

"Making a difference through excellence of service"



CITY OF WARRENTON

AGENDA

CITY COMMISSION OF THE CITY OF WARRENTON
REGULAR MEETING

August 28, 2018 – 6:00 P.M.

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

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **CONSENT CALENDAR**

- A. Commission Regular Meeting Minutes – 8.14.18
- B. Police Department Monthly Statistics – July 2018
- C. Fire Department Activity Report – July 2018

4. **COMMISSIONER REPORTS**

5. **PUBLIC COMMENT**

At this time, anyone wishing to address the City Commission concerning items of interest may do so. The person addressing the Commission must complete a Public Comment Card, and submit to the Deputy City Recorder prior to the meeting. 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.

6. **PUBLIC HEARINGS**

- A. Coastal Maintenance & Plumbing Appeal (File No. AP 18-3)

7. **BUSINESS ITEMS**

- A. Proclamation – Kiwanis Children’s Cancer Cure Month
- B. Consideration of Development Code Amendment – Second Reading of Ord. No. 1221

- C. Consideration of Resolution No. 2519; Revising Land Use Application Fees
- D. Consideration of Amendment to Warrenton Senior Citizens Lease Agreement
- E. Consideration of Intergovernmental Agreement between the City of Seaside (Public Library) and the City of Warrenton (Community Library) - LSTA Grant

8. **DISCUSSION ITEMS**

9. **GOOD OF THE ORDER**

10. **EXECUTIVE SESSION**

11. **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, City Recorder, at 503-861-0823 at least 48 hours in advance of the meeting so appropriate assistance can be provided.

3-A

MINUTES
Warrenton City Commission
Regular Meeting – August 14, 2018
6:00 p.m.
Warrenton City Hall - Commission Chambers
225 S. Main
Warrenton, OR 97146

Mayor Balensifer called the meeting to order at 6:06 p.m. and led the public in the Pledge of Allegiance.

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

Staff Present: City Manager Linda Engbretson, Finance Director April Clark, Police Chief Mathew Workman, Community Development Director Kevin Cronin, Public Works Director Collin Stelzig, Public Works Operations Manager Kyle Sharpsteen, Library Site Manager Nettie-Lee Calog, and City Recorder Dawne Shaw

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

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

PUBLIC COMMENT – Ken Yuill spoke in regards to the Spur 104 zone change, and requested the Commission approve it and not wait for a traffic study. He noted no development can be done without it coming to the Planning Commission a traffic study can be done at that time. He stated it will delay things 6-8 months if not approved now. Patrick Webber spoke in favor of the Spur 104 zone change, stating he thought it was resolved, and didn't realize it would drag on. He stated he would like to sell his lot so he can move on.

City Manager Engbretson requested to add an item to the agenda – a goods contract for the purchase of Police Department Tahoes, and also noted a discussion item to be added; planning fee schedule. Mayor Balensifer noted the agenda will be amended to add item 7-G, goods contract for purchase of Police Tahoes and item 8-D, discussion on land use fees. There were no objections from the Commission.

PUBLIC HEARINGS –

Mayor Balensifer opened the public hearing on the Development Code Amendment (DCA: 18-3); Ordinance No. 1221. Formalities followed; Mayor Balensifer noted he sits on the Astoria – Warrenton Airport Committee, and no conflicts were determined. Community Development Director Kevin Cronin presented his staff report. He stated this amendment to the Development Code achieves three objectives: 1) addition of two definitions for hotel and homestay lodging, 2) changes to the residential land use districts to allow accessory dwelling units as outright permitted uses to comply with a new State law, and 3) updates the airport hazard overly zone to

improve airport operations. He noted the Planning Commission held a hearing in June and recommended approval. Airport Manager Gary Kobes noted the amendment is a housekeeping measure to update definitions and terminology, and to update the zoning language. Mayor Balensifer asked for public comment. Shawn O'Malley spoke in support of the code change that will allow accessory dwellings. He stated he sees it as an opportunity to open up housing for the community and for family; it's a common sense change. Lisa Lamping spoke in reference to the Airbnb definition, noting she would like to see it tabled and have an open discussion with Airbnb people. She stated there is a need to talk more before making serious decisions. Nancy Ager stated she would like the Commission to give great consideration for all accessory dwelling units (ADU's) to put in additional parking. She also suggested the same for Airbnb; to require off-street parking. Commissioner Ackley asked for clarification on the number of bedrooms in homestay lodging; Mr. Cronin clarified. Discussion continued on vacation rentals, and it was noted that it is something that needs to be addressed in the future. Commissioner Dyer commented about off street parking, noting it is a concern for emergency vehicles and it should be part of the mix. There being no further comments, Mayor Balensifer closed the public hearing. He stated he recalled the Commission had passed a rule on vacation rentals, and they put a lot of effort into it but it never got drawn up. City Manager Engbretson noted that discussion was in early August of 2016, but it did not come back before the Commission. Mayor Balensifer agreed that it needs to be brought up at a separate time. Discussion followed and concerns were noted about making sure we are not taking housing off the market due to short term rental business. Commissioner Newton noted he has concerns with Airbnb's; and stated he wants to be very careful, and wants to put a lot of thought into it. Discussion continued and it was determined a work session would be scheduled at the next meeting for homestay lodging and vacation rentals.

Commissioner Baldwin made the motion to table until the next Commission meeting, the Homestay Lodging definitions under Ordinance No. 1221. Motion was seconded and passed unanimously.

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

Discussed continued on other changes in the ordinance, and parking requirements/enforcement and youth hostel wording.

Commissioner Ackley made the motion, based on the staff report, application, and exhibits presented to the Planning Commission, the record established by the Planning Commission in its review of Application DCA 18-3, and Agenda Summary for August 14, 2018 City Commission public hearing, to approve the first reading of Ordinance No. 1221, by title only, and schedule the second reading for August 28, 2018, with the Youth Hostel provisions being changed to Hostel, removing "Youth"; the Homestay Lodging provisions are tabled until the next meeting and exempt from Ordinance 1221; and that the Clear Surface definition under the Airport Zone is changed to Runway Protection Zone, (RPZ) as well as the noise contour of 55 LND is changed to 65 LDN in accordance with FAA regulations. Motion was seconded and passed unanimously.

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

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Mayor Balensifer conducted the first reading of Ordinance No. 1221, by title only; Ordinance No. 1221, an ordinance amending Warrenton Municipal Code Chapter 16.12.010 Definitions, Land Use Districts Section 16.24.020, 16.24.030, 16.28.020, 16.28.030, 16.32.020, 16.32.030, 16.36.020, 16.36.030, and Airport Hazard Overlay District 16.92.

BUSINESS ITEMS –

City Manager Linda Engbretson stated representatives for local CERT, Sylvia Stevens, are in attendance to review a planned Disaster Preparedness Event, scheduled for Saturday, September 29 at the Warrenton Community Center. CERT is requesting sponsorship to cohost the event. She noted CERT is paying the Community Center rental fee, and as a sponsor, the City's insurance will cover the event. She noted this event relates to Commission Goal #4 – Emergency Preparedness. Commissioner Newton noted he is working on this project. Ms. Stevens discussed types of disasters. She noted the last 2 years Gearhart brought the public in to discuss disaster preparedness, and would like Warrenton to do that as well. She noted there will be a series of speakers at the event, to help people prepare for a disaster. The event takes place from 9-4 at the Warrenton Community Center, and would like the City to join in. Commissioner Newton stated his goal to have 400 people come to the event, and noted the need to get the word out and get people there. Mayor Balensifer noted Commissioner Newton's work regarding emergency preparedness.

Commissioner Ackley made motion to authorize that the City of Warrenton be an official sponsor of the Disaster Preparedness Event, scheduled for Saturday, Sept. 29, 2018, at the Warrenton Community Center. Motion was seconded and passed unanimously.

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

City Manager Engbretson stated the City of Warrenton, in partnership with the Seaside Public Library, and Libraries ROCC, applied for a State of Oregon Library LSTA Grant. She noted the grant has been awarded in the amount of \$36,566 for automating the Warrenton Community Library and updating the technology services of the Seaside Library. Eligible expenses are described in Exhibit A. Ms. Engbretson noted the City Commission authorized staff to apply for this grant. An IGA with the City of Seaside will be presented at the next City Commission meeting regarding the shared Integrated Library System. On behalf of the City of Warrenton, Mayor Balensifer thanked Seaside Library Director Esther Moberg for all of her assistance and help with the Warrenton Library. City Manager Engbretson also thanked Olson Asphalt Company for repaving the library parking lot. Mayor Balensifer stated the city should prepare a Certificate of Appreciation to thank them. Brief discussion continued.

Commissioner Ackley made the motion to authorize the Mayor's signature on the LSTA Grant Agreement. Motion was seconded and passed unanimously.

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

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City Manager Engbretson stated the City issued a Utility Right of Way License to CoastCom, Inc., for telecommunication services on July 23, 2013, and approved its assignment to Astound Broadband, LLC in 2016. The license expired July 23, 2018. She noted the Utility Right of Way License requirements effectively replaced Franchise Agreements with utility companies, except with the Cable Company where a Franchise Agreement is still required by law. Ms. Engbretson stated the license granted pursuant to Chapter 12.32 of the Municipal Code will remain in effect for a term of five years.

Commissioner Newton made the motion to approve the Utility Right of Way License Application from Astound Broadband, LLC, dba Wave. Motion was seconded and passed unanimously.

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

Community Development Director Kevin Cronin presented for consideration a Determination of Nuisance for 180 SW 2nd Street. He noted photographs of the property, which were included in the agenda packet, of tall grass and weeds, and two unregistered and inoperable vehicles. Mr. Cronin stated staff provided a verbal warning four weeks ago and a yellow tag two weeks ago. He noted there has been some progress; one vehicle has been moved and the lawn has been mowed. He recommended moving forward with the nuisance process. Brief discussion continued.

Commissioner Ackley made the motion to declare that enumerated and unenumerated nuisances exist at 180 SW 2nd Street, and direct staff to commence actions to notify the owner of the property to abate the nuisances within 10 days as prescribed in WMC 8.16.160. Motion was seconded and passed unanimously.

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

Community Development Director Kevin Cronin presented for deliberation, the Spur 104 Zone change. He noted the Commission held a public hearing at the July 24 meeting and received public testimony; and is now in the deliberation phase. He stated there are two clear pathways forward; one is to adopt the zone change and continue with trying to scope and schedule, and implement a traffic light. He noted that is not what he is recommending. He recommended option 2, which is to delay adoption or approval of the zone change until the city can play catch up with fixing the intersection with a left hand turn pocket, which is in the draft TSP. Mr. Cronin noted the draft TSP will be before the Commission in November. He asked Ken Schonkwiler, Senior Planner with ODOT to speak to some of the issues around the TSP and give some context of why this is an important issue. Mr. Schonkwiler stated he had reviewed the transportation impact analysis, and came to conclusion that the analysis does not accurately represent the possible traffic impacts of the zone change. He explained the process used for the traffic study noting the data was inaccurate. Discussion continued on the necessary improvements and how they will be paid for. Mr. Schonkwiler stated there is no funding for ODOT or the State Legislature to put money towards mitigation improvements for development. Mayor Balensifer stated the 104 bridge is a continued concern for residents and the Commission, and asked Mr. Schonkwiler if he knows when the bridge will be redone. Mr. Schonkwiler stated he did not have

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that information, but will look into and get back to Mr. Cronin. It was noted there will be new mobility standards for seven intersections in the new TSP. Mr. Cronin suggested the Commission direct staff to come back with a mitigation plan; essentially a list of potentially planned improvements. That way the Commission has a sense of what the cost is for each of those items and can then choose for staff to scope and schedule over time, and come up with a financing plan. Ms. Engbretson noted this area is in the Urban Renewal District. Discussion continued on the need to wait until the TSP is adopted in November. Mayor Balensifer asked if a PUD has been discussed for the development of Spur 104. Mr. Cronin stated requiring a PUD is one of the conditions of approval the Commission can consider; he noted it is not something that is done here in the coast. He stated they were unsuccessful in getting a grant to be able to pay for that concept plan, but he does recommend the project be well thought out and well planned. Commissioner Newton disclosed a potential conflict in this matter; no conflict was determined.

Commissioner Baldwin made the motion to table the decision and deliberate at such time after the new TSP is adopted, and will reconsider the application and any new evidence in the record at that time. Motion was seconded and passed unanimously.

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

Public Works Director Collin Stelzig presented a letter of support from the US Army Corps of Engineers (USACE), for funding of a study of the Skipanon River that includes modeling with the 8th Street Dam tidegates closed. He stated previous studies developed a HEC-RAS model for the lower Skipanon River that included assessments of flood risk with tide gates at 8th Street removed to represent current conditions. The City of Warrenton, recognizing that the original intent of the tide gates was to manage flood risk, would like to understand flood risk impacts from removal of the tide gates. He stated the USACE will not know if they get the funding for the study until September 30, but the letter of support will help them get the money. Mayor Balensifer asked for clarification on how it will be modelled. Mr. Stelzig stated the main goal of the study is with the tide gates in place. Discussion continued on the importance of the study with the newly required fish friendly tide gates in place.

Commissioner Ackley made the motion to authorize the Mayor's signature on a Letter of Support to the USACE to develop a model for the lower Skipanon River, that includes assessments of flood risk, tide gates on and off, as well as adding on the fish friendly tide gates, if it was to be required. Motion was seconded and passed unanimously.

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

Police Chief Workman stated the Warrenton Police Department budgeted for two 2019 Chevrolet PPV 4x4 Police Tahoes to replace two 2011 Tahoes which have over 100,000 miles and need to be replaced. He noted Hubbard Chevrolet has a State Contract to sell Chevrolet Police Vehicles but has none in stock, so they need to be ordered from the factory. The current contract price is \$38,408.37 per vehicle plus the new privilege tax of \$192.04 for a total of \$38,600.41 per vehicle or \$77,200.82.

Commissioner Dyer made the motion to approve the Goods and Services contract between Hubbard Chevrolet and the City of Warrenton to purchase two 2019 Chevrolet PPV 4x4 Police Tahoes, and to have the Mayor and City Manager sign the contract. Motion was seconded and passed unanimously.

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

DISCUSSION ITEMS –

Enforcement of Ordinances – Feeding of Wildlife and Camping; Mayor Balensifer noted the ordinances regarding the feeding of wildlife, and the camping ordinance, which were prompted by incidences. Mayor Balensifer noted no tickets have been issued for matters relating to elk, and asked if the law needs tightening. Chief Workman stated it is difficult to enforce; tourists don't know and are interacting with the elk; and people are not calling it in. Discussion continued and consensus was that during danger periods of rut and calving, the City's policy is zero tolerance on the feeding issue. It was noted that hazing needs to be defined better in the ordinance. Mayor Balensifer opened the discussion on illegal camping; Chief Workman noted enforcement is not an issue; they give "tons of citations." Discussion continued and City Manager Engbretson noted perhaps a code enforcement officer will be possible in the next budget cycle. Brief discussion followed on parking problems, with vehicles blocking and constricting the roadway.

Establishing Fines for Failure to Pull Right-of-Way Permit – Discussion ensued on a past issue that took place in Hammond, and caused was damage to the right-of-way. Consensus was to develop &/or amend an ordinance to add fines for failing to pull a right-of-way permit.

Wetlands and Buildable Lands Inventory – Mayor Balensifer noted the idea of creating a legislative concept to take non-buildable lands out of the city urban growth boundary, and the property owner gets wetland credit, or some kind of credit/compensation. He stated if the Commission is interested in that concept, they should bring in Chris Crean from Beery Elsner and Hammond in to start developing the concept. City Manager Engbretson asked for a little more time to brainstorm. Mr. Cronin stated this is a different methodology than what DLCD is used to seeing. He noted there is a new representative at DLCD that he could propose this to; and noted anytime we do a buildable lands inventory, she has to sign off on it, and then it goes to Salem. He suggested diving into it at the administrative level before involving Beery Elsner and Hammond. Consensus was to let staff work on it first. Brief discussion followed and the Commission agreed to let staff work on this issue. Mr. Cronin stated he will report back.

Land Use Fees – City Manager Engbretson noted there were questions when a Fee Resolution was previously brought to the Commission. Mr. Cronin explained the methodology on the fees and land use applications. He noted the fees have not been updated since 2010. The Finance department looked at how much fees were collected last fiscal year; \$22,000 for all planning fees, and there were 109 applications. He noted the missing fees that he added; and stated the turn-around time has drastically increased. Mr. Cronin stated he would like to ask for a half time permit tech position next year. Discussion continued. Consensus was to include CPI for inflation. Mr. Cronin stated he will bring a resolution back.

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GOOD OF THE ORDER –

Commissioner Ackley stated the Hammond Marina task force meeting was productive, and the Commission can expect to have recommendations in September. She also noted she learned that Hillsboro is building 3 new developments; they are expecting 20,000 new residents, and 8,000 new homes in the Hillsboro area; due to the Tech community.

Commissioner Dyer gave a brief update on nuisance properties and noted he plans on getting a group together to have more impact. He also noted the need to give kudos to people that have cleaned up on their own. City Manager Engbretson suggested putting the community volunteer group on the City website's community page.

Commissioner Newton noted the public has told him what a great job the Commission is doing, and commented how they get along. He complimented everyone on doing a great job. He stated he has decided he will run for Commissioner again. He noted he will not be at the September meetings, as he will be in Alaska. He also stated he would like to propose raising the fines for not belonging to the WBA and having a business license from \$100, to \$1,000, but does not want to collect it.

Mayor Balensifer discussed the Pacific Coast Seafoods plant re-opening event, and noted on their emblem it states, "Warrenton Endures." He noted Pac Coast kept 62 employees working in the community, the entire time.

City Manager Engbretson noted there was a derelict vessel that sank this weekend, and Harbormaster Jane Sweet is working on getting them all out of there. She stated the next Community Center Board meeting is October 18 at 4:00, and asked if the Commission wishes it to be a joint meeting. She stated she will send it out, and they can get back to her. She asked if the Commission would like a transient room tax discussion on next agenda. Consensus was to put it on the agenda. Ms. Engbretson stated Sheriff Burgin wants to come to a City Commission meeting in September to discuss the jail. She also noted a couple people have approached the city regarding Peterson property, and would like a future discussion on that and other city property. She reminded everyone of the RDI meeting August 20 at 5:30.

There being no further business, Mayor Balensifer adjourned the regular meeting at 8:56 p.m.

APPROVED:

Henry A. Balensifer III, Mayor

ATTEST:

Dawne Shaw, City Recorder

3-B



WARRENTON POLICE DEPARTMENT
JULY 2018 STATISTICS
 AUGUST 28, 2018



July Statistics (% changes are compared to 2017)							
Category	2018	2017	% Chg	2016	% Chg	2015	% Chg
Calls for Service	1091	768	42%	763	43%	782	40%
Incident Reports	212	178	19%	173	23%	184	15%
Arrests/Citations	183	96	91%	90	103%	74	147%
Traffic Events	362	183	98%	175	107%	192	89%
DUII Calls	8	5	60%	2	300%	0	800%
Traffic Accidents	28	17	65%	18	56%	23	22%
Property Crimes	103	118	-13%	130	-21%	74	39%
Disturbances	75	99	-24%	93	-19%	106	-29%
Drug/Narcotics Calls	10	9	11%	4	150%	4	150%
Animal Complaints	30	28	7%	27	11%	40	-25%
Officer O.T.	150	119.5	26%	124.8	20%	119.5	26%
Reserve Hours	43.5	14	211%	34	28%	84.5	-49%

Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Calls for Service	553	517	772	776	921	870	1091		
Incident Reports	177	138	160	185	235	238	212		
Arrests/Citations	91	49	84	89	137	174	183		
Traffic Events	152	161	267	247	316	266	362		
DUII Calls	4	1	4	4	9	2	8		
Traffic Accidents	13	17	18	27	22	22	28		
Property Crimes	86	58	59	94	93	109	103		
Disturbances	50	58	75	73	88	74	75		
Drug/Narcotics Calls	7	5	7	10	10	6	10		
Animal Complaints	17	17	25	20	37	32	30		
Officer O.T.	173	222.75	64.4	88.15	119	146	149.98		
Reserve Hours	18.5	24	13	37	21	7	43.5		

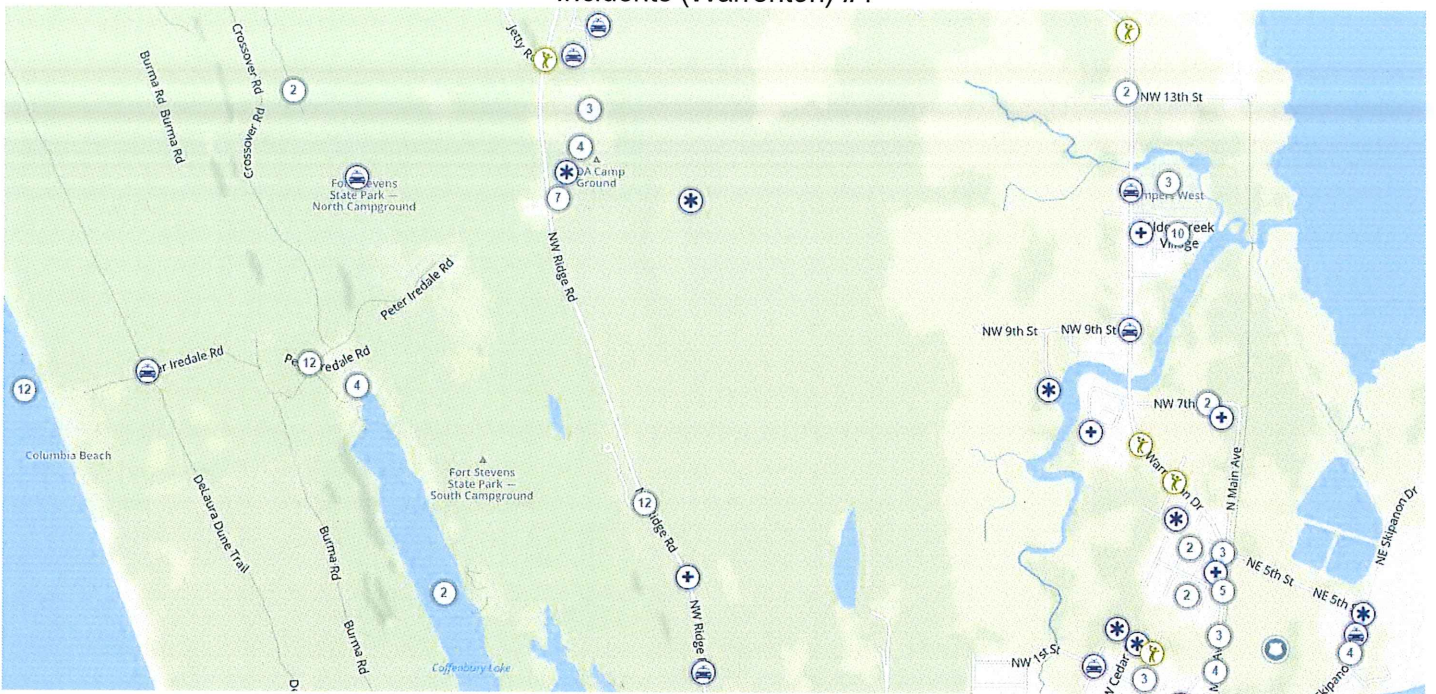
Oct	Nov	Dec	2018 YTD	2018 Estimate	2017	2018 v 2017	2016	2018 v. 2016	2015	2018 v. 2015
			5500	9429	7982	18%	8239	14%	8317	13%
			1345	2306	1739	33%	1749	32%	1515	52%
			807	1383	961	44%	925	50%	994	39%
			1771	3036	2407	26%	2353	29%	2220	37%
			32	55	37	48%	15	266%	14	292%
			147	252	219	15%	291	-13%	408	-38%
			602	1032	850	21%	805	28%	1374	-25%
			493	845	855	-1%	781	8%	1359	-38%
			55	94	73	29%	42	124%	80	18%
			178	305	294	4%	311	-2%	318	-4%
			963.28	1651	1789	-8%	1249	32%	997.5	66%
			164	281	577	-51%	901.75	-69%	804.75	-65%

The following is a graphic representation of statistics for July 2018 using our CrimeReports.com membership. If you go to the website you can zoom in on each incident for more details.

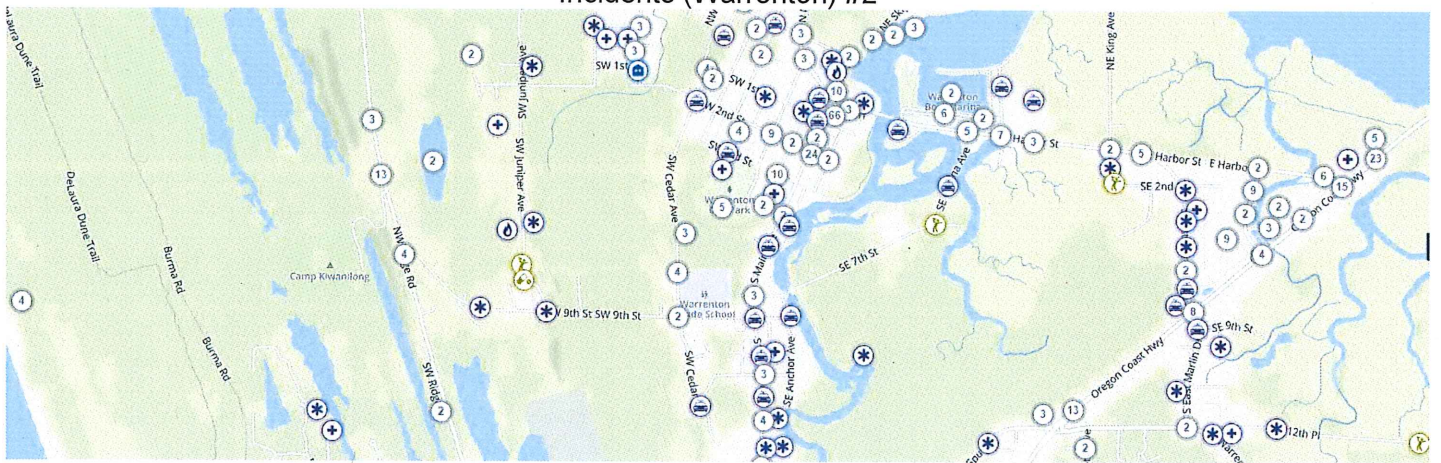
- Assault
- Assault with Deadly Weapon
- Homicide
- Kidnapping
- Robbery
- Other Sexual Offense
- Sexual Assault
- Sexual Offense
- Breaking & Entering
- Property Crime
- Property Crime Commercial
- Property Crime Residential
- Theft
- Theft from Vehicle
- Theft of Vehicle
- Disorder
- Quality of Life
- Drugs
- Liquor
- Alarm
- Arson
- Death
- Family Offense
- Missing Person
- Other
- Pedestrian Stop
- Vehicle Recovery
- Vehicle Stop
- Weapons Offense
- Community Policing
- Proactive Policing
- Emergency
- Fire
- Traffic



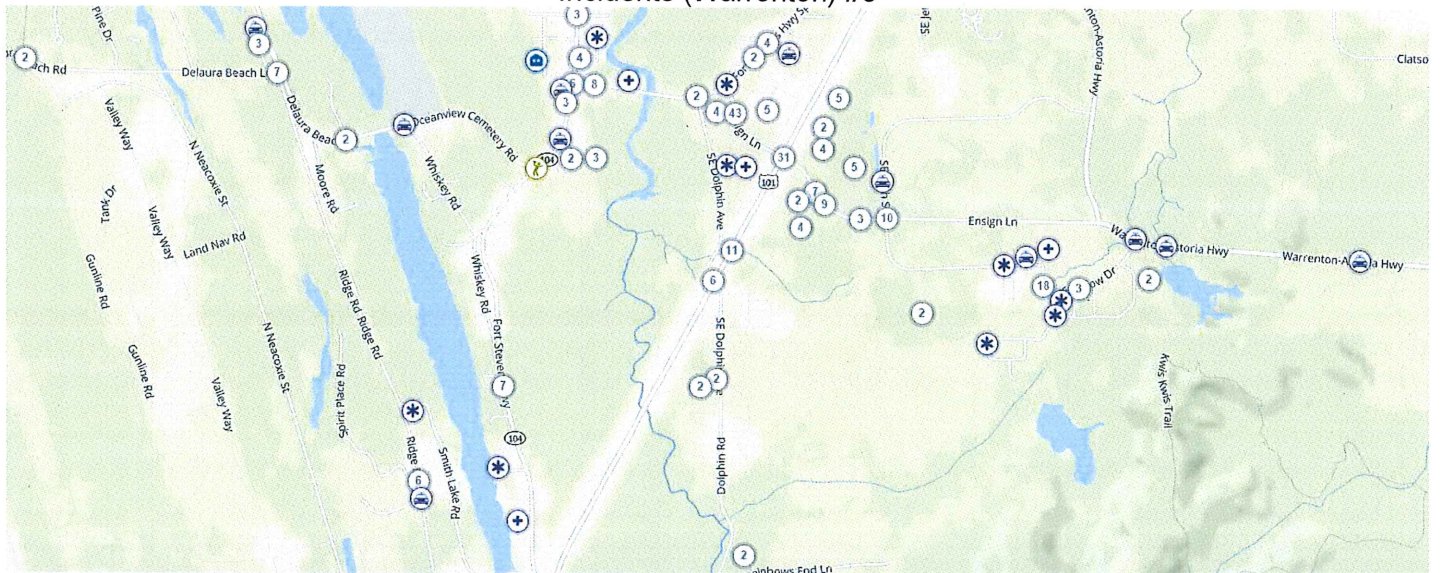
Incidents (Warrenton) #1



Incidents (Warrenton) #2



Incidents (Warrenton) #3



Incidents (Hammond)





Warrenton Fire Department

P.O. Box 250 Warrenton, OR 97146-0250 503/861-2494 Fax 503/861-2351

3-C

STAFF REPORT

Date: August 28, 2018
To: The Members of the Warrenton City Commission
Linda Engbretson, City Manager
From: Tim Demers, Fire Chief
Re: Fire Department Activity Report for **July, 2018**

July, 2018 Emergency Response Activity -

The Warrenton Fire Department responded to 139 emergency calls during the month of July, 2018. The department responded to 97 EMS (emergency medical service) calls, 17 motor vehicle crashes, and 14 service calls. There were 11 reportable fires during the month. Service calls include alarm activations with no fire, false alarms, hazardous conditions, good intent calls, public assists, etc. An average of 5 volunteers responded per call throughout the month. During the month of July, 71.2%, or 99 of the calls were during daytime hours between 6:00 a.m. and 6:00 p.m. The other 40 calls, or 28.8%, were during the night, between the hours of 6:00 p.m. and 6:00 a.m.

July, 2018 Training –

The department held 3 regularly scheduled Wednesday evening training sessions during the month of July, with an average attendance of 18 volunteers per drill. The department offered 2 additional training session during the month of July.

4th Fourth of July BBQ and parade – NO DRILL

11th EMS – Rescue scenarios

Instructor: Capt. Shepherd, EMTs

New multi-gas tester orientation

Instructor: Capt. Shepherd

18th Ground ladder evolutions and task performances

Instructors: FF/Eng. Hansen, FF/Eng. Ely

Hydrant connection evolutions and sign off

Instructors: Capt. Shepherd

25th Hydrant and hose pack evolutions

Instructors: Capt. Shepherd

Apartment complex pre-incident tour

Instructor: Chief Demers

Firefighter I Task performance re-test, ground ladders

Instructors: FF/Eng. Hansen, FF/Eng. Peck, FF/Eng. Caulder

6-A

"Making a difference through excellence of service"



CITY OF WARRENTON

AGENDA MEMORANDUM

TO: The Warrenton City Commission
FROM: Kevin A. Cronin, Community Development Director
DATE: For the Agenda of August 28, 2018
SUBJ: **PUBLIC HEARING:** Coastal Maintenance & Plumbing Appeal (File No. AP 18-3)

At its July 12, 2018 meeting, the Planning Commission approved a conditional use permit application (CUP 18-2) submitted by Liz Castro on behalf of Coastal Maintenance & Plumbing for development of a new plumbing shop at 2103 SE Dolphin Ave. The Planning Commission included thirteen (13) conditions of approval. An appeal was submitted by Liz Castro on July 25, 2018 within the 14-day appeal period who is objecting to the requirement for a sanitary sewer extension. As the applicant, the appellant has standing and is on record during the public hearing.

The City Commission is required to hold an appeal hearing, which has been properly noticed. The 120-day land use rule requires a decision by *September 27, 2018*. Regarding the sanitary sewer extension, the Municipal Code Chapter 13 has the following requirement:

13.08.020 Use of public sewers required.

*C. The owner of any house, building, mobile home or other property used for human occupancy, residence, employment, recreation or other people related purposes, situated within the City of Warrenton and abutting on any street, alley or right-of-way in which is located a public sanitary sewer of the City, is required, at the owner's expense, to install suitable toilet and plumbing facilities therein. If the public sewer is within **170 feet of the property line**, the owner shall connect such facilities directly with the proper*

public sewer in accordance with the provisions of this chapter within 90 days after date of official notice to do so.

The subject property is approximately 100 feet from the existing sanitary line. In addition, the applicant has not exhausted an alternative method through an adjacent property owner. Furthermore, the requirement has been consistently communicated to the applicant since the pre-application conference in September 2017 allowing the applicant to adequately plan and budget for the project expense.

Based on a review of the testimony, and lack of information contained in the appeal letter, staff believes there is no substantial evidence to refute or change the recommendation for approval.

Enclosed are 1) Notice of Decision & Order, 2) Original Application, 3) Appeal Letter, 4) Planning Commission Staff Report & Minutes – July 12, 2018, 5) Email dated August 6, 2018 from Collin Stelzig, Public Works Director, 6) Subject Property Map.

RECOMMENDATION/SUGGESTED MOTION

Based on the evidence in the record, the lack of new evidence to support the arguments in the appeal, and the conditions of approval that were required by the Planning Commission, the request should be denied.

Suggested motion: Based on the July 12, 2018 staff report to the Planning Commission, the record established by the Planning Commission in its review of Application CUP 18-2, and the appeal record established through Agenda Summary for August 28, 2018 City Commission public hearing, I move to deny the appeal of Planning Commission approval and uphold the decision of the Planning Commission.

ALTERNATIVE

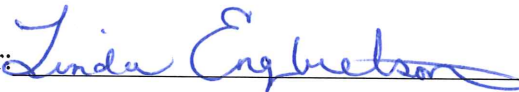
Warrenton City Commission
Coastal Plumbing Appeal
For the Agenda of August 28, 2018
Page 3

Alternative Suggested Motion: I move to continue the hearing until September 11, 2018 to allow additional public testimony and at such time will reconsider the appeal and any new evidence in the record.

FISCAL IMPACT

None

Approved by City Manager:

A handwritten signature in blue ink, reading "Linda Engbretson", written over a horizontal line.

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

"Making a difference through excellence of service"



CITY OF WARRENTON

NOTICE OF DECISION AND ORDER Coastal Maintenance & Plumbing Conditional Use Permit

- Applicant: Liz Castro, Coastal Maintenance & Plumbing
- Applications: Conditional Use Permit (CUP 18-3)
- Location: 2103 SE Dolphin Avenue
- Application Date: April 25, 2018
- Application Complete: May 30, 2018
- 120 Day Deadline: September 27, 2018
- Criteria: Warrenton Municipal Code Chapters
16.40 C-1: General Commerical
16.208.050 Type III Procedure (Quasi-Judicial)
16.220 Conditional Use Permits
- Hearing and Record: The Planning Commission held a public hearing July 12, 2018 and reached a decision to approve the conditional use permit with the following conditions:
1. A six (6) foot wood fence shall be constructed along the north property line and coordinated with adjacent property owner. The fence shall be completed prior to a Certificate of Occupancy.
 2. The proposed shop shall not store materials outside. If outside sales or service is proposed at a later date, a site plan amendment application will be required.
 3. Fire Department comments and conditions are attached for the record.
 4. A sign permit shall be required if the applicant chooses to add signage on the building or a monument sign at the front entrance.
 5. Stamped engineering plans shall be submitted for all public facilities, including street improvements and stormwater facilities and approved prior to building permits being issued;
 - a. The gravity sewer main will need to be extended to the north property line of tax lot 81033A000203. Applicant will be required to provide design plans for this sewer main extension. There is also an advanced financing agreement for the sanitary sewer pump station downstream of this development.

- b. Sidewalk improvements will be required on SE Dolphin Avenue frontage. Sidewalk improvements may also require improvement to the existing stormwater system.
 - c. Applicant will need to provide the City with expected water demands and water meter size.
 - d. Dumpster location must meet the City's enclosure standards. Applicant will work with public works to determine appropriate location and configuration.
6. A crosswalk shall be designed and installed across the drive aisle to the main entrance. Crosswalk and driveway directional markings shall apply thermoplastic to the pavement and verified prior to a Certificate of Occupancy.
 7. Landscape plan shall be amended and resubmitted with non-plant ground cover identified on the plan prior to building permits. Bark mulch or compost is strongly encouraged along with river rock or other distinguishing landscape features. All invasive or non-native vegetation shall be removed. All landscaping shall be verified prior to Certificate of Occupancy.
 8. Consistent with condition No. 4, full street improvements along the right-of-way shall meet TSP standards and include street trees using the City's recommended list.
 9. Wheel stops shall be installed for all off-street parking spaces. A trash and refuse container enclosure shall be installed and verified prior to certificate of occupancy. Trash and recycling service shall be operational prior to Certificate of Occupancy.
 10. An erosion control plan shall be submitted for review and issued prior to any grading permit.
 11. A revised site plan illustrating required conditions of approval shall be submitted for review prior to building permit review.
 12. The applicant shall record a deed restriction with Clatsop County to comply with the Airport Overlay Zone (WMC 16.92) requirement. The City can provide suggested language to meet the standard. A copy of the recording shall be submitted to the City prior to a Certificate of Occupancy.
 13. The applicant may cut down alder trees adjacent to the residential property to the north. However, native trees shall be planted on the subject property to mitigate the loss and comply with Landscape Conservation standard (WMC 16.124.020). Changes shall be reflected on a revised landscaping plan and verified on site during final inspections and prior to a Certificate of Occupancy.

Any appeal of this decision shall be pursuant to Warrenton Municipal Code 16.208.050 H.
The deadline for an appeal of this decision is 5:00 p.m., August 1, 2018.

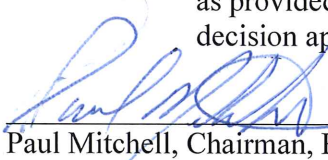
Notice of appeal. Any person with standing to appeal may appeal a Planning Commission Decision by filing a Notice of Appeal according to the following procedure:

1. Time for filing. A notice of appeal shall be filed with the Community Development Director within 14 days of the date the Notice of Decision was mailed. **A notice of appeal must be received in the Warrenton Planning Department by 5:00 p.m. August 1, 2018;**

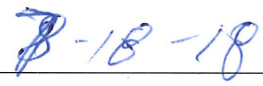
2. Content of notice of appeal. The notice of appeal shall contain:
 - a. an identification of the decision being appealed, including the date of the decision;
 - b. a statement demonstrating the person filing the notice of appeal has standing to appeal;
 - c. a statement explaining the specific issues raised on appeal;
 - d. if the appellant is not the applicant, a statement demonstrating that the appeal issues were raised during the comment period; and
 - e. filing fee.

3. Scope of Appeal. The appeal of a Type III quasi-judicial decision shall be limited to the specific issues raised during the written comment period or at the public hearing, as provided under Subsection ii.D above, unless the City Commission allows additional evidence or testimony concerning any other relevant issue. The City Commission may allow such additional evidence if it determines that such evidence is necessary to resolve the case. Written or oral comments received during the comment period or public hearing will usually limit the scope of issues on appeal. Only in extraordinary circumstances should new issues be considered by the City Commission on appeal of a Type III Quasi-Judicial Decision.

4. Appeal Procedures. Type III notice as provided in this section and hearing procedures as provided by Section 16.208.060 shall be used for all Type III quasi-judicial decision appeals.



Paul Mitchell, Chairman, Planning Commission

^{IN}


Date

Distribution: Applicant
Gary Moore, 2187 SE Dolphin Ave
Planning File

**CITY OF WARRENTON
PLANNING AND BUILDING DEPARTMENT**

**COMMERCIAL SITE DESIGN
APPLICATION**

To be accompanied by a Site Plan Map, copy of property deed and if applicable, a Letter of Authorization.

OFFICE USE ONLY
FILE # <u>SDR-18-1</u> FEE \$ <u>\$600.00</u>
ZONING DISTRICT _____
RECEIPT # <u>8754360</u>
DATE RECEIVED <u>4/25/18</u>

The site plan review process is a method for assuring compliance with the City of Warrenton Comprehensive Plan and Development Code, and to ensure wise utilization of natural resources, and the proper integration of land uses utilizing appropriate landscaping or screening measures. A commercial enterprise must also consider traffic circulation patterns, off-street parking, refuse containers, safe exit and entrance to the business, building height, dust control, future widening of major thoroughfares, and signs. Please answer the questions as completely as possible.

Legal Description of the Subject Property: Township _____, Range _____, Section(s) _____, Tax Lot(s) _____

3004 S10334000203

Property street address _____

Dolphin Ave.

I/WE, THE UNDERSIGNED APPLICANT(S) OR AUTHORIZED AGENT, AFFIRM BY MY/OUR SIGNATURE(S) THAT THE INFORMATION CONTAINED IN THE FOREGOING APPLICATION AND ASSOCIATED SUBMISSIONS IS TRUE AND CORRECT.

APPLICANT:

Printed Name: _____ Elizabeth Castro

Signature: Elizabeth Castro/BXC Construction Date: 4/25/18

Address: 294 SW Cedar Ave Phone: 503-440-4485

City/State/Zip: Warrenton, OR 97146 Fax: 503-861-2646

PROPERTY OWNER (if different from Applicant):

Printed Name: _____

Signature: _____ Date: _____

Address: _____ Phone: _____

City/State/Zip: _____ Fax: _____

1. In detail, please describe your proposal:

New construction plumbing shop with offices, 2 bathrooms and parking lot for employees.

2. Describe what type of business, commodity sold or manufactured, or service you are proposing.

Plumbing storage and equipment building with offices. This storage building will hold plumbing parts & equipment plus work vans.

Current number of employees: 4
Projected number of customers per day 1 maybe
Days of operation 5
Hours of operation 7am-7pm
Number of shipments/deliveries per day 1 per week 4
By what method will these be arriving/sent? Truck delivery

3. Does this property have an existing business or businesses? No

If yes, please list the business names and their addresses, and note these businesses on your site plan map.

4. Is there a residence or residences on this property? No

If yes, please list the number of residences and please show these structures on your site plan map.

5. Availability of services: City water , City sewer

6. If you are an existing business, are materials or merchandise currently being stored on site?
No

Where and how do you propose to store materials, or merchandise for sale or processing?

In building on shelving

7. What percentage of the property is currently landscaped? None

What percentage of the property do you propose to landscape as part of this project? 15%

8. How do you intend to irrigate the existing and proposed landscaping? With irrigation system designed for landscapes.

9. Signs require the submittal of a separate application, which may be submitted in conjunction with this site plan application.

10. Please explain how you propose to provide for the drainage of this property, or explain why no additional drainage consideration is necessary. No additional drainage is required for this property. Basic standard drainage for roof is in drawings for building.

11. Please provide the type of development on the neighboring properties.

North: Residential home

South: Commercial building

South East: Oregon State Police

West: Bare land

12. Provide samples of the building materials for the exterior of the building with detail description of where each type and color will be used in the construction and finishing of the building.

13. Will all parking for your business be provided on the property? Yes [checked] No All parking must be shown on your site plan map. If off-street parking is to be provided on another property, please attach a copy of the parking easement or agreement from the property owner; or will off-street parking be provided along the abutting street.

14. How does this request comply with the Warrenton Development Code Chapter 16, Section 16.40 (General Commercial)? Conditional uses along SE Dolphin Ave. Cabinet, wood workshop, sheet metal shop and other accessory uses. 50x60 wood framed building separated for two occupants.

15. Orientation of proposed building(s) (see Section 16.116.030 in the Warrenton Development Code)

Building will be facing East.

16. Please address (on separate sheet of paper) all applicable sections of Design Standards (copy attached) out of the Warrenton Development Code.

PLEASE UNDERSTAND THAT THIS APPLICATION WILL NOT BE OFFICIALLY ACCEPTED UNTIL DEPARTMENT STAFF HAS DETERMINED THAT THE APPLICATION IS COMPLETELY FILLED OUT AND THE SITE PLAN MAP REQUIREMENTS HAVE BEEN COMPLETED.

Return Application To:

City of Warrenton
Planning and Building Department
PO Box 250
225 S. Main Street
Warrenton, Oregon 97146

Phone: 503-861-0920
Fax: 503-861-2351

MAP INSTRUCTIONS AND CHECKLIST

A Site Plan Map, which shows all existing and proposed structures and parking areas, must accompany this application. The following checklist identifies the specific information which should be included on this map.

- Title the map "Commercial Site Design".
- The map may be drawn on 8 ½ x 11 or 8 ½ x 14 inch white paper.
- Township, Range, Section and Tax Lot number of the subject property(ies) shall be included.
- North arrow, date, and map scale in one inch intervals (1" = 20') shall be noted.
- Shape, dimensions, and square footage of the parcel shall be shown. Draw the property line with a solid black line and label adjacent street(s), if any.
- Identify existing and proposed easements with a dotted line.
- Identify the location and direction of all water courses and drainage ways, as well as the location of the 100-year floodplain, if applicable.
- Illustrate all existing buildings and their sizes.
- Illustrate all proposed new construction with dashed lines (include dimensions).
- Illustrate parking area with number of spaces and access drive areas. If off-street parking is to be provided, even in part, on another property, please show its location on your site plan map, and attach a copy of the parking easement or agreement from the adjoining property owner.
- Illustrate the entrance and exit points to the property, pattern of traffic flow, loading and unloading area, sidewalks and bike paths.
- Illustrate the existing or proposed location, height, and material of all fences and walls.

- ___ Illustrate existing or proposed trash and garbage container locations, including type of screening.
- ___ Name of the person who prepared the map.
- ___ Location, type and height of outdoor lighting.
- ___ Location of mailboxes if known.
- ___ Locations, sizes, and types of signs (shall comply with Chapter 16.144 of the Warrenton Development Code).
- ___ Map shall show entire tax lot plus surrounding properties.
- ___ Identification of slopes greater than 10%.
- ___ location, condition and width of all public and private streets, drives, sidewalks, pathways, right-of-ways, and easements on the site and adjoining the site.
- ___ Identify designated flood hazard area(s).
- ___ Show wetland and riparian areas, streams and/or wildlife areas.
- ___ Any designated historic and cultural resources areas on the site and/or adjacent parcels or lots.
- ___ Location, size and type of trees and other vegetation on the property.

City of Warrenton
Planning and Building Department
PO Box 250
Warrenton, Oregon 97146
503-861-0920

OFFICE USE ONLY
FILE # CUP-18-2 FEE \$ 900.00
ZONING DISTRICT _____
RECEIPT # 8756818
DATE RECEIVED 5/21/18

Conditional Use Application

I. Property

Address: 2103 SE Dolphin Ave Cross Street _____
Assessor's Parcel No.: Twp 8N, Rng10W, Section 33A Tax Lot 000203

II. Applicant

Applicant: Liz Castro Phone: 503-440-4488
Mailing Address: 294 SW Cedar Ave.
Applicant's Signature: Liz Castro Date 4/28/18

III. Owner

Owner: B & C Construction Phone: 503-440-4488
Mailing Address: 294 SW Cedar Ave. Warrenton, OR 97146
Owner's Signature: Elyzwell Castro, member/co-owner

IV. Describe the Proposed Use

Six Conditional Use Criteria-Provide Written Responses to Each One-Section 16.220

1. The proposed use is in conformance with the Comprehensive Plan.

2. The location, size and design, and operating characteristics of the proposed use are such that the development will be compatible with, and have a minimal impact on surrounding properties.

3. The use will not generate excessive traffic, when compared to traffic generated by uses permitted outright, and adjacent streets have the capacity to accommodate the traffic generated.

4. Public facilities and services are adequate to accommodate the proposed use.

5. The site's physical characteristics, in term of topography, soils and other pertinent considerations are, are appropriate for the use.

6. The site has an adequate area to accommodate the proposed use. The site layout has been designed to provide for the building, parking, landscaping, driveway, on-site circulation, public areas, loading areas, storage facilities, setbacks, buffers, and utilities which are required by City ordinances.

This application will not be officially accepted until department staff has determined that the application is completely filled out and the site plan requirements have been completed and a copy of the deed.

COASTAL MAINTENANCE & PLUMBING CONDITIONAL USE APPLICATION

1. *The proposed use is in conformance with the Comprehensive Plan.*

Affirmative. The proposed use will include commercial plumbing, mechanical, and heating/cooling type contractors. WMC 16.40.030 lists the permitted activities through the conditional use process for the C-1 Commercial Zone on SE Dolphin Avenue. Item #6 allows "similar uses as those stated in this section". Item #1 allows "cabinet, carpenter, woodworking or sheet metal shops". The proposal is similar to the listed permitted activities and therefore in conformance with the Plan.

2. *The location, size and design, and operating characteristics of the proposed use are such that the development will be compatible with, and have a minimal impact on surrounding properties.*

Affirmative. The proposed size and layout of this project is the minimum available to the applicant. The design and layout of the project has been formed by the development standards within WMC 16.116.030 for commercial uses on SE Dolphin Avenue. These standards include development of landscaping that will blend into the existing natural features, the existing topography, adjacent drainage waterway, available open space along the Highway 101 area, development of a "plaza" along the front of the building, and the use of building materials.

3. *The use will not generate excessive traffic, when compared to traffic generated by users permitted outright, and adjacent streets have the capacity to accommodate the traffic generated.*

Affirmative. The average daily traffic counts generated by the proposed project is expected to be minimal in comparison to the adjacent state police office, Pacific Power Company, Medix, and the memory care operations.

4. *Public facilities and services are adequate to accommodate the proposed use.*

Affirmative. The proposed project will have minimal impact on public facilities. The use of domestic water, sanitary sewer facilities, natural gas, telephone, cable, and electrical consumption is expected to be the same or less than that of a single family residence.

5. *The site's physical characteristics, in terms of topography, soils and other pertinent considerations, are appropriate for the use.*

Affirmative. The applicant has retained the services of a surveyor to prepare a topographic map of the site. The applicant is waiting for that topographic survey to be completed. However, visual inspection by the design engineer, Rankin Engineering, LLC. confirms that the site is similar to adjacent property and that the proposed use can be construction utilizing construction practices common to this area.

6. *The site has an adequate area to accommodate the proposed use. The site layout has been designed to provide for the building, parking, landscaping, driveway, on-site circulation, public areas, loading areas, storage facilities, setbacks, buffers, and utilities which are required by City ordinances.*

Affirmative. Rankin Engineering, LLC has prepared a site plan showing the location of the required driveway, parking, aisles, landscaping, setbacks, utilities, and drainage in relation to the placement of the proposed 56'x60' building. No outdoor loading or storage is proposed.

RANKIN ENGINEERING, LLC.

CIVIL ENGINEERING

90513 EAST ROAD, WARRENTON, OREGON 97146

(503) 440-3805 (Cell) e-mail: rankineng@yahoo.com

JAMES B. RANKIN, PE

May 30, 2018

Applicant:

Coastal Maintenance & Plumbing LLC
dba B&C Construction LLC
294 SW Cedar Avenue
Warrenton, OR. 97146
503-440-2391

Project Location:

2103 SE Dolphin
Partition Plat # 2015-006
Parcel #3
TL 8-10-33A-203
Warrenton, OR. 97146

Project Description:

Development of a plumbing and maintenance type commercial activities with the construction of a 60 foot x 56 foot building. Proposal requires a conditional use (Type-III) review by the City of Warrenton. Proposed activity is "similar" to the listed "Cabinet, carpenter, woodworking or sheet metal shops" permitted conditional use activities of WMC 16.40.030

Public Facilities Impact Study:

WMC 16.208.050-e requires an "impact study to quantify/assess the effect of the development on public facilities and services. The study shall address, at a minimum, the transportation system, including pedestrian ways and bikeways, the drainage system, the parks system, the water system, the sewer system, and the noise impacts of the development. For each public facility system and type of impact, the study shall propose improvements necessary to meet City standards and to minimize the impact of the development on the public at large, public facilities systems, and affected private property users. In situations where this Code requires the dedication of real property to the City, the applicant shall either specifically agree to the dedication requirement, or provide evidence that shows that the real property dedication requirement is not roughly proportional to the projected impacts of the development."

Transportation:

Public access for foot traffic, bicycles, and motorized vehicles is currently available on SE Dolphin Road. The existing 26 foot wide asphalt paved street is currently utilized by heavy commercial traffic type traffic from A-1 Concrete trucks, PP&L utility vehicles, Medix ambulances, Oregon State Police vehicles, and smaller personal and commercial vehicles associated with the storage, commercial, residential, and adult care facilities established on this street.

RECEIVED
MAY 30 2018

BY: _____
CITY OF WARRENTON

Proposed use will allow the applicant to store tools, equipment, and allow customers visiting site to drop off and pick up materials, and is not meant for drive-by traffic. Proposed use is estimated to create 10 to 15 trips per day from passenger and small commercial type vehicles. Access to SE Dolphin as already been approved by Warrenton Public Works. No foot traffic, no bicycle traffic, and no public transportation (bus) traffic is anticipated.

Expansion of the existing public transportation system is not anticipated. Therefore the proposed use will have a minimal impact on the existing available public transportation facilities.

Drainage:

There is an existing storm drain collection system on SE Dolphin designed to collect surface water from the public right-of-way. The surface water from the proposed use will not utilize the existing public drainage system. The surface water from the proposed site will be collected and allowed to infiltrate back into the soils on-site. An on-site drainage collection designed has been prepared and is illustrated on the attached design drawings.

Expansion of the existing public drainage collection system is not anticipated. Therefore the proposed use will have minimal impact on the existing available public drainage facilities.

Parks:

The commercial activity will not require its employees or customers to use parks or playgrounds. The proposed use will not generate park or playground demand. However, a "plaza" with flowers, a bench, and adjacent landscaping will be included in the design to allow employees and customers to rest.

Expansion of the existing public parks system is not anticipated. Therefore the proposed use will have minimal impact on the existing public park facilities.

Water System:

There is an existing 12-inch watermain and a fire hydrant adjacent to this property. The existing domestic water system has been designed and upgraded by the City of Warrenton to accommodate the customers and commercial users on SE Dolphin. The proposed use will have minimal domestic water demand, less than that of a single-family residence.

Expansion of the existing domestic water facilities will not be required for the proposed use. Therefore the proposed use will have minimal impact on the existing water system.

Sewer System:

There is an existing sanitary sewer collection system and pump station located approximately 150 feet south of the property on SE Dolphin. The sanitary sewerage from the property adjacent to the collection system is pumped to the north through a pressure pipe located on the east side of SE Dolphin. The sewer system is operated and maintained by the City of Warrenton. The existing single-family residences between the applicant's property and Highway 101 utilize on-site septic tanks and drain fields. The applicant has contacted Warrenton Public Works and has been directed to install a small pump and pressure pipe from this property to the south and connect to the existing collection system utilizing common construction techniques. The proposed use will generate minimal sanitary sewerage, less than that of a single-family residence.

Expansion of the existing sanitary sewer system is not anticipated. Therefore the proposed use will have minimal impact on the existing sanitary sewer system.

Other Public Utilities:

Underground telephone, television, internet cable, and electrical power lines are immediately available and adjacent to the property. The proposed use will take benefit of all of these public utilities; the usage of these public utilities will be the same or less than that of a single-family dwelling.

Expansion of the existing public utilities is not anticipated. Therefore the proposed use will have minimal impact on the existing public utilities.

Noise Impact:

Upon completion of construction it is anticipated that the proposed use will generate approximately the same amount of "noise" as that of a single-family dwelling, and the same as some of the adjacent existing commercial uses.

It is anticipated that the proposed use will have minimal impact on the generation of noise.

Summary:

The proposed application will not require measures to minimize any adverse impacts on the public at large, will not require expansion of the public facilities, and will not negatively impact private property users.

Respectively Submitted,



James B. Rankin, PE



Renew 12/31/2018

Pacific Title Company

3470 Highway 101 North, Suite 101, P.O. Box 2488, Gearhart OR 97138
Tel (503) 738-0925 • Fax / Title (503) 738-5318 • Fax / Escrow (503) 738-2134
customerservice@pacifictitlecompany.com

PRELIMINARY COMMITMENT FOR TITLE INSURANCE
AGENT FOR FIRST AMERICAN TITLE INSURANCE COMPANY

PROPOSED INSURED:

Coastal Maintenance and Plumbing, LLC dba B & C Construction, LLC, an Oregon limited liability company

Pacific Title Company
Attn: Kelsey Starr
3470 Highway 101 North, Suite 101
Gearhart, OR 97138

FILE NO. 22307-
AMENDED

DATE: December 27, 2017

	Amount	Premium
<input checked="" type="checkbox"/> ALTA Owner's Standard coverage	\$27,500.00	\$138.00 w/Builder Rate applied
<input type="checkbox"/> ALTA Mortgagee's Standard coverage	\$	\$
<input type="checkbox"/> ALTA Mortgagee's Extended coverage	\$	\$
<input type="checkbox"/> Purchaser's policy	\$	\$
<input type="checkbox"/> Endorsement(s)	\$	\$
<input checked="" type="checkbox"/> Government Service Fee	\$15.00	

This is a preliminary billing only; a consolidated statement of all charges, credits and advances, if any, in connection with this order will be provided at closing.

PACIFIC TITLE COMPANY is prepared to issue on request and on recording of any appropriate documents, a policy or policies as applied for, with coverages as indicated, based on this preliminary commitment that as of: **December 12, 2017** at 8:00 A.M., title to the property described herein is vested in:

Gearhart Land and Capital LLC, an Oregon Limited Liability Company

subject only to the exceptions shown herein and to the terms, conditions and exceptions contained in the policy form. No liability is assumed until a full premium has been paid.

PACIFIC TITLE COMPANY
By 
Pacific Title Company

DESCRIPTION:

Parcel 3 of PARPITITION PLAT NO. 2015-006, being a Re-Plat of a portion of Tract 8, Rodney Acres, in the Northeast ¼ of Section 33, Township 8 North, Range 10 West, Willamette Meridian, in the City of Warrenton, recorded June 12, 2015 as Instrument No. 201504274, records of Clatsop County Oregon.



3470 Highway 101 North, Suite 101, P.O. Box 2488, Gearhart OR 97138
Tel (503) 738-0925 • Fax / Title (503) 738-5318 • Fax / Escrow (503) 738-2134
customerservice@pacifictitlecompany.com

PRELIMINARY COMMITMENT FOR TITLE INSURANCE
AGENT FOR FIRST AMERICAN TITLE INSURANCE COMPANY

PROPOSED INSURED:
B & C Construction, LLC, an Oregon limited liability company

Pacific Title Company
Attn: Kelsey Starr
3470 Highway 101 North, Suite 101
Gearhart, OR 97138

FILE NO. 22307

DATE: December 14, 2017

	Amount	Premium
<input checked="" type="checkbox"/> ALTA Owner's Standard coverage	\$27,500.00	\$138.00 w/Builder Rate applied
<input type="checkbox"/> ALTA Mortgagee's Standard coverage	\$	\$
<input type="checkbox"/> ALTA Mortgagee's Extended coverage	\$	\$
<input type="checkbox"/> Purchaser's policy	\$	\$
<input type="checkbox"/> Endorsement(s)	\$	\$
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*****NOTE: The following conveyances have recorded within the last 24 months: Gearhart Land & Capital, LLC,
B & C Construction, LLC**

NOTE: We find no judgments or state or federal tax liens against

NOTE: Clatsop County requires all conveyance documents to show the situs address of the property conveyed (or the street, road or highway nearest the property if no address has been assigned) and to show the real property tax account information. The recording fee for all documents is \$47 for the first page and \$5 per page thereafter. (As of February 8, 2017)

Failure to comply with the address and tax account information will lead to the imposition of a \$20 non-standard fee being added to other recording fees. If parties to a Trust Deed appear on page two (or later) in the document, the recorder charges a \$20 nonstandard fee.

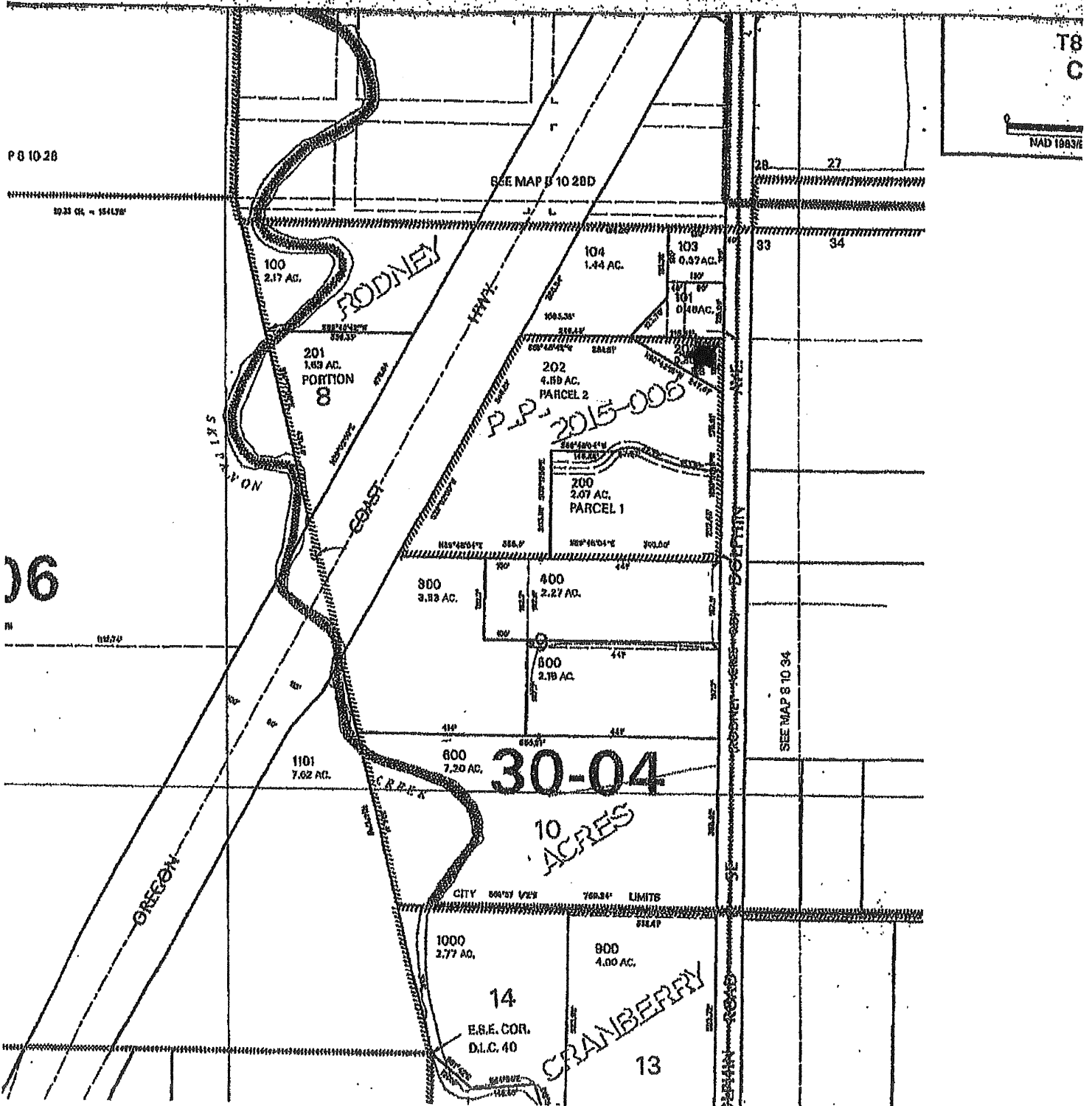
Land Use Statement must appear on all conveyance documents per ORS 93.040.

P.O. Box 2488 / 3470 Hwy 101 N, Suite 101 / Gearhart, OR 97138

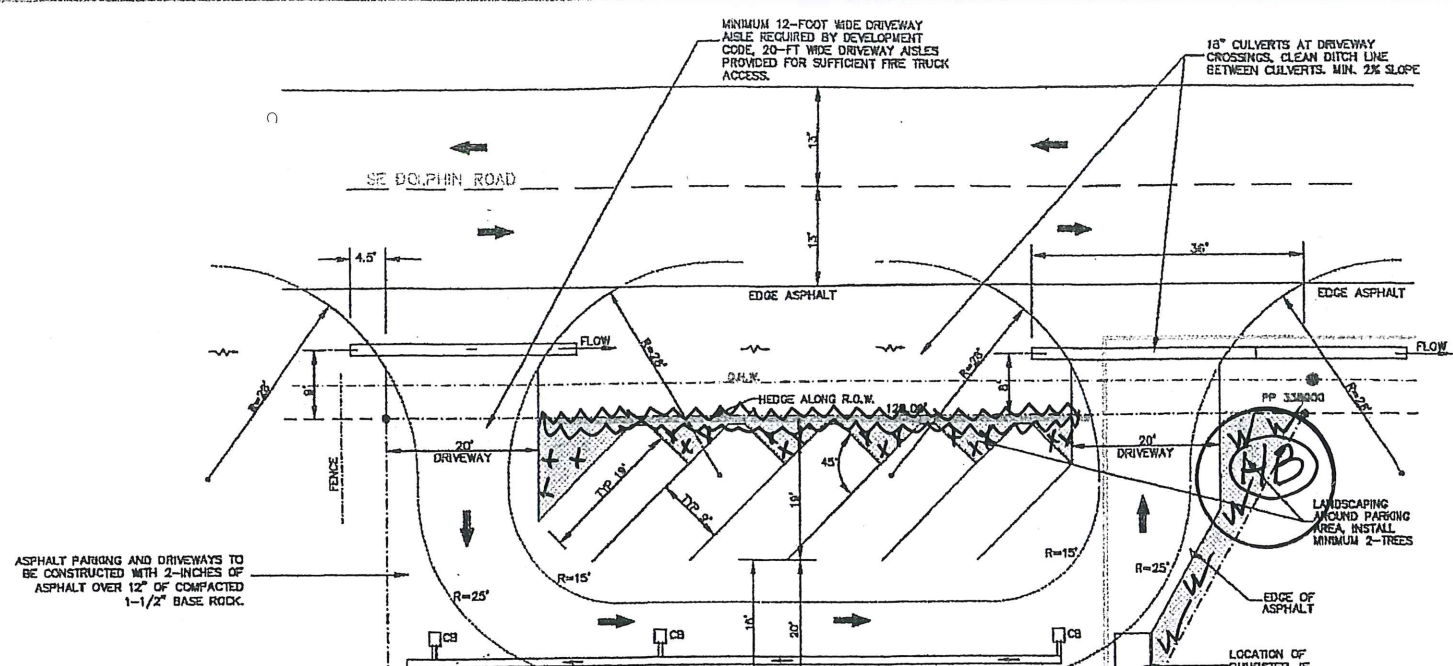
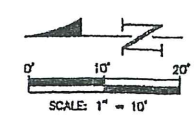
customerservice@pacifictitlecompany.com

(503) 738-0925 / Title Fax (503) 738-5318 / Escrow Fax (503) 738-2134

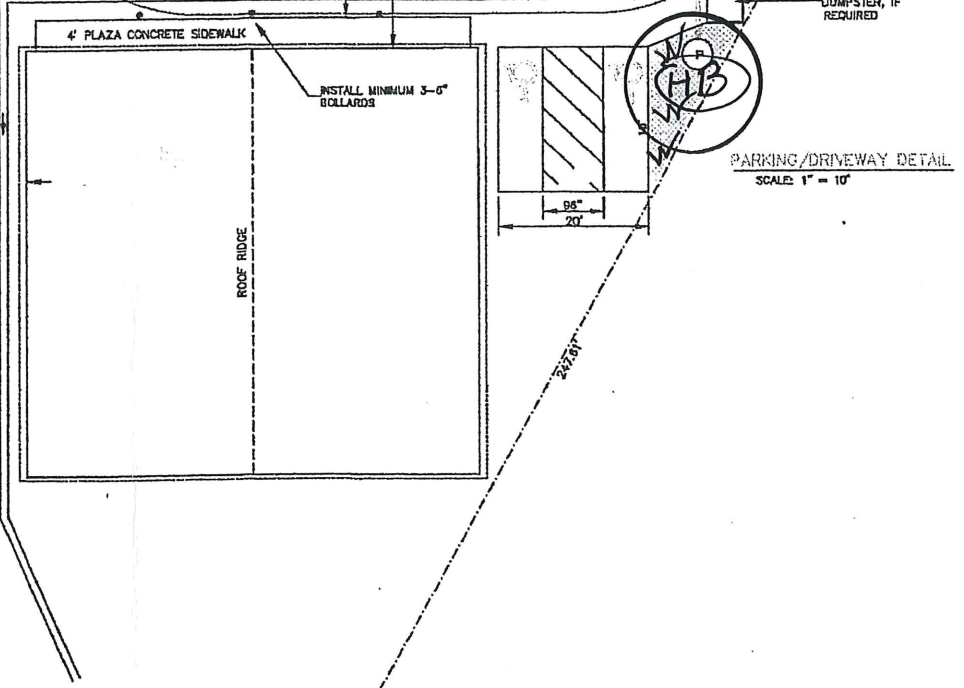
This map is furnished as a convenience in locating property, and Pacific Title Company assumes no liability for any discrepancies as may be disclosed by an actual survey.



Dolphin Ave lot
Warrenton, OR



- LANDSCAPE PLANTS**
- (HB) CARPINUS BETULUS - 2
EUROPEAN HORN BEAM 2" CALIPER
 - PRUNUS OTTO LUYKEN LAUREL - 20
5' on center used as hedge 5 gallon
 - x x y Lithodora Graceward - 1 gallon
21 plants
 - w Nassella tenuissima
Mexican Feather Grass - 1 gallon
17 plants



LANDSCAPE PLAN
FOR CMP PLUMBING

PREPARED BY RITA FRABLEY / LCB # 11256

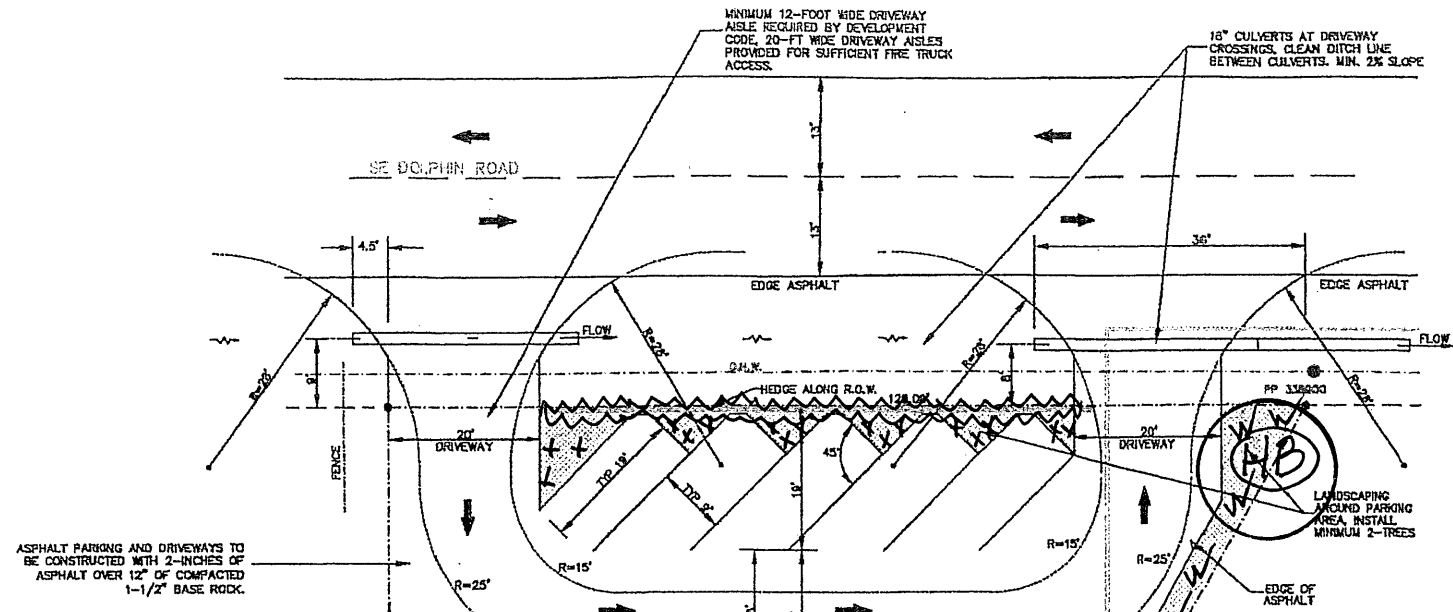
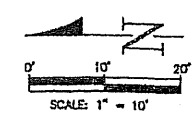
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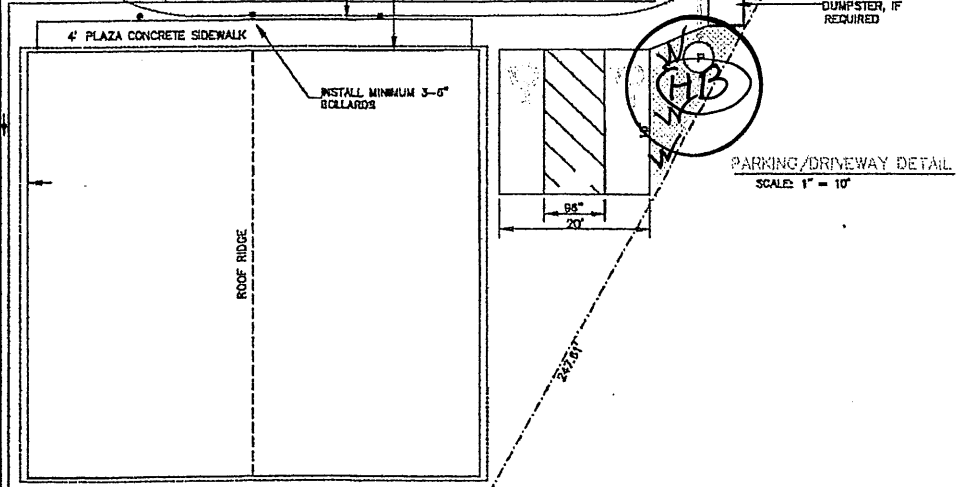
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COASTAL MAINTENANCE & PLUMBING LLC WARRENTON, OR. 97146
RANKIN ENGINEERING, LLC 90513 EAST ROAD, WARRENTON, OR. 97146 (503) 440-3805
GRADING PLAN

Dolphin Ave lot
Warrenton, OR



- LANDSCAPE PLANTS**
- (HB) CARPINUS BETULUS - 2
EUROPEAN HORN BEAM 2" CALIPER
 - PRUNUS OTTO LUYKEN LAUREL - 20
5' on center used as hedge 5 gallon
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LANDSCAPE PLAN
FOR CMP PLUMBING

PREPARED BY RITA FRABLE / LCB# 11256

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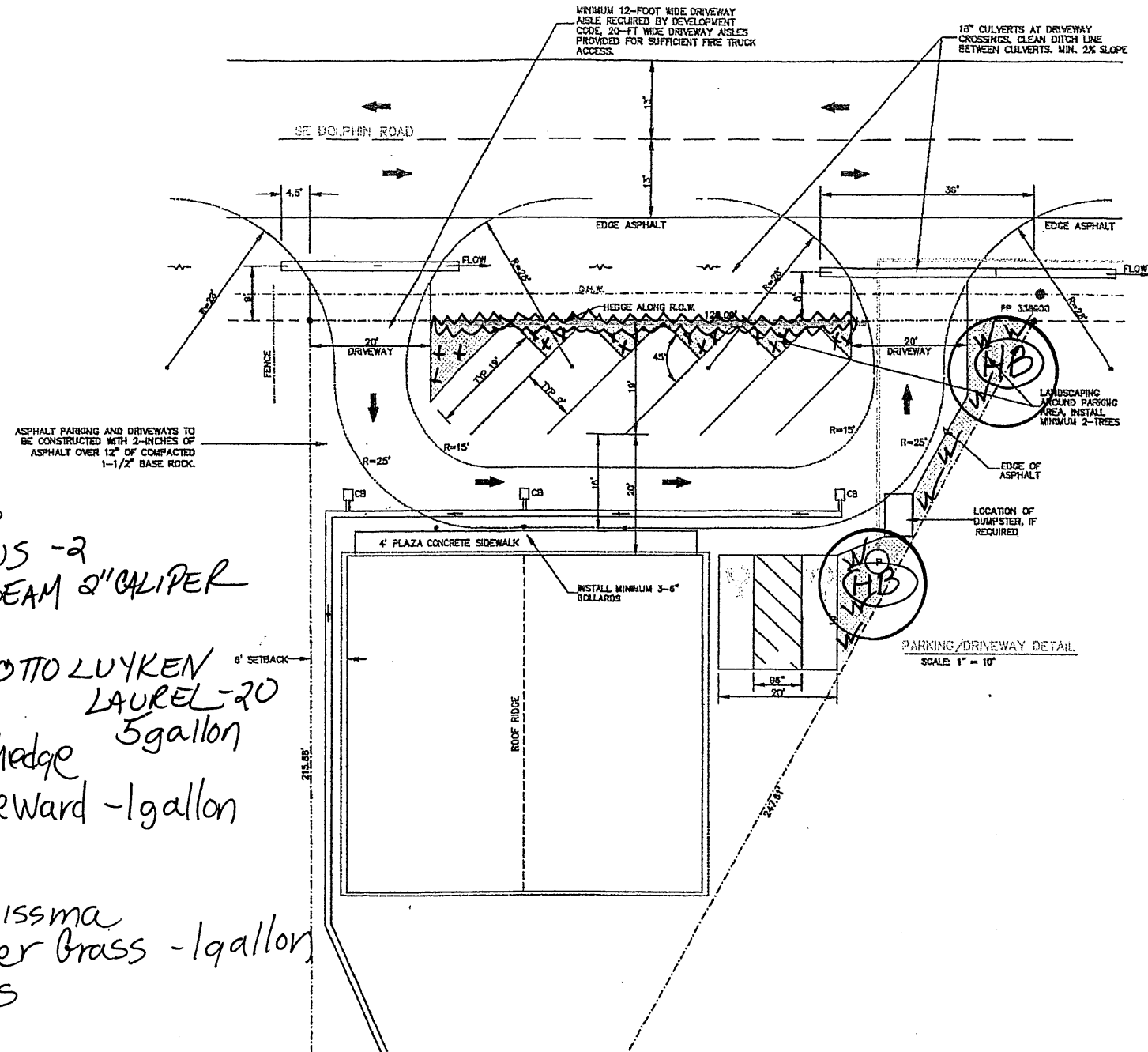
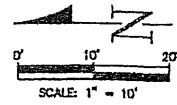
COASTAL MAINTENANCE & PLUMBING LLC
WARRENTON, OR. 97146

RANKIN ENGINEERING, LLC
90513 EAST ROAD, WARRENTON, OR. 97146
(503) 440-3805

GRADING PLAN



Dolphin Ave lot
Warrenton, OR



- LANDSCAPE PLANTS
- (HB) CARPINUS BETULUS - 2
EUROPEAN HORN BEAM 2" CALIPER
 - ~~~~~ PRUNUS OTTO LUYKEN LAUREL - 20
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LANDSCAPE PLAN
FOR CMP PLUMBING

PREPARED BY RITA FRABLE / LCB # 11256

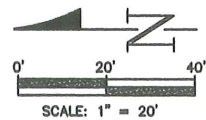
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REGISTERED IN OREGON.



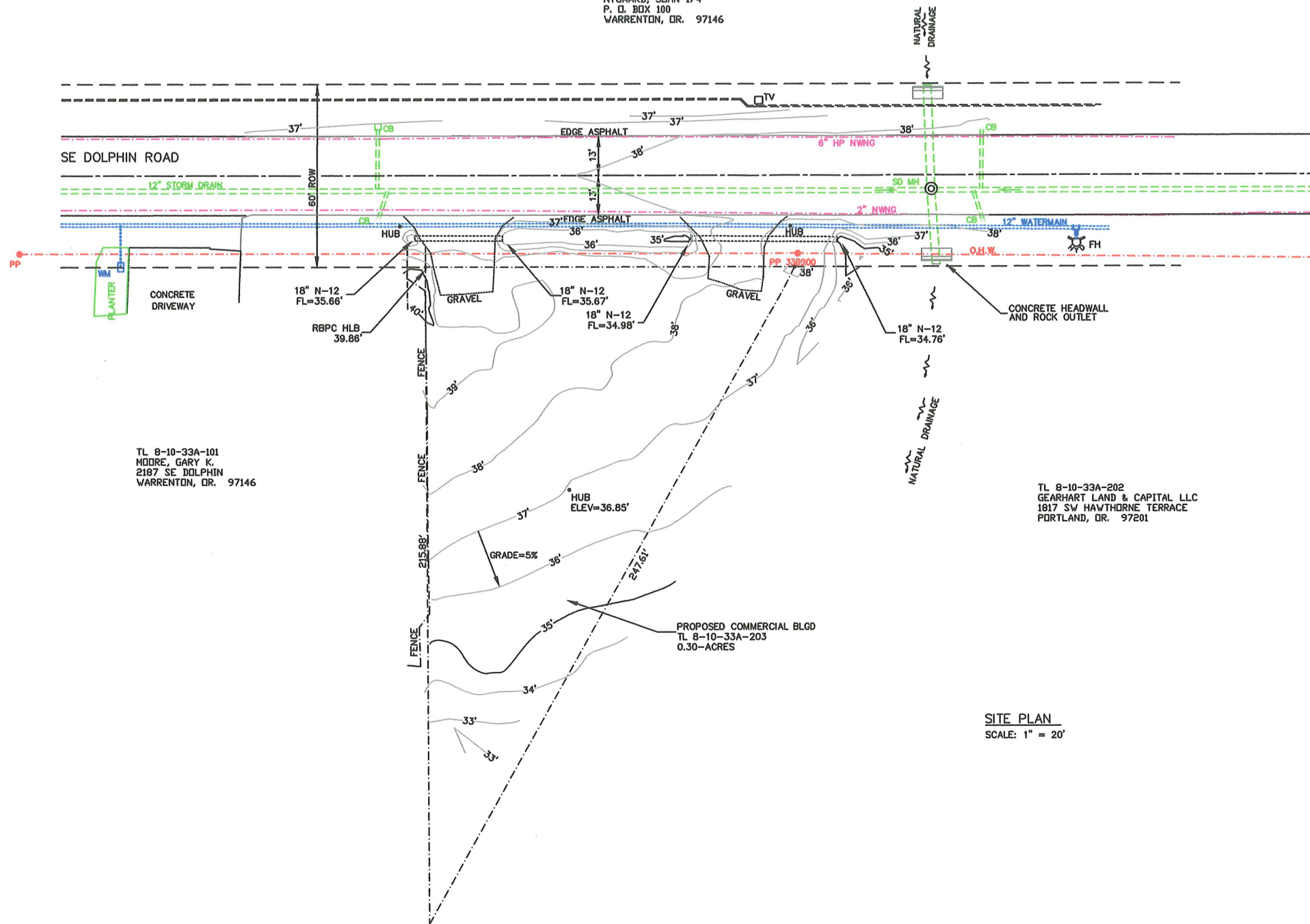
COASTAL MAINTENANCE & PLUMBING LLC
WARRENTON, OR. 97146

RANKIN ENGINEERING, LLC
90513 EAST ROAD, WARRENTON, OR. 97146
(503) 440-3805

GRADING PLAN



TL 8-10-34-2300
 NYGAARD, DAVID 1/4
 WARRENTON FIBER COMPANY 1/2
 NYGAARD, JOHN 1/4
 P. O. BOX 100
 WARRENTON, OR. 97146



TL 8-10-33A-101
 MOORE, GARY K.
 2187 SE DOLPHIN
 WARRENTON, OR. 97146

TL 8-10-33A-202
 GEARHART LAND & CAPITAL LLC
 1817 SW HAWTHORNE TERRACE
 PORTLAND, OR. 97201

PROPOSED COMMERCIAL BLDG
 TL 8-10-33A-203
 0.30-ACRES

SITE PLAN
 SCALE: 1" = 20'

APPLICANT:

COASTAL MAINTENANCE & PLUMBING LLC
 dba B&C CONSTRUCTION LLC
 284 SW CEDAR AVENUE
 WARRENTON, OR. 97146

PROPERTY DESCRIPTION:

TL 8-10-33A-203
 PARCEL 3
 PARTITION PLAT NO. 2015-008
 CLATSOP COUNTY, OREGON
 0.30-ACRES

CIVIL ENGINEER (ON-SITE ONLY):

RANKIN ENGINEERING LLC
 90513 EAST ROAD
 WARRENTON, OR. 97146
 503-440-3805
 RANKINENG@YAHOO.COM

SURVEYOR:

MAGYAR LAND SURVEYING
 P.O. BOX 1309
 ASTORIA, OR. 97103
 503-488-5500
 MAGYARLANDSURVEYING.COM

PROPOSED PROJECT:

WMC 16.40.030 CONDITIONAL USES ALONG
 SE DOLPHIN AVE.

SECTION A.1 CABINET, CARPENTER,
 WOODWORKING OR SHEET METAL TYPE
 SHOPS, AND THEIR ACCESSORY USES.

56'x60' (3,360 SF) WOOD FRAMED BLDG
 SEPARATED FOR TWO OCCUPANTS.

TOPOGRAPHIC INFORMATION:

MAPPING PROVIDED BY MAGYAR LAND SURVEYING
 LLC

ELEVATIONS BASED UPON NAVD88 (GEOID 12B)

DESIGN DATA:

2014 OREGON STRUCTURAL SPECIALTY CODE

WOOD STUD FRAMED TYPE V-B BUILDING
 56'x60'x16' EAVES (3,360 SF)
 'B' OCCUPANCY

GROUND SNOW LL = 25-PSF
 WIND LOAD = 135-MPH EXPOSURE 'C'
 RISK CATEGORY = II
 SEISMIC ZONE D2
 ESTIMATE SOIL BEARING = 1,500-PSF
 FLOOR LL = 100-PSF
 LIGHT STORAGE OVER OFFICE/BATHROOM =
 60-PSF

- PAGE-1 EXISTING SITE PLAN WITH TOPOGRAPHY
- PAGE-2 PROPOSED SITE PLAN
- PAGE-3 PROPOSED GRADING PLAN
- PAGE-4 PROPOSED FOUNDATION PLAN
- PAGE-5 PROPOSED FLOOR PLAN
- PAGE-6 PROPOSED ELEVATION VIEWS
- PAGE-7 PROPOSED ROOF PLAN
- PAGE-8 DETAILS
- PAGE-9 DETAILS

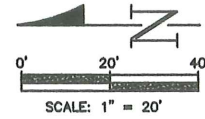
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COASTAL MAINTENANCE & PLUMBING LLC
 WARRENTON, OR. 97146

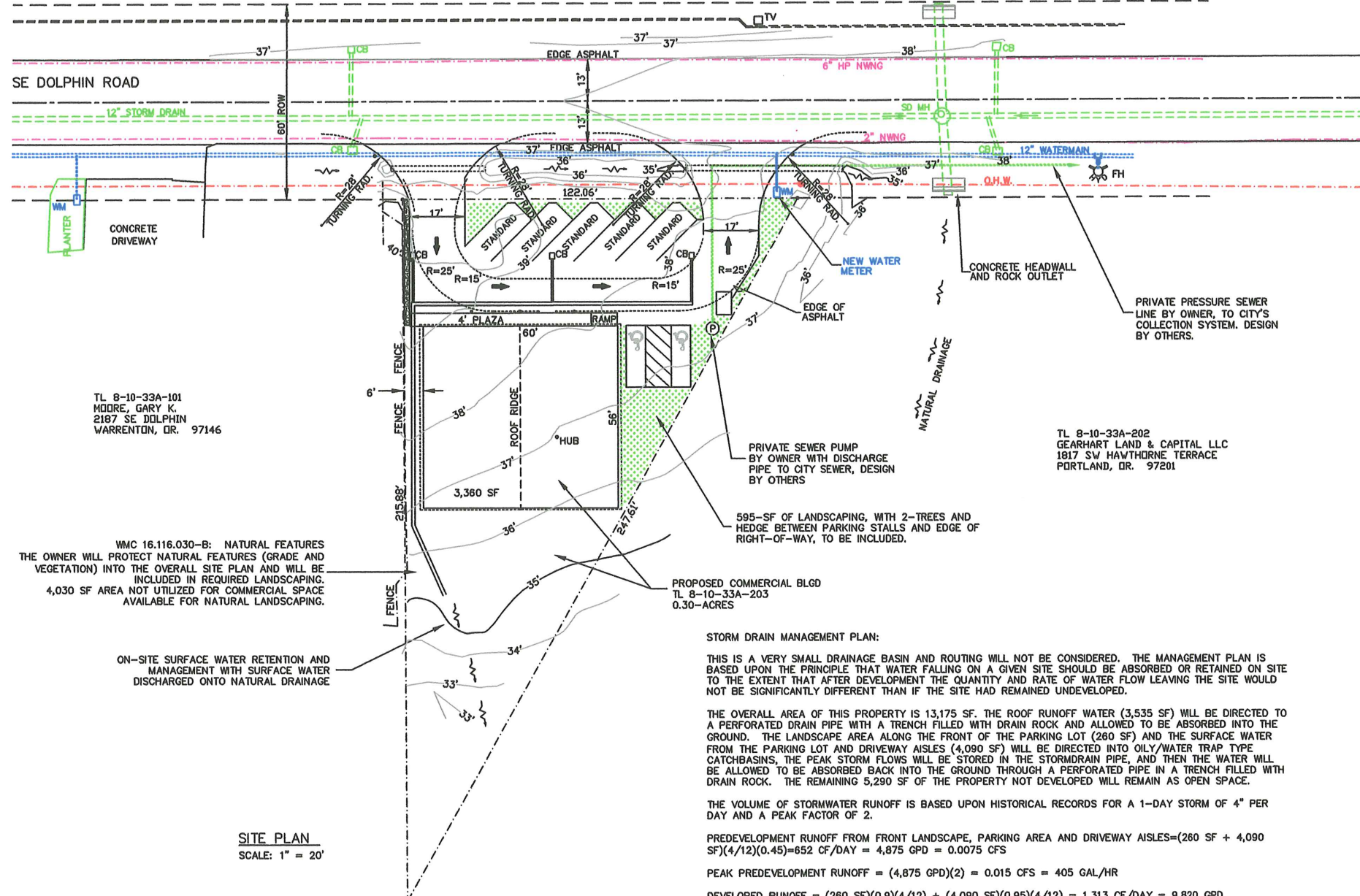
RANKIN ENGINEERING, LLC
 90513 EAST ROAD, WARRENTON, OR. 97146
 (503) 440-3805

EXISTING SITE PLAN WITH TOPOGRAPHY

NOT TO SCALE
 RECEIVED
 MAY 21 2018
 JAMES BENJAMIN RANKIN
 REGISTERED PROFESSIONAL ENGINEER
 OREGON
 MAY 18, 1978
 RENEWS 12/31/2018



TL 8-10-34-2300
 NYGAARD, DAVID 1/4
 WARRENTON FIBER COMPANY 1/2
 NYGAARD, JOHN 1/4
 P. O. BOX 100
 WARRENTON, OR. 97146



TL 8-10-33A-101
 MOORE, GARY K.
 2187 SE DOLPHIN
 WARRENTON, OR. 97146

WMC 16.116.030-B: NATURAL FEATURES THE OWNER WILL PROTECT NATURAL FEATURES (GRADE AND VEGETATION) INTO THE OVERALL SITE PLAN AND WILL BE INCLUDED IN REQUIRED LANDSCAPING. 4,030 SF AREA NOT UTILIZED FOR COMMERCIAL SPACE AVAILABLE FOR NATURAL LANDSCAPING.

ON-SITE SURFACE WATER RETENTION AND MANAGEMENT WITH SURFACE WATER DISCHARGED ONTO NATURAL DRAINAGE

SITE PLAN
 SCALE: 1" = 20'

STORM DRAIN MANAGEMENT PLAN:

THIS IS A VERY SMALL DRAINAGE BASIN AND ROUTING WILL NOT BE CONSIDERED. THE MANAGEMENT PLAN IS BASED UPON THE PRINCIPLE THAT WATER FALLING ON A GIVEN SITE SHOULD BE ABSORBED OR RETAINED ON SITE TO THE EXTENT THAT AFTER DEVELOPMENT THE QUANTITY AND RATE OF WATER FLOW LEAVING THE SITE WOULD NOT BE SIGNIFICANTLY DIFFERENT THAN IF THE SITE HAD REMAINED UNDEVELOPED.

THE OVERALL AREA OF THIS PROPERTY IS 13,175 SF. THE ROOF RUNOFF WATER (3,535 SF) WILL BE DIRECTED TO A PERFORATED DRAIN PIPE WITH A TRENCH FILLED WITH DRAIN ROCK AND ALLOWED TO BE ABSORBED INTO THE GROUND. THE LANDSCAPE AREA ALONG THE FRONT OF THE PARKING LOT (260 SF) AND THE SURFACE WATER FROM THE PARKING LOT AND DRIVEWAY AISLES (4,090 SF) WILL BE DIRECTED INTO OILY/WATER TRAP TYPE CATCHBASINS. THE PEAK STORM FLOWS WILL BE STORED IN THE STORM DRAIN PIPE, AND THEN THE WATER WILL BE ALLOWED TO BE ABSORBED BACK INTO THE GROUND THROUGH A PERFORATED PIPE IN A TRENCH FILLED WITH DRAIN ROCK. THE REMAINING 5,290 SF OF THE PROPERTY NOT DEVELOPED WILL REMAIN AS OPEN SPACE.

THE VOLUME OF STORMWATER RUNOFF IS BASED UPON HISTORICAL RECORDS FOR A 1-DAY STORM OF 4" PER DAY AND A PEAK FACTOR OF 2.

PREDEVELOPMENT RUNOFF FROM FRONT LANDSCAPE, PARKING AREA AND DRIVEWAY AISLES = (260 SF + 4,090 SF)(4/12)(0.45) = 652 CF/DAY = 4,875 GPD = 0.0075 CFS

PEAK PREDEVELOPMENT RUNOFF = (4,875 GPD)(2) = 0.015 CFS = 405 GAL/HR

DEVELOPED RUNOFF = (260 SF)(0.9)(4/12) + (4,090 SF)(0.95)(4/12) = 1,313 CF/DAY = 9,820 GPD

PEAK DEVELOPED RUNOFF = (9,820 GPD)(2) = 0.03 CFS = 810 GAL/HR

REQ'D STORAGE = (810 GAL - 405 GAL)(24 HOURS) = 9,720 GALLONS

MINIMUM 100-FT OF 6" PIPE = 8,810 GALLONS

190-LF OF 6" PIPE WILL BE USED FOR STORAGE WITH THE SURFACE WATER ALLOWED TO BE ABSORBED BACK INTO THE GROUND THROUGH 60-LF OF 4" PERFORATED PIPE IN A TRENCH FILLED WITH DRAIN ROCK IN THE OPEN SPACE AREA BEHIND THE BUILDING.

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NOT TO SCALE

APPLICANT:
 COASTAL MAINTENANCE & PLUMBING LLC
 dba B&C CONSTRUCTION LLC
 294 SW CEDAR AVENUE
 WARRENTON, OR. 97146

PROPERTY DESCRIPTION:
 2103 SE DOLPHIN
 TL 8-10-33A-203
 PARCEL 3
 PARTITION PLAT NO. 2015-006
 CLATSOP COUNTY, OREGON
 0.30-ACRES

CIVIL ENGINEER (ON-SITE ONLY):
 RANKIN ENGINEERING LLC
 90513 EAST ROAD
 WARRENTON, OR. 97146
 503-440-3805
 RANKINENG@YAHOO.COM

SURVEYOR:
 MAGYAR LAND SURVEYING
 P.O. BOX 1309
 ASTORIA, OR. 97103
 503-468-5500
 MAGYARLANDSURVEYING.COM

LANDSCAPE PROFESSIONAL:
 MS. RITA FRAILEY, LIC #11256
 CANNON BEACH LANDSCAPE SERVICES, LLC
 P.O. BOX 126
 TOLOVANNA PARK, OR. 97145
 503-436-1847

PROPOSED PROJECT:
 WMC 16.40.030 CONDITIONAL USES ALONG SE DOLPHIN AVE.

SECTION A.1 CABINET, CARPENTER, WOODWORKING OR SHEET METAL TYPE SHOPS, AND THEIR ACCESSORY USES.

SECTION A.6 SIMILAR USES AS THOSE STATED IN THIS SECTION

56'x60' (3,360 SF) WOOD FRAMED BLDG SEPARATED FOR TWO OCCUPANTS.

REQUIRED PARKING:

WMC 16.128.030-A GENERAL OFFICE PROVIDING ON-SITE CUSTOMER SERVICE, 1-SPACE/450 SF GROSS FLOOR AREA, 3,360/450=7.4 = 7-SPACES PROVIDED 5-STANDARD 9'x12'-6" @ 45' PROVIDED 2-HANDICAPPED SPACES REQUIRED 12-FT AISLE, PROVIDED 16-FT

WMC 16.128.040-B A MINIMUM OF TWO BICYCLE PARKING SPACES PER USE IS REQUIRED FOR ALL USES WITH MORE THAN 10 VEHICLE PARKING SPACES.

THERE ARE ONLY 7-SPACES REQUIRED, THEREFORE NO BICYCLE PARKING REQ'D.

COMMERCIAL DESIGN STANDARDS:

WMC 16.124.070-C-2: REQUIRES 15% OF COMMERCIAL SITE SHALL BE LANDSCAPED. THE USE OF MATURE, NATIVE VEGETATION WITHIN DEVELOPMENT IS A PREFERRED ALTERNATIVE TO REMOVAL AND RE-PLANTING. 15%(13,068-4,030) = 1,355-SF REQUIRED. 4,030 SF NATURAL LANDSCAPING AVAILABLE ON WEST SIDE AND 595-SF PARKING LANDSCAPING AVAILABLE.

WMC 16.124.070-E-2: REQUIRES A MINIMUM OF 8% OF THE PARKING AREA SHALL BE LANDSCAPED. MINIMUM...1-TREE PER SPACE. AREA OF PARKING & MANEUVERING = 3,900-SF, 8 % = 312-SF. AREA LANDSCAPING AROUND PARKING = 595-SF WITH MINIMUM 2-TREES

WMC 18-124-070-E-3a & 3b: REQUIRES A BUFFER HEDGE ALONG EDGE OF RIGHT-OF-WAY AND PARKING AREA. SEE ATTACHED LANDSCAPE DESIGN BY MS. RITA FRAILEY.

WMC 16.116.030-D REQUIRES AT LEAST TWO COMMUNITY AMENITIES. THIS PROJECT WILL HAVE (1) A 4-FOOT WIDE PLAZA WITH BOLLARDS, FLOWER BOXES AND A PARK BENCH, AND (2) OPEN SPACES FOR PRIVATE OUTDOOR PASSIVE RECREATION. REFER PAGE 5.

EXTERIOR LIGHTING WILL INCLUDE 60-WATT EXTERIOR LIGHTS OVER THE EXITS, AS REQUIRED BY THE BUILDING CODE. AND A SECURITY LIGHT ON THE EAST WALL SHINING TOWARD. THERE WILL BE TWO 30"x48" SIGNS OVER EACH FRONT DOOR, REFER TO PAGE 6.

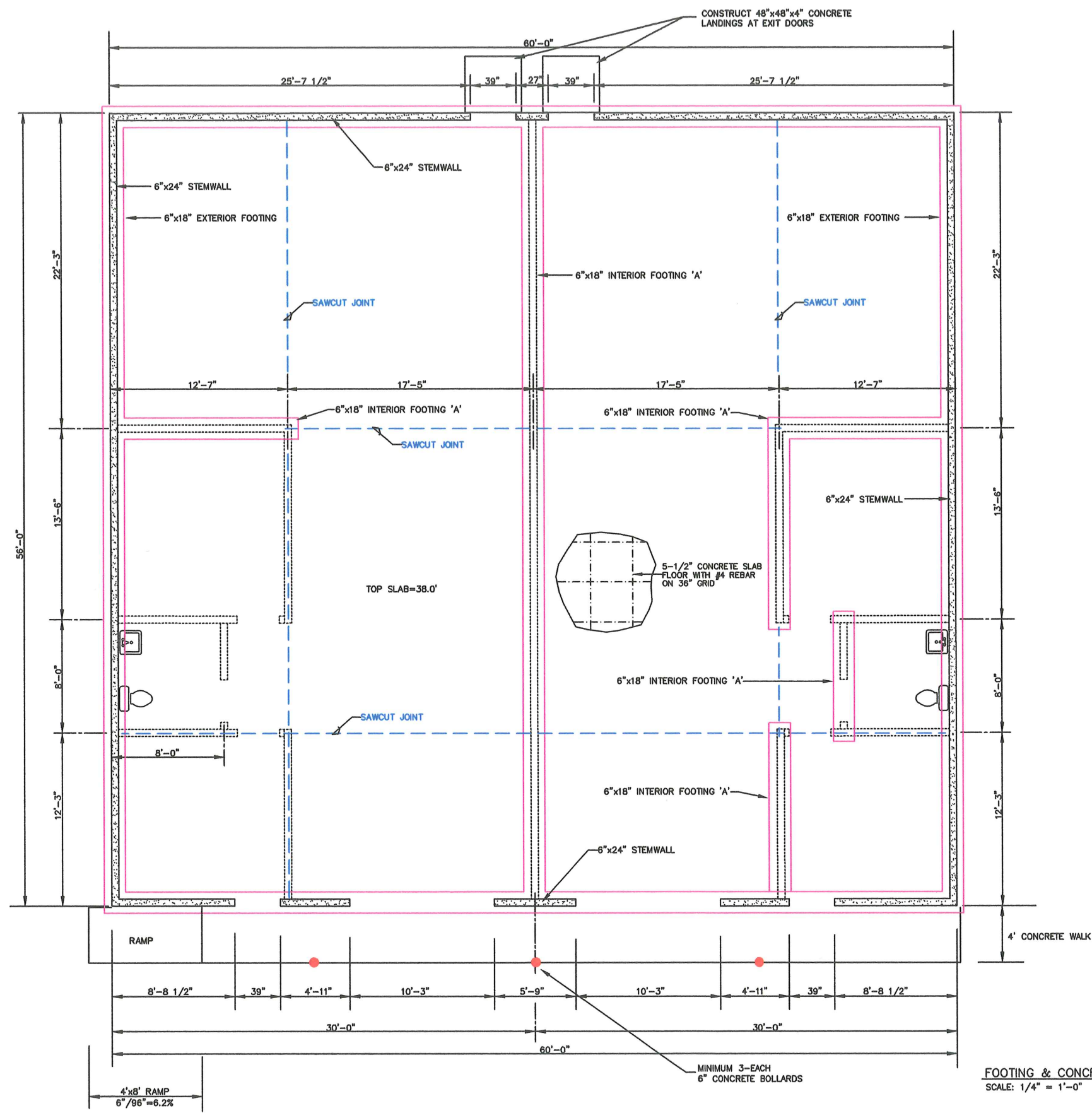
PROPOSED USE WILL HAVE MINIMAL IMPACT ON AVAILABLE PUBLIC UTILITIES.

COASTAL MAINTENANCE & PLUMBING LLC
 WARRENTON, OR. 97146

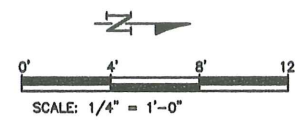
RANKIN ENGINEERING, LLC
 90513 EAST ROAD, WARRENTON, OR. 97146
 (503) 440-3805

PROPOSED SITE PLAN
 WITH EXISTING TOPOGRAPHY

HANDICAPPED
PARKING AREA



CONSTRUCT 48"x48"x4" CONCRETE
LANDINGS AT EXIT DOORS



FOOTING & CONCRETE PLAN
SCALE: 1/4" = 1'-0"

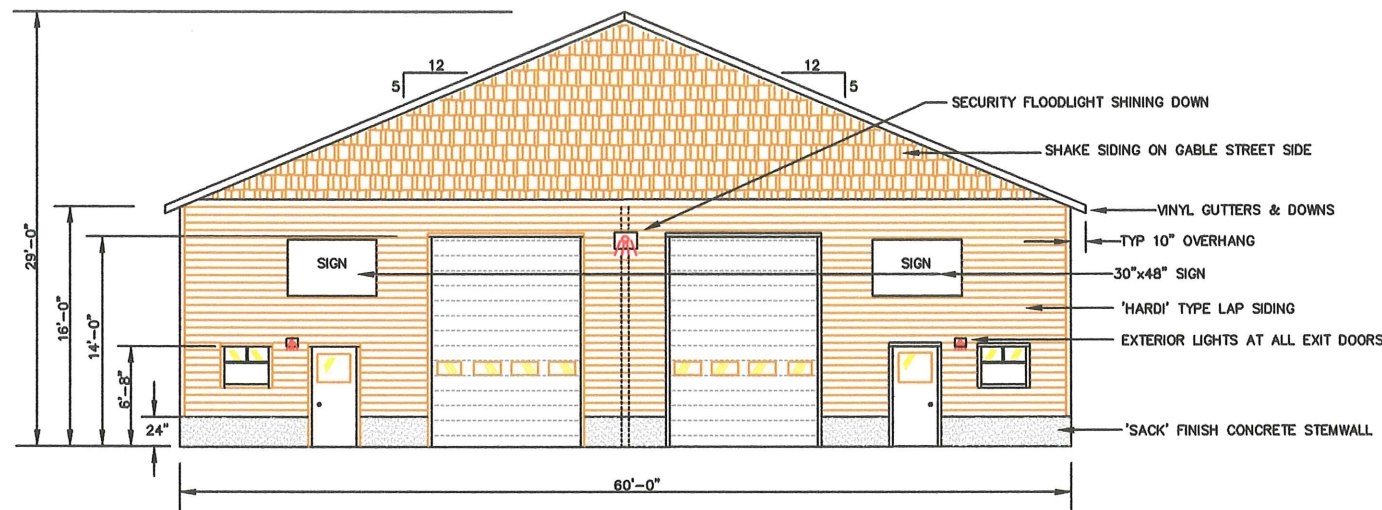
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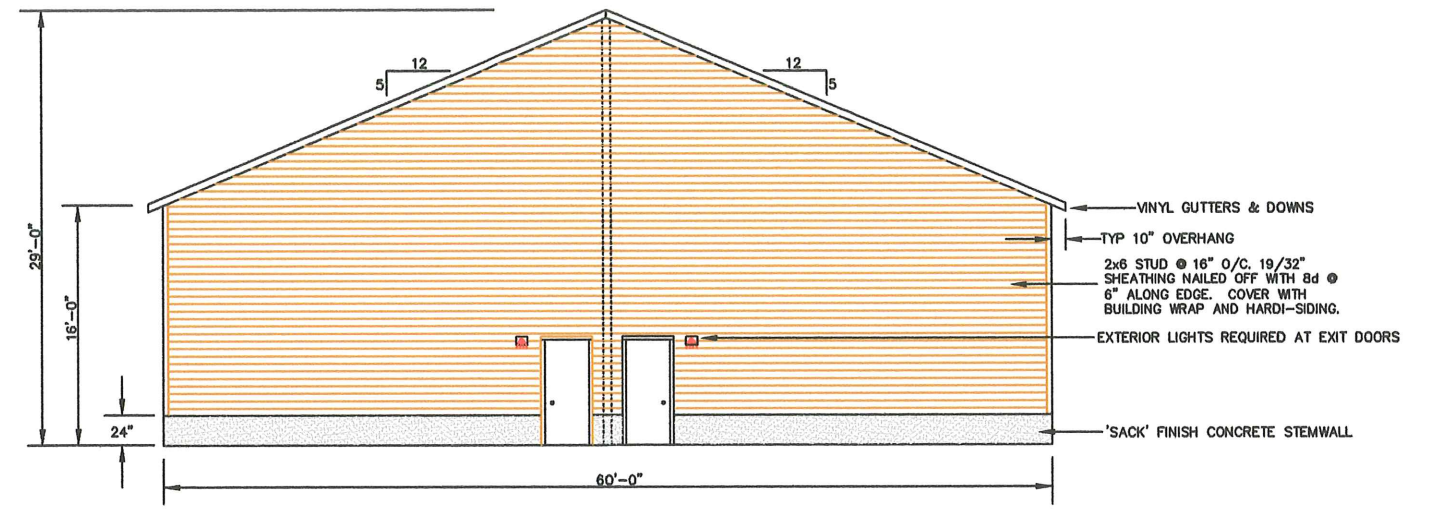
COASTAL MAINTENANCE & PLUMBING LLC WARRENTON, OR. 97146
RANKIN ENGINEERING, LLC 90513 EAST ROAD, WARRENTON, OR. 97146 (503) 440-3805
PROPOSED SLAB & FOOTING PLAN
PAGE 4 OF 9 MAY 14, 2018 FILE: 341-18-004

WMC 16.111.030-3 MATERIALS
 THIS BUILDING WILL BE CONSTRUCTED WITH HIGH QUALITY MATERIAL, INCLUDING WOOD, LAP SIDING, TEXTURED CONCRETE, GLASS, ARCHITECTURAL STYLE ROOFING.

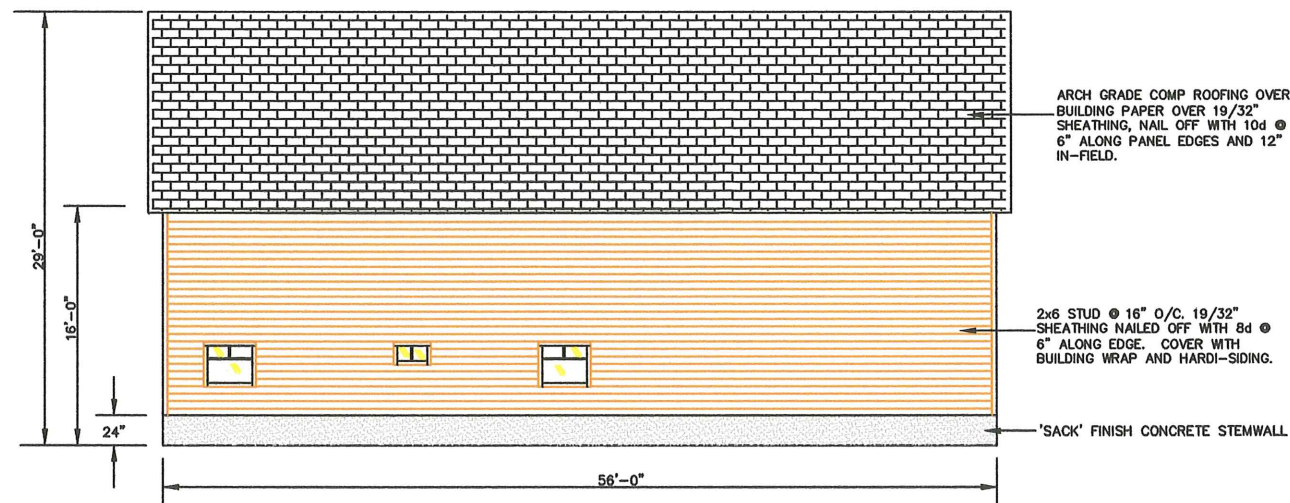
AT LEAST THREE (3) DIFFERENT BUILDING MATERIALS WILL BE USED.



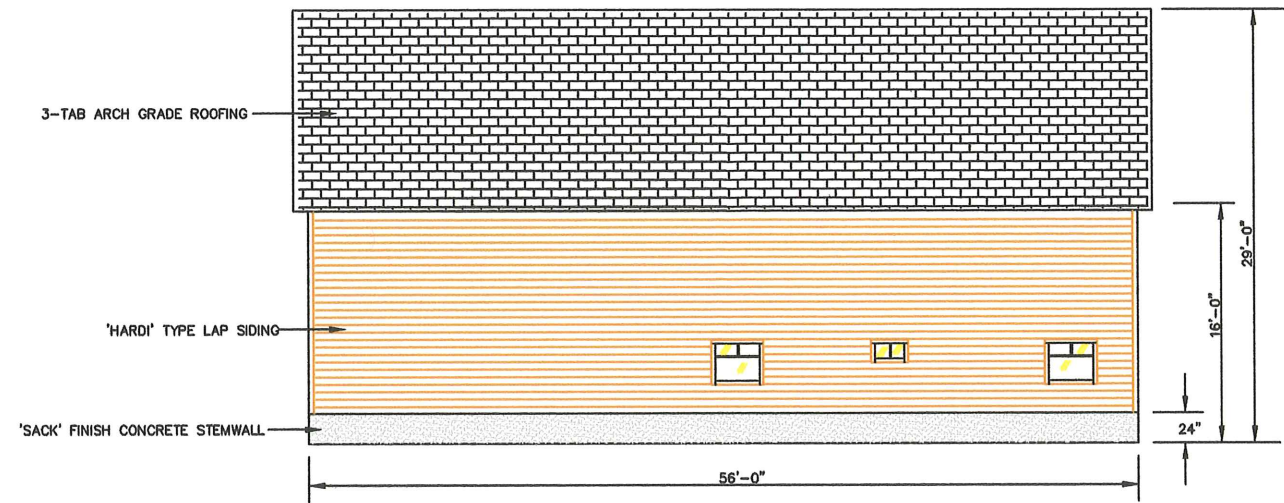
FRONT (EAST) ELEVATION
 SCALE: 3/8" = 1'-0"



REAR (WEST) ELEVATION
 SCALE: 3/8" = 1'-0"



SIDE (NORTH) ELEVATION
 SCALE: 3/8" = 1'-0"



SIDE (SOUTH) ELEVATION
 SCALE: 3/8" = 1'-0"

NOT TO SCALE

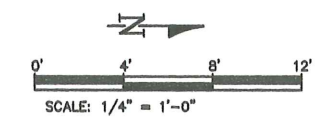
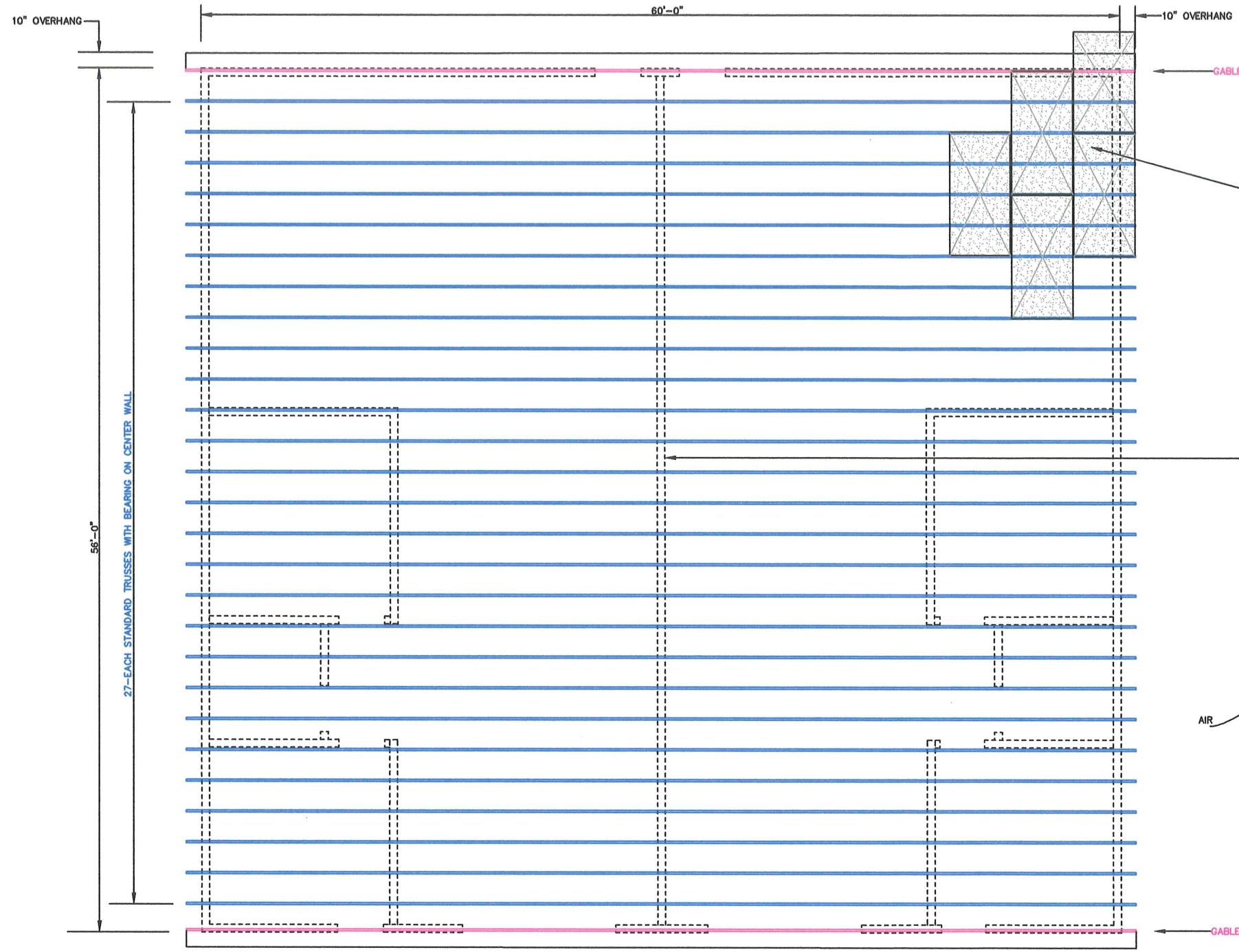


RENEWS 12/31/2018

COASTAL MAINTENANCE & PLUMBING LLC
 WARRENTON, OR. 97146

RANKIN ENGINEERING, LLC
 90513 EAST ROAD, WARRENTON, OR. 97146
 (503) 440-3805

PROPOSED ELEVATION VIEWS



CLASS 'C' FIRE RATED ARCHITECTURAL GRADE COMP ROOFING OVER BUILDING PAPER OVER 19/32" SHEATHING, NAIL OFF WITH 10d @ 6" ALONG PANEL EDGES AND 12" IN-FIELD. ROOF SHEATHING INSTALLED IN A CASE-1 LAYOUT.

SECURE EACH END OF TRUSSES AND RAFTER WITH 'SIMPSON' H2.5A HURRICANE CLIP, VERIFY WITH MANUFACTURER'S ROOF TRUSS PLAN

DBL 2x8 OR 6x8 HEADER OVER WINDOWS

MINIMUM ATTIC VENTILATION REQUIRED = $1/300 \times 30' \times 56' = 5.6$ SF WITH MINIMUM 50% IN SOFFIT VENTS AND 50% ATTIC ROOF VENTS. USE MINIMUM 10-EACH 50 SQ. IN. ROOF JACKS EVENLY SPACED

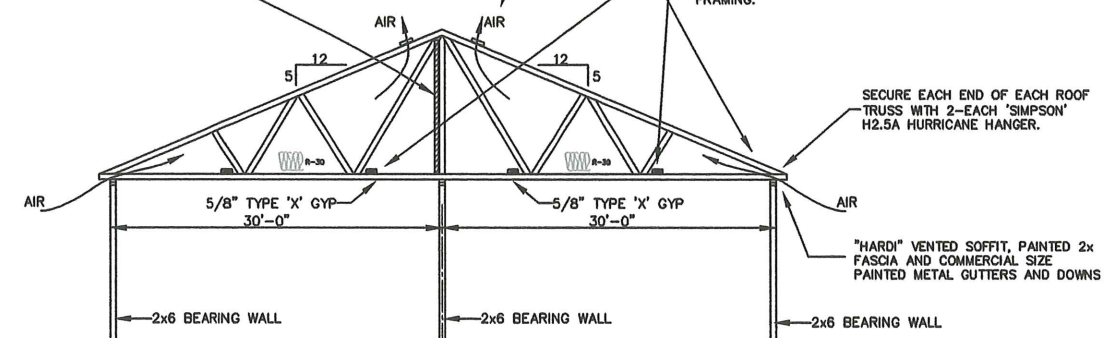
INSTALL 1" CONTINUOUS HARDI SOFFIT VENTS EACH SIDE. INSTALL MINIMUM 8-EACH ROOF VENT JACKS, EVENLY SPACED NEAR ROOF RIDGE ON EACH SIDE.

OSSC 718.4.3 ATTIC AREA EXCEEDS 3,000-SF. INSTALL DRAFT STOP UNDER ROOF RIDGE WITH MINIMUM 1/2" PLYWOOD. NO OPENINGS UNLESS PROTECTED.

RECOMMEND ROOF TRUSSES INCLUDE 2x4 'KING POST' TO FACILITATE INSTALLATION OF DRAFT STOP MATERIAL.

CONSTRUCT 4-EACH 2x6 "RAT-RUNS" ALONG BOTTOM CHORD OF TRUSSES, EVENLY SPACED, NAIL OFF WITH 2-16d AT EACH TRUSS. SPACING OF 2x6 MAY VARY DEPENDING UPON CONFLICTS WITH TRUSS FRAMING.

SECURE EACH END OF EACH ROOF TRUSS WITH 2-EACH 'SIMPSON' H2.5A HURRICANE HANGER.



ROOF DETAIL
N.T.S.

ROOF DESIGN DATA:
 ROOF SNOW LOAD = 25-PSF
 NO BOTTOM CHORD LIVE LOADS
 SEISMIC ZONE D2
 RISK CATEGORY II
 135-MPH ULTIMATE WIND SPEED
 EXPOSURE 'C'
 ENCLOSED STRUCTURE
 2014 OREGON STRUCTURAL SPECIALTY CODE

ROOF PLAN
SCALE: 1/4" = 1'-0"

NOT TO SCALE



COASTAL MAINTENANCE & PLUMBING LLC WARRENTON, OR. 97146
RANKIN ENGINEERING, LLC 90513 EAST ROAD, WARRENTON, OR. 97146 (503) 440-3805
PROPOSED ROOF PLAN

CONSTRUCTION SPECIFICATIONS:

CRUSHED ROCK SUBGRADE TO BE THOROUGHLY COMPACTED BEFORE PLACING CONCRETE. PLACE 6-MIL VAPOR BARRIER UNDER SLAB.

REDI-MIX QUALITY CONCRETE, ANY WATER ADDED AT THE SITE IS TO BE INCLUDED IN THE MIX DESIGN.

MINIMUM 3,000-PSI CONCRETE FOR STEMWALL AND FOOTINGS.

SAWCUT CONTROL JOINTS AS SHOWN ON THE PLANS WITHIN 24-HOURS OF PLACING CONCRETE. MINIMUM DEPTH OF SAWCUT=1-1/4-INCHES.

CONCRETE SLAB TO HAVE A TROWEL FINISH, USE 14% RESIN BASE CURING SEAL.

FILL "BUNG" HOLES IN STEMWALL. SACK FINISH BOTH SIDES. APPLY WEATHER SEALER.

GRADE 60 REBAR. LAP #4 REBAR MINIMUM 18-INCHES. LAP #5 REBAR MINIMUM 24". DO NOT LAP AT CORNERS, HORIZONTAL STEEL TO BE CONTINUOUS AT CORNERS.

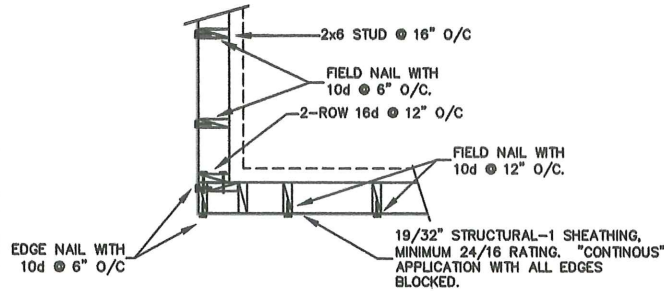
ALL STRUCTURAL WALL SHEATHING TO BE APPLIED AS "CONTINUOUS SHEATHING". LAY UP WHOLE SHEETS AROUND OPENINGS. ALL EDGES OF PLYWOOD TO BE BLOCKED AND LAY AGAINST SOLID 2x FRAMING.

NAIL 19/32" PLYWOOD WALL SHEATHING WITH 10d @ 6" ALONG PANEL EDGES AND 12" IN-FIELD. NAILING FOR BRACE WALLS MAY VARY, SEE DETAILS.

NAIL 19/32" ROOF SHEATHING WITH 10d @ 6" ALONG PANEL EDGES AND 12" IN FIELD.

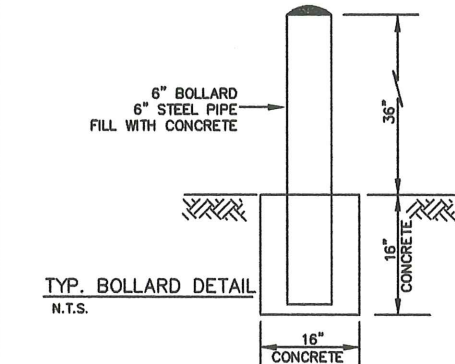
ALL GYPSUM WALL BOARD SHALL BE 5/8" THICKNESS TYPE 'X'

MAXIMUM SPACING BETWEEN ANCHOR BOLTS=MAX 6'



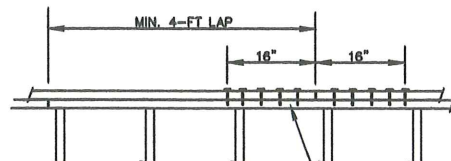
OUTSIDE CORNER FRAMING (CONTINUOUS) DETAIL

N.T.S.



TYP. BOLLARD DETAIL

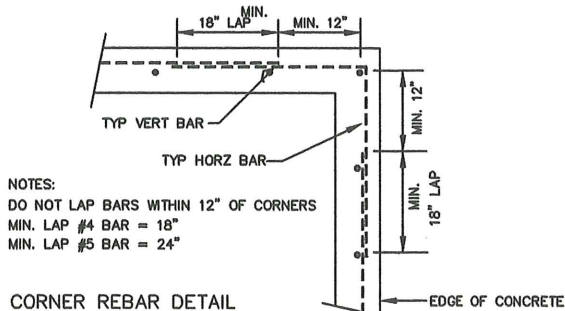
N.T.S.



LAP SPLICE DETAIL

N.T.S.

INSTALL 10-EACH 16d COMMON NAILS EVENLY SPACED EACH SIDE OF TOP SPLICE, TOTAL OF 20.

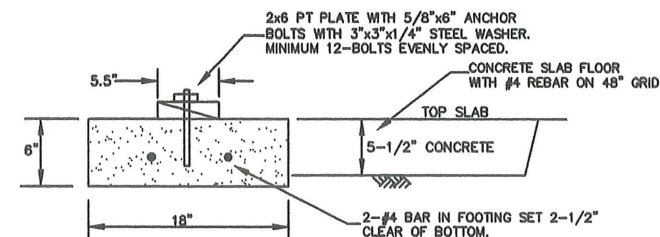


NOTES:

- DO NOT LAP BARS WITHIN 12" OF CORNERS
- MIN. LAP #4 BAR = 18"
- MIN. LAP #5 BAR = 24"

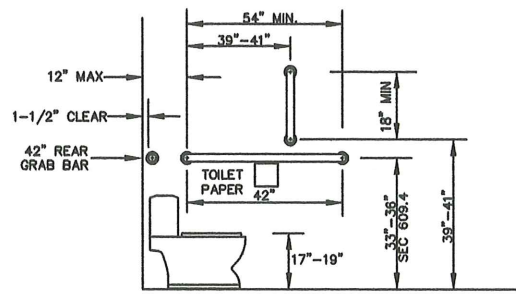
CORNER REBAR DETAIL

N.T.S.



TYPICAL INTERIOR FOOTING 'A'

SCALE: 1-1/2" = 1'-0"

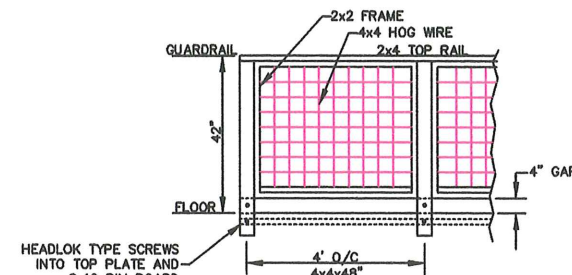


TOILET GRAB BAR

SCALE: 1/2" = 1'-0"

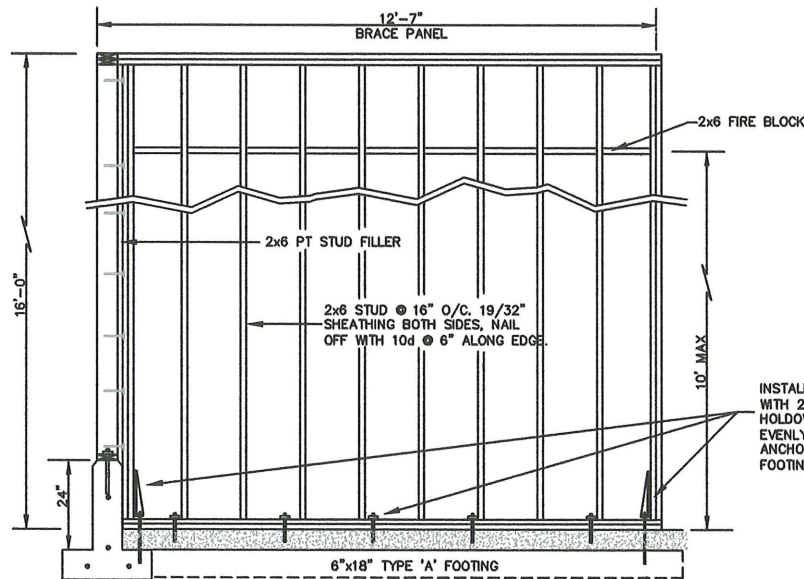
GENERAL NOTES:

- GRAB BARS TO BE 1-1/4" TO 1-1/2" DIAMETER STAINLESS STEEL.
- SECURE BARS TO SOLID STUD FRAMING.
- SEPARATION OF 1-1/2" BETWEEN WALL SURFACE AND GRAB BAR.



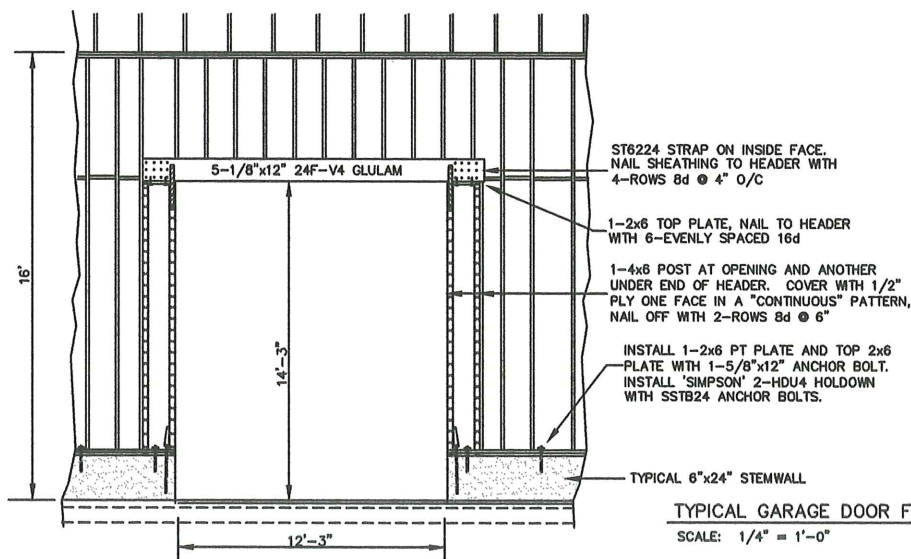
GUARDRAIL IN STORAGE AREA

SCALE: 1/2" = 1'-0"



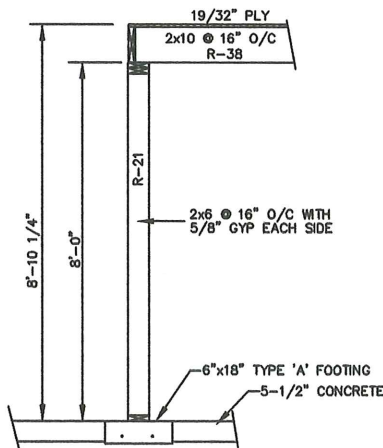
BRACE WALL DETAIL

SCALE: 1/2" = 1'-0"



TYPICAL GARAGE DOOR FRAMING

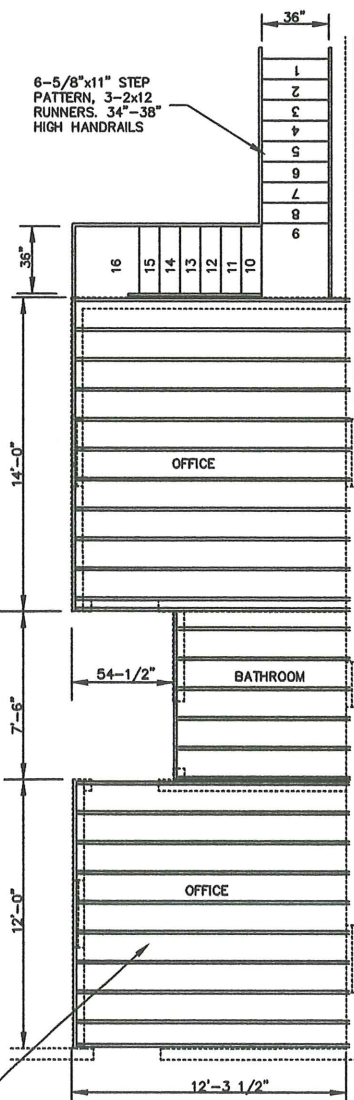
SCALE: 1/4" = 1'-0"



TYP. INTERIOR OFFICE WALL DETAIL

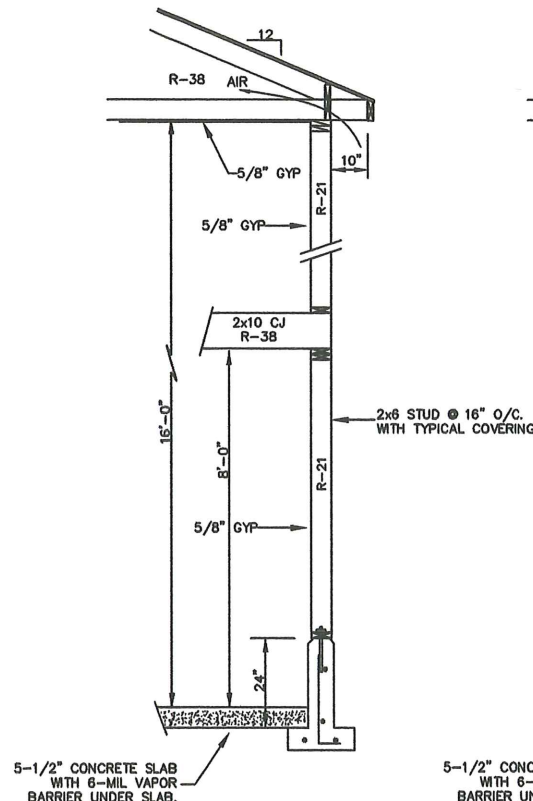
SCALE: 1/2" = 1'-0"

2x10 JOISTS @ 16" O/C COVER WITH 19/32" SHEATHING



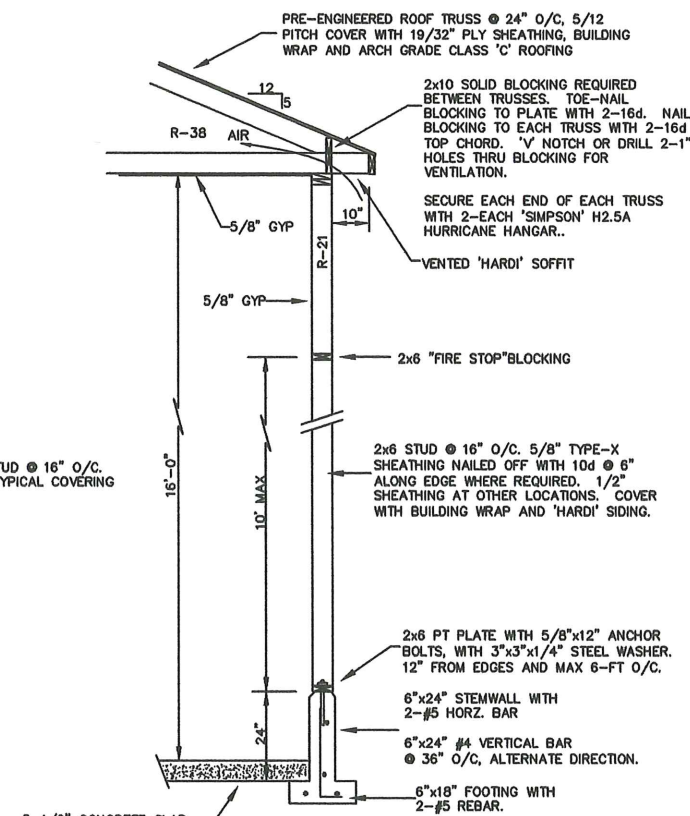
OFFICE & BATHROOM CEILING FRAMING

SCALE: 1/4" = 1'-0"



TYP. EXTERIOR WALL OFFICE DETAIL

SCALE: 1/2" = 1'-0"



TYPICAL EXTERIOR WALL DETAIL

SCALE: 1/2" = 1'-0"

NOT TO SCALE



COASTAL MAINTENANCE & PLUMBING LLC
WARRENTON, OR. 97146

RANKIN ENGINEERING, LLC
90513 EAST ROAD, WARRENTON, OR. 97146
(503) 440-3805

STRUCTURAL DETAILS

CONCRETE SPECIFICATIONS:

ALL SIDEWALK AND CURB/GUTTER CONCRETE WORK SHALL BE WITH RED-MIX QUALITY CONCRETE. CONCRETE SHALL OBTAIN A MINIMUM COMPRESSIVE STRENGTH OF 3,000-PSI AT 28-DAYS. CONTRACTOR WILL PROVIDE A MIX DESIGN BEFORE COMMENCING WORK. ANY WATER ADDED TO THE MIX SHALL BE INCLUDED IN THE MIX DESIGN. APPLY SEALER.

CONTRACTION JOINTS SHALL BE PLACED AT 15-FOOT INTERVALS, CONSTRUCTED WITH A 1 1/2-INCH DEPTH TOOL. CONSTRUCT 5-FOOT WIDE PANELS WITH EDGE TOOL. TOOLED JOINTS REQUIRED AT ALL SLOPE BREAK LINES. FINISH CONCRETE SURFACES WITH A "LIGHT BROOMED" FINISH. PLACE CONCRETE SEALER.

CONTRACTOR SHALL PROTECT CONCRETE WORK FROM RAIN, WEATHER, TRAFFIC AND VANDALISM UNTIL CONCRETE HAS BECOME HARD. CONTRACTOR SHALL PROMPTLY REPLACE ANY SECTIONS DAMAGED AT HIS EXPENSE.

ASPHALT PAVING SPECIFICATIONS:

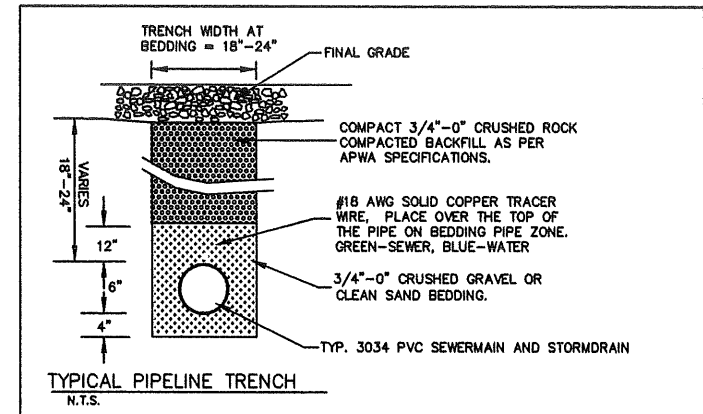
CALL FOR LOCATES PRIOR TO BEGINNING EXCAVATION WORK.

ALL CONSTRUCTION IS BE UNDERTAKEN IN ACCORDANCE WITH THE CURRENT APWA STANDARD SPECIFICATIONS, THIS INCLUDES THE MIX DESIGN, WEATHER LIMITATIONS AT THE TIME OF PLACEMENT, TEMPERATURE OF MIX DURING DELIVERY, METHOD OF PLACEMENT, COMPACTION, AND FINISHING.

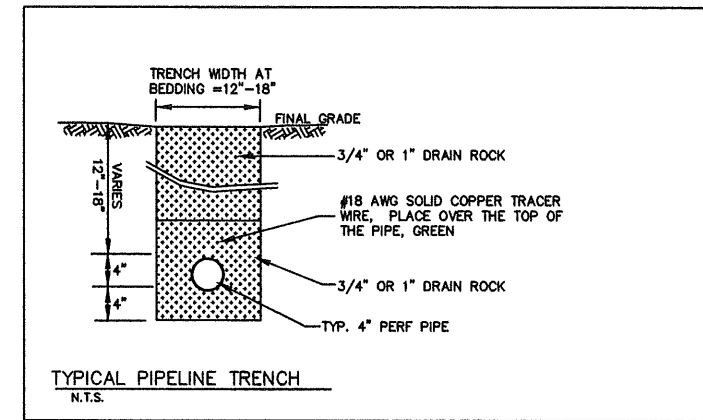
THE SUBGRADE COMPACTION WILL BE VERIFIED WITH A "WHEEL ROLL" TEST USING A LOADED DUMP TRUCK, CHECKING FOR DEFLECTION. AGGREGATE BASE COURSE SHALL BE COMPACTED TO ACHIEVE NOT LESS THAN 95% OF MAXIMUM DENSITY WHEN TESTED IN ACCORDANCE WITH AASHTO T99.

ASPHALT MIXTURE TO CONSIST OF CLASS 'C' MIX. ASPHALT PAVEMENT TO BE COMPACTED WITH A SMOOTH STEEL DRUM VIBRATORY ROLLER TO AT LEAST 92% OF THE THEORETICAL MAXIMUM DENSITY. THE FINISHED THICKNESS AFTER COMPACTION SHALL BE A MINIMUM OF 2-INCHES, PLUS/MINUS 1/4-INCHES. MINIMUM 2% CROWN.

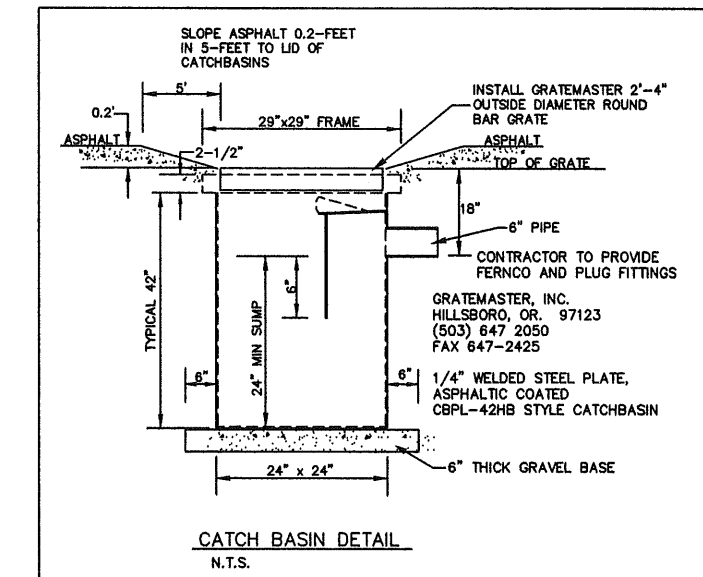
LIQUID ASPHALT TACK EDGES OF EXISTING ASPHALT PAVEMENT AND CONCRETE CURB, BEFORE PLACING ASPHALT PAVEMENT.



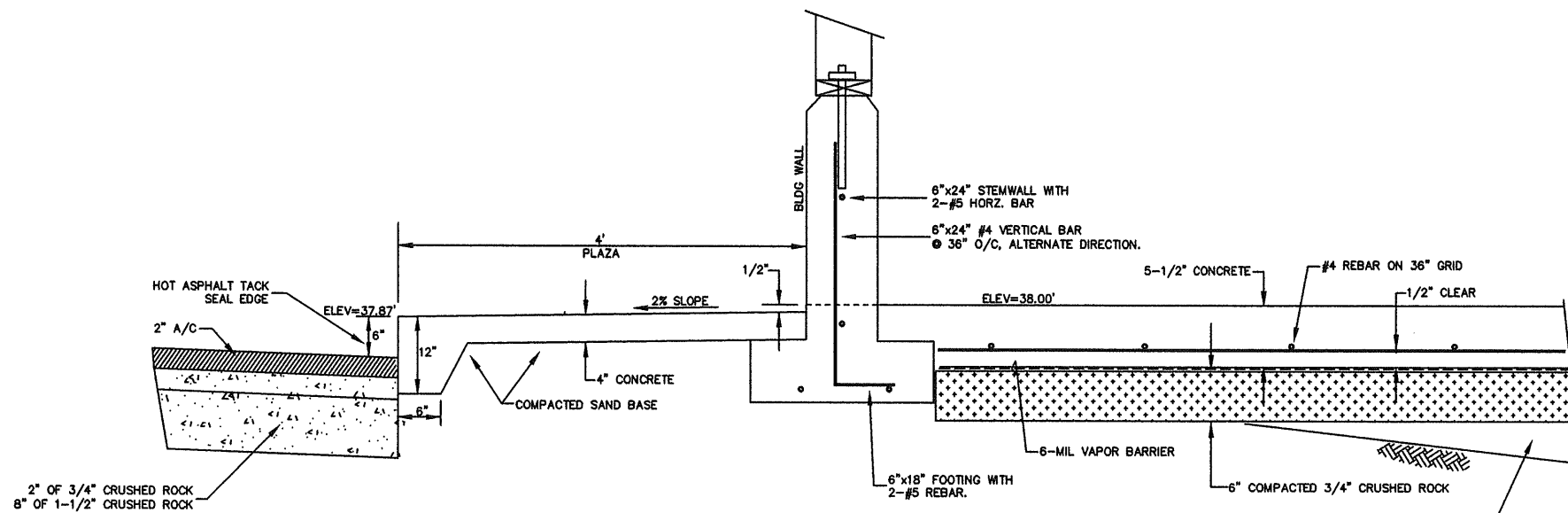
TYPICAL PIPELINE TRENCH
N.T.S.



TYPICAL PIPELINE TRENCH
N.T.S.



CATCH BASIN DETAIL
N.T.S.



TYPICAL CROSS SECTION
N.T.S.

EXISTING GROUND SLOPES, GRADING AND FILLING WILL BE UNEVEN, TO AVOID SETTLEMENT CRACKING OF THE SLAB THE EXISTING GROUND UNDER THE SLAB ALL OF THE EXISTING GROUND SHOULD BE EVENLY DISTURBED AND THEN EVENLY COMPACTED BEFORE PLACING BASE GRAVEL.

NOT TO SCALE



COASTAL MAINTENANCE & PLUMBING LLC
WARRENTON, OR. 97146

RANKIN ENGINEERING, LLC
90513 EAST ROAD, WARRENTON, OR. 97146
(503) 440-3805

DETAILS

7/25/18

To Whom It May Concern:

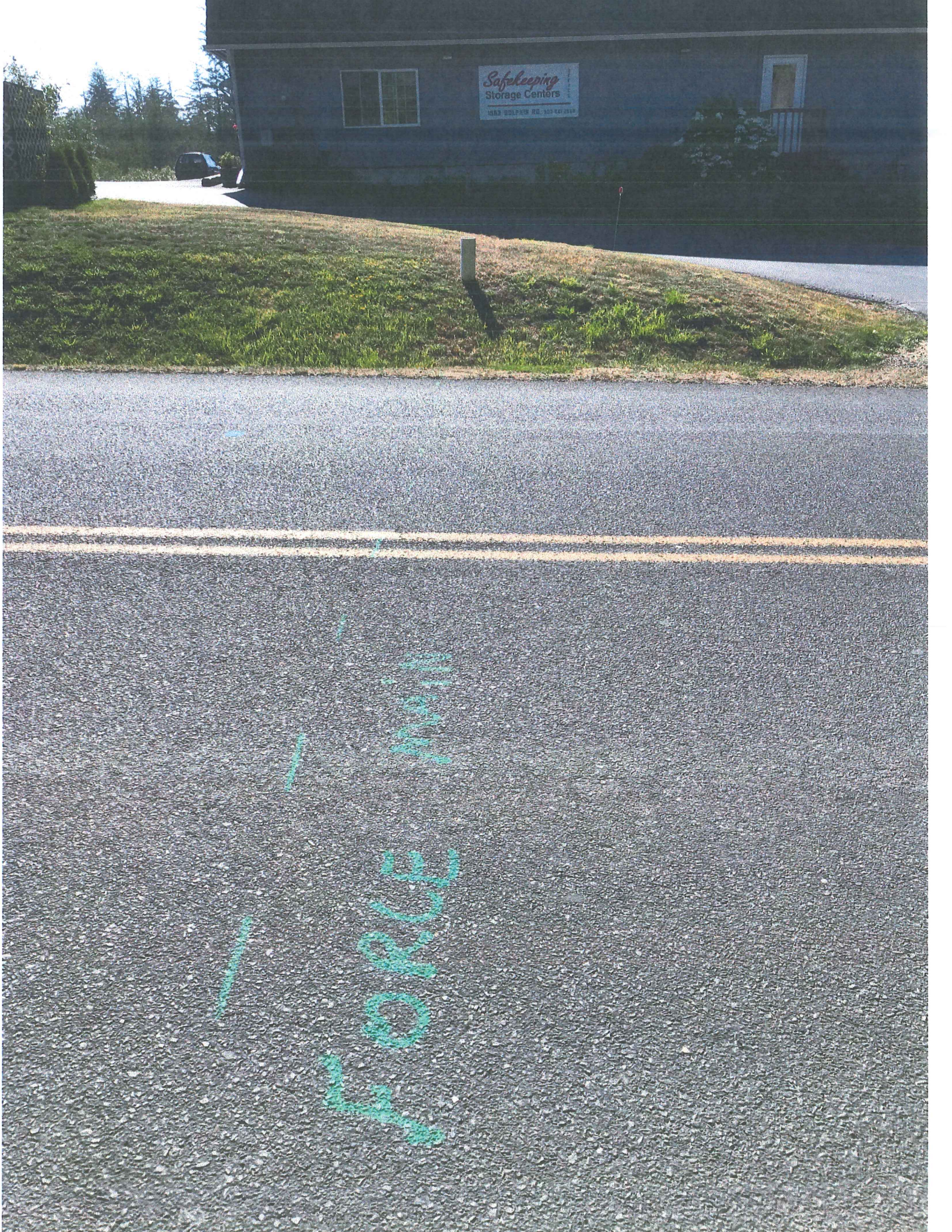
Coastal Maintenance and Plumbing LLC would like to appeal the contingency for running a sewer extension for 2103 SE Dolphin Ave Warrenton, OR. We believe that extending the sewer is too much to ask of a small business like ours and requires more than what we can financially afford. In talking with our excavator, he mentioned that we would be looking at more than \$50,000.00 needed to complete this project.

There is another local business on the same road, Safekeeping Storage (1983 Dolphin Rd), that was aloud to use a pump to discharge their sewage to a pressured main line coming from the pump located at Clatsop Memory Care. We have included pictures of the locations and markings regarding this. (Please see attached).

Our engineer, Jim Rankin, has highly recommended this option as it is the most efficient and since we are certified to install those E-one pump systems and we have installed dozens of those pumps in Tillamook county with the same situation we believe that Warrenton public works should allow us to use a similar pump in our project using the same criteria that was used for the Safekeeping Storage business. Please contact us with any questions you might have regarding this and we hope that this would be to public works and the city's satisfaction and approval.

Regards,

Gerardo Castro and Elizabeth Castro



Safekeeping
Storage Centers
1883 DOLPHIN RD. SASQUAHAWA
509-425-4200

LOWE
10/20/07

FORCE

MAIN





Safekeeping Storage Centers

OFFICE

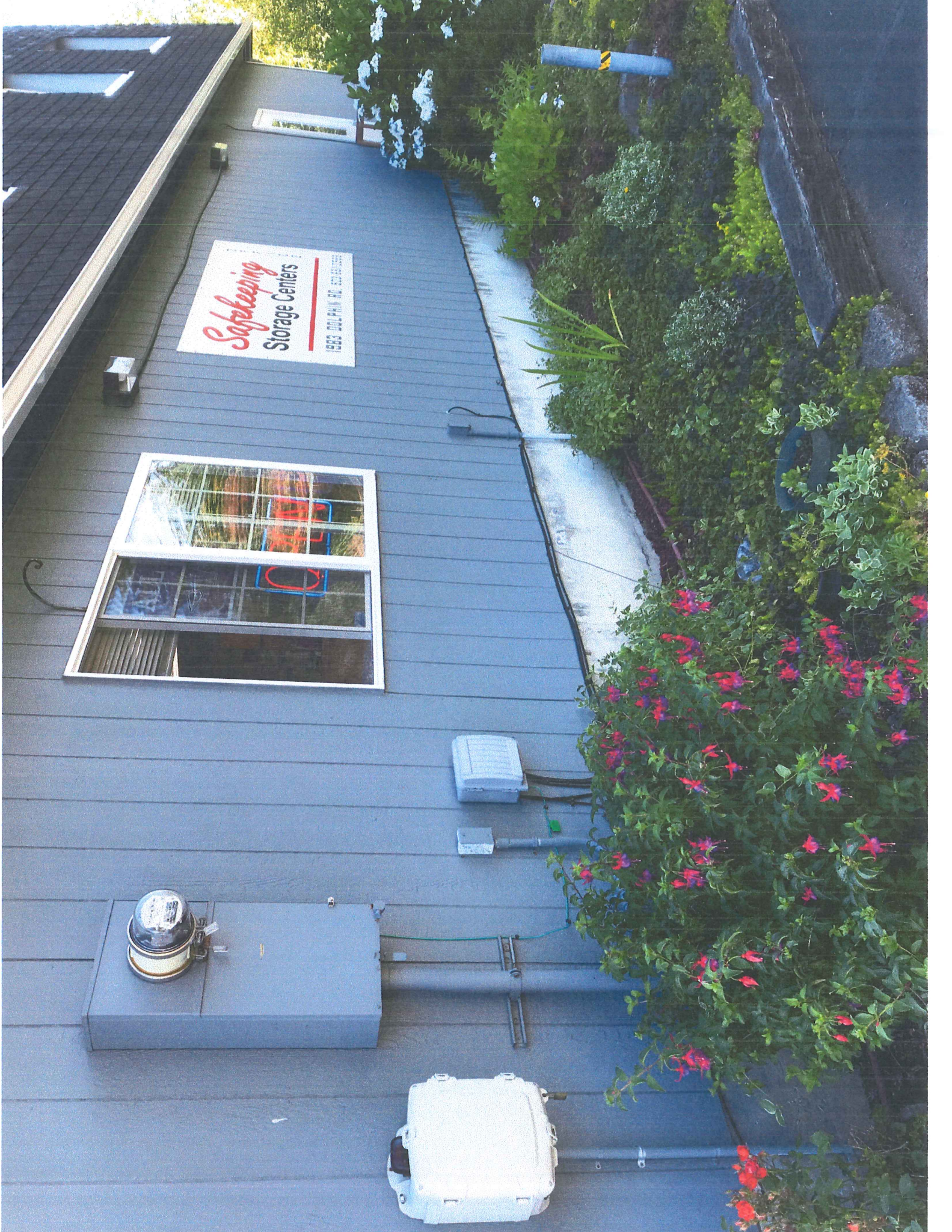
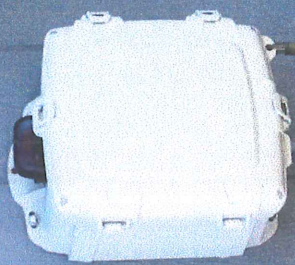
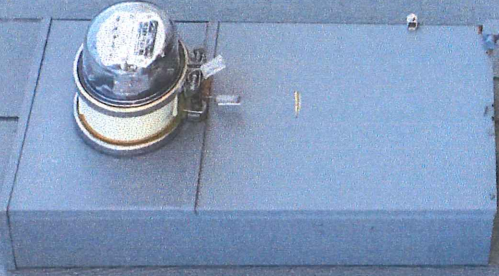
1983 DOLPHIN RD. 503-861-2588



ENVIRONMENT | ONE
CORPORATION
SOMERSET, NEW YORK, USA



Safestoring
Storage Centers
1969 701-711-1111 DC 20001-1111





eOne
SEWER SYSTEMS

"Making a difference through excellence of service"



CITY OF WARRENTON

July 5, 2018

TO: Warrenton Planning Commission
FROM: Kevin A. Cronin, AICP, Community Development Director
RE: B&C Construction, LLC dba Coastal Maintenance Conditional Use Permit CUP 18-3 and Site Design Review 18-1

On behalf of Coastal Maintenance, Liz Castro has applied for a conditional use permit to construct a new 3,360 square foot contractor's shop at 2103 SE Dolphin Ave (Tax Lot 81033A00203). A new space is needed to meet growing demand for this locally owned small business. A conditional use permit is required per Warrenton Municipal Code 16.40.030: "Building contractor shops, including plumbing, electrical and HVAC." The shop is in the General Commercial (C-1) zoning district which identifies a contractor shop as a conditional use.

Application Timeline & Public Process

A pre-application conference was held on September 28, 2017. Application was submitted on April 25, 2018 and deemed complete on May 30, 2018. Notice to affected property owners was mailed on June 20, 2018. No comments have been received to date. Notice was published in *The Columbia Press* on June 29, 2018 for a public hearing on July 12, 2018. This application will be reviewed under the regulations and standards of WMC 16.220 and as a Type III process under WMC 16.208.050. The site design review application is a Type II application because its less than 10,000 SF. However, findings of fact are included in this staff report for one land use decision

Existing Site Conditions & Previous Application

The subject property is vacant and has been grubbed to remove vegetation. Adjacent users include a residence to the north, commercial building to the south, Oregon State Police to the east, and vacant land to the west. The Public Works Department issued an access permit for a new culvert in 2018. The site does have steep drainage areas to the east that drains to the Skipanon River. There were no other applications found in the address file. A site visit was conducted on May 2, 2018 to photo document site conditions.

CONDITIONAL USE PERMIT

The following are the conditional use review criteria from WMC 16.220.040 followed by the applicant's response and staff findings. The application is attached together with the site plan showing the footprint of the foyer on the north side of the building.

1. *The proposed use is in conformance with the Comprehensive Plan.*

Applicant Response: Affirmative. The proposed use will include commercial plumbing, mechanical, and heating/cooling type contractors. WMC 16.40.030 lists the permitted activities through the conditional use process for the C-1 Commercial Zone on SE Dolphin Ave. Item #6 allows "similar uses as those stated in this section." The proposal is similar to the listed permitted activities and therefore in conformance with the Plan.

Staff finding: Agree. The Comprehensive Plan provide a broad policy framework for the types of businesses in the C-1 Zone and the proposed use is consistent with the stated policy objectives. Standard is met.

- 2. The location, size, design and operating characteristics of the proposed use are such that the development will be compatible with, and have a minimal impact on, surrounding properties.*

Applicant Response: Affirmative. The proposed size and layout of this project is the minimum available to the applicant. The design and layout of the project has been formed by the development standards within WMC 16.116.030 for commercial uses on SE Dolphin Ave. These standards include development of landscaping that will blend into the existing topography, adjacent drainage waterway, available open space along Highway 101 area, development of a "plaza" along the front of the building, and the use of building materials.

Staff finding: Staff generally agrees. However, the adjacent property to the north at 2187 owned by Gary K Moore is a residential property. Based on a site visit, there is no existing fence and the site plan does not indicate a fence or other buffer to mitigate impacts to the residence. Although the affected property is located on C-1 zoned land, the impact can be easily addressed with fencing. See condition of approval No. 1.

- 3. The use will not generate excessive traffic, when compared to traffic generated by uses permitted outright, and adjacent streets have the capacity to accommodate the traffic generated.*

Applicant response: The average daily traffic counts generated by the proposed project is expected to minimal in comparison to the adjacent state police office, Pacific Power Company, Medix, and the memory care operations.

Staff finding: Agree. The expected number of trips generated by a contractor shop with less than 10 employees will generate minimal traffic. Therefore, a traffic analysis was not requested of the applicant. Standard is met.

- 4. Public facilities and services are adequate to accommodate the proposed use.*

Applicant response: Affirmative. The proposed project will have minimal impact on public facilities. The use of domestic water, sanitary sewer facilities, natural gas, telephone, cable, and electrical consumption is expected to be the same or less than that of a single-family residence.

Staff finding: Staff generally agrees. The applicant submitted a required impact study to review the availability of public facilities. Based on the results, all utilities and city services are available to the subject property. However, there are no public parks nearby in this area of Warrenton for local employees. To address this deficiency, the applicant has designed the site to include a plaza for customers and employees. Standard is met.

5. *The site's physical characteristics, in terms of topography, soils and other pertinent considerations, are appropriate for the use.*

Applicant response: Affirmative. The applicant has retained the services of a surveyor to prepare a topographic map of the site. The applicant is waiting for that topographic survey to be completed. However, visual inspection by the design engineer, Rankin Engineering, LLC confirms that the site is similar to adjacent property and that the proposed use can be construction (sic) utilizing construction practices common to this area.

Staff finding: The site is generally level with the exception of the drainage areas. There is direct access to Dolphin Ave and the proposed type of construction can be supported by the site. Standard is met.

6. *The site has an adequate area to accommodate the proposed use. The site layout has been designed to provide for appropriate access points, on-site drives, public areas, loading areas, storage facilities, setbacks and buffers, utilities or other facilities which are required by City ordinances or desired by the applicant.*

Applicant response: Affirmative. Rankin Engineering, LLC has prepared a site plan showing the location of the required driveway, parking, aisles, landscaping, setbacks, utilities, and drainage in relation to the placement of the proposed 56 x 60 building. No outdoor loading or storage is proposed.

Staff finding: There is adequate space to accommodate the proposed building and parking at the front of the property. The setbacks to the north property line will be 6 feet from the new building wall. Access, on-site driveway, loading/unloading areas, etc have been designed to accommodate the building layout. The rear setback must be maintained to avoid impacts to the drainage area and riparian corridor. All materials will be stored inside the building and outside storage shall be prohibited unless screened. Standard is met.

SITE DESIGN REVIEW

The proposal is also subject to the following Warrenton Development Code site design and zoning standards and requirements.

- C1 zone development standards (16.40.040):
- C1 zone design standards (16.40.050)
- C1 zone other applicable standards (16.40.060)
- Access and Circulation Design Standards (16.120)
- Design Standards for Landscaping, Street Trees, Fences, and Walls (16.124)
- Design Standards for Vehicle and Bicycle Parking (16.128)
- Design Standards for Clear Vision Areas (16.132)
- Stormwater and Surface Water Management Standards (16.140)
- Design Standards for Signs (16.144)
- Site Design Review Application and Review Procedures (16.212)

Only the applicable standards are addressed below. Portions that do not apply have been omitted.

FINDINGS

16.40.040 Development Standards.

The following development standards are applicable in the C-1 zone:

- A. Density Provisions.
1. *Minimum lot size, commercial uses: none.*
 2. *Minimum lot width, commercial uses: none.*
 3. *Minimum lot depth, commercial uses: none.*
 4. *Maximum building height: 45 feet.*
 5. *Commercial uses, maximum lot coverage: none.*

Applicant response: No response

Staff finding: The 45-foot maximum building height is the only C1 zone density provision applicable to the proposal. The proposed building is shown as 29-feet above grade at its highest point. Based on this, the building as proposed meets the C1 zone's density standards in 16.40.040.A.

B. Setback Requirements.

1. *Minimum front yard setback, commercial uses: none except where adjoining a residential zone, in which case it shall be 15 feet. See Section 16.40.050 for maximum front yard setback for commercial uses.*
2. *Minimum side and rear yard setbacks, commercial uses: none except where adjoining a*

residential zone in which case there shall be a visual buffer strip of at least 10 feet wide to provide a dense evergreen landscape buffer which attains a mature height of at least eight feet. Such buffers must conform to the standards in Chapter 16.124, Landscaping, Street Trees, Fences and Walls.

Applicant Response: No response

Staff Finding: The site plan illustrates a 6-foot setback on the north side abutting an existing residence and landscape buffer on the south side abutting a drainage way. The rear property will remain as natural vegetation. The applicant shall remove all invasive species as part of the new landscaping. See condition of approval No. 7.

C. Landscaping requirements shall comply with Chapter 16.124 of the Development Code.

The proposal includes a landscape plan which is addressed below. Refer to Landscape Plan.

16.40.050 Design Standards.

The following design standards are applicable in the C-1 zone:

A. *Any commercial development shall comply with Chapter 16.116 of the Development Code.*

See response to Chapter 16.116.

C. *Signs in General Commercial Districts along Fort Stevens Highway/State Highway 104 (i.e., S. Main Avenue, N. Main Avenue, NW Warrenton Drive, and Pacific Drive) shall comply with the special sign standards of Section 16.144.040.*

See response to Section 16.144.

16.40.060 Other Applicable Standards.

A. *Outside sales and service areas shall be approved by the Warrenton Planning Commission if not enclosed by suitable vegetation, fencing or walls.*

Applicant Response: No response.

Staff Finding: The proposed shop will store all materials. There appear to be no plans for outside sales or service as well. If the business model does change, then any sales will need to be enclosed with fencing or landscaping. See condition of approval No. 2.

B. *Outside storage areas shall be enclosed by suitable vegetation, fencing or walls, in conformance with Chapter 16.124.*

Applicant Response: In building or shelving.

Staff Finding: The applicant does not propose any outside storage areas. Standard is met.

C. *All uses shall comply with access and parking standards in Chapters 16.116 and 16.128 except as may be permitted by conditional use or variance.*

See response to Chapters 16.116 and 16.128.

D. *Signs shall comply with standards in Chapter 16.144.*

Staff Finding: The applicant has chosen not to apply for sign permits at this time. See condition of approval No. 4.

E. *All development shall comply with the wetland and riparian area protection standards of Chapter 16.156.*

Staff Finding: No wetlands exist on the site. Standard does not apply.

F. *All other applicable Development Code requirements shall also be satisfied.*

Refer to individual section responses.

16.120.020 VEHICULAR ACCESS AND CIRCULATION.

A. *Intent and Purpose.*

1. *The intent of this section is to manage vehicle access to development through a connected street system, while preserving the flow of traffic in terms of safety, roadway capacity, and efficiency. Access shall be managed to maintain adequate performance standards and to maintain the functional classification of roadways as required by the Warrenton Comprehensive Plan and Transportation System Plan. Major roadways, including highways, arterials, and collectors, serve as the primary system for moving people and goods. Access management is a primary concern on these roads. Local streets and alleys provide access to individual properties. If vehicular access and circulation are not properly designed, these roadways will be unable to accommodate the needs of development and serve their transportation function. This section attempts to balance the right of reasonable access to private property with the right of the citizens of the City and the State of Oregon to safe and efficient travel. It also requires all developments to construct planned streets (arterials and collectors) and to extend local streets.*

2. *To achieve this policy intent, state and local roadways have been categorized in the Transportation System Plan by function. Regulations have been applied to these roadways for the purpose of reducing traffic accidents, personal injury, and property damage attributable to access systems, and to thereby improve the safety and operation of the roadway network. This will protect the substantial public investment in the existing transportation system and reduce the need for expensive remedial measures. These regulations also further the orderly layout and use of land, protect community*

character, and conserve natural resources by promoting well designed road and access systems and discouraging the unplanned subdivision and development of land.

B. Applicability. This chapter shall apply to all transportation facilities and improvements (e.g., public and private streets, driveways, multi-use paths, etc.) within the City and to all properties that abut these facilities. Additional standards can be found in Chapter 16.136, Public Facilities Standards.

D. Traffic Study Requirement. The City or other agency with access jurisdiction may require a traffic study prepared by a qualified professional to determine access, circulation, and other transportation requirements.

E. Conditions of Approval. The City or other agency with access permit jurisdiction may require the closing or consolidation of existing curb cuts or other vehicle access points, recording of reciprocal access easements (i.e., for shared driveways), development of a frontage street, installation of traffic control devices, and/or other mitigation as a condition of granting an access permit, to ensure the safe and efficient operation of the street and highway system. Access to and from off-street parking areas (other than driveways that serve single-family, two-family, or three-family dwellings) shall not permit backing onto a public street.

F. Access Options. When vehicle access is required for development (i.e., for off-street parking, delivery, service, drive-through facilities, etc.), access shall be provided by one of the following methods (a minimum of 10 feet per lane is required). These methods are "options" to the developer/subdivider, unless one method is specifically required under Division 2, or through conditions required by the hearings body.

1. Option 1. Access is from an existing or proposed alley or mid-block lane. If a property has access to an alley or lane, direct access to a public street is not permitted.

2. Option 2. Access is from a private street or driveway connected to an adjoining property that has direct access to a public street (i.e., "shared driveway"). A public access easement covering the driveway shall be recorded in this case to assure access to the closest public street for all users of the private street/drive.

I. Shared Driveways. The number of driveway and private street intersections with public streets shall be minimized by the use of shared driveways with adjoining lots where feasible. The City shall require shared driveways as a condition of land division, development review, or site design review, as applicable, for traffic safety and access management purposes in accordance with the following standards:

1. Shared driveways and frontage streets may be required to consolidate access onto a collector or arterial street. When shared driveways or frontage streets are required, they shall be stubbed to adjacent developable parcels to indicate future extension. "Stub" means that a driveway or street temporarily ends at the property line, but may be extended in the future as the adjacent parcel develops. "Developable" means

that a parcel is either vacant or it is likely to receive additional development (i.e., due to infill or redevelopment potential).

2. Access easements (i.e., for the benefit of affected properties) shall be recorded for all shared driveways, including pathways, at the time of final plat approval (Chapter 16.216) or as a condition of development review or site development approval (Chapter 16.212).

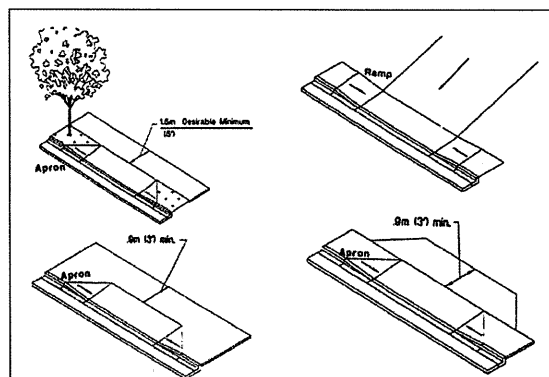
3. Exception. Shared driveways are not required when existing development patterns or physical constraints (e.g., topography, parcel configuration, and similar conditions) prevent consolidation of access points to public streets.

4. Cross Access. Cross access is encouraged, and may be required, between contiguous sites in commercial (C-1, C- MU, C-2 & R-C) and industrial (I-1 & I-2) districts and for multifamily housing developments in the High Density Residential District in order to provide more direct circulation between sites and uses for pedestrians, bicyclists, and drivers.

Applicant Response: No response.

Staff Finding: The applicant was not required to submit a traffic study due to the proposal type and expected trips to be generated. Two access points are proposed for a one-way drive. Cross access will be required if the residence to the north redevelops in the future but is not needed at this time nor is it needed to the south. Standard is met.

Figure 16.120.020.K
Examples of Acceptable Driveway Openings Next to Sidewalks/Pathways



K. Driveway Openings and Widths. Driveway openings (or curb cuts) shall be the minimum width necessary to provide the required number of vehicle travel lanes (10 feet for each travel lane). The following standards (i.e., as measured where the front property line meets the sidewalk or right-of-way) are required to provide adequate site access, minimize surface water runoff, and avoid conflicts between vehicles and pedestrians:

4. *Access widths for all other uses shall be based on 10 feet of width for every travel lane, except that driveways providing direct access to parking spaces shall conform to the parking area standards in Chapter 16.128.*

Applicant response: No response

Staff finding: The proposal illustrates a 12 foot one way driveway opening with a 20 foot width drive aisle for fire truck access. Standard is met.

8. *Loading Area Design. The design of driveways and on-site maneuvering and loading areas for commercial and industrial developments shall consider the anticipated storage length for entering and exiting vehicles, in order to prevent vehicles from backing into the flow of traffic on the public street or causing unsafe conflicts with on-site circulation.*

Applicant response: No response

Staff Finding: The onsite circulation pattern illustrates the accommodation of passenger vehicles delivery trucks, garbage trucks, and fleet vehicles. Backing movements from the head in parking area to the driveway requires extreme caution from drivers. Standard is met.

L. *Fire Access and Circulation. The City of Warrenton adopts the Uniform Fire Code, as amended, including administrative sections and all appendices and all the State of Oregon revisions. All development in the City of Warrenton is required to meet these minimum adopted standards.*

1. *Required Access. A fire equipment access drive that meets City construction standards shall be provided for any portion of an exterior wall of the first story of a building that is located more than 150 feet from an improved public street or approved fire equipment access drive. Plans for fire apparatus access roads shall be submitted to the Warrenton Fire Department and Warrenton City-appointed engineer for review and approval prior to issuance of building permits, grading permits, or start of construction. When fire apparatus access road(s) are required, the road(s) shall be installed and made serviceable prior to and during time of construction. Fire department access roads shall be provided and maintained in accordance with the fire department access requirements of the Uniform Fire Code, as amended.*

Applicant response: No response

Staff finding: According to Fire Chief Tim Demers, access to all portions of the structure must be available within 150 feet. A fire hydrant is located on Dolphin Ave. Comments are attached for the record. See conditions of approval No. 3. Standard is met.

5. Parking Areas. Parking areas shall provide adequate aisles or turn-around areas for service and delivery vehicles so that all vehicles may enter the street in a forward manner. See also Chapter 16.136, Public Facilities Standards.

Applicant response: No response

Staff finding: See response below under off street parking standard discussion.

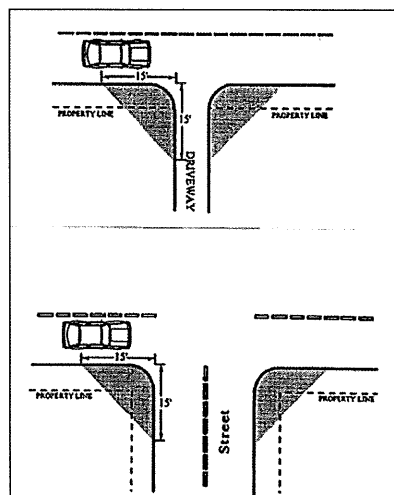
M. Vertical Clearances. Driveways, private streets, aisles, turn-around areas and ramps shall have a minimum vertical clearance of 13 feet 6 inches for their entire length and width.

Applicant response: No response

Staff finding: The accesses to the site and all aisles, appear to have a minimum vertical clearance of 13.5 feet for their entire length and width. Proposed landscaping will also need to comply with this standard. This criterion is met as the minimum clearance is provided.

N. Vision Clearance. No signs, structures or vegetation in excess of three feet in height shall be placed in vision clearance areas, as shown in Figure 16.120.020.N. The minimum vision clearance area may be increased by the Community Development Director, City-appointed engineer, or Planning Commission upon finding that more sight distance is required (i.e., due to traffic speeds, roadway alignment, etc.). See also Chapter 16.132 for additional requirements.

**Figure 16.120.020.N
Vision Clearance Area**



Applicant response: No response.

Staff finding: Vision clearance appears to be met but needs to be maintained within the site based on the proposed structures and landscaping relative to the vehicle approaches with the intersection with Dolphin Ave. The landscaping plan does include two trees that could obscure the vision clearance at the intersection. The proposal satisfies this criterion.

O. Construction. The following development and maintenance standards shall apply to all driveways, parking areas, and private streets in the City of Warrenton:

1. Surface Options. All driveways, parking areas, aisles, and turn-arounds in the City of Warrenton shall be paved with asphalt, concrete, or other comparable surfacing. A durable non-paving material may be used for driveways and private streets that serve three or fewer residential dwelling units and in other instances where the need to reduce surface water runoff and protect water quality can be demonstrated through adequate findings of fact submitted by the applicant and/or property owner as part of the development proposal. All paving and non-paving surfaces shall meet City construction standards and shall be subject to review and approval by the Community Development Director, City-appointed engineer, and/or Planning Commission.

Applicant response: Asphalt parking and driveways to be constructed with 2 inches of asphalt over 12 inches of compacted 1 ½ inch base rock.

Staff finding: According to the site plan, the internal drive thru and parking areas will be asphalt. Standard is met.

2. Surface Water Management. All driveways, parking areas, aisles and turn-a-rounds shall have on-site collection or infiltration of surface waters to eliminate sheet flow of such waters onto public rights-of-way and abutting property. Surface water facility plans shall be prepared by a qualified person and constructed in conformance with City standards. Such plans shall attempt to follow the principle that water falling on a given site should be absorbed or retained on-site to the extent that the quantity and rate of water leaving the site after the development would not be significantly different than if the site had remained undeveloped.

Applicant response: No additional drainage is required for the property. Standard drainage for the roofs in drawings for building.

Staff finding: The applicant has not prepared engineered drawings for stormwater management. Current design shows surface water discharged to natural drainage. See condition of approval No. 4.

16.120.030 Pedestrian Access and Circulation.

A. Pedestrian Access and Circulation. To ensure safe, direct and convenient pedestrian circulation, all developments, except single-family detached housing, duplexes, or triplexes on individual lots, shall provide a continuous pedestrian and/or multi-use pathway system. (Pathways only provide for

pedestrian circulation. Multi-use pathways accommodate pedestrians and bicycles.) The system of pathways shall be designed based on the standards in paragraphs 1 through 3 of this subsection:

1. Continuous Pathways. *The pathway system shall extend throughout the development site, and connect to all future phases of development, adjacent trails, public parks and open space areas whenever possible. The developer may also be required to connect or stub pathway(s) to adjacent streets and private property, in accordance with the provisions of Section 16.120.020, Vehicular Access and Circulation, and Chapter 16.136, Public Facilities Standards.*

2. Safe, Direct, and Convenient Pathways. *Pathways within developments shall provide safe, reasonably direct and convenient connections between primary building entrances and all adjacent streets, based on the following definitions:*

a. Reasonably Direct. *A route that does not deviate unnecessarily from a straight line or a route that does not involve a significant amount of out-of-direction travel for likely users.*

b. Safe and Convenient. *Bicycle and pedestrian routes that are reasonably free from hazards and provide a reasonably direct route of travel between destinations.*

c. *For commercial, industrial, mixed use, public, and institutional buildings, the “primary entrance” is the main public entrance to the building. In the case where no public entrance exists, street connections shall be provided to the main employee entrance.*

d. *For residential buildings the “primary entrance” is the front door (i.e., facing the street). For multifamily buildings in which each unit does not have its own exterior entrance, the “primary entrance” may be a lobby, courtyard or breezeway which serves as a common entrance for more than one dwelling.*

3. Connections Within Development. *For all developments subject to site design review, pathways shall connect all building entrances to one another. In addition, pathways shall connect all parking areas, storage areas, recreational facilities and common areas (as applicable), and adjacent developments to the site, as applicable.*

B. Design and Construction. *Pathways shall conform to all of the standards in paragraphs 1 through 5 of this subsection:*

1. Vehicle/Pathway Separation. *Where pathways are parallel and adjacent to a driveway or street (public or private), they shall be raised six inches and curbed, or separated from the driveway/street by a five-foot minimum strip with bollards, a landscape berm, or other physical barrier. If a raised path is used, the ends of the raised portions must be equipped with curb ramps.*

3. Crosswalks. *Where pathways cross a parking area, driveway, or street (“crosswalk”), they shall be clearly marked with contrasting paving materials, humps/raised crossings, or painted striping. An example of contrasting paving material is the use of a concrete crosswalk through an asphalt driveway. If painted striping is used, it shall consist of thermo-plastic striping or similar type of durable application.*

4. Pathway Surface. *Pathway surfaces shall be concrete, asphalt, brick/masonry pavers, or other durable surface, at least six feet wide, and shall conform to ADA requirements. Multi-use paths (i.e., for bicycles and pedestrians) shall be the same materials, at least six feet wide. (See also Chapter 16.136, Public Facilities Standards, for public multi-use pathway standards.)*

5. Accessible Routes. Pathways shall comply with the Americans with Disabilities Act, which requires accessible routes of travel.

Applicant Response: No response

Staff finding: There is a four-foot, onsite sidewalk proposed along the northside of the building, which is 2 feet less than the six-foot requirement. There are no crosswalks proposed across the driveway to the front entrance. The driveway is proposed to be asphalt with arrows marking a one-way direction. All areas where pedestrian pathways cross vehicular areas will be denoted with contrasting materials as required. Given the potential pedestrian activity and location next to Dolphin Ave thermoplastic striping is warranted. ADA access route and landscaped strip is proposed along the front entrance with three bollards to protect users along the pathway. Standards are not met. See condition of approval No. 6.

Chapter 16.124 LANDSCAPING, STREET TREES, FENCES AND WALLS

16.124.060 Landscape Conservation.

A. Applicability. All development sites containing significant vegetation, as defined below, shall comply with the standards of this section. The purpose of this section is to incorporate significant native vegetation into the landscapes of development. The use of mature, native vegetation within developments is a preferred alternative to removal of vegetation and re-planting. Mature landscaping provides summer shade and wind breaks, and allows for water conservation due to larger plants having established root systems.

Applicant response: 4,030 SF of natural landscaping is available on west side and 595 SF in parking area landscaping available.

Staff finding: Staff concurs. The landscape plan conserves the drainage areas and proposed new landscaping around required parking area.

16.124.070 New Landscaping.

C. Landscape Area Standards. The minimum percentage of required landscaping equals:

1. Residential districts: 20% of the site.
2. Commercial districts: 15% of the site shall be landscaped according to the requirements of this section.
3. General industrial districts: a minimum of 20% of the site shall be landscaped.

The use of mature, native vegetation within developments is a preferred alternative to removal of vegetation and re-planting.

Applicant response: The project parcel size is approximately .3 acres or 13,068 SF which requires 1,960 SF of landscaping.

Staff Finding: The total area of landscaping on site exceeds the 15% requirement. Standard is met.

D. Landscape Materials. Landscape materials include trees, shrubs, groundcover plants, turf grasses (e.g. grass sod or seed), and outdoor hardscape features, as described below:

1. Natural Vegetation. Natural vegetation shall be preserved or planted where practicable.
2. Plant Selection. A combination of deciduous and evergreen trees, shrubs, turf grasses, and groundcovers shall be used for all planted areas, the selection of which shall be based on local climate, exposure, water availability, and drainage conditions. As necessary, soils shall be amended to allow for healthy plant growth.
3. "Non-native, invasive" plants, as per Section 16.124.020, shall be prohibited.
4. Hardscape features (i.e., patios, decks, plazas, etc.) may cover up to 50% of the required landscape area. Swimming pools, sports courts and similar active recreation facilities may not be counted toward fulfilling the landscape requirement.
5. Non-plant Groundcovers. Bark dust, chips, aggregate or other non-plant groundcovers may be used, but shall cover no more than 50% of the area to be landscaped. "Coverage" is measured based on the size of plants at maturity or after five years of growth, whichever comes sooner.
6. Tree Size. Trees shall have a minimum caliper size of one and one-half inches or greater (two inches for required street trees) at time of planting.
7. Shrub Size. Shrubs shall be balled and burlapped and sized to fit in multi-gallon containers.
8. Groundcover Size. Groundcover plants shall be sized and spaced so that they grow together to cover a minimum of 30% of the underlying soil within two years.
9. Significant Vegetation. Significant vegetation preserved in accordance with Section 16.124.020 may be credited toward meeting the minimum landscape area standards. Credit shall be granted on a per square foot basis. The street tree standards of Section 16.124.040 may be waived when trees preserved within the front yard provide the same or better shading and visual quality as would otherwise be provided by street trees.
10. Stormwater Facilities. Stormwater facilities (e.g., detention/retention ponds and swales) shall be landscaped with water tolerant, native plants.

Applicant response: Proposed landscaping plan illustrates a mix of trees, shrubs, and groundcover; refer to the included landscape plan for detailed illustration of the proposed vegetation.

Staff finding: An addendum landscape plan was submitted on May 21. The proposed plant selection, tree size (2" caliper), hardscape feature (plaza), and coverage standards have been met. However, non-plant ground cover is not identified on the plan. See condition of approval No. 7.

E. Landscape Design Standards. All yards, parking lots and required street tree planter strips shall be landscaped in accordance with the provisions of Sections 16.124.010 through 16.124.050. Landscaping shall be installed with development to provide erosion control, visual interest, buffering, privacy, open space and pathway identification, shading and wind buffering, and to help control surface water drainage and improvement of water quality, based on the following standards:

1. Yard Setback Landscaping. Landscaping shall satisfy the following criteria:
 - a. Provide visual screening and privacy within side and rear yards while leaving front yards and building entrances mostly visible for security purposes.
 - b. Use shrubs and trees as wind breaks, as appropriate.
 - c. Retain natural vegetation, as practicable.
 - d. Define pedestrian pathways and open space areas with landscape materials.
 - e. Provide focal points within a development, such as signature trees (i.e., large or unique trees), hedges and flowering plants.
 - f. Use trees to provide summer shading within common open space areas, and within front yards when street trees cannot be provided.
 - g. Use a combination of plants for year-long color and interest.
 - h. Use landscaping to screen outdoor storage and mechanical equipment areas, and to enhance graded areas such as berms, swales and detention/retention ponds.

Applicant response: No response

Staff finding: The proposal includes a variety of native species to provide color and helps define the parking area. A private sewer pump will be located in the landscape area and should be adequately screened. Two deciduous trees are proposed along the south property line and a hedge along the right of way in lieu of street trees. Street improvements should also include appropriate street trees. See condition of approval No. 8.

2. Parking Areas. A minimum of eight percent of the combined area of all parking areas, as measured around the perimeter of all parking spaces and maneuvering areas, shall be landscaped. Such landscaping shall consist of an evenly distributed mix of shade trees with shrubs and/or groundcover plants. "Evenly distributed" means that the trees and other plants are distributed around the parking lot perimeter and between parking bays to provide a partial canopy. At a minimum, one tree per five parking spaces total shall be planted to create a partial tree canopy over and around the parking area. All parking areas with more than 20 spaces shall include landscape islands with trees to break up the parking area into rows of not more than 12 contiguous parking spaces. All landscaped areas shall have minimum dimensions of four feet by four feet to ensure adequate soil, water, and space for healthy plant growth.

Applicant response: The project requires 8% of 3,900 SF = 312 SF with 2 trees.

Staff Finding: The proposal exceeds or meets this standard.

3. Buffering and Screening Required. Buffering and screening are required under the following conditions:
 - a. Parking/Maneuvering Area Adjacent to Streets and Drives. Where a parking or maneuvering area is adjacent and parallel to a street or driveway, a decorative wall (masonry or similar quality

material), arcade, trellis, evergreen hedge, or similar screen shall be established parallel to the street or driveway. The required wall or screening shall provide breaks, as necessary, to allow for access to the site and sidewalk by pedestrians via pathways. The design of the wall or screening shall also allow for visual surveillance of the site for security. Evergreen hedges used to comply with this standard shall be a minimum of 36 inches in height at maturity, and shall be of such species, number and spacing to provide the required screening within one year after planting. Any areas between the wall/hedge and the street/driveway line shall be landscaped with plants or other groundcover. All walls shall be maintained in good condition, or otherwise replaced by the owner.

b. Parking/Maneuvering Area Adjacent to Building. Where a parking or maneuvering area, or driveway, is adjacent to a building (other than a single-family, two-family, or three-family dwelling), the area shall be separated from the building by a raised pathway, plaza, or landscaped buffer not less than four feet in width. Raised curbs, bollards, wheel stops, or other design features shall be used to protect buildings from being damaged by vehicles. When parking areas are located adjacent to residential ground-floor living space (except for a single-family residence, duplex, and triplex), a landscape buffer is required to fulfill this requirement.

c. Screening of Mechanical Equipment, Outdoor Storage, Service and Delivery Areas, and Automobile-Oriented Uses. All mechanical equipment, outdoor storage and manufacturing, and service and delivery areas, shall be screened from view from all public streets and residential districts. Screening shall be provided by one or more the following: decorative wall (i.e., masonry or similar quality material), evergreen hedge, non-see-through fence, or a similar feature that provides a non-see-through barrier. Walls, fences, and hedges shall comply with the vision clearance requirements and provide for pedestrian circulation, in accordance with Chapter 16.120, Access and Circulation. (See Section 16.124.050 for standards related to fences and walls.)

Applicant response: The parking and drive thru lane has a landscape buffer at the front entrance. A plaza and bollards are proposed. All areas where parking or vehicular maneuvering area is adjacent to a building, a landscape area at a minimum of four feet in width.

Staff Finding: Wheel stops are not indicated on the site plan for off street parking spaces. A raised curb or wheel stops are required. Mechanical equipment is not indicated. A trash and refuse container location is illustrated, but no enclosure is indicated. Standards are not met. See condition of approval No. 9.

F. Maintenance and Irrigation. The use of drought-tolerant plant species is encouraged, and may be required when irrigation is not available. Irrigation shall be provided for plants that are not drought-tolerant. If the plantings fail to survive, the property owner shall replace them with healthy plantings of shrubs, flowering plants and/or trees. All other landscape features required by this Code shall be maintained in good condition, or otherwise replaced by the owner.

Applicant response: The project will install irrigation system.

Staff finding: This site feature meets the standard.

G. Additional Requirements. *Additional buffering and screening may be required for specific land uses, as identified by Division 2, and the City may require additional landscaping through the conditional use permit process (Chapter 16.220).*

16.124.080 Street Trees.

Street trees shall be planted for all developments that are subject to land division or site design review. Requirements for street tree planting strips are provided in Chapter 16.136, Public Facilities Standards. Planting of unimproved streets shall be deferred until the construction of curbs and sidewalks. Street trees shall conform to the following standards and guidelines:

A. Growth Characteristics. *Trees shall be selected based on growth characteristics and site conditions, including available space, overhead clearance, soil conditions, exposure, and desired color and appearance. The following should guide tree selection:*

1. *Provide a broad canopy where shade is desired.*
2. *Use low-growing trees for spaces under utility wires.*
3. *Select trees which can be "limbed-up" where vision clearance is a concern.*
4. *Use narrow or "columnar" trees where awnings or other building features limit growth, or where greater visibility is desired between buildings and the street.*
5. *Use species with similar growth characteristics on the same block for design continuity.*
6. *Avoid using trees that are susceptible to insect damage, and avoid using trees that produce excessive seeds or fruit.*
7. *Select trees that are well-adapted to the environment, including soil, wind, sun exposure, and exhaust. Drought-resistant trees should be used in areas with sandy or rocky soil.*
8. *Select trees for their seasonal color, as desired.*
9. *Use deciduous trees for summer shade and winter sun.*

Applicant response: No response.

Staff finding: The project has frontage on one public street, SE Dolphin Ave which is not developed to a city standard according to the Transportation System Plan or developed with street trees or proposed for the project. Standard is not met. See condition of approval No. 8.

Chapter 16.128 VEHICLE AND BICYCLE PARKING

16.128.010 Purpose.

The purpose of this chapter is to provide basic and flexible standards for development of vehicle and bicycle parking. The design of parking areas is critically important to the viability of some commercial areas, pedestrian and driver safety, the efficient and safe operation of adjoining streets, and community image and livability. Historically, some communities have required more parking than is necessary for some land uses, paving extensive areas of land that could be put to better use. Because vehicle parking facilities can occupy large amounts of land, they must be planned and designed carefully to use the land

efficiently while maintaining the visual character of the community. This chapter recognizes that each development has unique parking needs by providing a flexible approach for determining parking space requirements (i.e., “minimum” and “performance-based” standards). This chapter also provides standards for bicycle parking because many people use bicycles for recreation, commuting, and general transportation. Children as well as adults need safe and adequate spaces to park their bicycles throughout the community.

16.128.020 Applicability.

All developments in the City of Warrenton shall comply with the provisions of this chapter.

16.128.030 Vehicle Parking Standards.

At the time a structure is erected or enlarged, or the use of a structure or parcel of land is changed within any zone in the City, off-street parking spaces shall be provided in accordance with requirements in this section, chapter, and Code, unless greater requirements are otherwise established. The minimum number of required off-street vehicle parking spaces (i.e., parking that is located in parking lots and garages and not in the street right-of-way) shall be determined based on the standards in Table 16.128.030.A.

A. General Provisions.

1. *Groups of four or more off-street parking spaces shall be served by a driveway or aisle so that no backing movements or other maneuvering within a street or right-of-way, other than an alley, will be required. Section 16.120.020 contains driveway opening and*

Applicant Response: The site has been designed so that no backing movements are required in a street or right-of-way.

Staff finding: Staff agrees.

2. *Service drives or aisles to off-street parking areas shall be designed and constructed to facilitate the flow of traffic and to provide maximum safety to pedestrian, bicycle, and vehicular traffic on the site.*

3. *Service drives or aisles shall be clearly and permanently marked and defined through the use of bumper rails, fences, buildings, walls, painting, or other appropriate markers. width standards.*

Applicant Response: Minimum 12 foot wide driveway aisle provided for sufficient fire truck access.

Staff finding: There is a one-way service drive that connects to Dolphin Ave to the proposed development. The service drive indicates directional arrows on the pavement. As mentioned above, a crosswalk is not indicated. In addition, the materials are not specified for the markings. Standard is not met. See conditions of approval No. 5.

4. *Fractional space requirements shall be counted as a whole space.*

Applicant Response: 3,360/450 SF = 7.4 space = 7 spaces.

Staff finding: Staff agrees.

Table 16.128.030.A
Off-Street Parking Requirements

<i>Warehousing</i>	<i>1 space per 1,000 SF of gross floor area or per 2 employees, whichever is less + 1 per company vehicle</i>
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Applicant response: Provided 5 standard 9 foot x 12 foot 45 degree angle spaces.

Parking Summary:

Building Area: 3,360 sf
 Warrenton Parking Requirement: 1: 1,000 gsf (Warehouse)
 Total Parking Spaces Required: 3 spaces + 2 company vehicles = 5 spaces
 Total Parking Spaces Provided: 7 spaces (5 standard, 2 ADA 1 w/ van aisle)
 Compact Spaces: 0
 Dimensions: 9 feet X 12 feet with 16 feet drive aisle

Staff finding: The applicant used an incorrect parking standard for the proposed use, which is predominantly warehousing and not office which is a secondary use. However, the number of vehicle parking spaces, including required ADA spaces, and parking lot design meet or exceed the city's standards including parking locations and the requirements of the ADA.

16.128.040 Bicycle Parking Requirements.

- A. All uses shall provide bicycle parking in conformance with the following standards which are evaluated during development review or site design review.
- B. Number of Bicycle Parking Spaces. A minimum of two bicycle parking spaces per use is required for all uses with more than 10 vehicle parking spaces. The following additional standards apply to specific types of development:
 - 2. Parking Lots. All public and commercial parking lots and parking structures provide a minimum of one bicycle parking space for every 10 motor vehicle parking spaces, with a maximum of 28 bicycle parking spaces per commercial lot.

Applicant response: No response.

Staff finding: The proposal does meet the minimum threshold of 10 vehicle spaces.

16.132.010 Clear Vision Areas.

- A. A clear vision area shall be maintained on the corner of property adjacent to the intersection of two streets, or adjacent to the intersection of a street and a railroad.

B. A clear-vision area shall consist of a triangular area. Two sides of the triangle are lot lines measured from the corner intersection of the street lot lines for a distance specified in this section or, where the lot lines have rounded corners, the lot lines extended in a straight line to a point of intersection and so measured. The triangle's third side is a line across the corner of the lot joining the non-intersecting ends of the other two sides.

C. A clear-vision area shall contain no planting, fence, wall, structure, or temporary or permanent obstruction exceeding 36 inches in height measured from the top of the curb or, where no curb exists, from the established street centerline grade, except:

- 1. Trees exceeding this height may be located in this area provided all branches and foliage are removed to a height of eight feet above the grade;*
- 2. Open-wire fencing that does not obscure sight more than 10% may be a maximum of 48 inches high.*

D. The following dimensional requirements govern clear vision areas:

- 1. The minimum length of street sides of the clear vision triangle shall be 15 feet. See Figure 16.132.010.*
- 2. The minimum vision clearance area may be increased by the Community Development Director, City-appointed engineer, or Planning Commission upon finding that more sight distance is required (i.e., due to traffic speeds, roadway alignment, etc.).*

Applicant Response: No response

Staff finding: The proposed trees are located out of the clear vision area. If streets trees are included in the right-of-way improvements then an additional review will be required at building permit stage. Standard is met.

Chapter 16.140 STORMWATER AND SURFACE WATER MANAGEMENT

16.140.010 Natural Drainage System Maintained to Extent Feasible.

A. To the extent practicable, all development must conform to the natural contours of the land and natural and pre-existing man-made drainage ways must remain undisturbed.

B. To the extent practicable, lot boundaries created by partition or subdivision must coincide with natural and pre-existing man-made drainage ways to avoid the creation of lots that can be built upon only by altering such drainage ways.

Applicant response: See drainage response.

Staff finding: Staff concurs.

16.140.020 Developments Must Drain Properly.

A. All developments must provide an adequate drainage system to prevent the undue detention or retention of stormwater or surface water on the development site. Stormwater or surface water will not be regarded as unduly detained or retained if:

1. The detention or retention results from a technique, practice or device deliberately installed as part of an approved sedimentation or stormwater runoff control plan prepared by an engineer; or

2. The detention or retention is not substantially different in location or degree than that experienced by the development site in its predevelopment state, unless such detention or retention presents a danger to health or safety.

B. No stormwater may be channeled and directed into a sewer line.

C. Whenever practicable, the drainage system of a development must coordinate with and connect to the drainage systems or drainage ways on surrounding properties or streets.

D. All developments must be constructed and maintained so that adjacent properties are not unreasonably burdened with stormwater runoff as a result of the developments.

Applicant response: See drainage response

Staff finding: Staff previous comment.

16.140.030 Surface Water Management.

All developments must be constructed and maintained so that impacts to natural and man-made drainage ways do not unreasonably burdened upstream or downstream properties with surface water flooding as a result of the developments. More specifically:

A. No development may be constructed or maintained so that the development unreasonably impedes the natural flow of water from higher adjacent properties across the development, resulting in substantial damage to the higher adjacent properties; and

B. No development may be constructed or maintained so that stormwater from the development is collected and channeled into natural or man-made drainage ways, such that the volume and/or rate of flow is substantially greater than the pre-development volume and/or rate.

C. No development may be constructed such that the flow of water through natural or existing man-made drainage ways is obstructed. Bridges and culverts constructed to allow the flow of water through a development must be designed to pass flow during a 100-year storm event.

Applicant response: Surface water discharged onto natural drainage.

Staff finding: The applicant has not submitted engineered plans. See condition of approval No. 4

16.140.040 Erosion and Sediment Control.

B. Erosion and sediment control plans are required by the City as a component of the site plan for all plats and all projects which require site plan review. Erosion control plans must be designed to the specifications as outlined in this chapter.

C. *Development of the land may not begin (and no building permits may be issued) until the City-appointed engineer approves the erosion control plan.*

D. *For purposes of this section, "disturb" means any use of the land by any person in any development, and/or road construction and maintenance that results in a change in the natural cover or topography that may cause or contribute to sedimentation. Sedimentation occurs whenever solid particulate matter, mineral or organic, is transported by water, air, gravity or ice from the site of its origin.*

Applicant response: No response

Staff finding: A grading plan was submitted but does not contain an erosion control plan. See condition of approval No. 9.

16.140.050 Stormwater System Design.

A. *Storm sewers constructed within the street will be sized by the developer's engineer and will consider all potential runoff requirements within the site and upstream of the site.*

1. *The storm sewer will be sized for a 100-year design recurrence criteria for storm drainage facilities.*

2. *The minimum size of storm sewers is eight inches in diameter.*

3. *Spacing of catch basins along the street must conform to published engineering recommendations, which consider profile of the street and street width.*

B. *On-site detention shall be required for new development where downstream deficiencies exist or are anticipated to exist. The square footage considers the total development of the property including the future potential impervious surface. Required design recurrence criteria for a commercial or residential storm drainage detention facility is a 10-year interval. Development that has less than 5,000 square feet of impervious surface is exempt from detention requirements.*

C. *Pervious pavement, and pavement and roofs that drain to an infiltration facility will not be counted when sizing a detention facility to handle the stormwater design.*

Applicant response: There is an existing storm drain collection system on SE Dolphin Ave designed to collect surface water from the public right-of-way. The surface water from the proposed use will not utilize the existing public drainage system. The surface water from the proposed site will be collected and allowed to infiltrate back onto the soils on site. An onsite drainage collection designed (sic) has been prepared and is illustrated on the attached design drawings. Expansion of the existing public drainage collection system is not anticipated. Therefore, the proposed use will have minimal impact on the existing available public drainage facilities.

Staff finding: See comments from the Public Works Department. Refer to Condition No. 5.

16.212 Site Design Review Application and Review Procedures

C. Review Criteria. *The Community Development Director shall make written findings with respect to all of the following criteria when approving, approving with conditions, or denying an application:*

1. *The application is complete, as determined in accordance with Chapter 16.208 and subsection B of this section.*
2. *The application complies with all of the applicable provisions of the underlying land use district (Division 2), including building and yard setbacks, lot area and dimensions, density and floor area, lot coverage, building height, building orientation, architecture, and other special standards as may be required for certain land uses.*
3. *The applicant shall be required to upgrade any existing development that does not comply with the applicable land use district standards, in conformance with Chapter 16.276, Nonconforming Uses and Development.*
4. *The application complies with the applicable design standards contained in Division 3. (Ord. 1175-A § 21, 2013)*

Applicant Response: No response

Staff finding: Findings have been made previously in support of the project. Standard is met.

CONCLUSIONS AND RECOMMENDATION

Coastal Maintenance is a local contractor in need of a larger space for a growing business. The applicant's narrative responses are limited but based on the findings contained in the site plan submittal and staff findings above, the application for a new contractor shop can meet the criteria if the conditions of approval described below can be met. Accordingly, staff recommends the Planning Commission approve the conditional use permit application.

1. A six (6) foot wood fence shall be constructed along the north property line and coordinated with adjacent property owner. The fence shall be completed prior to a Certificate of Occupancy.
2. The proposed shop shall not store materials outside. If outside sales or service is proposed at a later date, a site plan amendment application will be required.
3. Fire Department comments and conditions are attached for the record.
4. A sign permit shall be required if the applicant chooses to add signage on the building or a monument sign at the front entrance.
5. Stamped engineering plans shall be submitted for all public facilities, including street improvements and stormwater facilities and approved prior to building permits being issued;
 - a. The gravity sewer main will need to be extended to the north property line of tax lot 81033A000203. Applicant will be required to provide design plans for this sewer main extension. There is also an advanced financing agreement for the sanitary sewer pump station downstream of this development.

- b. Sidewalk improvements will be required on SE Dolphin Avenue frontage. Sidewalk improvements may also require improvement to the existing stormwater system.
 - c. Applicant will need to provide the City with expected water demands and water meter size.
 - d. Dumpster location must meet the City's enclosure standards. Applicant will work with public works to determine appropriate location and configuration.
6. A crosswalk shall be designed and installed across the drive aisle to the main entrance. Crosswalk and driveway directional markings shall apply thermoplastic to the pavement and verified prior to a Certificate of Occupancy.
 7. Landscape plan shall be amended and resubmitted with non-plant ground cover identified on the plan prior to building permits. Bark mulch or compost is strongly encouraged along with river rock or other distinguishing landscape features. All invasive or non-native vegetation shall be removed. All landscaping shall be verified prior to Certificate of Occupancy.
 8. Consistent with condition No. 4, full street improvements along the right-of-way shall meet TSP standards and include street trees using the City's recommended list.
 9. Wheel stops shall be installed for all off-street parking spaces. A trash and refuse container enclosure shall be installed and verified prior to certificate of occupancy. Trash and recycling service shall be operational prior to Certificate of Occupancy.
 10. An erosion control plan shall be submitted for review and issued prior to any grading permit.
 11. A revised site plan illustrating required conditions of approval shall be submitted for review prior to building permit review.

Recommended motion: Based on the findings and conclusions of the July 5, 2018 staff report, the applicant's findings, and the evidence in the record, I move to approve Conditional Use Permit Application CUP 18-3 and Site Design Review Application SDR 18-1 submitted by Coastal Maintenance & Plumbing, LLC.



CITY OF WARRENTON

PUBLIC WORKS

Development Review Memorandum

To: Kevin Cronin, Community Development Director

From: Collin Stelzig, PE, Public Works Director

Cc:

Date: June 26, 2018

Regarding: Coastal Maintenance & Plumbing, LLC – Tax Lot 81033A000203

The following comments apply to the commercial development application for Coastal Maintenance & Plumbing, LLC:

1. The sewer main will need to be extended to the north property line of tax lot 81033A000203. Applicant will be required to provide design plans for this sewer main extension. There is also an advanced financing agreement for the sanitary sewer pump station downstream of this development.
2. Sidewalk improvements will be required on SE Dolphin Avenue frontage. Sidewalk improvements may also require improvement to the existing stormwater system.
3. Applicant will need to provide the City with expected water demands and water meter size.
4. Dumpster location must meet the City's enclosure standards. Applicant will work with public works to determine appropriate location and configuration.



Warrenton Fire Department

P.O. Box 250 Warrenton, OR 97146-0250 503/861-2494 Fax 503/861-2351

MEMORANDUM

To: Kevin Cronin, Community Development Director
Date: June 26, 2018
From: Tim Demers, Fire Chief
Re: Castro plumbing shop SE Dolphin Ave

ACCESS:

All points around the structures must be accessed within 150 feet.

Access around the building perimeter in the form of a 4 foot wide walkway/sidewalk will need to be provided. The surface will need to be preapproved by the Fire Department.

Corner radiuses will be 45 feet or greater and approved prior by the Fire Department. The driveway appears to comply.

The grade should not exceed 10% and approach and departure angles will have to be preapproved.

BUILDING ACCESS:

If the building is equipped with a fire alarm, the building shall be provided with a GE Supra lock box complete with keys for emergency entrance by Fire Department personnel. The exact location of the lock box shall be determined by the Fire Department prior to installation.

WATER SUPPLY:

The 3,360 square foot occupancy will require a minimum fire flow of 1750 GPM. The fire hydrant in front of the property is capable of that flow. A sprinkler system is not required.

ALARM SYSTEM:

I would suggest that the building be fully alarmed and monitored with a fire alarm system that meets the requirements of NFPA 72, most current edition. Should the occupant be installing a burglar alarm, smoke and heat detectors can be added very economically to that system.

ADDRESSING:

The building will be addressed with contrasting color letters placed on the building facing the Fire Department access. The Fire Department will approve the size, color and location of the address numbers.

Kevin Cronin

From: Richard Stelzig
Sent: Monday, August 6, 2018 12:33 PM
To: Kevin Cronin
Cc: Kyle Sharpsteen
Subject: RE: Dolphin Ave Shop

Kevin,

I haven't personally, but Kyle has met with the property owner twice and explained the issue both times.

The developer could try getting an easement from the property to the south and connect to the sewer on private property. We would require a non-remonstrance agreement or some other agreement that would require this property to take part in any future improvements, including sewer improvements.

13.08.020 Use of public sewers required.

C. The owner of any house, building, mobilehome or other property used for human occupancy, residence, employment, recreation or other people related purposes, situated within the City of Warrenton and abutting on any street, alley or right-of-way in which is located a public sanitary sewer of the City, is required, at the owner's expense, to install suitable toilet and plumbing facilities therein. If the public sewer is within 170 feet of the property line, the owner shall connect such facilities directly with the proper public sewer in accordance with the provisions of this chapter within 90 days after date of official notice to do so.

The property line is a little over 100' from a public sewer.

Catalog Measure

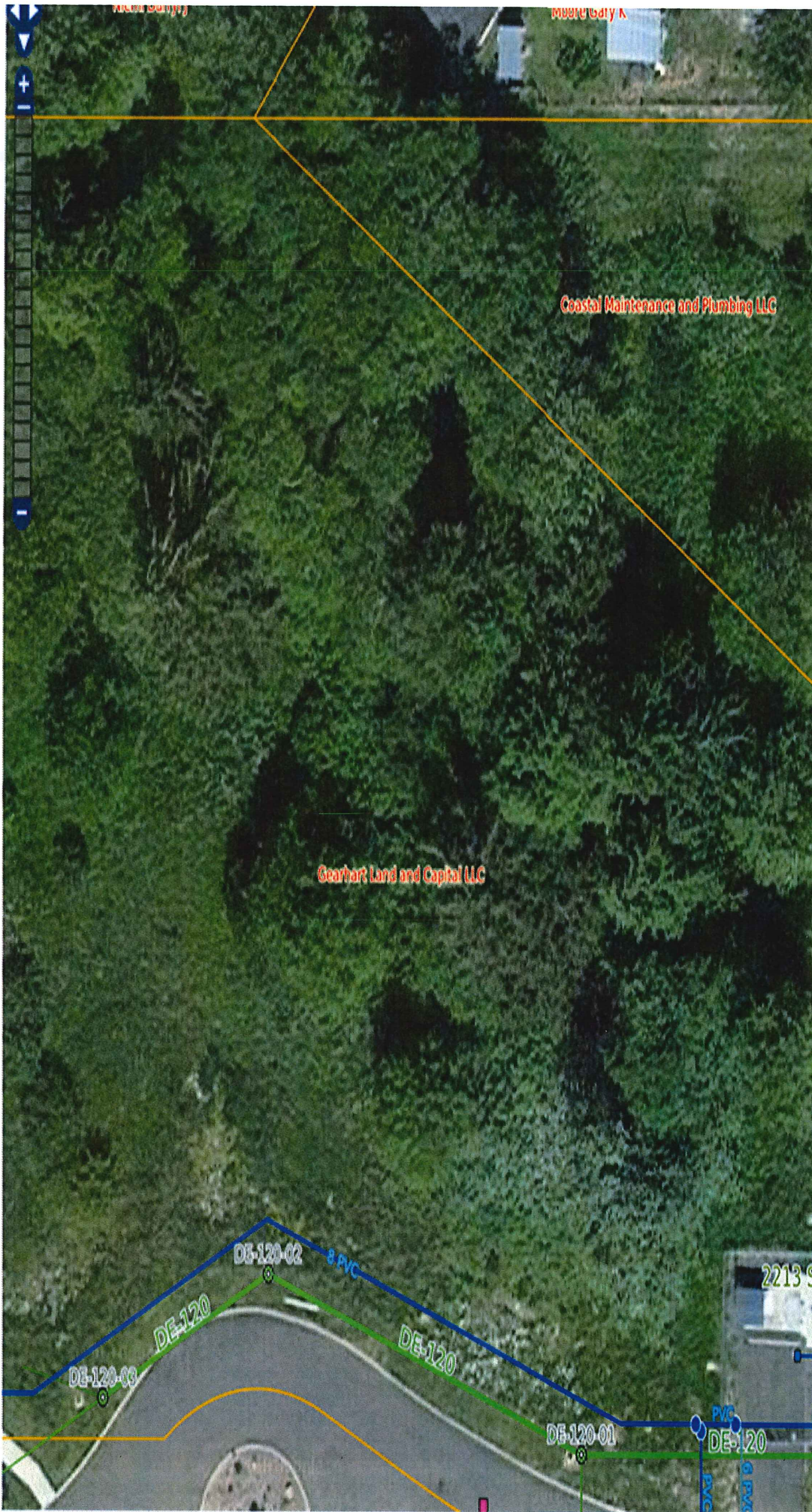
Measure Length

Total: 117.332
Segment: 0.758
Bearing: N26-33-54E
Units: Feet

Click on the map to start measuring. Double-click to finish measuring.

Segment: Bearing:
2: 0.758 N26-33-54E
1: 116.575 S0-9-59E





WATER SERVICE

MUNICIPALITY

Coastal Maintenance and Plumbing LLC

Gearhart Land and Capital LLC

2213 S

DE-120-03

DE-120

DE-120-02

8 PVC

DE-120

DE-120-01

PVC

DE-120

8 PVC

8 PVC

7-A

PROCLAMATION

KIWANIS CHILDREN'S CANCER CURE MONTH

September 2018

WHEREAS, Kiwanis International was founded on January 21, 1915; and

WHEREAS, since its inception, Kiwanis has grown in over 80 countries worldwide; and

WHEREAS, the Men and Women of the Pacific Northwest District of Kiwanis International have exhibited a deep sense of pride in Community by serving the needs of family and children worldwide; and

WHEREAS, the Pacific Northwest District of Kiwanis International has effective October 1, 2010, initiated the multi-year District wide Service Project, Kiwanis Children's Cancer Cure Program; and

WHEREAS, this program is funding the Kiwanis Children's Cancer Fellowships, allowing physicians to seek cures for currently untreatable forms of cancer; and

WHEREAS, the Kiwanis Clubs of the Pacific Northwest are collaborating with Doernbecher Children's Hospital in Portland, the Seattle Children's Hospital and the SC Children's Hospital in Vancouver, B.C.; and

WHEREAS, the Kiwanis Clubs are the epitome of their defining statement, "Serving the Children of the World"; and

NOW THEREFORE, I, Henry A. Balensifer III, Mayor of Warrenton, Oregon, coinciding with the Pacific Northwest District of Kiwanis International's Children's Cancer Cure Program, do hereby proclaim the month of September, 2018, as *Kiwanis Children's Cancer Cure Month* in the City of Warrenton, Oregon, and do encourage citizens to celebrate the many contributions made by members of Kiwanis Clubs of the Pacific Northwest.

IN WITNESS WHEREOF, I have here unto set my hand and caused the seal of the City of Warrenton, Oregon to be affixed this 28th day of August, 2018.

Henry A. Balensifer III, Mayor

7-B

"Making a difference through excellence of service"



CITY OF WARRENTON

AGENDA MEMORANDUM

TO: The Warrenton City Commission
FROM: Kevin A. Cronin, Community Development Director
DATE: For Agenda of August 28, 2018
SUBJ: Housekeeping Amendment (DCA: 18-3)

SUMMARY

The proposed "housekeeping amendment" is a city-initiated text amendment to the Development Code that will address three issues: 1) airport overlay zone update, 2) addition of two definitions, and 3) changes to the residential land use districts to allow accessory dwelling units as outright permitted uses. A more detailed policy discussion is contained in the Planning Commission staff report.

The City Commission held a required public hearing on August 14 and held a first reading of the proposed Ordinance. The City Commission tabled a discussion on a homestay lodging definition and addition to residential zoning districts to a work session to August 28. Discussion of this topic is on a separate agenda summary for consideration. The proposed Ordinance has been edited and can be adopted as presented. However, if the Commission chooses to add homestay lodging back to the proposal, staff will present a final version for review on September 11, 2018.

Enclosed is the following: 1) Ordinance No. 1221 with edited clean version.

RECOMMENDATION/SUGGESTED MOTION

Warrenton City Commission Agenda Summary
Housekeeping Amendment (DCA 18-3)
For Agenda of August 28, 2018

Based on the staff report, application, and exhibits presented to the Planning Commission, the record established by the Planning Commission in its review of Application DCA 18-3, and Agenda Summary for August 14, 2018 City Commission public hearing and public testimony, I move to approve the second reading of Ordinance No. 1221, by title only.

Title: Ordinance 1221, Introduced by All Commissioners, to Amend Warrenton Municipal Code (WMC) 16.12.010, Definitions, WMC 16.24.020, 16.24.030, 16.28.020, 16.28.030, 16.32.020, 16.32.030, 16.36.020, 16.36.030 Land Use Districts, and 16.92 Airport Operations Overlay District.

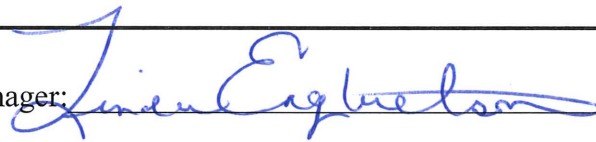
ALTERNATIVE

Based on the consensus discussion of homestay lodging, I move to include a definition of homestay lodging and as a permitted use to each residential zoning district, and request a revised Ordinance 1221 for review at the next regularly scheduled Commission meeting on September 11, 2018.

FISCAL IMPACT

Not known at this time.

Approved by City Manager:



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

ORDINANCE No. 1221

Introduced by All Commissioners

An ordinance amending Warrenton Municipal Code Chapter 16.12.010 Definitions, Land Use Districts Section 16.24.020, 16.24.030, 16.28.020, 16.28.030, 16.32.020, 16.32.030, 16.36.020, 16.36.030, and Airport Hazard Overlay District 16.92.

WHEREAS, the Warrenton Development Code needs to be updated periodically to reflect changing needs in the community, to protect public safety, and respond to changes required by the Oregon Legislature;

WHEREAS, the City of Warrenton must incorporate new accessory dwelling unit provisions into the Warrenton Development Code in order to satisfy SB 1051.

NOW, THEREFORE, the City of Warrenton ordains as follows: (Key: **new**)

Section 1. Warrenton Municipal Code Section 16.12.010 Definitions, is amended as follows:

Hotel: A building in which lodging is provided for guests for compensation. Also includes motel, youth hostel and dormitory.

Section 2. Warrenton Municipal Code Section 16.24.020, 16.24.030, 16.28.020, 16.28.030, 16.32.020, 16.32.030, 16.36.020, 16.36.030, is amended as follows:

16.24.020 Permitted Uses.

The following uses and their accessory uses are permitted in the R-40 zone if the Community Development Director determines that the uses conform to the standards in Sections 16.24.040 through 16.24.050, applicable Development Code standards, and other City laws:

- A. Single-family detached dwelling.
- B. Modular home.
- C. Manufactured home subject to the standards in Chapter 16.168.
- D. Residential home.
- E. Residential (care) facility.
- F. Day care.
- G. Farming, grazing, truck gardening, orchards and production of nursery stock.
- H. A temporary dwelling for no more than six months while building a permanent residence.
- I. Accessory structure, no larger than 1,200 square feet, in conjunction with an existing residence on the same property, and subject to standards of Chapter 16.180.
- J. Transportation facilities and improvements subject to the standards of Section 16.20.040.
- K. Similar uses as stated above.
- L. Community garden(s) (see definitions).

- M. Incidental sales of firewood, cut flowers, produce grown on the premises, lemonade, and similar items.
- N. Home occupations. (Ord. 1175-A § 2, 2013)
- O. Accessory dwelling that complies with Section 16.180.040.**

16.32.020 Permitted Uses

The following uses and their accessory uses are permitted in the R-10 zone if the Community Development Director determines that the uses conform to the standards in Sections 16.28.040 through 16.28.050, applicable Zoning Ordinance standards, and other City laws:

- A. Single-family detached dwelling.
- B. Modular home.
- C. Manufactured home subject to standards in Chapter 16.168.
- D. Residential home.
- E. Residential (care) facility.
- F. Day care.
- G. Cemetery.
- H. Farming, grazing, truck gardening, orchards and production of nursery stock.
- I. A temporary dwelling for no more than six months while building a permanent residence.
- J. Accessory structure no larger than 1,200 square feet, in conjunction with an existing residence on the same property, and subject to standards of Chapter 16.180.
- K. Transportation facilities and improvements subject to the standards of Section 16.20.040.
- L. Similar uses as stated above.
- M. Community garden(s) (see definitions).
- N. Incidental sales of firewood, cut flowers, produce grown on the premises, lemonade, and similar items.
- O. Home occupations. (Ord. 1175-A § 4, 2013)
- P. Accessory dwelling that complies with Section 16.180.040.**

16.32.020 Permitted Uses.

The following uses and their accessory uses are permitted in the R-M Zone if the Community Development Director determines that the uses conform to the standards in Sections 16.32.040 through 16.32.050, and any other applicable Development Code standards, and other City laws:

- A. Single-family detached dwelling.
- B. Modular home.
- C. Manufactured home subject to the standards in Chapter 16.168.
- D. Duplex and townhome subject to standards of Chapter 16.184.
- E. Residential home.

- F. Residential (care) facility.
- G. Day care.
- H. Master planned development with a minimum lot size of three contiguous acres, subject to provisions in Chapter 16.224.
- I. A temporary dwelling for no more than six months while building a permanent residence.
- J. Accessory structure no larger than 1,200 square feet, in conjunction with an existing residence on the same property, and subject to standards of Chapter 16.180.
- K. Transportation facilities and improvements subject to the standards of Section 16.20.040.
- L. Dredge material disposal (DMD) subject to Section 16.32.050 (Sites 19S and 21S) and Chapter 16.104.
- M. Similar uses as those stated above.
- N. Community garden(s) (see definitions).
- O. Incidental sales of firewood, cut flowers, produce grown on the premises, lemonade, and similar items.
- P. Home occupations. (Ord. 1175-A § 6, 2013)
- P. Accessory dwelling that complies with Section 16.180.040.**

16.36.020 Permitted Uses.

The following uses and their accessory uses are permitted in the R-H zone if the Community Development Director determines that the uses conform to the standards in Sections 16.36.040 through 16.36.050, applicable Development Code standards, and other City laws:

- A. Single-family detached dwelling.
- B. Modular housing.
- C. Manufactured home.
- D. Duplex and townhome subject to standards of Chapter 16.184.
- E. Triplex subject to standards of Chapter 16.184.
- F. Multifamily housing development subject to standards of Chapter 16.188.
- G. Residential home.
- H. Residential (care) facility.
- I. Day care.
- J. A temporary dwelling for no more than six months while building a permanent residence.
- K. Accessory structure no larger than 1,200 square feet, in conjunction with an existing residence on the same property and subject to the additional criteria under Chapter 16.180.
- L. Master planned development with a minimum lot size of three contiguous acres, subject to the provisions in Chapter 16.224.
- M. Transportation facilities and improvements subject to the standards of Section 16.20.040.
- N. Similar uses as stated above.

- O. Incidental sales of firewood, cut flowers, produce grown on the premises, lemonade, and similar items.
- P. Home occupations. (Ord. 1175-A § 8, 2013)
- Q. Accessory dwelling that complies with Section 16.180.040.**

Section 3. Warrenton Municipal Code Section 16.92 Airport ~~Hazard~~ **Operations** Overlay District is amended as follows:

16.92.010 Purpose. The purpose of the Airport Operations Zone is to encourage and support the continued operation and vitality of Port of Astoria Regional Airport in the City of Warrenton, Clatsop County, OR, by allowing certain airport-related commercial, recreational and industrial uses in accordance with state law. In order to carry out the provisions of this overlay zone there are hereby created and established certain zones which include all of the land lying beneath the airport imaginary surfaces as they apply to the Astoria Regional Airport. Such zones are shown current Airport Approach and Clear Zone Map. This overlay zone is further intended to prevent the establishment of air space obstructions I airport approaches and surrounding areas through restrictions and other land use controls as deemed essential to protect health, safety, and welfare.

16.92.015 Application & Conformance. This zoning district applies to Port of Astoria Regional Airport in the City of Warrenton, Clatsop County, OR. All uses, activities, facilities and structures allowed in the Airport Zone shall comply with the requirements of the Airport Safety and Compatibility Overlay Zone. In the event of a conflict between the requirements of this zone and those of the Airport Safety and Compatibility Overlay Zone, the requirements of the overlay zone shall control.

16.92.020 Special Definitions.

- A. Aircraft. Includes airplanes, helicopters, and unmanned aerial vehicles (UAV), but not hot air balloons or ultralights.**
- B. Airport sponsor. The owner, manager, person or entity designated to represent the interests of an airport.**
- C. Approach Surfaces. A surface longitudinally centered on the extended runway centerline and extending outward and upward from each end of the primary surface. The Federal Aviation Administration establishes and can potentially amend the following standards. The Approach Surfaces are described:**

Approach Surface Runway	MSL Elev. At Primary Surface	Width at Primary Surface	Slope of Surface	Extended Horizontal Distance	Terminal Width	MSL Terminal Elevation
8	14.9'	1,000'	34:1	10,000'	4,000'	308.2'
26	14.9'	1,000'	50:1	10,000'	4,000'	214.9'
14	14.9'	500'	20:1	5,000'	1,500'	263.7'
32	14.9'	500'	20:2	5,000'	1,500'	264.9'

- D. Airport Imaginary Surfaces. Those imaginary areas in space which are defined by the approach surface, transitional surface, horizontal surface, and conical surface.
- E. Conical Surface. A surface extending outward and upward from the periphery of the horizontal surface at a slope of 20 to 1 for a horizontal distance of 4,000 feet.
- F. Horizontal Surface. A horizontal plane 150 feet above the established airport elevation, **the perimeter of which** is constructed by swinging arcs of 5,000 feet from the center of each end of the primary surface of each visual or utility runway **and** 10,000 feet from the center of each end of the primary surface of all other runways and connecting the adjacent arcs by lines tangent to those arcs.
- G. Noise Sensitive Areas. Within 1,500 feet of an airport **or** within established noise contour boundaries exceeding **65 Ldn**.
- H Primary Surface. A surface longitudinally centered on a runway. The primary surface extends 200 feet beyond each end of that runway. The width of the primary surface is 500 feet for Runway 31-13, and 1,000 feet for Runway 8-26.
- I. **Runway Protection Zone (RPZ). An area off the runway end to enhance the protection of people and property on the ground.**
- J. Sponsor. The owner, manager, other person, or entity designated to represent the interests of an airport [OAR 660-013-0020(6)].
- K. Transitional Surface. These surfaces extend seven feet outward for each one foot upward (7:1) beginning on each side of the primary surface which point is the same elevation as the runway surface, and from the sides of the approach surfaces thence extending upward to a height of 150 feet above the airport elevation (horizontal surface).

16.92.030 Uses Permitted Outright Within Airport Imaginary Surfaces. The following uses and activities are permitted outright in the Airport Zone:

- A. Farm use, excluding the raising and feeding of animals which would be adversely affected by aircraft passing overhead.
- B. Landscape nursery, cemetery or recreation areas, which do not include buildings or structures.
- C. Roadways, parking areas and storage yards located in such a manner that vehicle lights will not make it difficult for pilots to distinguish between landing lights and vehicle lights or result in glare, or in any way impair visibility in the vicinity of the landing approach. The approach surface must clear these by a minimum of 15 feet.
- D. Pipeline.
- E. Underground utility wire.
- F. Customary and usual aviation-related activities, including but not limited to takeoffs and landings; aircraft hangars and tie-downs; construction and maintenance of airport facilities; fixed based operator facilities; a residence for an airport caretaker or security officer; and other activities incidental to the normal operation of an airport. Except as provided in this ordinance, "customary and usual aviation-related activities" do not include residential, commercial, industrial, manufacturing and other uses.**
- G. Air passenger and air freight services and facilities, at levels consistent with the classification and needs identified in the Oregon Department of Aviation Airport System Plan.**
- H. Emergency medical flight services, including activities, aircraft, accessory structures, and other facilities necessary to support emergency transportation for medical purposes. Emergency medical flight services do not include hospitals, medical offices, medical labs, medical equipment sales, and other similar uses.**
- I. Law enforcement and firefighting activities, including aircraft and ground-based activities, facilities and accessory structures necessary to support federal, state or local law enforcement or land management agencies engaged in law enforcement or firefighting activities. Law enforcement and firefighting activities include transport of personnel, aerial observation, and transport of equipment, water, fire retardant and supplies.**
- J. Search and rescue operations, including aircraft and ground-based activities that promote the orderly and efficient conduct of search or rescue related activities.**

- K. Flight instruction, including activities, facilities, and accessory structures located at airport sites that provide education and training directly related to aeronautical activities. Flight instruction includes ground training and aeronautic skills training, but does not include schools for flight attendants, ticket agents or similar personnel.**
- L. Aircraft service, maintenance and training, including activities, facilities and accessory structures provided to teach aircraft service and maintenance skills and to maintain, service, refuel or repair aircraft or aircraft components. "Aircraft service, maintenance and training" includes the construction and assembly of aircraft and aircraft components for personal use, but does not include activities, structures or facilities for the manufacturing of aircraft or aircraft related products for sale to the public.**
- M. Aircraft rental, including activities, facilities and accessory structures that support the provision of aircraft for rent or lease to the public.**
- N. Aircraft sales and the sale of aeronautic equipment and supplies, including activities, facilities and accessory structures for the storage, display, demonstration and sales of aircraft and aeronautic equipment and supplies to the public but not including activities, structures or facilities for the manufacturing of aircraft or aircraft related products for sale to the public.**
- O. Crop dusting activities, including activities, facilities and structures accessory to crop dusting operations. Crop dusting activities include, but are not limited to, aerial application of chemicals, seed, fertilizer, defoliant, and other chemicals or products used in a commercial agricultural, forestry or rangeland management setting.**
- P. Agricultural and Forestry Activities, including activities, facilities and accessory structures that qualify as a "farm use" as defined in *ORS 215.203* or "farming practice" as defined in *ORS 30.930*.**

16.92.035 Uses Permitted Subject to the Acceptance of the Port of Astoria. The following uses and activities and their associated facilities and accessory structures are permitted in the Airport Zone upon demonstration of acceptance by the airport sponsor.

- A. Aeronautic recreational and sporting activities, including activities, facilities and accessory structures at airports that support recreational usage of aircraft and sporting activities that require the use of aircraft or other devices used and intended for use in flight. Aeronautic recreation and sporting activities authorized under this paragraph include, but are not limited to, fly-ins; glider flights; hot air ballooning; ultralight aircraft flights; displays of aircraft; aeronautic flight skills contests; and gyrocopter flights, but do not include flights carrying parachutists or parachute drops (including all forms of skydiving).**
- B. Event camping in a designated area on the airport for transient aircraft.**

16.92.040 Uses Permitted Under Prescribed Conditions Within Airport Imaginary Surfaces. The following uses and activities and their associated facilities are permitted conditionally in the Airport Zone upon demonstration of compliance with the standards of subsection 16.080.

- A. A structure or building accessory to a permitted use.
- B. Single-family dwellings, manufactured dwellings, duplexes and multifamily dwellings, when authorized in the primary zoning district, provided the landowner signs and records in the deed and mortgage records of Clatsop County a hold harmless agreement and aviation and hazard easement and submits them to the Port of Astoria and to the Warrenton Planning Department.
- C. Commercial and industrial uses, when authorized in the primary zoning district, provided the use does not result in the following:
 - a. Creating electrical interference with navigational signals or radio communication between the airport and aircraft.
 - b. Making it difficult for pilots to distinguish between airports lights or others.
 - c. Impairing visibility.
 - d. Creating bird strike hazards.
 - e. Endangering or interfering with the landing, taking off or maneuvering of aircraft intending to use the airport.
 - f. Attracting large number of people.
- D. Buildings and uses of a public works, public service or public utility nature.
- E. Production, processing, assembling, packaging or treatment of such products as food products, pharmaceutical, hardware and machine products.**
- F. Production, processing, assembling, packaging or treatment of articles and products from previously-prepared or semi-finished materials, such as paper, wood, rubber, plastics, fibers and sheet metal.**
- G. Research and development laboratories.**

- H. Printing facilities.**
- I. Public utility facilities such as power stations, sewage and water treatment plants.**
- J. Storage and distribution services and facilities (i.e., truck terminals, warehouses and storage buildings and yards, contractor's establishments, lumber yards and sales) or similar uses.**
- K. Vehicle repair (welding, painting and service, and parts facilities).**
- L. Airport support structures: hangars, weather stations, fuel terminals and storage buildings, etc.**
- M. Mini-warehouses or similar storage uses.**
- N. Contractor shop or equipment storage yard for storage and rental of equipment commonly used by a contractor.**
- O. Cabinet, carpenter, woodworking, sheet metal shops or similar establishments.**
- P. Professional, financial or business offices.**
- Q. Public utilities, including structures, pipelines, cables, and utility crossings.**
- R. Government buildings and uses.**
- S. Passive restoration**
- T. Transportation facilities and improvements subject to the standards of Section 16.20.040.**
- U. Dredge material disposal (DMD) subject to Section 16.60.040 (site 20S), and Chapter 16.104.**
- V. Food and/or beverage trucks or carts, or restaurant in connection with the operation of an FBO or terminal facility.**
- W. Military facilities.**
- X. On airport camping by occupants of transient aircraft.**

16.92.45 Uses Permitted Under Prescribed Conditions Acceptable to the Port of Astoria

- A. Air Quality. The air quality standards set by the Department of Environmental Quality shall be the guiding standards in this zone, except that open burning is prohibited in any case.**
- B. Noise. As may be permitted under all applicable laws and regulations.**

- C. Storage.** All materials, including wastes, shall be stored and maintained in a manner that will not attract or aid the propagation of insects or rodents or other animals or birds, or otherwise create a health hazard or nuisance.
- D. Fencing.** Will be allowed inside a boundary planting screen and where it is necessary to protect property of the use concerned or to protect the public from a dangerous condition. Proposed fence locations and design shall be subject to City review.
- E. Buffer.** Where this zone adjoins another non-industrial zone there shall be a buffer area at least 10 feet wide to provide a dense evergreen landscape buffer which attains a mature height of eight feet, or such other screening measures as may be prescribed by the City in the event differences in elevation or other circumstances should defeat the purpose of this requirement.
- F. Vibration.** No vibration other than that caused by highway vehicles, trains and aircraft shall be permitted which is discernible without instruments at the property line of the use concerned.
- G. Airport Interference.** No use shall create electrical or lighting interference with the operations of the Port of Astoria Airport.
- H. Setbacks.** The minimum front, side and rear yard setbacks shall be 10 feet. When across a street from a non-industrial zone, the setback from the property line shall be 10 feet. When a property abuts a non-industrial zone, the setback shall be as follows:
1. 50 feet for buildings and other structures more than 10 feet in height;
 2. 30 feet for buildings and structures more than six feet high but not more than 10 feet high; and
 3. 10 feet for structures no more than six feet high (except fences no more than six feet high may be on the property line).
- I.** All development shall comply with the wetland and riparian area protection standards of Chapter 16.156.
- J. Building Height.** The maximum building height shall be 45 feet, except that it may be lower under either of the following circumstances:

1. **Within 100 feet of a non-industrial zone, where the maximum building height shall be the same as the maximum building height in that zone.**
 2. **Within the Airport Operations Overlay Zone, where the maximum building height is described by the Airport Operations Overlay Zone.**
- K. All other applicable Code requirements shall be satisfied.**
- L. All new sewer and water connections for a proposed development shall comply with all City regulations.**
- M. Prior to undertaking disposal, the dredging project proponent shall consult with the Army Corps and Oregon DSL to determine if the disposal site contains wetlands that are regulated under permit programs administered by those agencies. If the site contains regulated wetlands, the dredging project proponent shall either alter the disposal site boundaries to avoid the wetlands and leave an acceptable protective buffer, or obtain the necessary Corps and DSL permits to fill the wetlands.**

Section 4. This ordinance shall become effective 30 days after second reading.

First Reading: August 14, 2018

Second Reading: August 28, 2014

ADOPTED by the City Commission of the City of Warrenton, Oregon this 28th day August of 2018.

APPROVED

Henry A. Balensifer, Mayor

Attest:

Dawne Shaw, City Recorder

7-C

"Making a difference through excellence of service"



CITY OF WARRENTON

AGENDA MEMORANDUM

TO: Warrenton City Commission
FROM: Kevin A. Cronin, AICP, Community Development Director
DATE: For the Agenda of August 28, 2018
SUBJ: Fee Resolution: Development Review Applications

SUMMARY

Attached is a proposed fee schedule that updates a previous one from 2010. It is intended to offset the cost of processing a range of administrative actions regarding land use planning, zoning, and development review related activities. The attached fee comparison of peer jurisdictions was used as a tool to arrive at the proposed increases as well as the eight years that have elapsed between updates. There are a number of new fees that were not previously captured that should also offset staff time and the cost of service delivery. Staff time for the Community Development Director position is billable at \$67/hr. The City Commission included the proposed resolution as a discussion item at its August 14 meeting. The latest proposal reflects direction received at this meeting.

The new fee schedule is Exhibit A to Resolution 2519.

RECOMMENDATION/SUGGESTED MOTION

I move to approve the first reading of Resolution No. 2519, by title only, and schedule the second reading for September 11, 2018.

"Revising Land Use Application Fees, Repealing Resolution No. 2311, and All Resolutions in Conflict"

ALTERNATIVE

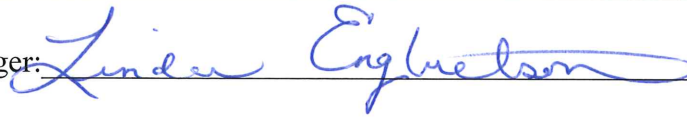
I move to continue the consideration until September 11, 2018 to allow additional public testimony.

FISCAL IMPACT

It is unclear how much revenue would be generated from the new fees, but certainly more

than what the City has traditionally collected in years past. Only \$22,000 was collected in FY 17-18. All revenue collected will go to the general fund.

Approved by City Manager:

A handwritten signature in blue ink, reading "Linden Engelson", written over a horizontal line.

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

RESOLUTION No. 2519

Revising Land Use Application Fees, Repealing Resolution No. 2311, and All Resolutions in Conflict

WHEREAS, it is the responsibility of the applicant to defray the cost of processing land use applications,

WHEREAS, the current fees approved by Resolution No. 2311 on August 24, 2010 do not cover the full cost of processing an application and certain applications and fee for services were not addressed; and

WHEREAS, the Community & Economic Development Department strive to deliver the highest quality customer service for its programs and needs to periodically update the fee schedule to reflect the increase costs of processing applications;

The City Commission of the City of Warrenton resolves as follows:

Section 1. The minimum fees, hereby incorporated by reference and attached as Exhibit A, shall be paid to the City upon the filing of a land use application or request for service. Such fees shall not be refundable.

Section 2. The fee schedule shall be updated annually based on the Consumer Price Index (CPI) provided by the US Bureau of Labor Statistics.

Section 3. Resolution No. 2311 is hereby repealed, and Resolution No. 2519, Exhibit A: Planning Application Fees is hereby adopted.

Section 4. This resolution shall be in full force and effect as of October 1, 2018.

Adopted by the Warrenton City Commission this 28th day of August, 2018.

Henry Balensifer, Mayor

Attest: _____
Dawne Shaw, City Recorder

EXHIBIT A PLANNING APPLICATION FEE SCHEDULE (BUDGET YEAR 18/19)	Amount
APPLICATION TYPE	
Accessory Dwelling Unit	\$100
Accessory Structures (Garages, carports, etc)	\$100
Address Assignment (per lot)	\$25
Annexation	\$1,250
Appeals	
▪ Planning Commission	\$500
▪ City Commission	\$500
Code Interpretation	\$250
Comprehensive Plan Amendment	
▪ Text	\$2,000
▪ Maps (all maps except for Zoning Map)	\$2,000
Development Code Amendment	\$1,500
Conditional Use	\$1,000
CRESO Review	Actual Costs
Engineer Review (city – appointed)	Actual Costs
Floodplain Development Permit	\$350
Hearings Officer	\$5,000 deposit
Historic Resource Review	\$500
Home Occupation (Type 2)	\$350
Land Use Compatibility Statement (LUCS)	\$50
License to Occupy	\$150
Lot Line Adjustment	\$150
Miscellaneous Land Use Request	\$350
Modification of Preliminary Plans or Conditions	
▪ Administrative	\$400
▪ Planning Commission	\$750
Non-conforming Use / Structure Review	\$500
Partition	\$600
Partition Final Plat	\$300
Permit Extension	10% of originating application
Plan Review (Type 1) – 2 nd Review	\$50
Planned Unit Development (PUD)	\$1,500 / + \$50 / lot
PUD Final Plat	\$600
Plat Vacation	Same as Subdivision
Pre -application Conference **	\$150
Reinspection	10% of original fee
Rezone	\$2,000
Short term rental (homestay lodging)	\$150
Sign Review	\$300
Site Design Review	
▪ Type 2 Administrative – <10,000 sq.ft.	\$500
Planning Commission -	
▪ 10,000 sq.ft. - 15,000 sq.ft.	\$750
▪ 15,001 sq.ft. - 20,000 sq.ft.	\$1,000
▪ 20,001 sq.ft. - 25,000 sq.ft.	\$1,300
▪ 25,001 sq.ft. - 30,000 sq.ft.	\$1,750

▪ Over 30,001 sq.ft.	\$2,500
Street Vacation	
▪ Simple	\$750
▪ Planning Commission	\$1,000
Subdivision	\$750 + \$30 / lot + actual costs
Subdivision Final Plat	\$500
Temporary Use / Structure	\$300
UGB Amendment	\$2,000 + actual costs
Variance	
▪ Class 1 Administrative	\$500
▪ Class 2 Planning Commission	\$1,250
Wetland Significance Determination Amendment	\$1,000 or actual costs
Wireless Communication Facility	\$3,000 + actual costs
Zoning Verification	\$50

*** Cost of the Hearing Officer shall be paid for by the applicant(s) developer

*** Cost of a city - appointed Engineer shall be paid for by the applicant(s) / developer

7-D

"Making a difference through excellence of service"



CITY OF WARRENTON

AGENDA MEMORANDUM

TO: The Warrenton City Commission
FROM: Linda Engbretson, City Manager
DATE: August 25, 2018
SUBJ: Warrenton Senior Citizens, Inc.

SUMMARY

Several years ago, 2011, Warrenton Senior Citizens, Inc., (WSC) came before the City Commission and requested a reduction in their monthly lease payment for use of the Community Center on Mondays and Thursdays to provide a senior meal site. At the time, they were experiencing financial difficulties and were unable to keep up with the previous \$250.00 per month rate and had requested a reduction. The City has charged \$1.00 per year beginning July 1, 2011. At the time, a yearly renewal was required. The agreement was last updated in 2015 to allow the lease until terminated with 90 days notice.

The WSC Inc., Board, recently voted to pay the City \$100 per month for use of the site. The program is quite successful and their financial situation has improved. As you are aware, the Community Center is maintained through user fees. This increase will help offset utility and ongoing maintenance costs.

RECOMMENDATION/SUGGESTED MOTION

"I move to amend the Warrenton Senior Citizens Lease, Section 8, increasing the lease payment to \$100.00 per month, effective September 1, 2018."

ALTERNATIVE

None recommended.

FISCAL IMPACT

Approval of this contract amendment will increase the Community Center Budget by \$1,000 in FY 18-19 and \$1,200 moving forward.

LEASE AGREEMENT

Warrenton Senior Citizens, Inc.
With the
City of Warrenton

THIS AGREEMENT is made the 13 day of October, 2015, by and between the Warrenton Senior Citizens, Inc., hereinafter designated as the CORPORATION and the City of Warrenton, incorporated and existing under the laws of the State of Oregon and the City of Warrenton Charter hereinafter designated and the CITY.

In consideration of the mutual promises and covenants contained herein, the CORPORATION and the CITY agree as follows:

1. CITY agrees to make available to the CORPORATION, for use as a congregate meal site, the following area: kitchen and multi-purpose room in the building located at 170 SW 3rd Street (PO Box 192). This site will be available on Mondays and Thursdays 6:00 am to 3:00 pm, except for legal holidays. Any other or additional time will be cleared with the CITY.
2. The CITY will allow the CORPORATION to use CITY utilities, including utensils and equipment for service of meals and food preparation, and locked supply. However the CITY makes no agreement to purchase any additional supplies or equipment for the operation of the CORPORATION service.
3. The CORPORATION agrees to indemnify and hold harmless the CITY against any loss or damage (including attorney's fees and other costs of litigation) caused by the CORPORATIONs negligent act or omission, or the negligent acts or omissions of the CORPORATIONs agents or employees.
4. The CORPORATION will procure liability insurance and provide the CITY with evidence of such insurance, including details of liability coverage, each year on the anniversary date of the AGREEMENT.
5. The CORPORATION agrees, after each use of the site, to restore it to the condition in which it was found.
6. The CITY does not have any responsibility or liability for any repair work on the CORPORATIONs equipment.
7. CORPORATION covenants and agrees to abide by the following additional restrictions upon use of the site by CORPORATIONs agents, employees or participants:

CORPORATION agrees that a contact person will be available for deliveries made for the CORPORATIONs operations and services. No deliveries will be left outside the building. Supplies will be delivered to the CORPORATIONs contact person.

8. The CORPORATION agrees to pay the CITY \$1.00 per year, for the use of the site, commencing July 1, 2015.
9. Payment is due on the 20th of the month of July and is paid in advance.
10. This AGREEMENT constitutes the entire agreement between the CITY and the CORPORATION with respect to the subject matter hereof, and there are no other or further written or oral understandings or agreements with respect hereto. No variation or modification of the AGREEMENT, and no waiver of its provisions shall be valid unless in writing and signed by the duly authorized representatives of the CITY and the CORPORATION.
11. This AGREEMENT shall be effective as of July 1, 2015, and shall be in force during the period commencing on the effective date and continue until terminated by either party by giving thirty (30) days written notice to the other.

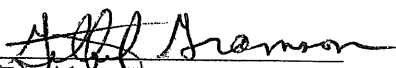
All notices to the CORPORATION shall be addressed to:

President of the Board
Warrenton Senior Citizens
PO Box 192
Warrenton, OR 97146

All notices to the CITY shall be addressed to:

Mayor
City of Warrenton
PO Box 250
Warrenton, OR 97146

For the CORPORATION



President, Warrenton Senior
Citizens, Inc.

11/6/15
Date

For the CITY



Mayor, City of Warrenton

10-13-15
Date

7-E

"Making a difference through excellence of service"



CITY OF WARRENTON

AGENDA MEMORANDUM

TO: The Warrenton City Commission
FROM: Linda Engbretson, City Manager
DATE: August 25, 2018
SUBJ: Intergovernmental Agreement – City of Seaside (Library)

SUMMARY

Attached is the IGA between the City of Seaside and City of Warrenton regarding sharing resources of one Integrated Library System. Funding for this Integrated Library System comes from the LSTA Grant, approved at your last meeting. The grant funding pays for materials, contractual services, and a temporary part-time person to oversee the automation process. Library Staff will be present to answer your questions at the meeting.

RECOMMENDATION/SUGGESTED MOTION

"I move to authorize the Mayor's signature on the Intergovernmental Agreement between the City of Seaside and the City of Warrenton for one Integrated Library System."

ALTERNATIVE

None recommended.

FISCAL IMPACT

Reimbursement Grant in the amount of \$36,566. The City anticipated the grant in FY 2018-2019 budget.

Intergovernmental Agreement between the City of Seaside (Seaside Public Library) and the City of Warrenton (Warrenton Community Library)

Intergovernmental Agreement (IGA) regarding a consortium Integrated Library System (ILS) that includes interlibrary loan, cataloging, and circulation modules between the Seaside Public Library and Warrenton Community Library.

This Intergovernmental Agreement will be made effective upon the signed and dated approval of the City of Seaside and the City of Warrenton authorized signatures on this document.

The purpose of this Intergovernmental Agreement is to improve library services for the Seaside Public Library and Warrenton Community Library by reducing costs and sharing the resources of one Integrated Library System. Sharing technology and collections are the visible, concrete component of this agreement. For the purposes of this agreement, the collections shared are the Seaside Public Library circulating collection and the Warrenton Community Library circulating collection.

This is an agreement between the City of Seaside and the City of Warrenton to provide a shared Integrated Library System catalog and cataloging system through The Library Corporation vendor utilizing OCLC MARC full records when possible in the shared system for the Seaside Public Library and Warrenton Community Library.

Removal from this agreement may be done at any time with 90 days advance written notice given to the entities and library automation vendor. There will be no billing of fees by either Library to the other due to the ending of this agreement.

Each Library will maintain their own separate library collection at the same level or higher from the time the libraries have joined this IGA.

Materials Shared Between Libraries

Interlibrary loan requests will be processed through hold placement in the system and will be run through the existing SAWS (Seaside Astoria Warrenton Share) library courier system as part of the Libraries Reading Outreach in Clatsop County program until such time as other courier systems may replace the existing system. Requests will be processed by the respective interlibrary loan staff or volunteers at each Library. It is the responsibility of the Library patrons to return items to the library where they picked up the books. Any late books or lost material fines will accrue per the respective library policies. If an item is lost by a patron at a library other than the one where they received their card, lost items will be billed per the usual interlibrary loan lost item policies or procedures already in place. It is the responsibility of the library where the item was circulated to collect fees and pay for any lost items fees to the lending library whose item was lost.

Library users using the shared system must checkout and return items at the Library they hold a card with. They may request books from the other library through the interlibrary loan request system by placing a hold through their respective library's website or in house system (which may be requested through digital or paper forms).

The Courier service will continue as previously instituted by the Libraries Reading Outreach in Clatsop County program with the Library Directors of Astoria, Seaside, and Warrenton sharing these duties until such time as all three libraries are on the Orbis Cascade Alliance courier system or another courier that will provide the services needed.

Each library will fulfill hold requests for new titles based on demand at their own library. If a title is brand new, demand at the home library will have first priority over requests from the secondary library.

Library Circulation Workflows

Library circulations will proceed as if each library were a stand-alone library with the exception of the Reading Outreach in Clatsop County Scholarship cards. Library cards for Warrenton will be issued at the Warrenton Community Library unless a patron would prefer to use the Seaside Library as their primary library, in which case they will be charged the out of town annual fee and Seaside Library cards will be issued at the Seaside Public Library unless a patron would prefer to use the Warrenton Community Library as their primary library. Library cards must be used at the library where they were created with the exception of ROCC cards. All Library materials must be returned at the library where they were checked out from. If they are returned to the wrong library more than one time, a fee may be assessed for staff time and use of the courier. All ROCC card materials must be returned to the library they are checked out from by the library patron.

Library Catalog Records

The shared catalog records will be implemented in the following manner:

Any new books with holdings created by the Seaside Public Library will be maintained by the Seaside Public Library. All holdings created by the Warrenton Community Library will be maintained by the Warrenton Community Library.

At the start of the shared catalog project, the Warrenton Community Library will merge records with the existing records that Seaside Library has in its system using ISBN codes as much as possible to eliminate duplicate records. Where a full record already exists in TLC, Warrenton will attach their holdings code to the existing record. Full and complete catalog records will be the priority MARC records used with and preference will be given to records downloaded from OCLC.

Any unique titles for the Warrenton Community Library will have records checked against full MARC records in the OCLC cataloging system and replaced if a better record exists in OCLC.

After the initial merge, the Warrenton Community Library will attach their holdings code to pre-existing MARC records created by Seaside Library catalogers. When a pre-existing title is not discoverable in the catalog, The Warrenton Community Library will consult with Seaside cataloging staff to make sure the record for Warrenton is unique and not a duplication of titles before proceeding with downloading a full MARC record to the shared catalog.

Records downloaded should be full MARC records with the current preferred choice of records received from the OCLC cataloging source available to both libraries through TLC.

Fines and fees

If a library patron has fines or lost items charged to their library card, they must pay for any fines on their account at the library where their card was created before checking out materials. No library card patron whose library card status is in collections will be allowed to place holds or check out materials.

Updating or Changing the Library Automation System

Upon agreement of the two cities, moving to a different shared Integrated Library System may be approved. The system for sharing items, circulation workflows and cataloging workflows is based upon the two city's library collections and operations and not upon one specific Integrated Library System vendor. Moving to another vendor may be based upon increased efficiencies or cost factors that benefit both the libraries and the patrons they serve.

Administration

The Library Director for Seaside and the Library Manager for Warrenton will assume all responsibility for fulfilling the intent of this agreement either through designated staff or authorized contractors.

Both cities will agree to maintain Internet connectivity, current levels of cataloging, and other infrastructure to allow for the timely delivery and services of the agreement to provide the best possible service through this shared catalog agreement. The parties agree to maintain all equipment and software used to connect the libraries to the ILS at the most current release levels of the operating system, anti-virus, ILS client software and other hardware or software features that relate to the security and efficient operation of the ILS.

Support

It is the responsibility of each Library to maintain their own connectivity, cataloging, circulation workflows, and support. Each Library shall maintain their own tech support whether it be through The Library Corporation or IT contractors hired by each city or staff. The Seaside Public Library will not maintain systems and services for the Warrenton Public Library outside of the catalog, circulation, data, settings, and records that pertain directly to the Seaside Public Library. The Warrenton Community Library will not maintain systems and services for the Seaside Public Library outside of the catalog, circulation, data, settings, and records that pertain directly to the Warrenton Community Library.

Privacy and Confidentiality Rights and Responsibilities

All data, records, and information within the ILS relating to the circulation, identification of library patrons, overdue charges, and library records for each contracting library will be deemed to be the property of the contracting library for all purposes and the respective library and city confidentiality policies rules will be the abiding rules.

Should either party to this agreement be subject to a legal proceeding related to data stored within the ILS for which the other party has ownership, technical controls, or access, or other responsibility, the parties agree to indemnify each other.

It is the responsibility of each library to make sure that all staff and volunteers with access to confidential information are aware of their responsibilities and the policies of the library regarding the sharing of any personal or private data or other information.

Signature Page

The City of Seaside and the City of Warrenton hereby agree to this Intergovernmental Agreement.

In witness whereof, the following authorized signers have caused this agreement to be active from today's date until September 1, 2021 at which time it will go back to the respective city councils for renewal or updating.

City of Seaside:

City of Warrenton

City Manager

City Manager

Date:

Date: