lake Drive and the east line of the platted block mostly hidden beneath the 1941 dedicated 80 feet wide Lake Drive.

A recent survey (CS# 14058) of Lots 1 and 2, Block 6 established the east line of Block 6 at the southerly extension of the east line of Block 3. Although this method is valid, it does place the mapped lines even further Westerly of the occupied locations of the houses in Block 6 and Lake Drive, and shortens the width of Lot 6. It should be noted that since the plat has multiple ambiguities relating to the widths of the Lots within Block 6, and the houses don't fit any of the number of lot location options, I recommend that the owners within Block 6 seek legal counsel to resolve the written descriptions of their interior North-South property line.

South of 4th Avenue, the streets are listed and depicted as even widths extended Southerly from the plat of Kindred Park, but the Blocks west of Lake Drive are only 444 feet wide versus the 450 feet depicted on the north line of the plat between Lake Drive and Neptune Street. I established the tier of blocks west of Lake Drive at record East-West widths of 444 feet measured Easterly from Neptune Street to keep the record lot widths. This also practically places the resulting conflict between the west line of the 1890 platted 60 feet wide Lake Drive and the east lines of the platted blocks hidden beneath the 1941 dedicated 80 feet wide Lake Drive.

There is no physical occupation within Block 11 and 5th Avenue, therefore I can't use physical evidence to determine which plat map elements the owners intended to hold in that area.

The above described methods isolate nearly all of the remaining plat map conflicts within Block 11 and 5th Avenue. Therefore, I recommend that the owner of Block 11 and the City of Warrenton use the methods described in ORS chapter 271 to vacate both Block 11 and 5th Avenue Westerly of Lake Drive to eliminate the conflicting portion of the plat of First Addition to Kindred Park.

I also recommend that the City of Warrenton use the methods described in ORS chapter 223 to legalize the location of 4th Avenue, Lake Drive, Neptune and Mariner Streets Westerly of the east line of Lake Drive, at the locations shown on the attached survey map to eliminate any future doubt about their location.

### Method:

I held Karl Foeste's 1980 CS# 7253 survey of First Addition to Kindred Park to calculate the location of the blocks, streets and avenues East of Lake Drive from point #11. I held Karl Foeste's 1984 CS# 8007 survey to calculate the location of the blocks, streets and avenues of Kindred Park from point #112. Both of these surveys are based on points #11 and #112 and the west line of the Kindred DLC now marked by point #10. I held the line between points #11 and #112 for my basis of bearings.

For Lake Drive, I held Karl Foeste's 1984 CS# 8238 location of the centerline of Lake Drive at West 40.24 feet from the northwest corner of Block 16, and parallel to the west line of Block 16. I then held the record OSHD map 58-31-9 centerline station 41+80.31 at N90°00'00"W 40.24' from the southwest corner of Block 13, and record map 58-31-9 centerline information northerly from this station. The resulting centerline matched extremely well with map 58-31-9 dimensions to the corners of Blocks 7 and 10. It should be noted that the 58-31-9 dimensions to the corners of Blocks 5, 11 and 12 do not match since 58-31-9 depict all the blocks west of Lake Drive at record distances north and west of platted Pacific and Lake Drives, which differs than my block resolutions west of Lake Drive.

Conforming to Foeste's method on CS# 7253 and CS# 8007, I listed findings from found monuments to my calculated lot corners. I recognize that the found monuments that fall within acceptable tolerances represent the actual lot corners.

<p><b>SURVEY OF:</b>  <b>LOTS 4-6, BLOCK 5, 3RD &amp; 4TH AVENUES, FIRST ADDITION TO KINDRED PARK IN THE S 1/2 S5, T.8N., R.10W., W.M. CITY OF WARRENTON, CLATSOP COUNTY, OREGON</b></p> <p><b>SHEET 3 OF 3</b></p>	<p><b>SURVEY FOR:</b>  <b>CLATSOP COUNTY</b></p> <p><b>SURVEY BY:</b>  <b>CLATSOP COUNTY SURVEYOR</b>  <b>1100 OLNEY AVENUE</b>  <b>ASTORIA, OREGON, 97103</b></p> <p><b>DATE:</b> Nov. 29, 2022  <b>DRAWN BY:</b> VSS  <b>CHECKED BY:</b> PVP</p>	<p>REGISTERED  PROFESSIONAL  LAND SURVEYOR</p> <p><i>VANCE JENSEN</i>  VANCE JENSEN  6570</p> <p>RENEWS 07-01-2024</p>	<p>CLATSOP COUNTY  SURVEYOR  RECEIVED</p> <p>FILED:  ASTORIA, OREGON</p>
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## City Commission Agenda Memo

Meeting Date: November 26, 2024  
 From: Matthew Ellis, AICP, CFM, Planning Director  
 Subject: Resolution 2684 Fourth and Fifth Avenue Street Vacation

### Summary:

Staff have been working for several months with property owners near Third Avenue in Hammond on a street vacation/legalization process which will better identify public and private space. Based on the recorded plats of Kindred Park (1888) and Kindred Park First Addition (1890), the right-of-way lines for Third Avenue are unclear.

The Oregon Revised Statutes provides procedures that staff feels the City should avail themselves of. Not only will this clear up disputes of private and public property, but it will enable the property owners nearby to record their lot line adjustment application which has been submitted to the City.

The only action requested tonight is to initiate proceedings on this matter and set the date of the public hearing. This is the first of two related items which should be done together.

### Recommendation/Suggested Motion:

*"I move to adopt Resolution No. 2684, A RESOLUTION SETTING A PUBLIC HEARING DATE OF JANUARY 14, 2025, TO CONSIDER THE LEGALIZATION OF A PORTION OF THIRD AVENUE IN THE CITY OF WARRENTON, OREGON."*

### Alternative:

None recommended

### Fiscal Impact:

N/A

### Attachments:

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

- Resolution No. 2684
- Preliminary Plat showing proposed vacations and manner of rededicating

Approved by City Manager: \_\_\_\_\_

RESOLUTION NO. 2684  
INTRODUCED BY ALL COMMISSIONERS

**A RESOLUTION SETTING A PUBLIC HEARING DATE OF JANUARY 14, 2024, TO  
CONSIDER THE VACATION OF A PORTION OF FOURTH AVENUE AND FIFTH  
AVENUE IN THE CITY OF WARRENTON, OREGON**

**WHEREAS**, ORS 271.130 permits cities to initiate the street vacation process without receiving a petition to do so; and

**WHEREAS**, the City of Warrenton certifies that all liens and taxes have been paid on the lands covered by the proposed vacation; and

**WHEREAS**, the Warrenton City Commission has found no reason why the streets should not be vacated in part; and

**NOW, THEREFORE, BE IT RESOLVED** that a public hearing on said street vacation is hereby set for January 14, 2024, at the hour of 6:00 p.m. at Warrenton City Hall, 225 S. Main Avenue, Warrenton, Oregon.

**BE IT FURTHER RESOLVED** that the Planning Director will provide notice of the public hearing as required by the Oregon Revised Statutes regarding the proposed vacation.

**PASSED** by the City Commission of the City of Warrenton on this 26th day of November, 2024.

This Resolution shall take effect immediately upon its passage.

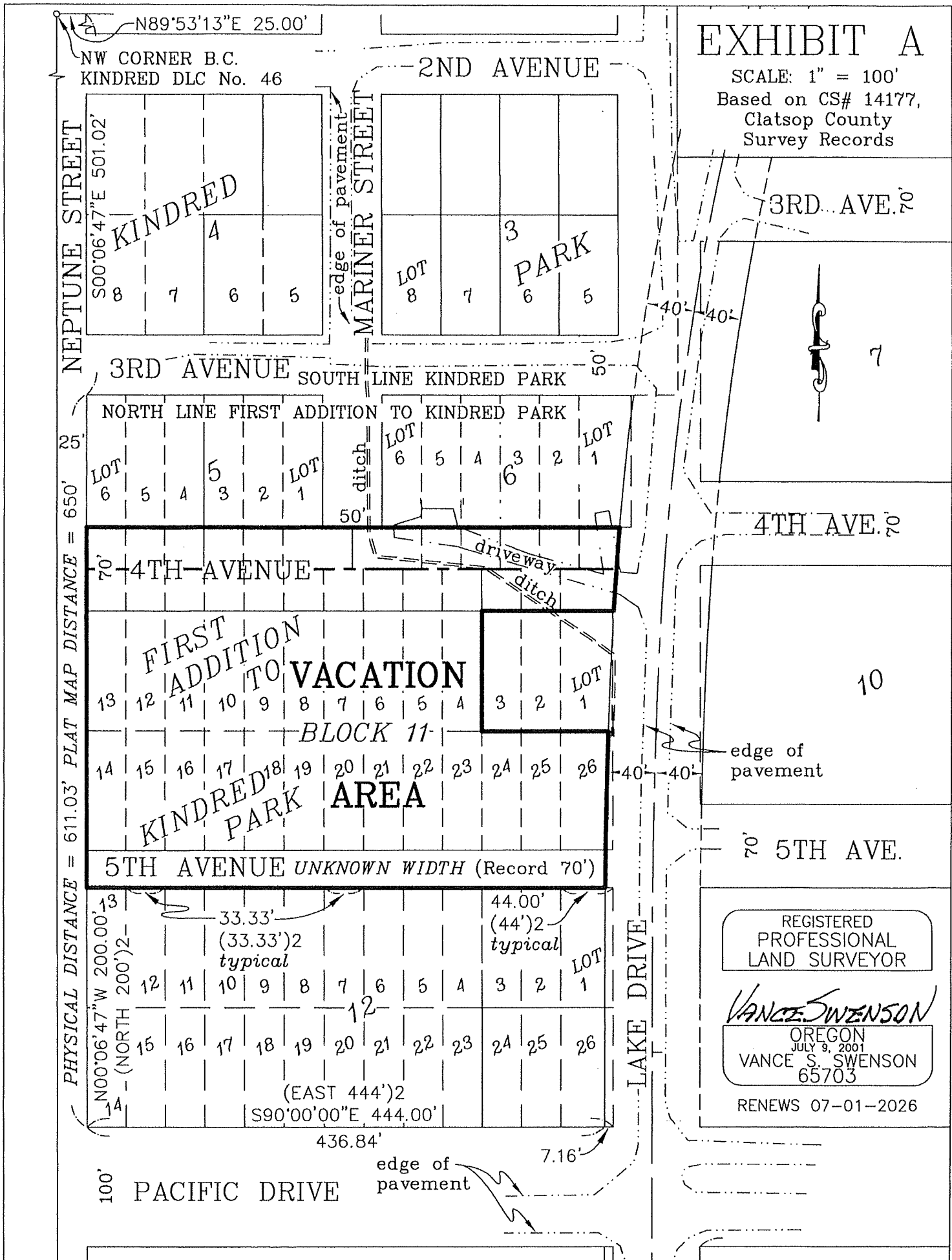
APPROVED:

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

ATTEST:

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





**Description of Portions of 4th and 5th Avenues and Lots 4 through 26, Block 11 in First Addition to Kindred Park to be Vacated**

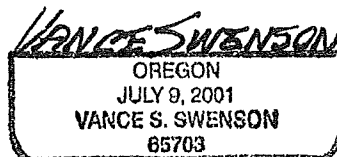
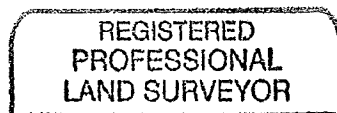
Lots 4 through 26, Block 11 and those portions of 4th Avenue and 5th Avenue lying between the west line of Lake Drive and the east line of Neptune Street, First Addition to Kindred Park, Book 1, Page 60, Clatsop County Town Plat Records, the boundaries of which are more particularly described as follows:

**Lots 4 through 26, Block 11 and that portion of 5th Avenue within the boundaries described as follows:** Commencing at a 6" x 6" concrete post with a 3-1/4" brass cap stamped "Clatsop County Surveyor T8N R10W DLC46 LS2014 2004" at the Northwest Corner of the B.C. Kindred Donation Land Claim No. 46; thence N89°53'13"E 25.00 feet to the northwest corner of Block 1, Kindred Park, Book 0, Page 32, Clatsop County Town Plat Records; thence S00°06'47"E 611.02 feet to a 5/8" x 30" rebar with a yellow plastic cap stamped "Clatsop Co. Surveyor" on the north line of 4th Avenue at the southwest corner of Block 5, First Addition to Kindred Park; thence continuing S00°06'47"E 70.00 feet to the northwest corner of Block 11, First Addition to Kindred Park and the **True Point of Beginning**; thence continuing S00°06'47"E 231.03 feet to the northwest corner of Block 12, First Addition to Kindred Park and the south line of 5th Avenue; thence N90°00'00"E 437.62 feet along the north line of said Block 12 to its intersection with the westerly line of Lake Drive, being a 40.00 feet offset Westerly of its centerline as depicted on Oregon State Highway Department map 5B-31-9; thence Northerly 131.94 feet along said 40.00 feet offset curve from its centerline 500 foot spiral curve to the right, the chord of said 40.00 feet offset curve bears N01°03'31"E 131.92 feet to its intersection with the south line of Lot 1, Block 11, First Addition to Kindred Park; thence S89°53'13"W 106.98 feet along the south line of said Lot 1 and the south line of Lots 2 and 3, said Block 11 to the southwest corner of said Lot 3; thence N00°06'47"W 100.00 feet along the west line of said Lot 3 to its northwest corner on the south line of 4th Avenue, First Addition to Kindred Park; thence S89°53'13"W 333.33 feet along the south line of 4th Avenue to the northwest corner of said Block 11 and True Point of Beginning.

**That portion of 4th Avenue, the boundaries of which are described as follows:** Commencing at a 6" x 6" concrete post with a 3-1/4" brass cap stamped "Clatsop County Surveyor T8N R10W DLC46 LS2014 2004" at the Northwest Corner of the B.C. Kindred Donation Land Claim No. 46; thence N89°53'13"E 25.00 feet to the northwest corner of Block 1, Kindred Park; thence S00°06'47"E 611.02 feet to a 5/8" x 30" rebar with a yellow plastic cap stamped "Clatsop Co. Surveyor" on the north line of 4th Avenue at the southwest corner of Block 5, First Addition to Kindred Park and the **True Point of Beginning**; thence N89°53'13"E 199.14 feet along the north line of 4th Avenue to a 5/8" x 30" rebar with a yellow plastic cap stamped "Clatsop Co. Surveyor" to be set at the southeast corner of said Block 5 and the west line of Mariner Street; thence N89°53'13"E 50.00 feet to a 5/8" x 30" rebar with a yellow plastic cap stamped "Clatsop Co. Surveyor" to be set at the southwest corner of Block 6 and the east line of Mariner Street, First Addition to Kindred Park; thence N89°53'13"E 200.90 feet along the south line of said Block 6 to its intersection with the westerly line of Lake Drive, being a 40.00 feet offset Westerly of its centerline as depicted on Oregon State Highway Department map 5B-31-9; thence Southerly 70.18 feet along said 40.00 feet offset curve from its centerline 500 foot spiral curve to the left, the chord of said 40.00 feet

offset curve bears S04°02'47"W 70.18 feet to the south line of 4th Avenue; thence S89°53'13"W 0.95 feet along the south line of 4th Avenue to the northeast corner of Block 11, First Addition to Kindred Park; thence S89°53'13"W 444.00 feet along the south line of 4th Avenue to the northwest corner of said Block 11; thence N00°06'47"W 70.00 feet to the southwest corner of said Block 5 and the True Point of Beginning.

The above descriptions are based on survey CS# 14177, Clatsop County Survey Records.



RENEWS *July 1, 2024*



November 21, 2024

To the Warrenton City Commission:

The purpose of this letter is to provide written nominations for previously verbally nominated individuals, as well as provide another slate of nominees for commission consideration for appointment.

The previous individuals appointed were nominated as follows: Kenneth Standring, Community Center Pos 2; Ron Dyer, Parks Pos. 2; Gregory Bian, Library Pos 4; and Tony Faletti, Planning Commission Pos 1.

Per City Commission Rules Ch.4, Section M.5 (b), the only applicant who submitted an application for marinas committee was Mike Balensifer who was applying for re-appointment. His name was provided for the commission with my abstention from the vote or nomination.

In addition to the above persons already appointed, I would like to nominate for respective boards are: Debbie Little, Community Center Pos 4.

Sincerely,

Henry A. Balensifer III  
Mayor

Recommended Motion:

*I move to re-appoint Debbie Little to position No. 4 on the Warrenton Community Center Advisory Board*

Alternatives: Do nothing and request the mayor submit a new nominee.



November 26, 2024

To the Warrenton City Commission & Supporting Staff:

The purpose of this letter is to provide notification of applications for city boards, particularly since several are unknown to the Mayor. If any commissioners have concerns or endorsements of any of the candidates, it would be greatly appreciated.

Applicants who are either wholly unknown or otherwise an acquaintance of the Mayor:

- Larry Ausman, Marinas (92274 Moore Rd, Warrenton) \*Non-resident, lives in county\*
- Dan Heath, Planning (1093 Nautical Dr, Hammond)
- Jack Bello, Planning (765 SW Kalmia Ave, Warrenton)

Applicants who are known, but the Mayor will submit without nomination per city rules:

- Kelsey Balensifer, Library Advisory
- Karen Baltier Long, Library Advisory (now lives in Longview and application was in February)

If the applicants are all appointed, that would still leave the city with the following vacancies it needs to fill:

- 2 Positions: Parks
- 1 Position: Community Center
- 2 Positions: Budget
- 2 Positions: WURA

Sincerely,

Henry A. Balensifer III  
Mayor

Recommended Action:

Report to the Mayor any issues, blue slips, or endorsements of candidates within a week of the next meeting.