

MINUTES
Warrenton City Commission
Work Session – September 14, 2021
5:00 p.m.
Warrenton City Hall - Commission Chambers
225 S. Main
Warrenton, OR 97146

Mayor Balensifer called the work session to order at 5:02 p.m.

City Commissioners Present: Mayor Henry Balensifer, Tom Dyer, Mark Baldwin, Rick Newton, and Gerald Poe

Staff Present: City Manager Linda Engbretson, Public Works Director Collin Stelzig, Public Works Operation Manager Kyle Sharpsteen, Planning Director Scott Hazelton, Building Official Van Wilfinger, Police Chief Mathew Workman, Fire Chief Brian Alsbury, and City Recorder Dawne Shaw

There was brief discussion about meeting materials. Mayor Balensifer noted FEMA's new flood plain management rule. Brief discussion followed. Commissioner Newton recused himself from discussion as it directly affects him. Mayor Balensifer noted there is no conflict of interest because this is legislative. Public Works Director Collin Stelzig discussed infill development and floodplain mitigation and noted policy and code changes that would be helpful. Mayor Balensifer posed a hypothetical unpermitted fill scenario and asked if the current enforcement process is working. Mr. Stelzig discussed the lengthy process to abate. Mayor Balensifer posed a hypothetical for a first-time home builder. He asked if the current regulations and process are clear to the average person. Mr. Stelzig noted the intention of the suggest changes are to help clarify; he discussed a checklist to outline requirements. He noted remaining vacant lots are more difficult to develop. Mr. Stelzig reviewed and discussed the example situations (PDF) regarding fill and stormwater; he noted the importance of engineering and stormwater reports. He discussed impacts of fill on stormwater storage capacity. Discussion continued. Mr. Stelzig noted they will offer or require a preapplication meeting before fill work. He noted engineers will pull data from the stormwater master plan. Brief discussion followed. Ms. Engbretson clarified permits versus stockpiling which is currently exempt from a permit. Mr. Stelzig noted the proposed policy would require a permit when the proposed cumulative volume of excavation and fill exceeds 10 cubic yards in a 12-month period; engineering requirements would depend on property details. Discussion continued. It was noted there is currently no limit on amount or time for stockpiling. Discussion continued. Commissioner Baldwin suggested a mandatory meeting before surcharge or stockpiling and mailed notices to surrounding properties similar to a Type II review. Discussion followed. Mayor Balensifer feels the policy should be discretionary and fair. He likes the Type II review and feels there needs to be threshold to trigger. Brief discussion followed. Mr. Stelzig continued to review alternatives and examples. Discussion continued about benefits of a Type II review. Mr. Stelzig continued his review, noting possibility for a variance in some cases. There was brief discussion about indications of ponding. Mr. Stelzig continued his review. Mayor Balensifer discussed annual ponding near 7th and Fleet St. in Hammond and

asked what a person could do to improve drainage. Mr. Stelzig discussed using elevation maps to help determine development solutions. He stated most ponding in that area is a water storage issue. Discussion continued about a hypothetical fill process. Discussion followed about engineered reports and the variance process. Mr. Stelzig suggested the variance process be administrative with city manager approval and comments from public works. Ms. Engbretson noted there would be a review process. Mayor Balensifer likes the idea of a variance process with a two-week turnaround for a yes/no answer. He is not comfortable with a large fee. Mr. Stelzig discussed other jurisdiction's fees. Discussion continued about the process. Mr. Stelzig noted preapplication meetings may be required. There was discussion about plan revisions. Mr. Stelzig noted discussion about policy change of the nuisance declaration. Mayor Balensifer is not comfortable declaring unpermitted fill as a nuisance. Discussion followed about violation fines and stop work orders. Commissioner Baldwin suggested a violation fine based on yardage of fill and a property lien. Discussion continued. Mayor Balensifer would like to ensure other properties are not being flooded by infill development, determine weak points for stormwater conveyance, and ensure a variance process is clear and simple with a guaranteed turnaround time. Mr. Stelzig noted a two-week turnaround time depends upon completeness of the variance application. There was discussion about the effect of improved or increased pump stations on development. Brief discussion followed about proposed permit application requirements. Mayor Balensifer summarized the commission would like to see a variance process with specified and quick turnaround, fines accrue at \$1,000, establish a minimum threshold to trigger the permitting process, and have a Type II procedure to provide notice to surrounding property owners after a certain threshold. There was discussion about the threshold being case-by-case. Mr. Stelzig noted the importance of preapplication meetings in going through the checklist. Commissioner Dyer suggested getting feedback from surrounding property owners for additional information. Mayor noted concerns about protecting developers from neighbors changing their minds and regulating the amount of fill development. There was brief discussion about approval letters from surrounding property owners. Commissioner Baldwin discussed limiting fill to 7.5 yards.

There being no further business, Mayor Balensifer adjourned the work session at 6:02 p.m.

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

APPROVED:


Henry A. Balensifer III, Mayor

ATTEST:


Dawne Shaw, CMC, City Recorder