

"Making a difference through excellence of service"



CITY OF WARRENTON

AGENDA

CITY COMMISSION OF THE CITY OF WARRENTON
REGULAR MEETING

December 12, 2017 – 6:00 P.M.

Warrenton City Commission Chambers – 225 South Main Avenue
Warrenton, OR 97146

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **COMMISSIONER COMMENTS/COMMUNICATIONS/AGENDA ADDITIONS**
5. **CONSENT CALENDAR**

- A. City Commission Meeting Minutes – 11.14.17
- B. City Commission Meeting Minutes – 11.28.17
- C. Canvass of Votes - 2017
- D. Monthly Police Statistics – October 2017

6. **PUBLIC COMMENT (AGENDA ITEMS)**

At this time, anyone wishing to address the City Commission concerning items on the Agenda may do so. The person addressing the Commission will, when recognized, give his or her name and address for the record. 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.

7. **BUSINESS ITEMS**

- A. Public Hearing and Consideration of First Reading of Ordinance No. 1216;
Development Code Amendment - Local Street Width Standard and Neighborhood
Parks in New Subdivisions

B. Consideration of Committee Applications/Appointments

8. PUBLIC COMMENT

At this time, anyone wishing to address the City Commission concerning items of interest not already on the Agenda may do so. The person addressing the Commission will, when recognized, give his or her name and address for the record. 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.

9. EXECUTIVE SESSION

10. ADJOURNMENT

Warrenton City Hall is accessible to the disabled. An interpreter for the hearing impaired may be requested under the terms of ORS 192.630 by contacting Dawne Shaw, Deputy City Recorder, at 503-861-2233 at least 48 hours in advance of the meeting so appropriate assistance can be provided.

5-A

MINUTES
Warrenton City Commission
Regular Meeting – November 14, 2017
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, Pam Ackley, Tom Dyer, and Mark Baldwin
Absent: Rick Newton

Staff Present: City Manager Linda Engbretson, City Attorney Spencer Parsons, Fire Chief Tim Demers, Police Chief Mathew Workman, Community Development Director Skip Urling, Interim Public Works Director Collin Stelzig, Public Works Operations Manager Kyle Sharpsteen, and Deputy City Recorder Dawne Shaw

COMMISSIONER COMMENTS

City Manager Engbretson noted an agenda addition for a grant for a new Water Tender truck. The Commission was in consensus to add this to the agenda as item 7-E.

Commissioner Baldwin thanked everyone for coming.

Commissioner Ackley welcomed everyone and noted a YouTube video that was shared on the City's and her own personal Facebook page; the video shows Representative Bonamici discussing the opioid epidemic; she also mentioned Clatsop County and our grant for juvenile substance abuse as well as the Warrenton-Hammond School district's trauma informed care. Commissioner Ackley noted how "cool it was" that on the Senate floor our community was being talked about as being leaders in trauma informed care and the war on opioids.

Commission Dyer welcomed everyone.

Mayor Balensifer welcomed everyone and discussed the recent uptick in poaching and asked if anyone sees someone poaching, to please report it.

City Manager Engbretson stated she scheduled a work session on December 12th to give an update on the Water Master Plan. She also noted on November 21st, she and Interim Public Works Director Collin Stelzig will meet with Shane Klein from the Army Corps of Engineers to tour the 8th Street dam, walk the levees and to discuss moving forward in the process for the grant. Ms. Engbretson noted the second December Commission meeting falls on December 26th which is a holiday for the City, and asked what the Commission would like to do. Mayor

Balensifer asked the Commission if there were any objections to cancel the meeting. There were no objections and all were in consensus to cancel the December 26th City Commission meeting.

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

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

BUSINESS

PUBLIC COMMENT (agenda items) – Sunil Raju stated he is representing Paul Leitch, and spoke in opposition of proposed Ordinance No. 1214, which restricts mini-storage units. He submitted a letter for the record and noted the exhibits attached to the letter. He stated Mr. Leitch’s businesses support the fishing community and the city as a whole. He briefly reviewed the items outlined in his letter and asked the city to not move forward with the ordinance.

Paul Leitch spoke in opposition to proposed Ordinance No. 1214; noting his businesses serve the fishing community. He stated he is at full capacity and has invested a lot into his business, and plans to invest more, developing/expanding storage. He stated the ordinance harms small businesses, and it is too broad. Mr. Leitch said he hopes the Commission will take the Planning Commission’s feedback and redraft the ordinance.

Don Patterson also spoke in opposition to the ordinance, noting it is unfair and limits too much.

Mayor Balensifer opened the Public Hearing on the Tagg Appeal of the Forte Point Planned Unit Development Preliminary Approval. Community Development Director Skip Urling presented the staff report, noting the Planning Commission approved the preliminary planned unit development application submitted on behalf of Forte Point Partners LLC with 29 conditions. He noted Mrs. Elizabeth Tagg timely filed an appeal of that decision regarding Warrenton Municipal Code Chapters 16.156, Wetland and Riparian Corridor Development Standards, 16.256 Traffic Impact Study, and Section 16.208.050 Type III Procedure (Quasi-Judicial). Mr. Urling listed the appeal allegations and stated despite identifying the specific code chapters above, there is no discussion of wetland or riparian corridor improprieties, traffic impacts or procedural errors; the bulk of Mrs. Tagg’s appeal appears to focus on the potential adverse effects of storm water to her property from the development. He noted another letter from Mrs. Tagg that was dropped off today, along with invoices for work she asked to have done. Mr. Urling recommended upholding the Planning Commission decision and to deny Mrs. Tagg’s appeal. City Attorney Spencer Parsons noted a Point of Order, and stated that before proceeding, the Mayor should make a request of the Commission if there are any ex-parte contacts, bias or conflicts of interest. Mayor Balensifer asked if there were any ex-parte contacts or conflicts of interest, and none were reported. Mr. Parsons noted for the record and the public’s benefit, the criteria listed in the staff report; WMC 16.216; 16.192; 16.28; 16.128; 16.156; 16.212; 16.224; 16.256; 16.208.050, and stated all testimony provided in the public hearing portion needs to be directed to the cited WMC’s, and further explained the public hearing process. Mayor Balensifer opened the floor for public testimony. No one spoke in favor. Adam Daley, representing the

MINUTES

Warrenton City Commission

Regular Meeting – 11.14.17

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Forte Point Developers spoke in opposition. He stated none of the raised points are factors that were done by Forte Point, and asked the appeal be denied on grounds that nothing in the appeal applies to the development. He noted the appeal has cost his client a lot of time. Dale Barrett with Otak, also representing Forte Point, noted the amount of housing the development will bring in. He stated the development is not impacting the wetlands and noted the ditches are being taken care of and water is starting to flow. There being no further comments, Mayor Balensifer closed the public hearing. Commissioner Dyer asked Mr. Urling for clarification if Mrs. Tagg is responsible for ditches on her property, and Mr. Urling confirmed, yes, as it is private property. Discussion followed on drainage ditches. Commissioner Baldwin asked if fill is required for the Forte Point development, and Interim Public Works Director Collin Stelzig clarified there may be some fill but not in the wetlands. Brief discussion followed on the DSL permit process. Mr. Urling noted the delineation for Forte Point has been approved, but he does believe they have applied for any fill/removal permits.

Commissioner Ackley made the motion to uphold the Planning Commission decision to deny Mrs. Tagg's appeal based on the Planning Commission's findings supporting the Forte Point Preliminary PUD approval and the staff response in the agenda summary for the November 14, 2017 public hearing to Elizabeth Tagg's appeal of that decision. Motion was seconded and passed unanimously.

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

Community Development Director Skip Urling presented a recommendation from the Planning Commission, to not adopt proposed Ordinance No. 1214; amending WMC to limit mini-storage facilities in the C-1 General Commercial zoning district west of Highway 101. Mr. Urling noted the Planning Commission felt the proposed amendment was too broad, would thwart commerce and economic development, and would infringe on individual property rights. He noted before scheduling a public hearing before the City Commission, staff is looking for direction whether to move forward with the proposed ordinance as is, or to revise the concept and language. He noted the ordinance would not affect existing mini-storages; they will be grandfathered in and allowed to continue to operate. Mayor Balensifer noted he brought the issue up, and envisioned Main and Harbor to not be lined with mini storage; he had proposed no mini storages on frontage roads/downtown corridors. The discussion continued on setbacks, sidewalks, retail, aesthetics and the 20 year vision plan. Mr. Urling reminded the Commission that mini storages are conditional use in the C-1 zone and have to go through site design review, which would include landscaping and aesthetics. Discussion continued and consensus was to appoint a task force comprised of members of the Planning Commission and the City Commission, to come up with acceptable standards to be discussed at the next joint meeting.

Interim Public Works Director Collin Stelzig stated on October 11, 2016, the City Commission authorized staff to apply for funding for a water meter replacement project; and on July 25, 2017, the Commission authorized the City to enter into a contract for professional services with Gray & Osborne, Inc. for the project management portion of the project. He noted staff is now asking for approval to advertise the attached plans and specifications for the implementation of the water meter replacement project.

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Warrenton City Commission

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Commissioner Ackley made the motion to authorize staff to advertise the proposed plans and specifications for Water Meter Replacement Project. Motion was seconded and passed unanimously.

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

City Manager Linda Engbretson stated she and Chief Demers met with Tiffany Brown, Director of Clatsop County Emergency Management on Friday, November 3rd. She noted Chief Demers is working with Ms. Brown and Cannon Beach to jointly apply for a Homeland Security Grant for placement of six sirens the city obtained earlier this year from the County. Ms. Engbretson stated she would like to contract with someone to write the grant, as the deadline is approaching and it would be helpful to get assistance to complete the application process. She noted the cost will be \$15,000 – \$20,000 and will come from the professional services budget.

Commissioner Dyer made the motion to authorize staff to go through an informal solicitation and request proposals to write a Homeland Security Grant application to update the City’s EOP. Motion was seconded and passed unanimously.

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

Fire Chief Demers presented a request to pursue a contract with US Tanker for the purchase of a Kenworth model tender, to replace their existing 1978 model. He noted the Fire Department has been awarded a grant in the amount of \$350,000, which includes \$16,667 in matching Fire Department funds. The grant is from the Assistance to Firefighters/FEMA program for a replacement of the 1978 model tender. Mayor Balensifer noted that a volunteer fire fighter, Leonard Hanson wrote this grant, and stated it is great to see members/volunteers do things like this.

Commissioner Ackley made the motion to authorize staff to pursue a contract with US Tanker for a Kenworth model tender for \$350,000 grant award; not to exceed \$350,000. Motion was seconded and all in favor.

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

PUBLIC COMMENT – None

There being no further business Mayor Balensifer adjourned the meeting at 7:00 p.m.

APPROVED:

Henry A. Balensifer III, Mayor

ATTEST:

Dawne Shaw, Deputy City Recorder

MINUTES

Warrenton City Commission

Regular Meeting – 11.14.17

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5-B

MINUTES
Warrenton City Commission
Regular Meeting – November 28, 2017
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: Rick Newton, Pam Ackley, Tom Dyer, Mark Baldwin and Mayor Henry Balensifer

Staff Present: City Manager Linda Engbretson, Finance Director April Clark, Interim Public Works Director Collin Stelzig, Fire Chief Tim Demers, Police Chief Matt Workman, Community Development Director Skip Urling, Public Works Operations Manager Kyle Sharpsteen, and Deputy City Recorder Dawne Shaw

COMMISSIONER COMMENTS

Commissioner Newton thanked Katie Frankowicz for the newspaper article regarding the need for volunteers for the Warming Center, and noted insurance parameters that require more volunteers. He also gave a brief update on the tsunami talk by Tom Horning at the Rental Association meeting.

Commissioner Ackley welcomed everyone and gave a brief update on the data collection for the Hammond marina. She also thanked Warrenton Fiber, Hampton Lumber Mills and Walmart for helping to put out 100 turkey baskets for the Warrenton-Hammond school district children and families.

Mayor Balensifer gave a brief update on the first meeting of the Clatsop County housing study task force. He thanked Commissioner Newton for agreeing to head up the mini storage task force, and noted he hopes for a quick turnaround time. Brief discussion followed on access to medications/prescriptions during emergency situations. Mayor Balensifer noted the Waterfront Revitalization Plan from 1994, and stated he will get copies to the Commission.

City Manager Linda Engbretson requested to add an agenda item - a Letter of Support for Clatsop County's Emergency Management Division. Mayor Balensifer noted it would be added as agenda item 7-E, and there were no objections.

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

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

PUBLIC COMMENT (Agenda Items) – None

BUSINESS

Community Development Director Skip Urling presented Resolution No. 2508, setting a Public Hearing for January 8, 2018, to consider a petition from Clatsop County to vacate several unimproved streets in the North Coast Business Park. He noted the area is east of Costco, and explained the street locations as outlined in the agenda packet. Mr. Urling stated staff finds the petition complete and in order, and that vacating the subject streets will ultimately facilitate the County's efforts to develop the business park.

Commissioner Ackley made the motion to adopt Resolution No. 2508; *Setting a Public Hearing Date of January 8, 2018, to consider a petition from Clatsop County to vacate several unimproved streets in the North Coast Business Park.* Motion was seconded and passed unanimously.

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

Community Development Director Skip Urling presented a request of License to Occupy SW Juniper Avenue Right-of-Way (ROW), from Bradd and Samantha Beckett. He noted the request is for a portion of the western SW Juniper ROW, north of SW 1st Street, to erect a fence. Mr. Urling stated there are no city utilities in the subject portion of the ROW and the fence would meet site distance standards. Brief discussion followed.

Commissioner Ackley made the motion to approve the License to Occupy that portion of the SW Juniper right-of-way adjacent to 1002 SW 1st Street, also identified as Tax Lot No. 81020AA01100, by Bradd and Samantha Beckett for a fence and landscaping improvements. Motion was seconded and passed unanimously.

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

Interim Public Works Director Collin Stelzig presented project change order #4, for the SE Ensign pump station rebuild and Force Main construction project. He noted the project has been substantially complete, and during final closeout, they have negotiated a couple long standing items they intend to finalize as part of this change order. He stated this change order includes three items, as outlined in the agenda memo, and is in the amount of \$2,137.56. Mr. Stelzig noted an error on the dollar figure in the agenda memo, stating the correct amount is \$2137.56. Discussion followed on the use and safety of asbestos pipe in Warrenton. Mayor Balensifer asked Mr. Stelzig if the asbestos pipe posed a public safety risk; Mr. Stelzig clarified there was no risk.

Commissioner Newton made the motion to approve Change Order #4 in the amount of \$2,137.56 to Big River Construction. Motion was seconded and passed unanimously.

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

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Warrenton City Commission

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Fire Chief Tim Demers presented the HGAC (Houston/Galveston Area Council) purchasing agreement for purchase of a Kenworth T800 model Water Tender from US Tanker, to replace their 1978 model. He noted the Fire Department has been awarded a \$350,000 grant from the Assistance to Firefighters/FEMA program; this includes \$16,667 in matching Fire Department funds. He noted the matching funds will come from the Fire Department's existing budget, but receipt of the AFG money will require a supplemental budget to expend it. Brief discussion followed.

Commissioner Newton made the motion to approve staff's request to purchase a Kenworth Water Tender from US Tanker, a brand of Spartan ERV. Motion was seconded and passed unanimously.

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

City Manager Linda Engbretson presented a letter of support for Clatsop County Emergency Management Division, for a grant to fund an update the EOP for Warrenton and Gearhart. Mayor Balensifer stated he is really excited to see this and excited to work with Gearhart. Discussion followed on the placement of the emergency sirens.

Commissioner Ackley made the motion to authorize the Mayor's signature on the letter of support for the Emergency Operations Plan update project between the City of Warrenton and Gearhart, administered by Clatsop County. Motion was seconded and passed unanimously.

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

PUBLIC COMMENT – None

There being no further business Mayor Balensifer adjourned the meeting at 6:26 p.m.

APPROVED:

Henry A. Balensifer III, Mayor

ATTEST:

Dawne Shaw, Deputy City Recorder



Clatsop County
Clerk and Elections

820 Exchange St., Suite 220, Astoria, OR 97103
(503) 325-8511 phone / (503) 325-9307 fax
Website: www.co.clatsop.or.us
Email: clerk@co.clatsop.or.us

5-C

November 27, 2017

Linda Engbretson
PO Box 250
Warrenton, OR 97146

Enclosed you will find a copy of the Abstract of Votes for City of Warrenton relating to the Special Election held on November 7, 2017. In accordance with ORS 255.295, please canvass the votes and notify the Clatsop County Elections Office within forty (40) days of receipt by signing and returning the bottom portion of this letter to:

Clatsop County Election Office
820 Exchange Street, Suite 220
Astoria, OR 97103

Sincerely,

A handwritten signature in black ink, appearing to read "Tracie Krevanko".

Tracie Krevanko, CERA, CEA
Clatsop County Clerk

TK/sh



I have canvassed the votes for City of Warrenton, relating to the Special Election on November 7, 2017, and accept it as the official election results.

Authorizing Signature

Date

Run Date: 11/27/17 09:10 AM

VOTES PERCENT

PRECINCTS COUNTED (OF 3)	3	100.00
REGISTERED VOTERS - TOTAL	4,928	
BALLOTS CAST - TOTAL	1,983	
BALLOTS CAST - BLANK	2	.10
VOTER TURNOUT - TOTAL		40.24
VOTER TURNOUT - BLANK		.04

4-188 City of Gearhart

Repeals and Replaces Vacation Rental Dwellings Ordinance

(VOTE FOR) 1

Yes	180	23.26
No.	594	76.74
Over Votes	0	
Under Votes	0	

4-189 City of Warrenton

Five Year Library Operations Local Option Levy

(VOTE FOR) 1

Yes	665	55.10
No.	542	44.90
Over Votes	0	
Under Votes	2	

I hereby certify this copy to be a true, full and correct copy of the record now on file and in the custody of the Clatsop County Clerk.


County Clerk

11/27/17
Date



Run Date: 11/27/17 09:17 AM

0047 47 - WARRENTON

	VOTES	PERCENT
REGISTERED VOTERS - TOTAL	2704	
BALLOTS CAST - TOTAL.	915	
BALLOTS CAST - BLANK.	2	.22
VOTER TURNOUT - TOTAL		33.84
VOTER TURNOUT - BLANK07

4-189 City of Warrenton

Five Year Library Operations Local Option Levy

(VOTE FOR) 1

Yes	487	53.34
No.	426	46.66
Over Votes	0	
Under Votes	2	

I hereby certify this copy to be a true, full and correct copy of the record now on file and in the custody of the Clatsop County Clerk.


County Clerk

11/27/17
Date



Run Date: 11/27/17 09:17 AM

0048 48 - WARRENTON

	VOTES	PERCENT
REGISTERED VOTERS - TOTAL	986	
BALLOTS CAST - TOTAL.	294	
BALLOTS CAST - BLANK.	0	
VOTER TURNOUT - TOTAL		29.82
VOTER TURNOUT - BLANK		

4-189 City of Warrenton

Five Year Library Operations Local Option Levy

(VOTE FOR) 1

Yes	178	60.54
No.	116	39.46
Over Votes	0	
Under Votes	0	

I hereby certify this copy to be a true, full and correct copy of the record now on file and in the custody of the Clatsop County Clerk.


County Clerk

11/27/17
Date



5-D



WARRENTON POLICE DEPARTMENT

OCTOBER 2017 STATISTICS

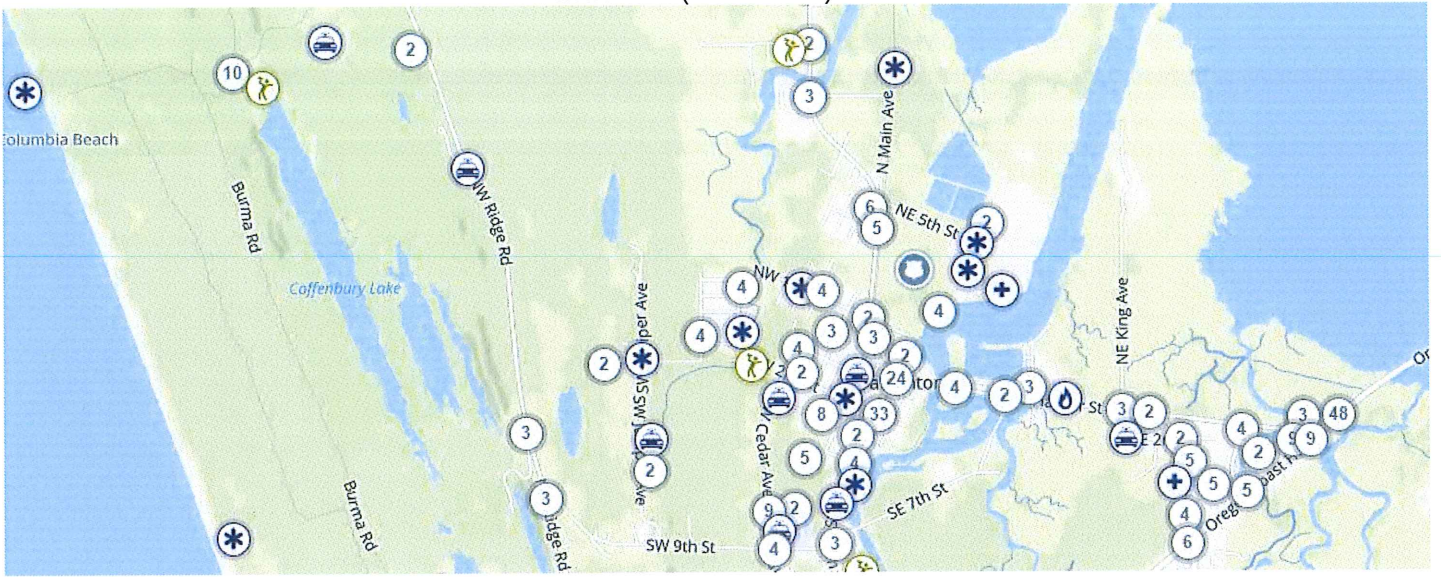
NOVEMBER 28, 2017



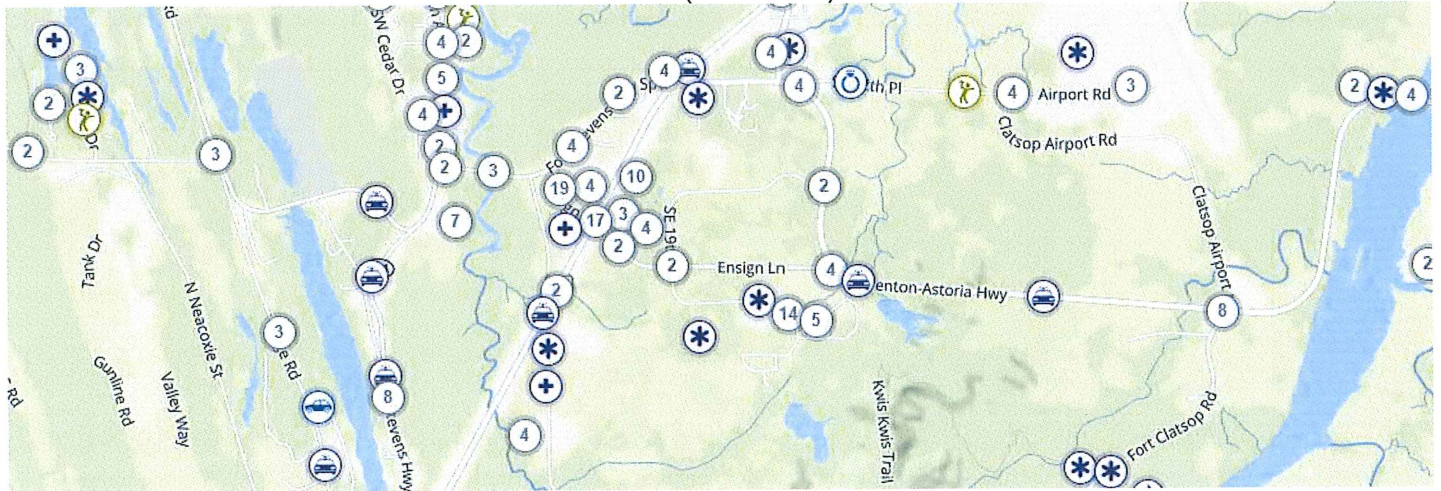
October Statistics (% changes are compared to 2017)							
Category	2017	2016	%Chg	2015	%Chg	2014	%Chg
Calls for Service	671	557	20%	665	1%	661	2%
Incident Reports	187	133	41%	160	17%	92	103%
Arrests/Citations	105	50	110%	69	52%	55	91%
Traffic Events	170	122	39%	211	-19%	148	15%
DUII Calls	6	1	500%	1	500%	0	600%
Traffic Accidents	24	13	85%	18	33%	17	41%
Property Crimes	89	64	39%	78	14%	52	71%
Disturbances	57	81	-30%	52	10%	59	-3%
Drug/Narcotics Calls	5	10	-50%	2	150%	4	25%
Animal Complaints	32	20	60%	22	45%	23	39%
Officer O.T.	258	160.5	61%	167.8	54%	48.5	432%
Reserve Hours	19.5	8	144%	73	-73%	59.5	-67%

Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Calls for Service	571	524	638	553	679	666	768	770	756
Incident Reports	138	135	217	150	179	181	178	165	173
Arrests/Citations	58	70	88	117	78	94	96	118	114
Traffic Events	185	144	174	128	153	173	183	254	205
DUII Calls	2	8	4	4	5	5	5	4	3
Traffic Accidents	13	17	20	22	14	15	17	16	24
Property Crimes	50	57	46	35	66	64	118	77	71
Disturbances	49	47	68	61	55	72	99	79	80
Drug/Narcotics Calls	6	6	4	5	5	8	9	6	4
Animal Complaints	15	9	19	24	31	30	28	43	34
Officer O.T.	104	136.5	214.25	284.25	282	217	0	143	209.75
Reserve Hours	34.5	28.5	16.5	31	30	0	14	16	19

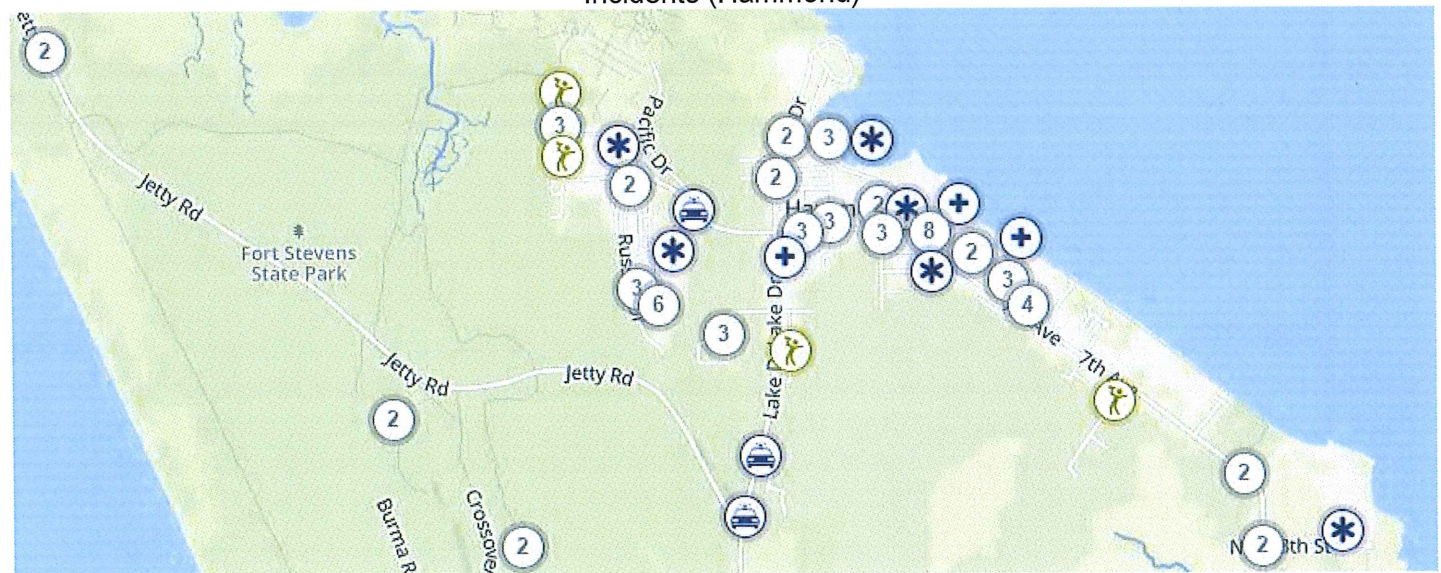
Incidents (Warrenton) #1



Incidents (Warrenton) #2



Incidents (Hammond)




7-A

"Making a difference through excellence of service"



CITY OF WARRENTON

AGENDA MEMORANDUM

TO: The Warrenton City Commission
FROM: Skip Urling, Community Development Director 
DATE: For the Agenda of December 12, 2017
SUBJ: **PUBLIC HEARING:** Development Code Amendment—
 Local Street Width Standard and Neighborhood Parks in New
 Subdivisions

At its November 9 meeting, the Planning Commission took action to recommend adoption of Ordinance No. 1216 which amends Warrenton Municipal Code (WMC) 16.136.020 making the pavement width standard for local roads 36 feet rather than a range of 28-36 feet. The ordinance also amends WMC 16.216.020 by raising the standards for the development of neighborhood parks in new subdivisions. It sets the threshold for such improvements at 20 lots and calls for at least five percent of the project area devoted to and developed as a neighborhood park with typical neighborhood park improvements.

The Planning Commission adopted the findings and conclusions of the November 2nd staff report, which is attached, as the basis for its action and recommendation. The ordinance also is attached.

RECOMMENDATION/SUGGESTED MOTION

Based on the recommendation of the Planning Commission, I move to adopt that body's findings and conclusions and approve the first reading of Ordinance No. 1216 by title only.

ALTERNATIVE

None recommended

FISCAL IMPACT

None

Approved by City Manager:

A handwritten signature in blue ink, appearing to read "Julie Engler", is written over a horizontal line.

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

Attachments

"Making a difference through excellence of service"



CITY OF WARRENTON

November 2, 2017

To: Warrenton Planning Commission
From: Skip Urling, Community Development Director
Re: Development Code Amendment Revising the Local Street Width Standard and the Standards for Neighborhood Parks when Subdividing Land

A the joint direction of the City Commission and Planning Commission, staff has initiated an amendment to Warrenton Municipal Code Sections 16.136.020 Transportation Standards Regarding the Pavement Width Standard for a Local Road and 16.216.020 General Requirements [for Land Divisions] Regarding the Standards for Residential Neighborhood Parks.

This proposal is being reviewed pursuant to Warrenton Municipal Code Sections 16.208.060 (Type IV Procedure - Legislative and Map Amendments), 16.232 (Land Use District Map and Text Amendments), Comprehensive Plan (CP), Statewide Planning Goals, Oregon Revised Statutes and the Oregon Administrative Rules. Notice of the Planning Commission public hearing was published in The Daily Astorian October 30, 2017.

FINDINGS

Article 8 Transportation discusses the city's transportation systems and references the Transportation System Plan (TSP) as an addendum. It specifically states that should there be contradictions or inconsistencies between the two plans the TSP shall prevail. While staff has not identified any inconsistencies between the two plans, we notice that the recommended quantifiable street standards for the various street classifications are limited to the TSP.

Local roadways are defined in both plans as having a primary function of providing access to local traffic and route users to collector road ways. Generally, the local roadways operate with low speeds, provide limited mobility, and carry low traffic volumes in comparison to other roadway classifications.

TSP Figure 5-5 shows the local road pavement curb to curb width standard varying from 28 to 36 feet. Streets in new subdivisions during the last 6 years have all been constructed to the minimum 28-foot standard. A result of this practice has been vehicles parking partially or fully on the sidewalks to avoid being in the travelled way. Such activities impede pedestrian movements and safety. The consensus of the City Commission and Planning Commission at the last joint meeting was to increase the street width standard for future subdivisions rather than restrict parking on local streets to one side. This would allow all property owners in new subdivisions to enjoy parking on their side of the street.

The Comprehensive Plan offers two paragraphs on public recreation. It acknowledges the value of Fort Stevens State Park to the community. It also recognizes Camp Kiwanilong. There is no standard for neighborhood parks.

Unlike the TSP, the 2010 Warrenton Parks Master Plan is not explicit in being recognized as providing a prevailing status for inconsistencies or contradictions. However, the Parks Master Plan does recognize and is stated to have been prepared in concert with the Comprehensive Plan, TSP, and Trails Master Plan among others for the city and county.

While the plan does not recommend a standard for neighborhood park development, it does describe neighborhood parks as providing access to basic recreation activities for nearby residents of all ages, function as critical open space, and are often defining elements of neighborhood. These parks are generally 1-5 acres in size and service residents within ¼ to ½ mile radius. Neighborhood parks typically include facilities such as playgrounds, basketball courts, tennis courts, lawn areas, picnic tables and benches.

Compliance with Oregon’s Statewide Planning Goals and Related Rules and Statutes

Goal 1, Citizen Involvement

Goal 1 outlines policies and procedures to be used by local governments to ensure that citizens will be involved “in all phases of the planning process.”

This proposal for a development code amendment is being reviewed in accordance with the acknowledged provisions for citizen involvement in the municipal code. It does not propose any changes to those provisions. This application therefore complies with Goal 1.

Goal 2, Land Use Planning

Goal 2 requires local governments to “establish a land use planning process and policy framework as a basis for all decisions and actions related to use of land and to assure an adequate factual base for such decisions and actions.”

The proposal and applicable comprehensive land use plan policies is being reviewed by the Planning Commission who will forward a recommendation to the City Commission who will ultimately make a decision on it, which satisfies Goal 2.

Goal 3, Agricultural Lands

Goal 3 deals with conservation of “agricultural lands” as defined in that goal. The goal’s provisions are directed toward counties, not cities (such as Warrenton). The goal states, “Agricultural land does not include land within acknowledged urban growth boundaries...” This goal does not apply.

Goal 4, Forest Lands

Goal 4 deals with conservation of “forest lands” as defined in that goal. Details about such conservation are set forth in related administrative rules: OAR Chapter 660, Division 006. OAR 660-006-0020 states: “Goal 4 does not apply within urban growth boundaries...” This goal does not apply.

Goal 5, Natural Resources, Scenic and Historic Areas, and Open Spaces

The basic aim of Goal 5 is “To protect natural resources and conserve scenic and historic areas and open spaces.” Because no such natural resources, scenic and historic areas and open spaces will be affected, this goal does not apply.

Goal 6, Air, Water and Land Resources

Statewide Planning Goal 6 is “to maintain and improve the quality of the air, water and land resources of the state.” It deals mainly with control of “waste and process discharges from future development.” Because no development is proposed, this goal does not apply.

Goal 7, Areas Subject to Natural Hazards

Statewide Planning Goal 7 is to “to protect people and property from natural hazards.” No part of the proposal will affect the city’s approved Goal 7 plan, therefore this goal is not applicable.

Goal 8, Recreational Needs

Goal 8 is “to satisfy the recreational needs of the citizens of the state and visitors and, where appropriate, to provide for the siting of necessary recreational facilities including destination resorts.”

Subdividing land for residential development results in population growth which in turn results in an increase in demand for parks and recreational facilities. The current code requirement for the development of neighborhood parks associated with residential subdivisions is vague and less

demanding than the suggestion for the function of neighborhood parks stated in the parks master plan. The proposal will improve the city's fulfillment and satisfaction of Goal 8.

Goal 9, Economic Development

Goal 9 calls for the provision of adequate opportunities throughout the state for a variety of economic activities vital to the health, welfare and prosperity for Oregon's citizens. This goal does not apply.

Goal 10, Housing

Statewide Planning Goal 10 is "to provide for the housing needs of citizens of the state." The goal requires cities to assess future need for various housing types and to plan and zone sufficient buildable land to meet those projected needs. This goal is not applicable.

Goal 11, Public Facilities and Services

Goal 11 is "to plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development." The proposal would result in the development of more neighborhood parks than under the current development standard. If one considers parks as public facilities, the proposal satisfies this goal.

Goal 12, Transportation

Goal 12 is "to provide and encourage a safe, convenient and economic transportation system." This goal is not applicable.

Goal 13, Energy

Goal 13 is simply "to conserve energy" and does not apply.

Goal 14, Urbanization

Goal 14 is "to provide for an orderly and efficient transition from rural to urban land use, to accommodate urban population and urban employment inside urban growth boundaries, to ensure efficient use of land, and to provide for livable communities." Providing for an increase

in the development of neighborhood parks would indeed contribute to the provision of livable communities. As such, the proposed amendment satisfies this goal.

Goal 15, Willamette River Greenway

Goal 15 deals with lands adjoining the Willamette River and does not apply to this proposal.

Goal 16, Estuarine Resources

Goal 16 is “to recognize and protect the unique environmental, economic, and social values of each estuary and associated wetlands; and to protect, maintain, where appropriate develop, and where appropriate restore the long-term environmental, economic, and social values, diversity and benefits of Oregon's estuaries.” Because the code amendment would not affect any natural estuarine characteristics, this goal does not apply.

Goal 17, Coastal Shorelands

Goal 17 aims “to conserve, protect, where appropriate, develop and where appropriate restore the resources and benefits of all coastal shorelands, recognizing their value for protection and maintenance of water quality, fish and wildlife habitat, water-dependent uses, economic resources and recreation and aesthetics.” This goal does not apply.

Goal 18, Beaches and Dunes

Goal 18 says that “coastal areas subject to this goal shall include beaches, active dune forms, recently stabilized dune forms, older stabilized dune forms and interdune forms.” This goal does not apply.

Goal 19, Ocean Resources

Goal 19 deals with management of resources in Oregon’s territorial sea (the waters bordering the state’s coastline). Goal 19 does not apply to this application.

CONCLUSIONS AND RECOMMENDATION

The proposed amendments would provide several benefits to the city. The wider local street system would allow for parking on both sides local streets while improving pedestrian mobility and safety by eliminating the need for parking on sidewalks.

The enhanced park development standard for new subdivisions would result in the increased opportunity for neighborhood park development as the city continues to grow, thereby providing more opportunities for recreation for residents within a shorter service radius. It would enhance the quality of place offered by the city.

Accordingly, based on the findings above, staff recommends the Planning Commission forward Ordinance No. 1216 Amending Warrenton Municipal Code 16.136.020 Transportation Standards Regarding the Pavement Width Standard for a Local Road and 16.216.020 General Requirements [for Land Divisions] Regarding the Standards for Residential Neighborhood Parks to the City Commission with a recommendation to adopt.

Suggested motion: Based on the findings and conclusions of the November 2, 2017 staff report, I move to forward Ordinance No. 1216 to the City Commission with a recommendation to adopt.

Ordinance No. 1216

Introduced by All Commissioners.

An Ordinance Amending Warrenton Municipal Code 16.136.020 Transportation Standards Regarding the Pavement Width Standard for a Local Road and 16.216.020 General Requirements [for Land Divisions] Regarding the Standards for Residential Neighborhood Parks.

The City Warrenton ordains as follows:

Section 1. Warrenton Municipal Code 16.136.020 Transportation Standards is hereby amended as follows:

A. Development Standards. No development shall occur unless the lot or parcel abuts a public or private street, other than an alley, for at least 25 feet and is in conformance with the provisions of Chapter 16.120, Access and Circulation, and the following standards are met:

1. Streets within or adjacent to a development shall be improved in accordance with the Comprehensive Plan, Transportation System Plan, and the provisions of this chapter;
2. Development of new streets (public or private), and additional street width or improvements planned as a portion of an existing street, shall be improved in accordance with this section, and public streets shall be dedicated to the applicable City, county or state jurisdiction;
3. New streets and drives connected to a City collector or arterial street shall be paved; and
4. The City may accept a future improvement guarantee [e.g., owner agrees not to remonstrate (object) against the formation of a local improvement district in the future] in lieu of street improvements if one or more of the following conditions exist:
 - a. A partial improvement may create a potential safety hazard to motorists or pedestrians;
 - b. Due to the developed condition of adjacent properties it is unlikely that street improvements would be extended in the foreseeable future and the improvement associated with the project under review does not, by itself, provide increased street safety or capacity, or improved pedestrian circulation;
 - c. The improvement would be in conflict with an adopted capital improvement plan; or
 - d. The improvement is associated with an approved land partition on property zoned residential and the proposed land partition does not create any new streets.

B. Variances. Variances to the transportation design standards in this section may be granted by means of a Class 2 variance, as governed by Chapter 16.272, Variances. A variance may be granted under this provision only if a required improvement is not feasible due to topographic constraints or constraints posed by sensitive lands (see Chapter 16.156).

C. Creation of Rights-of-Way for Streets and Related Purposes. Streets shall be created through the approval and recording of a final subdivision or partition plat; except the City may approve the creation of a street by acceptance of a deed, provided that the street is deemed essential by the City Commission for the purpose of implementing the Transportation System Plan, and the deeded right-of-way conforms to the standards of this Code. All deeds of dedication shall be in a form prescribed by the City Attorney and shall name “the public,” as grantee.

D. Creation of Access Easements. The City may approve an access easement established by deed when the easement is necessary to provide for access and circulation in conformance with Chapter 16.120, Access and Circulation. Access easements shall be created and maintained in accordance with the Uniform Fire Code, as amended.

E. Street Location, Width and Grade. Except as noted below, the location, width and grade of all streets shall conform to the Transportation System Plan and Comprehensive Plan, as applicable; and an approved street plan or subdivision plat. Street location, width and grade shall be determined in relation to existing and planned streets, topographic conditions, public convenience and safety, and in appropriate relation to the proposed use of the land to be served by such streets:

1. Street grades shall be approved by the City-appointed engineer in accordance with the design standards in subsection N of this section; and
2. Where the location of a street is not shown in an existing street plan (see subsection H of this section), the location of streets in a development shall either:
 - a. Provide for the continuation and connection of existing streets in the surrounding areas, conforming to the street standards of this chapter, or
 - b. Conform to a street plan adopted by the City, if it is impractical to connect with existing street patterns because of particular topographical or other existing conditions of the land. Such a plan shall be based on the type of land use to be served, the volume of traffic, the capacity of adjoining streets and the need for public convenience and safety.

F. Minimum Rights-of-Way and Street Sections. Street rights-of-way and improvements shall conform to the design standards in Table 16.136.010. A variance shall be required in accordance with Chapter 16.272 of this Code to vary the standards in Table 16.136.010. Where a range of width is indicated, the width shall be determined by the decision-making authority based upon the following factors:

1. Street classification in the Transportation System Plan or Comprehensive Plan;
2. Anticipated traffic generation;
3. On-street parking needs;
4. Sidewalk and bikeway requirements based on anticipated level of use;
5. Requirements for placement of utilities;
6. Street lighting;
7. Street tree location, as provided for in Chapter 16.124;

8. Protection of significant vegetation and wetland and riparian areas, as provided for in Chapters 16.124 and 16.156;
9. Safety and comfort for motorists, bicyclists, and pedestrians;
10. Street furnishings (e.g., benches, lighting, bus shelters, etc.), when provided;
11. Access needs for emergency vehicles; and
12. Transition between different street widths (i.e., existing streets and new streets), as applicable.

Table 16.136.010
City of Warrenton Street Design Standards

Type of Street	Average Daily Trips (ADT)	Right-of-Way Width	Curb-to-Curb Pavement Width	Motor Vehicle Travel Lanes ⁴	Median/Flux Lane ⁵	Bike Lanes or On-Street Parking (both sides)	Curb	Planting Strip ⁵	Sidewalks
Arterial Roads									
4-Lane Arterial	Varies	80 - 102 ft.	64 - 78 ft.	12 ft. ⁴	14 ft.	8 ft.	Yes	6 ft.	6 ft.
2-Lane Arterial	Varies	80 ft.	40 - 54 ft.	12 ft. ⁴	14 ft.	8 ft.	Yes	6 ft.	6 ft.
Collector Roads									
Collector Road	Varies	60 - 64 ft.	36 - 40 ft.	12 ft. ⁴	None	6-8 ft.	Yes	6 ft.	6 ft.
Local Roads									
Local Road	Varies	50 - 60 ft.	28 - 36 ft.	10-12 ft.	None	8 ft. parking (on one or both sides ¹⁾)	Yes (on one or both sides)	5 ft.	5 ft. ³
Alternative Local Road ²	< 250	50 ft.	20 - 28 ft. (no curbs required)	10 ft.	None	None ¹	None	5 ft.	None

Alleys	N/A	12 - 24 ft.	12 - 24 ft.	N/A	N/A	None	None	None	None
Multi-Use Paths	N/A	8 - 16 ft.	8 - 16 ft.	N/A	N/A	None	None	None	None

¹ Bike lanes are generally not needed on low volume (less than 3,000 ADT) and/or low travel speed (less than 35 mph) roads.

² The alternative local road standard may be used when approved by the City of Warrenton. The standard is intended to apply under the following circumstances:

The local road will serve 18 or fewer dwelling units upon buildout of adjacent property.

The ADT volume of the road is less than 250 vehicles per day.

Significant topographical or environmental constraints are present.

Use of the alternative local road standard will not create gaps in connectivity or roadway standards with adjacent roadway sections (i.e. side-walk, parking, travel lane widths).

The City-appointed engineer and Emergency Service Providers have reviewed and accepted usage of the alternative local roadway standard.

³ Sidewalks are required on all local roads in high-density residential and commercial zones unless exempted by the City-appointed engineer or Planning Commission.

⁴ Where parking is constructed next to a travel lane, the travel lane shall be increased to a width of 14 feet to function as a shared roadway and accommodate bicycles.

⁵ Footnote indicates that these features are optional. Flex lanes would provide for traffic flow in one direction or another depending upon the specific traffic patterns and demands for an area. Flex lanes could be used for transit routes or emergencies, and would provide extra right-of-way width for future rail or transit. Appropriate safety measures would need to be installed in conjunction with flex lanes.

REFER TO FIGURES 5-3, 5-4, and 5-5 OF THE TSP FOR CROSS SECTION VIEWS OF LOCAL, COLLECTOR, AND ARTERIAL ROADS.

G. Traffic Signals. Traffic signals shall be required with development when traffic signal warrants are met, in conformance with the Highway Capacity Manual, and Manual of Uniform Traffic Control Devices. The location of traffic signals shall be noted on approved street plans. Where a proposed street intersection will result in an immediate need for a traffic signal, a signal meeting approved specifications shall be installed. The developer's cost and the timing of improvements shall be included as a condition of development approval. Traffic signals on roads under state jurisdiction shall be determined by the Oregon Department of Transportation.

H. Future Street Plan and Extension of Streets.

1. A future street plan shall be filed by the applicant in conjunction with an application for a subdivision in order to facilitate orderly development of the street system. The plan shall show the pattern of existing and proposed future streets from the boundaries of the proposed land division and shall include other parcels within 500 feet surrounding and adjacent to the proposed land division. The street plan is not binding; rather it is intended to show potential future street extensions with future development.

2. Streets shall be extended to the boundary lines of the parcel or tract to be developed, when the Community Development Director or Planning Commission determines that the extension is necessary to give street access to, or permit a satisfactory future division of, adjoining land. The point where the streets temporarily end shall conform to subparagraphs a through c of this paragraph:

a. These extended streets or street stubs to adjoining properties are not considered to be cul-de-sacs since they are intended to continue as through streets when the adjoining property is developed.

b. A barricade (e.g., fence, bollards, boulders or similar vehicle barrier) shall be constructed at the end of the street by the subdivider and shall not be removed until authorized by the City or other applicable agency with jurisdiction over the street. The cost of the barricade shall be included in the street construction cost.

c. Temporary turnarounds (e.g., hammerhead or bulb-shaped configuration) may be constructed for stub streets over 150 feet in length for a time period of up to two years. The developer shall guarantee conversion of the temporary hammerhead into a cul-de-sac that meets the standards of this Code by posting a performance bond that guarantees the required improvement within the time specified.

I. Street Alignment and Connections.

1. Staggering of streets making "T" intersections at collectors and arterials shall not be designed so that jogs of less than 300 feet on such streets are created, as measured from the centerline of the street.

2. Spacing between local street intersections shall have a minimum separation of 125 feet, except where more closely spaced intersections are designed to provide an open space, pocket park, common area or similar neighborhood amenity. This standard applies to four-way and three-way (off-set) intersections.

3. All local and collector streets which abut a development site shall be extended within the site to provide through circulation unless prevented by environmental or topographical constraints, existing development patterns or compliance with other standards in this Code. This exception applies when it is not possible to redesign or reconfigure the street pattern to provide required extensions. Land is considered topographically constrained if the slope is greater than 15% for a distance of 250 feet or more. In the case of environmental or topographical constraints, the mere presence of a constraint is not sufficient to show that a street connection is not possible. The applicant must show why the environmental or topographic constraint precludes some reasonable street connection.

4. Proposed streets or street extensions shall be located to provide direct access to existing or planned commercial services and other neighborhood facilities, such as schools, shopping areas and parks.

5. In order to promote efficient vehicular and pedestrian circulation throughout the City, the design of subdivisions and alignment of new streets shall conform to the following standards in Chapter 16.120, Access and Circulation: The maximum block length shall not exceed 1,000 feet between street corner lines unless it is adjacent to an arterial street or unless the topography or the location of adjoining streets justifies an exception. The maximum length of blocks along an arterial is 1,800 feet. A block shall have sufficient width to provide for two tiers of building sites unless topography or location of adjoining streets justifies an exception.

Exceptions to the above standards may be granted when an accessway is provided at or near mid-block, in conformance with the provisions of Section 16.120.030.

J. Sidewalks, Planter Strips, Bicycle Lanes. Sidewalks, planter strips, and bicycle lanes shall be installed in conformance with the standards in Table 16.136.010, applicable provisions of the Transportation System Plan, the Comprehensive Plan, and adopted street plans. Maintenance of sidewalks, curbs, and planter strips is the continuing obligation of the adjacent property owner.

K. Intersection Angles. Streets shall be laid out so as to intersect at an angle as near to a right angle as practicable, except where topography requires a lesser angle or where a reduced angle is necessary to provide an open space, pocket park, common area or similar neighborhood amenity. In addition, the following standards shall apply:

1. Streets shall have at least 25 feet of tangent adjacent to the right-of-way intersection unless topography requires a lesser distance;
2. Intersections which are not at right angles shall have a minimum corner radius of 20 feet along the right-of-way lines of the acute angle; and
3. Right-of-way lines at intersection with arterial streets shall have a corner radius of not less than 20 feet.

L. Existing Rights-of-Way. Whenever existing rights-of-way adjacent to or within a tract are of less than standard width, additional rights-of-way shall be provided at the time of subdivision or development, subject to the provisions of this chapter.

M. Cul-de-Sacs. A dead-end street shall be no more than 200 feet long, shall not provide access to greater than 18 dwelling units, and shall only be used when environmental or topographical constraints, existing development patterns, or compliance with other standards in this Code preclude street extension and through circulation.

1. All cul-de-sacs shall terminate with a circular turnaround. Circular turnarounds shall have a radius of no less than 40 feet from center to edge of pavement except that turnarounds that contain a landscaped island or parking bay in their center shall have a minimum radius of 45 feet. When an island or parking bay is provided, there shall be a fire apparatus lane of at least 20 feet in width; and

2. The length of the cul-de-sac shall be measured along the centerline of the roadway from the near side of the intersecting street to the farthest point of the cul-de-sac.

See Section 16.120.020 for fire access and parking area turnaround requirements based on Uniform Fire Code standards, as amended.

N. Grades and Curves. Grades shall not exceed 10% on arterials, 12% on collector streets, or 12% on any other street (except that local or residential access streets may have segments with grades up to 15% for distances of no greater than 250 feet), and:

1. Centerline curve radii shall not be less than 700 feet on arterials, 500 feet on major collectors, 350 feet on minor collectors, or 100 feet on other streets; and

2. Streets intersecting with a minor collector or greater functional classification street, or streets intended to be posted with a stop sign or signalization, shall provide a landing averaging five percent or less. Landings are that portion of the street within 20 feet of the edge of the intersecting street at full improvement.

O. Curbs, Curb Cuts, Ramps, and Driveway Approaches. Concrete curbs, curb cuts, wheelchair, bicycle ramps and driveway approaches shall be constructed in accordance with standards specified in Chapter 16.120, Access and Circulation, and City construction standards.

P. Streets Adjacent to Railroad Right-of-Way. Wherever the proposed development contains or is adjacent to a railroad right-of-way, a street approximately parallel to and on each side of such right-of-way at a distance suitable for the appropriate use of the land shall be created. New railroad crossings and modifications to existing crossings are subject to review and approval by Oregon Department of Transportation.

Q. Development Adjoining Arterial Streets. Where a development adjoins or is crossed by an existing or proposed arterial street, the development design shall separate residential access and through traffic, and shall minimize traffic conflicts. The design shall include one or more of the following:

1. A parallel access street along the arterial with a landscape buffer separating the two streets;

2. Deep lots abutting the arterial or major collector to provide adequate buffering with frontage along another street. Double-frontage lots shall conform to the buffering standards in Chapter 16.164;

3. Screen planting at the rear or side property line to be contained in a non-access reservation (e.g., public easement or tract) along the arterial; or

4. Other treatment suitable to meet the objectives of this subsection;

5. If a lot has access to two streets with different classifications, primary access shall be from the lower classification street, in conformance with Section 16.120.020.

R. Alleys, Public or Private. Alleys shall conform to the standards in Table 16.136.010. While alley intersections and sharp changes in alignment shall be avoided, the corners of necessary alley intersections shall have a radius of not less than 12 feet.

S. Private Streets. Private streets shall not be used to avoid connections with public streets. Gated communities (i.e., where a gate limits access to a development from a public street) are

prohibited. Design standards for private streets are the same as design standards for public streets and shall conform to the provisions of Table 16.136.010.

T. Street Names. Street naming and numbering in the City of Warrenton (and Hammond) shall follow the uniform system of the City's addressing ordinance (Ord. No. 359-A). Street names, signs and numbers shall conform to the City's addressing ordinance.

U. Survey Monuments. Upon completion of a street improvement and prior to acceptance by the City, it shall be the responsibility of the developer's registered professional land surveyor to provide certification to the City that all boundary and interior monuments shall be reestablished and protected.

V. Street Signs. The City, county or state with jurisdiction shall install all signs for traffic control and street names. The cost of signs required for new development shall be the responsibility of the developer. Street name signs shall be installed at all street intersections. Stop signs and other signs may be required.

W. Mail Boxes. Plans for mail boxes to be used shall be approved by the United States Postal Service.

X. Street Light Standards. Street lights shall be installed in accordance with City standards.

Y. Street Cross-Sections. The final lift of asphalt or concrete pavement shall be placed on all new constructed public roadways prior to final City acceptance of the roadway and within one year of the conditional acceptance of the roadway unless otherwise approved by the City-appointed engineer.

1. Sub-base and leveling course shall be of select crushed rock;
2. Surface material shall be of Class C or B asphaltic concrete;
3. The final lift shall be Class C asphaltic concrete as defined by O.D.O.T/A.P.W.A. standard specifications;
4. No lift shall be less than one and one-half inches in thickness; and
5. All streets shall be developed in accordance with City of Warrenton construction standards.

Section 2. Warrenton Municipal Code 16.216.020 General Requirements is hereby amended as follows:

A. Subdivision and Partition Approval Through Two-step Process. Applications for subdivision or partition approval shall be processed through a two-step process: the preliminary plat and the final plat.

1. The preliminary plat shall be approved before the final plat can be submitted for approval consideration; and
2. The final plat shall include all conditions of approval of the preliminary plat.

B. Compliance with ORS Chapter 92. All subdivision and partition proposals shall be in conformance to state regulations set forth in Oregon Revised Statutes (ORS) Chapter 92, Subdivisions and Partitions.

Future Re-Division Plan. When subdividing or partitioning tracts into large lots (i.e., greater than two times or 200% the minimum lot size allowed by the underlying land use district), the City shall require that the lots be of such size, shape, and orientation as to facilitate future re-division in accordance with the requirements of the land use district and this Code. A re-division plan shall be submitted which identifies:

1. Potential future lot division(s) in conformance with the housing and density standards of Division 2.
2. Potential street right-of-way alignments to serve future development of the property and connect to adjacent properties, including existing or planned rights-of-way.
3. A disclaimer that the plan is a conceptual plan intended to show potential future development. It shall not be binding on the City or property owners, except as may be required through conditions of land division approval. For example, dedication and improvement of rights-of-way within the future plan area may be required to provide needed secondary access and circulation.

C. Lot Size Averaging. Single-family residential lot size may be averaged to allow lots less than the minimum lot size in the residential district, as long as the average area for all lots is not less than allowed by the district. No lot created under this provision shall be less than 80% of the minimum lot size allowed in the underlying district. For example, if the minimum lot size is 5,000 square feet, the following three lots could be created: 4,000 square feet, 5,000 square feet, and 6,000 square feet.

D. Temporary Sales Office. A temporary sales office in conjunction with a subdivision may be approved as set forth in Section 16.240.010, Temporary Use Permits.

E. Minimize Flood Damage. All subdivisions and partitions shall be designed based on the need to minimize the risk of flood damage. Development in a flood hazard designation shall comply with the standards of Chapter 16.88, Flood Hazard Overlay (FHO) District, and Federal Emergency Management Agency requirements, including fill to elevate structures above the base flood elevation.

F. Determination of Base Flood Elevation. Shall comply with Chapter 16.88 of the Warrenton Development Code.

G. Need for Adequate Utilities. Shall comply with Chapters 16.136 and 16.216.

H. Need for Adequate Drainage. All subdivision and partition proposals shall comply with Chapter 16.140.

I. ~~Residential Neighborhood Parks. A proposed subdivision which exceeds 50 lots and is more than one mile of an existing park, shall place a neighborhood park within the subdivision.~~

~~1. Size.~~

~~a. 30,000 square feet for the first 50 lots;~~

~~b. For each additional 50 lots an additional 10,000 square feet shall be added to the size of the park; or~~

~~c. The park may be divided and placed to create more than one park in the subdivision.~~

~~2. Location. The neighborhood park shall be located in the proposed subdivision which is easily accessible to its users.~~

~~3. Maintenance. The neighborhood park shall be the responsibility of the Homeowners Association and/or the CC&Rs of the subdivision, unless dedicated to the City.~~

Open space shall provide opportunities for active and/or passive recreation and may include existing stands of trees, resource areas, and storm water facilities as outlined in this section. Active open space shall allow human activities including recreational and social opportunities such as play fields, playgrounds, swimming pools, plazas and other recreational facilities. Open space may also be passive and include human activities limited to walking, running, and cycling, seating areas and wildlife viewing or natural areas such as a wetland.

1. A proposed subdivision preliminary plat with 20 lots or more shall provide baseline active open space of an area equal to at least five percent of the subject site.
2. Active open space shall be easily accessible, physically or visually, to all members of the planned community via a minimum thirty (30) foot wide street frontage or access easement.
3. Active open space areas shall have a dedicated meter and underground irrigation system to ensure adequate water supply during establishment period (3-years) and during periods of drought for all newly planted areas.
4. Active open space shall be no smaller than the minimum lot size requirement of the underlying zoning district with a minimum width 40 feet.
5. Active open space may abut a Collector or greater classified street as identified in the City's adopted Transportation System Plan, when separated from the street by a constructed barrier, such as a fence or wall, at least three (3) feet in height.
6. Active Open Space shall be physically accessible to all residents of the development.
7. Active open space shall include physical improvements to enhance the area. Physical improvements may include; benches, gazebos, plazas, picnic areas, playground equipment, sport courts, play fields, or other items permitted by the Planning Commission.
8. An association of owners or tenants, created as a non-profit corporation under the laws of the state (ORS 94.572) which shall adopt and impose articles of incorporation and bylaws and adopt and impose a declaration of covenants and restrictions on the common open

space that is acceptable to the City Attorney as providing for the continuing care of the space. Any subsequent changes to such CC&Rs regarding the active open space must be approved by the City Attorney. Such an association shall be formed and continued for the purpose of maintaining the common open space and shall provide for City intervention and the imposition of a lien against the entire subdivision development in the event the association fails to perform as required; or

9. A public agency which agrees to maintain the dedicated active open space and any buildings, structures, or other improvements which have been placed on it.
10. Dedicated active open space shall be protected by Covenants (CC&Rs) or deed restriction to prevent any future commercial, industrial, or residential development.

J. Street Names.

1. All proposed streets west of Main Avenue shall have a tree or plant life name; and all proposed streets between Highway 101 and Main Avenue shall have a “nautical” name.
2. All proposed streets shall have directional prefixes as part of the street name (i.e., E, NE, SW, S).
3. All proposed streets east of Highway 101 shall follow the street naming procedure as outlined below:

a. Proposed street names shall be submitted as part of a subdivision or partition application to the Planning and Building Department. The request shall include the proposed name(s), the specific street location and brief but complete background information on the name and how it meets the street name policy. If the new street name is indicated on the proposed plat at the time of the land use application it shall be labeled “proposed,” such as “proposed Willener Court.”

b. Streets shall generally be named after people, places, events, and things related to the City and the citizens of Warrenton. Proposed names should meet one of the following criteria:

- i. To honor and commemorate noteworthy persons associated with the City of Warrenton, Clatsop County, and the State of Oregon;
- ii. To commemorate local history, places, events or culture;
- iii. To strengthen neighborhood identity; or
- iv. To recognize native wildlife, flora, fauna or natural features related to the community and the City of Warrenton.

Consideration should be given to names of local area or historic significance. Names of living persons should be used only in exceptional circumstances. Only a person’s last name should be used as a street name unless additional identification is necessary to prevent duplications of existing street names in Warrenton and Clatsop County.

c. Names to Avoid.

- i. Street names being a duplicate of an existing street in the City of Warrenton or in Clatsop County shall be avoided.

- ii. Similar sounding names such as Beach Avenue and Peach Avenue, Maywood Court and Maywood Lane shall be avoided.
- iii. Cumbersome, corrupted or modified names, discriminatory or derogatory names, from the point of view of race, sex, color, creed, political affiliation or other social factors, shall be avoided.
- iv. Names for public streets that could be construed as advertising a particular business shall be avoided.
- v. The reuse of a former street name should be discouraged because of the confusion this causes in property records management and fire and police protection.
- d. Street Type Designations. Depending on roadway function, length and configuration, designations exist to define the character of a street. The following designations shall be used:
 - i. Avenue. A public or City right-of-way that runs in a north-south direction (except for the Hammond area, which has avenues going east-west).
 - ii. Street. A public or City right-of-way that runs generally in an east-west direction.
 - iii. Boulevard. A major landscaped arterial that carries moderate to heavy volumes of traffic at moderate to high speeds.
 - iv. Court. A local road that is of short length, that carries a low volume of traffic at low speeds, with no cross streets and generally terminates in a cul-de-sac.
 - v. Drive, Parkway, Trail. A meandering collector or arterial that carries low, moderate or high volumes of traffic at low, moderate or high speeds.
 - vi. Lane. A local road that is of short length, that carries a low volume of traffic, at low speeds, and generally terminates in a cul-de-sac.
 - vii. Place, Way. A local road that is of a short length and carries low volumes of traffic at low speeds.
 - viii. Terrace, Gardens, Grove, Heights. For low-volume, short-length streets.

Section 2. Severability. If any section, sentence, clause or phrase of this ordinance is ruled invalid by a court of competent jurisdiction, the remaining portion of this ordinance shall remain valid and in full force and effect.

Section 3. Effective Date. This ordinance shall be effective 30 days after the second reading.

ADOPTED by the City of Warrenton, Oregon, this _____ day of _____, 201_.

First Reading: _____

Second Reading: _____

Approved:

Henry A. Balensifer, Mayor

Attest:

Dawne Shaw, Deputy City Recorder

7-B

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CITY OF WARRENTON

AGENDA MEMORANDUM

TO: The Warrenton City Commission

FROM: Dawne Shaw, Deputy City Recorder

DATE: December 12, 2017

SUBJ: Committee Applications/Appointments

SUMMARY

Various terms on City Volunteer Committees are terminating on December 31, 2017. I have included an updated vacancy list.

1. Warrenton Planning Commission – one position with term ending on December 31, 2017 – Positions 3. Mr. Chris Hayward has applied for reappointment to Position No. 3. We have received two additional applications from Mr. Dan Jackson and Mr. Scott Widdicombe.
2. Warrenton Community Center Board – one position with term ending on December 31, 2017 – Position 2; and two vacant positions - Position 6 and Position 7. We have one application from Mr. Ron LeChurch, a new applicant.

3. Warrenton Parks Advisory Board – there are three positions with terms ending on December 31, 2017 – Positions 5, 6 and 7. There is also one vacancy – Position 3, with a term-ending of December 31, 2019. Ms. Carol Snell, Position No. 5 has applied for reappointment. We have received no other applications to date.
4. Warrenton Budget Committee – There are two positions with terms ending on December 31, 2017 – Positions 2 and 4; and Position 5 is vacant. Mr. Paul Mitchell, Position No. 2, and Mr. Flint Carlson, Position No. 4 have applied for reappointment. We have received new applications from Mr. Dan Jackson, Mr. Ron LeChurch, and Mr. Scott Widdicombe.
5. Warrenton Business Association – There are 3 positions with terms ending on December 31, 2017 – Positions 7, 8 and 9. Roxanne Williams, Position No. 7, and Mike Moha, Position No. 8 have applied for reappointment. There are also two vacant positions - Positions 5 and 6 with term end dates of December 31, 2019. No other applications have been received.

RECOMMENDATION/SUGGESTED MOTION

If the Commission chooses to make appointments/reappointments at this time, motions appointing individuals for each committee is appropriate.

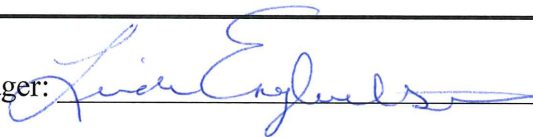
ALTERNATIVE

Other action as deemed appropriate by the City Commission

FISCAL IMPACT

N/A

Approved by City Manager:



A handwritten signature in blue ink, appearing to read "Linda Englund", is written over a horizontal line. The signature is contained within a rectangular box.

2017

Upcoming Committee/Board Vacancies

Committee/Board	Position/Vacancy	Term End Date (new)	Apps Rec'd
Planning Commission	Position 3	12/31/21	3
Community Center Board	Position 2	12/31/21	1
Community Center Board	Position 6 & 7	12/31/20	0
Parks Advisory Board	Position 3	12/31/19	0
Parks Advisory Board	Position 6 & 7	12/31/20	0
Budget Committee	Position 2, & 4	12/31/20	2
Budget Committee	Position 5	12/31/19	3
WBA	Position 7, 8 & 9	12/31/20	2
WBA	Position 5 & 6	12/31/19	0
Urban Renewal Advisory Board	Position 4, 5, 6 & 7	12/31/19	5

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CITY OF WARRENTON

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WARRENTON, OR 97146

Application for Committee Appointment

To: Warrenton City Commission and Warrenton City Manager

I, Chris Hayward, hereby apply for appointment to serve on the following:

- Budget Committee
- Community Center Board
- Parks Advisory Committee
- Planning Commission
- Warrenton Business Association
- Warrenton Community Library Board
- Warrenton Urban Renewal Advisory Board

What is your interest in applying for this position?

I have served for 18 years and would like to continue to be involved in the planning process. I feel the planning commission plays a crucial role in the health and well being of the city.

What experience or qualifications do you have for this position?

I have served on ~~my~~ numerous boards and committees in the past 30 years as well as owning and operating my own business.

How much time could you give to serving on this committee?

Weekly Monthly Quarterly

Christopher Dean Hayward
Full Name (please print)

11/02/2017
Date

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CITY OF WARRENTON

Application for Committee Appointment

To: Warrenton City Commission and Warrenton City Manager

I, Ronald LeChurch, hereby apply for appointment to serve on the following:

- Budget Committee
- Community Center Board
- Parks Advisory Committee
- Planning Commission
- Warrenton Business Association
- Warrenton Community Library Board
- Warrenton Urban Renewal Advisory Board

What is your interest in applying for this position?

Concerned citizen with excess time available,
to assist my community.

What experience or qualifications do you have for this position?

in my diverseness, owning small businesses,
also working for large corporations. (provides
an overwhelming fountain of experience.

How much time could you give to serving on this committee?

Weekly Monthly Quarterly

Ronald LeChurch 6/16/2017

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CITY OF WARRENTON

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Application for Committee Appointment

To: **Warrenton City Commission and Warrenton City Manager**

I, Carol Snell, hereby apply for appointment to serve on the following:

- Budget Committee
- Community Center Board
- Parks Advisory Committee
- Planning Commission
- Warrenton Business Association
- Warrenton Community Library Board
- Warrenton Urban Renewal Advisory Board

What is your interest in applying for this position?

I have served on the committee for a number of years and would like to see thing thru to final.

What experience or qualifications do you have for this position?

Have been on the Board for many years.

How much time could you give to serving on this committee?

Weekly Monthly Quarterly 8 whatever is necessary.

CAROL SNELL 11-17-17
Full Name (please print) Date

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CITY OF WARRENTON

Application for Committee Appointment

To: **Warrenton City Commission and Warrenton City Manager**
I, Flint Carlson, hereby apply for appointment to serve on the following:

- Budget Committee
- Community Center Board
- Parks Advisory Committee
- Planning Commission
- Warrenton Business Association
- Warrenton Community Library Board
- Warrenton Urban Renewal Advisory Board

What is your interest in applying for this position?
Help the City spend its Funds in the most appropriate way possible

What experience or qualifications do you have for this position?
town of Hammond Budget Committee, City of Warr Assit Fire Chief (Ret) City of Warrenton Budget Committee, Business Owner

How much time could you give to serving on this committee?
Weekly Monthly Quarterly
Flint Mason Carlson 11/18/2017
Full Name (please print) Date

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Application for Committee Appointment

To: **Warrenton City Commission and Warrenton City Manager**

I, Paul Mitchell, hereby apply for appointment to serve on the following:

- Budget Committee
- Community Center Board
- Parks Advisory Committee
- Planning Commission
- Warrenton Business Association
- Warrenton Community Library Board
- Warrenton Urban Renewal Advisory Board

What is your interest in applying for this position?

I wish to renew my appointment to the Budget Committee

What experience or qualifications do you have for this position?

I have served on the committee for the past 10 years.

How much time could you give to serving on this committee?

Weekly _____ Monthly _____ Quarterly _____ As Needed.

Paul Mitchell
Full Name (please print)

12-5-17.
Date

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CITY OF WARRENTON

Application for Committee Appointment

To: **Warrenton City Commission and Warrenton City Manager**

I, DAN JACKSON, hereby apply for appointment to serve on the following:

- Budget Committee
- Community Center Board
- Parks Advisory Committee
- Planning Commission
- Warrenton Business Association
- Warrenton Community Library Board
- Warrenton Urban Renewal Advisory Board

What is your interest in applying for this position?

I'VE LIVED IN WARRENTON MY ENTIRE LIFE AND I CARE ABOUT WARRENTON

What experience or qualifications do you have for this position?

WARRENTON SCHOOL BOARD, SCHOOL BOARD BUDGET COMMITTEE, BOARD MEMBER BETHANY LUTHERAN church
WARRENTON URBAN RENEWAL ADVISORY BOARD, FACILITIES MANAGER PLANNING & BUDGETING

How much time could you give to serving on this committee?

Weekly Monthly Quarterly

DAN JACKSON
Full Name (please print)

11-4-17
Date

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CITY OF WARRENTON

Application for Committee Appointment

To: Warrenton City Commission and Warrenton City Manager

I, Ronald LeChurch, hereby apply for appointment to serve on the following:

- Budget Committee
- Community Center Board
- Parks Advisory Committee
- Planning Commission
- Warrenton Business Association
- Warrenton Community Library Board
- Warrenton Urban Renewal Advisory Board

What is your interest in applying for this position?

Concerned citizen with excess time available,
to assist my community.

What experience or qualifications do you have for this position?

In my diverseness, owning small businesses,
also working for large corporations. (provides
an overwhelming fountain of experience.

How much time could you give to serving on this committee?

Weekly Monthly Quarterly

Ronald LeChurch 6/16/2017

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CITY OF WARRENTON

Application for Committee Appointment

To: **Warrenton City Commission and Warrenton City Manager**

I, SCOTT WIDDICOMBE, hereby apply for appointment to serve on the following:

- Budget Committee
- Community Center Board
- Parks Advisory Committee
- Planning Commission
- Warrenton Business Association
- Warrenton Community Library Board
- Warrenton Urban Renewal Advisory Board

What is your interest in applying for this position?

I HAVE A LARGE AMOUNT OF PROFESSIONAL BUSINESS EXPERIENCE THAT I FEEL MIGHT BE HELPFUL TO THE FULL COMMITTEES I HAVE SHOWN INTEREST IN.

What experience or qualifications do you have for this position?

7 YEARS COMMISSIONED OFFICER IN US ARMY 40 YEARS MANAGEMENT EXPERIENCED IN LOGISTICS LEADERSHIP AND BUDGETING

How much time could you give to serving on this committee?

Weekly Monthly Quarterly

GORDON "SCOTT" WIDDICOMBE 12/6/17

Full Name (please print)

Date

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Application for Committee Appointment.

To: Warrenton City Commission and Warrenton City Manager

I, Roxanne Williams, hereby apply for appointment to serve on the following:

- Budget Committee
- Community Center Board
- Parks Advisory Committee
- Planning Commission
- Warrenton Business Association
- Warrenton Community Library Board
- Warrenton Urban Renewal Advisory Board

What is your interest in applying for this position?

Continuity

What experience or qualifications do you have for this position?

3rd term - Henry made me do it

How much time could you give to serving on this committee?

Weekly Monthly Quarterly

Roxanne Williams-Morinville 12-5-17
Full Name (please print) Date

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Application for Committee Appointment

To: **Warrenton City Commission and Warrenton City Manager**

I, Mike Moha, hereby apply for appointment to serve on the following:

- Budget Committee
- Community Center Board
- Parks Advisory Committee
- Planning Commission
- Warrenton Business Association
- Warrenton Community Library Board
- Warrenton Urban Renewal Advisory Board

What is your interest in applying for this position?

I want to continue to work with businesses and City
to realize the "livability" goal.

What experience or qualifications do you have for this position?

Business Manager (WHS)
served on WBA for years

How much time could you give to serving on this committee?

Weekly Monthly Quarterly

As much as I can

Mike Moha

Full Name (please print)

Date