

MINUTES  
Warrenton City Commission  
August 25, 2020  
6:00 p.m.  
Warrenton City Hall - Commission Chambers  
225 S. Main  
Warrenton, OR 97146

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

Commissioners Present: Mayor Balensifer, Tom Dyer, Mark Baldwin, Rick Newton - via Zoom, (left the meeting at 6:42 pm.), and Pam Ackley - via Zoom

Staff Present: City Manager Linda Engbretson, Public Works Director Collin Stelzig, Public Works Operations Manager Kyle Sharpsteen, Police Chief Mathew Workman, Interim Planning Director Mark Barnes, Fire Chief Brian Alsbury, and City Recorder Dawne Shaw

Mayor Balensifer requested to add an item to the agenda for a letter to the Oregon Department of Forestry (ODF) regarding a new rulemaking they are having on Habitat Conservation plans – item 7.E, authorization of Mayor’s signature on letter expressing concern related to new ODF ruling; there were no objections.

City Recorder Dawne Shaw noted for the record the candidate applications received for City Commission positions.

Ms. Engbretson stated she received a resignation letter from the municipal court judge, effective October 1, 2020, and requested to add it to the consent calendar; there were no objections.

CONSENT CALENDAR

- A. City Commission Meeting Minutes – 7.28.20
- B. Police Department Monthly Statistics – July 2020
- C. Parks Advisory Board Meeting Minutes – December 2019
- D. Parks Advisory Board Meeting Minutes – February 2020
- E. Resignation from Municipal Court Judge Woltjer, and declaring the office of municipal judge vacant as of 10.01.2020

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

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

COMMISSIONER REPORTS – None

PUBLIC COMMENT – None

PUBLIC HEARING

Mayor Balensifer opened the public hearing on the Street Vacation Petition for a portion of Sprague Street (SE 15<sup>th</sup> Place). Formalities followed and no conflicts of interest or ex parte contacts were reported. City Manager, Linda Engbretson, gave a staff report on the street vacation petition, noting the Planning Commission approved a site design review application for a 16-unit multi-family apartment project adjacent to Spur 104 and the Skipanon River. A condition of the approval was that Mr. Stan Johnson apply for a street vacation, to vacate a small portion of the platted Sprague Street, also known as SE 15<sup>th</sup> Place. The purpose of the street vacation was to provide adequate side yard setbacks and create a buffer between properties. Mr. Johnson submitted a petition to vacate. She noted this area is not an improved street and it is not significant wetlands. Mr. Johnson has agreed to provide an easement to the city for future levee access. Mayor Balensifer asked for public comment. The applicant, Stan Johnson spoke in favor. He stated this will be nice development for the city and noted all neighbors have signed off on the project. No one spoke in opposition. Ms. Engbretson noted the staff comments include a comment from Fire Chief Alsbury, regarding his concerns about vacating streets. There being no further comments, Mayor Balensifer closed the public hearing.

**Commissioner Baldwin made the motion to approve Street Vacation Petition No. 152, vacating a portion of Sprague Street, also known as SE 15<sup>th</sup> Place. Motion was seconded.**

Ms. Engbretson asked that the motion include the easement request.

**Commissioner Baldwin amended his motion to approve Street Vacation Petition No. 152, vacating a portion of Sprague Street, also known as SE 15<sup>th</sup> Place with the recommended easements being provided. Motion was seconded and passed unanimously.**

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

Mayor Balensifer opened the public hearing on the Commercial Corridor Design Standards code amendment. Formalities followed and no conflicts of interest or ex parte contacts were reported. Interim City Planner, Mark Barnes, gave a staff report on the code amendments, noting he did not prepare the amendments but was present at the Planning Commission meeting when it was recommended/approved. He outlined the code amendments to the zoning ordinance, which affect largely the design review process for larger commercial developments on the major commercial corridors; there is also an amendment dealing with residential garages, which is a housekeeping measure. Mr. Barnes noted the findings included in the agenda packet. Mayor Balensifer noted the recommendations from the Downtown, Thoroughfare and Aesthetic Task Force and asked Mr. Barnes to speak to about the setback requirements and the potential walling affect. Mr. Barnes stated the setback issue was never discussed at the Planning Commission he attended, noting there were two prior meetings on this item before he assumed the role of interim. Commissioner Newton confirmed the task force did not want storage units fronting on E. Harbor. He also noted the task force did not recommend a cap on the number of storage units, just the

MINUTES

Warrenton City Commission

Regular Meeting – 8.25.2020

Page: 2

location of them. Mayor Balensifer noted they regulated marijuana stores and related businesses to specific areas of the city; and stated he does not believe that S. Main, E. Harbor or Pacific Avenue are appropriate places to allow more storage units. Commissioner Baldwin stated he does not like to tell property owners what they can or can't do with their commercial property, but noted the easiest way for us to manage that is to create design criteria/standard, so if someone does decide to build in that area, it looks nice, and we could get some property tax value out of it - make it look better versus telling them no. Commissioner Dyer stated he would agree with the design standard; we could have it both ways – attractive design but increased tax revenue. Mr. Barnes noted proposed ordinance item G, which outlines storage unit facilities, may accomplish what they are trying to get at. Mayor Balensifer voiced concerns on design standards because they do not get enforced or followed through on. Discussion continued. Mayor Balensifer stated we have limited land and noted he does not want to see any new storage units on S. Main and Pacific; he would be okay with a setback requirement and a design standard for Harbor, but not on the street frontage – that is the entryway to the town. Brief discussion continued.

Mayor Balensifer questioned how we create a Warrenton we are proud of 20 years down the road and not a “hodgepodge.” With that limited change we can have an impact on the future look of our town - no storage on Main or Pacific, and setbacks on Harbor with design standards. Commissioner Ackley referenced item G, stating she feels it addresses storage unit facilities and visibility from a public street; that they have to be placed at the rear of the property. She noted in other towns you see a nice business park with trees back and an Olive Garden up front. Commissioner Newton stated if we allow storage units along Harbor it will come back to bite us; it is good retail ground which will pump life back into Warrenton. Mayor Balensifer stated his issue with item G is that “storage units may rely on vegetative screen to meet the standard, if the vegetation is dense enough and tall enough to achieve visual screening from public streets” so that doesn't really change the setback issue or the tunneling issue that was discussed in the findings. Commissioner Ackley stated she thinks that storage units relying on the screening is something we want to revisit, but the rest of item G seems to fit what we are trying to address. We do not want them on the street and just screening them doesn't give us the opportunity to expand on having another commercial venture up front. She suggested striking the last sentence and/or change it so that there is either setback to allow for commercial businesses along the street and storage units behind any other businesses - if we allow them. Mayor Balensifer clarified Commissioner Ackley's proposal is to take item G, strike the last sentence, and clarify that there is a required setback and/or a combined use is allowed provided that the storefront or pedestrian use facility would be in the frontage not in the back; she confirmed. Brief discussion continued.

Mayor Balensifer stated he does not agree with a cap and trade on mini storage. He stated that mini storage should not be allowed on Main and Pacific, and then on Harbor, have the setback requirement and design requirements from item G, and/or combined use as Commissioner Ackley suggested, that accomplishes what we want. Commissioner Baldwin stated he feels we need some kind of design criteria that says you have to have a wall around it, not just vegetation – vegetation goes untrimmed/unkept. If we are going to allow any storage on Harbor, we need a better design element to them. There were no objections. Mayor Balensifer summarized what he is hearing from the commission is that in general for this ordinance, we're fine; in related to storage unit facilities, we would outright prohibit them on S. Main and Pacific, and in relation to

MINUTES

Warrenton City Commission

Regular Meeting -- 8.25.2020

Page: 3

Harbor, we would then put in place a setback requirement, the frontage issue and a design standard, and specify the design standard at a later date. Mr. Barnes repeated his understanding of the direction. (Commissioner Newton left the meeting at 6:42 p.m.) Ms. Engbretson asked if S. Main includes all the way down to the Twin Spruce area past the high school. Mayor Balensifer confirmed yes, it does. Mr. Barnes recommended they make a motion to conduct the first reading as amended and bring back the corrected ordinance at the next meeting.

Mayor Balensifer asked for public comment. Mr. Stan Johnson spoke in favor of the code amendment, noting the change in the housing/residential parking requirement. No one spoke in opposition. There being no further comments, Mayor Balensifer closed the public hearing.

**Commissioner Dyer made the motion to conduct the first reading, by title only of Ordinance No. 1242, with the amendments as discussed. Motion was seconded and passed unanimously.**

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

Mayor Balensifer conducted the first reading, by title only, of Ordinance No. 1242; amending Title 16 of the Warrenton Municipal Code by adding commercial corridor design standards.

#### BUSINESS ITEMS

Mayor Balensifer noted the second reading of Ordinance No. 1240 is housekeeping matter; there was no discussion.

**Commissioner Dyer made the motion to conduct the second reading, by title only of Ordinance No. 1240, amending Section 10.04.030 of the Warrenton Municipal Code, replacing Section 10.04.220, and replacing Section 10.04.230 as stated. Motion was seconded and passed unanimously.**

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

Mayor Balensifer conducted the second reading, by title only, of Ordinance No. 1240; Amending Section 10.04.030 of the Warrenton Municipal Code, Replacing Section 10.04.220, and Replacing Section 10.04.230 as stated.

**Commissioner Ackley made the motion to adopt Ordinance No. 1240. Motion was seconded and passed unanimously.**

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

Public Works Director Collin Stelzig discussed Resolution No. 2575, updating commingled recycling rates. He stated the rates will increase from \$7.58 to \$7.80 per month and will be effective October 1, 2020. This is a pass through to Recology Western Oregon who provides the service. Mayor Balensifer and Commissioner Baldwin asked about cost comparisons; Mr. Stelzig

MINUTES

Warrenton City Commission

Regular Meeting – 8.25.2020

Page: 4

stated he does not have that information in front of him. Dave Larmouth, of Recology, (via Zoom) stated he is happy to answer any questions. He noted the recycling rate comparison and noted a 2.9% rate increase. Yard debris and glass recycling are not included in our current rate. Brief discussion continued.

**Commissioner Baldwin made the motion to conduct the first reading of Resolution No. 2575. Motion was seconded and passed unanimously.**

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

Mayor Balensifer conducted the first reading, by title only, of Resolution No. 2575; Adopting and Setting New Rates for Residential Recycling Services effective October 1, 2020 and Repealing al Resolutions in Conflict.

Mr. Stelzig presented a contract with TSR Corporation for the video inspection of sewer mains project. He noted they received three proposals, and the successful proposal in the amount of \$33,152.50 was received from TSR. Mr. Stelzig noted previous discussions on funding for projects. This project will give us a report of any problems and put it into a package so we can look for funding. The hope is to reduce our I&I. He noted the pricing error (of .50) on the contract. Discussion continued. Ms. Engbretson noted the state is taking back some grant funding and it will affect one of our projects; Mr. Stelzig confirmed that will not affect this project.

**Commissioner Baldwin made the motion to award the contract for the Video Pipe Inspection of Sewer Mains to TSR Corporation. Motion was seconded and passed unanimously.**

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

City Manager Linda Engbretson discussed a Memorandum of Agreement (MOA) with the General Bargaining Unit, noting a corrected agenda memo that was distributed for the record. Ms. Engbretson explained the MOA is a Rollover Agreement which provides a 1% COLA and City pick-up of the health insurance deductible as a direct contribution to the employee's Health Savings Account. All other terms of the current agreement remain in place; full negotiations will open in January.

**Commissioner Dyer made the motion to approve the Memorandum of Agreement by and between AFSCME and the City of Warrenton and authorize the Mayor's signature on the MOA for the general unit. Motion was seconded and passed unanimously.**

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

Mayor Balensifer discussed a phone call he received from Hampton Mill regarding a new proposal by ODF that is changing the forest conservation set asides. The issue boils down to how are mills across the state in the long term going to be able to plan out and maintain processing and harvesting. He expanded on the issue and noted they were going to push the hearing and

MINUTES

Warrenton City Commission

Regular Meeting – 8.25.2020

Page: 5

rulemaking through without much public comment, which he has a problem with as it will affect our major employers. Hampton Mill is one of the better paying jobs you can find in Warrenton. He briefly reviewed the letter from the Hampton Mill outlining the impacts the harvest reductions will have on Clatsop County.

**Commissioner Baldwin made the motion to authorize the Mayor's signature on letter of concerns to the Department of Forestry. Motion was seconded and passed unanimously.**

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

DISCUSSION ITEMS – None

GOOD OF THE ORDER

Commissioner Ackley gave an update on the Back to the Future movie. The plan is to have it at the church in Hammond; the movie will be projected on the building and the audio will be on am radio. They can have up to 50 cars. The church has agreed to allow use of the bathroom. The event will take place on September 12, and they can repeat the movie on Sunday night if it is popular. Mayor Balensifer noted he has had outreach from several area churches that want to help/assist.

Mayor Balensifer stated he has a feeling we will receive additional requests for façade improvement grants; and noted we may need to get more money from Urban Renewal funds. Ms. Engbretson stated she can discuss with the Urban Renewal Advisory Committee at their meeting next week.


Ms. Engbretson noted three members of our Fire Department were sent to California to fight wildfires and asked Fire Chief Alsbury to give an update. Chief Alsbury showed photos slides and noted which units they sent. They are working 24-hour shifts; 24 on/24 off. He explained what firefighting activities they are participating in. Brief discussion continued; Mayor Balensifer asked Chief Alsbury to post something on Facebook for public benefit/awareness.

There being no further business, Mayor Balensifer adjourned the regular meeting at 7:35 p.m.

ATTEST:

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

APPROVED:

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