

MINUTES  
Warrenton City Commission  
Regular Meeting – May 14, 2019  
6:00 p.m.  
Warrenton City Hall - Commission Chambers  
225 S. Main  
Warrenton, OR 97146

Mayor Balensifer called the meeting to order at 6:04 p.m., and led the public in the Pledge of Allegiance.

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

Staff Present: City Manager Linda Engbretson, Community Development Director Kevin Cronin, Finance Director April Clark, Police Chief Mathew Workman, Public Works Director Collin Stelzig, Public Works Operations Manager Kyle Sharpsteen, Harbormaster Jane Sweet, Marina Clerk/Maintainer Jessica McDonald, Deputy City Recorder Lindsay Duarte, and City Recorder Dawne Shaw

CONSENT CALENDAR

- A. City Commission Work Session Minutes – 03.12.19
- B. City Commission Work Session Minutes – 03.26.19
- C. City Commission Meeting Minutes – 04.09.19
- D. City Commission Meeting Minutes – 04.23.19

Mayor Balensifer noted a correction to the 3.26.19 Work Session minutes and the 4.23.19 Regular Meeting minutes. City Recorder Dawne Shaw will make corrections as noted.

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

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

COMMISSIONER REPORTS

Commission Newton discussed an “epidemic” in Warrenton; people are cleaning up and it is catching on; epidemic of cleanliness.

Mayor Balensifer stated he had dinner with General Prigmore; the Commander of the *Air National* ~~International~~ Guard, General Crosby; the Joint Commander, and the Assistant General. The Mayor of Vancouver, and the Mayor of Ridgefield were also in attendance. Mayor Balensifer noted Ridgefield is the fastest growing City in Washington. He noted it was interesting to hear the ways other cities handle issues, and their struggles; good to hear, we have similar issues. He briefly discussed specifics of the other city’s struggles.

City Manager, Ms. Engbretson, requested to add an agenda item - Fisherman and Farmers Market to the agenda under business items; there were no objections to add it as agenda item 7-C. City Recorder Dawne Shaw introduced new Deputy City Recorder Lindsay Duarte.

After reading a Proclamation, Mayor Balensifer declared the week of May 19-25, 2019 as Emergency Medical Services Week.

PUBLIC COMMENT – None

### BUSINESS ITEMS

Public Works Director Collin Stelzig explained the Public Works Department does not currently collect fees for development construction, coordination, or inspection. Residential subdivisions and commercial developments can consume a significant amount of staff time and have a notable impact on the budget. He outlined the typical tasks performed by staff, as included in the agenda memo. Mr. Stelzig further explained the past process, and proposed a construction review fee of 2% of the final construction estimate, as certified by a Registered Professional Engineer. He noted this fee structure is used by numerous cities in the state and is modeled after both City of Astoria and City of St. Helens' fee schedule. Mr. Stelzig explained this fee will be applicable to infrastructure of new larger construction that we will own; i.e. water, sewer, roads, and potentially sidewalks- we currently have a \$30 fee for sidewalks. A brief discussion continued. Commissioner Baldwin stated it is the engineer's responsibility to ensure the job is done right. A conversation developed in regard to the responsibility of the engineer. Mr. Stelzig stated in a perfect world it would work that way, however, in many cases Public Works winds up fixing issues five years down the road. It is difficult at that point to hold the engineer liable. The engineer cannot be on site at all times. The conversation continued on the matter. Ms. Engbretson noted this really comes down to a policy decision for the Commission to make. Do you want staff to go out and inspect these projects? In the past when we have taken the word of the contractor in ensuring the project is built correctly, and in return have had issues. Commissioner Baldwin voiced his concerns on over regulating and charging more and more fees. Mayor Balensifer noted he has heard from constituents, the Planning Commission and other folks that jobs were not completed as required – so it is reasonable for the city to inspect and charge a fee for it. Mayor Balensifer explained how growth has to pay for growth. Mr. Stelzig explained the process and the time involved overseeing large construction projects, moreover, what the proposed fees would go towards. Commissioner Baldwin stated he doesn't want to keep adding fees, he would rather sit down and get a more comprehensive look at Public Works fees. The conversation continued. Mayor Balensifer recalled from previous minutes the need to figure out Warrenton's cost of living, and we need to have it this year. After we know what it's like for the folks that do pay taxes here, then we can move onto the question of what does it cost to develop for X, Y, Z in Warrenton.

**Commissioner Newton made the motion to approve the fee schedule as attached in “Exhibit A.” Motion was seconded and passed unanimously.**

**Baldwin – nay; Newton – aye; Balensifer – aye**

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Commissioner Baldwin clarified, and stated he is not opposed to protecting the city, but would like to see a broader approach looking at things. “Let’s be inclusive on it and maybe a little more information on some of them. That’s the only reason I voted no.”

Mr. Stelzig discussed the Bill of Sale for a sewer lift station that has been in place for quite some time. It was moved 200 feet away from its original location to allow for Walmart. The developer would like the city to take ownership. The pump station passed the requirements. A brief discussion continued. Mr. Stelzig noted there is a grease issue at the pump station – someone is dumping fat/grease into that location. Conversation continued. Mr. Stelzig stated it is a quality pump station.

**Commissioner Baldwin made the motion to accept the bill of sale in order to own and maintain the pump station. Motion was seconded and passed unanimously.**

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

Harbormaster Jane Sweet and Marina Clerk/Maintainer Jessica McDonald discussed a Farmer and Fisherman’s market at the Warrenton Marina. They are trying to think of ways to bring fun things to the city. Ms. Engbretson noted this is just for approval to move forward with the idea. She stated there are logistics still to be sorted out. Mayor Balensifer would like to see a good business model. The discussion continued. Mayor Balensifer asked if we have the staff to cover the market without pulling a bunch of overtime. Ms. Engbretson stated that schedules can be worked out and we would need to talk to the union on whether flex schedules can be used and so forth. Discussion continued. On a side note, Mayor Balensifer stated he would like to review the sign ordinance and fees at another time. The conversation continued on vendors interested in the market. The conversation continued. Ms. Engbretson stated we are asking for Commission’s approval to use the property and make the decisions as far as the requirements go. The Commission’s consensus was to move forward.

## DISCUSSION ITEMS

Community Development Director Kevin Cronin discussed the Spur 104 Master Plan. He noted there were 65 people that attended the Charrette – it was an incredible experience. He reviewed a few select slides from the Power Point presentation. He stated it all starts with the goals or the “framework” for how we develop this neighborhood. We want to provide a common framework, maximize the value of the zone, utilize the existing street right away, create a sense of community, and address the traffic issue concern. He reviewed the two top concepts; the heavy on residential- pointing out the property that Dr. Woods purchased. Mr. Cronin noted that as of last week, Dr. Woods has plans to scrape the land and build a brand new office. Mayor Balensifer introjected, noting for the record the doctor’s office plans. “They represented to us they had to get in there right away and it was going to be the end all and we were causing them to lose their business. So he isn’t in there yet, and now they are planning on scraping the land in lieu of adaptive reuse? I just want that for the record.” Mr. Cronin continued to review the presentation of the second concept – mixed use. Mr. Cronin gave a recommendation to not allow for drive thru businesses. He stated it defeats the purpose of a walkable neighborhood. Mr.

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Cronin continued reviewing the presentation. He talked about the next steps and asked for direction from the Commission. The first option is to do nothing (not what he is recommending). The second is to do an overlay district which would be specific to this new neighborhood, we would adopt one of the 2 concepts plans and have the developers build to those standards. The conversation continued on the details and some of the current regulations. Mr. Cronin noted he understands traffic safety is a big issue and he will continue to work on that. Mr. Cronin stressed the need to do more traffic analysis. Mr. Cronin is working with Mr. Stelzig on getting a traffic engineer on call as a backup.

Staff is looking for direction on how the Commission wants to implement. Mayor Balensifer favored the overlay with standards that revolve not necessarily around units, but traffic trips. We can't have drive thrus if we are going to try and reduce heavy traffic; pulling out drive thrus from the overlay zone, as well as anything that drives heavy traffic. Commissioner Baldwin liked both of the options. Commissioner Newton liked the designs, and wants to have livability. He wants to do an overlay district. Commissioner Baldwin stated overlay is okay with him. The consensus was to do an overlay district.

GOOD OF THE ORDER

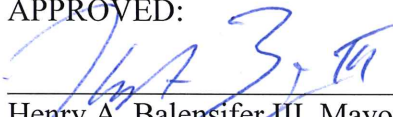
Commissioner Newton noted the idea for a splash pad. He stated he has been out looking at other cities that have one. He suggested a sand volley ball court, discussion continued. Mayor Balensifer suggested one at Carruthers Park. Ms. Engbretson noted if the budget committee puts a RARE student into the budget there are a lot of projects they could work on, and also work on the Parks Master Plan update. Commissioner Newton talked about the Charrette and renting the space. The conversation moved to fees associated with permits for putting a sign out on the street. Mayor Balensifer said that will be a discussion for a future time.

Mr. Newton noted the Mayor of Garibaldi contacted him, and is considering starting Mayor's Coffee after seeing our success. She was also impressed with the nuisance cleanup.

There being no further business, Mayor Balensifer adjourned the regular meeting at 7:16 p.m.

Respectfully submitted by Lindsay Duarte, Deputy City Recorder

APPROVED:

  
Henry A. Balensifer III, Mayor

ATTEST:

  
Dawne Shaw, City Recorder