

MINUTES  
Warrenton City Commission  
April 27, 2021  
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 Henry Balensifer, Tom Dyer, Gerald Poe, Mark Baldwin, and Rick Newton

Staff Present: City Manager Linda Engbretson, City Recorder Dawne Shaw, Deputy City Recorder Rebecca Sprengeler, Police Chief Mathew Workman, Public Works Director Collin Stelzig, and Public Works Operations Manager Kyle Sharpsteen

CONSENT CALENDAR

- A. City Commission Work Session Minutes – 4.13.21
- B. City Commission Meeting Minutes – 4.13.21
- C. Warrenton Marinas Advisory Committee Minutes – 3.22.21
- D. Police Department Monthly Statistics – March 2021

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

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

COMMISSIONER REPORTS

Commissioner Dyer noted parking problems and sight visibility issues on Juniper. Mayor Balensifer added this to the agenda as discussion item 8.B. There were no objections.

Commissioner Newton noted the drug take back event this past weekend. Police Chief Mathew Workman explained the event and noted 200 pounds of drugs taken back. Commissioner Newton noted attending the Merkley town Hall with Mayor Balensifer; the 15 families at Tongue Point will not be evicted but classes may be cut. At the CREST (Columbia River Estuary Study Taskforce) meeting the Elk DLC (Declaration of Cooperation) was signed. He attended a LOC (League of Oregon Cities) call and asked that people continue to wear masks and get vaccinated.

City Manager Linda Engbretson requested to add Spring Clean-up as a business item. Mayor Balensifer added it to the agenda as item 7.C. There were no objections.

Mayor Balensifer noted a correction to the CREST DLC; it may go under Oregon Solutions. There was brief discussion.

After reading a Proclamation, Mayor Balensifer declared the week of May 2-8, 2021 as Professional Municipal Clerks Week.

Mayor Balensifer noted an additional proclamation declaring the month of May 2021 as Building Safety Month.

PUBLIC COMMENT – None

### PUBLIC HEARING

Mayor Balensifer opened the Public Hearing on the amendment to Warrenton Municipal Code (WMC), Title 16 Development Code, Division 2 Land Use Districts to include Homestay Lodging and Vacation Rental Dwellings (Ordinance 1248), and amendments to WMC Title 8.24 Homestay Lodging Standards (Ordinance 1250). Formalities followed and no conflicts of interest or ex parte contacts were reported. Ms. Engbretson reviewed the staff report. She stated the Planning Commission recommends approval. Mayor Balensifer asked for public testimony. No one spoke in favor or in opposition. There being no further discussion, Mayor Balensifer closed the public hearing.

Mayor Balensifer noted for the second reading or before the adoption of Ordinance 1248, he would like to see the standard format of the code changes with the strike thru and bolding of additions for consistency. There was consensus that the current format is fine to move forward.

**Commissioner Dyer made the motion to adopt the findings and recommendations of the Planning Commission under DCR 21-1 and conduct the first reading, by title only, of Ordinance No. 1248. Motion was seconded and passed unanimously.**

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

Mayor Balensifer conducted the first reading, by title only, of Ordinance No. 1248; Amending Warrenton Municipal Code Title 16, Development Code, Division 1, Chapter 16.12 Definitions; Division 2, Land Use Districts, Chapters: 16.24, 16.28, 16.32, 16.36, 16.40, 16.44, 16.56; and Division 3, Chapter 16.180.

**Commissioner Dyer made the motion to adopt the findings and conclusions of the Planning Commission in relation to DCR 21-1 and conduct the first reading of Ordinance No. 1250 by title only. Motion was seconded and passed unanimously.**

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

Mayor Balensifer conducted the first reading, by title only, of Ordinance No. 1250; An ordinance amending Warrenton Municipal Code Title 8, Health and Safety, Chapter 24 Homestay Lodging

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Safety Standards.

Mayor Balensifer opened the Public Hearing on the amendment to WMC, Title 16 Development Code to update Marijuana businesses in General Commercial (C-1) and General Industrial (I-1) to Conditional Uses as opposed to Permitted Uses, Ordinance No. 1249. Formalities followed and no conflicts of interest or ex parte contacts were reported. Ms. Engbretson reviewed the staff report. Mayor Balensifer asked for public comment. No one spoke in favor. Mr. George Warren of Skipanon Drive spoke in opposition. Mayor Balensifer noted for the record that it sounds like Mr. Warren is in favor, not opposition and clarified the intent of the change is to add restrictions. Mr. Warren agreed that he is in favor. Ms. Engbretson further clarified. There being no further comments, Mayor Balensifer closed the public hearing.

**Commissioner Newton made the motion to adopt the findings and conclusions of the Planning Commission of DCR 21-2, and conduct the first reading, by title only, of Ordinance No. 1249. Motion was seconded and passed unanimously.**

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

Mayor Balensifer conducted the first reading, by title only, of Ordinance No. 1249; An Ordinance amending WMC Title 16, Development Code, Division 2, Land Use Districts, Chapter 16.40, General Commercial (C-1), and Chapter 16.60, General Industrial (I-1).

#### BUSINESS ITEMS

Public Works Director Collin Stelzig noted that NW Natural and the Warrenton Middle School are close to completion of the work on Dolphin Avenue. He noted that per City ordinance, the properties adjacent to the new sewer main will be required to connect to it and pay the associated fees for the laterals. Big River was the only respondent. He reviewed the proposed contract with Big River Construction for new sewer laterals on Dolphin Avenue. Commissioner Newton asked if the line is big enough for future expansion. Mr. Stelzig clarified the contract is just for the laterals, not the main line. Commissioner Newton asked for further clarification.

\*to the RFG.

**Commissioner Baldwin made the motion to approve awarding the public improvement contract for new sewer laterals on Dolphin Avenue to Big River Construction, for the amount of \$40,954.00. Motion was seconded and passed unanimously.**

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

Mayor Balensifer noted for the record he lives behind Alder Creek. He does not stand to gain financially from this but will refrain from voting. Mr. Stelzig presented a public improvement contract with Bergerson Construction for temporary aluminum tide gates located at Alder Creek. Mr. Stelzig discussed the details of the project. Commissioner Newton asked for particulars on the new tide gates. Mr. Stelzig confirmed the City will own the aluminum assembly.

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**Commissioner Newton made the motion to approve awarding the public improvement contract for the Alder Creek Tide Gate Structure; Tidegates #4.2 and #4.4 repair to Bergerson Construction for \$41,450.00. Motion was seconded and passed by majority.**

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

Mr. Stelzig discussed the proposal to increase fees for Spring Clean-up costs, as outlined in proposed Resolution No. 2598. Mayor Balensifer asked about the past discussions on changing to a voucher system. Mr. Stelzig clarified. Discussion continued. Commissioner Baldwin noted that he likes the voucher system. Mayor Balensifer noted concerns about lack of communication on the status of the voucher system. He thought it was the Commission's direction to staff to go with vouchers. The Commission gave their thoughts. Mayor Balensifer said he would like to see the vouchers imposed next year.

**Commissioner Dyer made the motion to conduct the first reading of Resolution No. 2598 amending the Spring Clean-up collection policy. Motion was seconded and passed unanimously.**

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

Mayor Balensifer asked for a staff report or memo update on the voucher system.

#### DISCUSSION ITEMS

North Coast Regional Representative, Lisa Phipps of Department of Land Conservation and Development (DLCD) gave an update on the DLCD grant. The last steering committee meeting decided it would be a good idea to talk with the City Commission and Planning Commission about the EOA (Economic Opportunity Analysis). There was brief discussion. Ms. Phipps noted she will forward a power point to the City Commission. She reviewed the EOA process and outcomes as outlined in her presentation. Ms. Phipps noted that Warrenton is perhaps *the* economic driver in Clatsop County outside of the Port of Astoria and tourism. There have been several steering committee meetings and focus groups in multiple areas of industry. The project team is working with the consultant to get the draft strategies ready for public consumption and feedback. Ms. Phipps discussed the project timeline. There is a firm end date of June 30, 2021 to spend all of the grant funds with no opportunity for extension. The consultant is willing to attend public hearings even if they occur past the deadline. The public involvement process will occur over May and June. There are big conversations coming later this year.

Commissioner Dyer did a site visit due to a call from a constituent. Mayor Balensifer explained the parking and visibility issues near Juniper. He noted the constituent requested striping to block parking. The Mayor and Commissioner Dyer agreed. A radar sign may help with speed enforcement. Mayor Balensifer noted that the brush may need to be cut back. Ms. Engbretson said that it would be looked into. Chief Workman gave details on the radar trailer results near the area. He agreed the shrubbery needs to be trimmed. Discussion followed. Mayor Balensifer stated there would be merit to at least look into what that distance would be or if it's feasible to

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add red striping or block off parking for the first three driveways at the top of the hill. Ms. Engbretson stated we can staff this tomorrow and come up with a plan. Discussion continued.

GOOD OF THE ORDER

Mayor Balensifer asked Chief Workman for the leading color for police cars. Chief Workman noted it is black. Mayor Balensifer noted curiosity about people voting from outside of city limits. Chief Workman noted it is possible there are many out-of-city responses. Discussion followed. The results will be available on Thursday.

Commissioner Newton further discussed the housing issues and class reductions at Tongue Point. The Friends of the Warrenton Library is looking for members. Arnie's Café and Tres Bros are doing well. Mayor Balensifer noted concerns about a call with the governor that himself and other mayors were excluded from. Commissioner Newton noted other updates.

Commissioner Poe noted a Hammond business owner is really happy with the City.

Ms. Engbretson noted there is consideration of three applicants to be interviewed for the Planning position. Mayor Balensifer noted the structure change of pursuing a City Planner instead of Community Development Director. Ms. Engbretson elaborated. Discussion continued.

At 7:12 p.m. Mayor Balensifer announced they will now meet in executive session under authority of ORS 192.660(2)(h); *to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.* He stated the Commission is not expected to return to regular session to take action on any item considered in the executive session.

There being no further business, Mayor Balensifer adjourned the regular meeting at 8:02 p.m.

Respectfully prepared and submitted by Rebecca Sprengeler, Deputy City Recorder.

ATTEST:

  
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Dawne Shaw, CMC, City Recorder

APPROVED:

  
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Henry A. Balensifer III, Mayor