

*"Making a difference through excellence of service"*



## **CITY OF WARRENTON**

### **AGENDA**

CITY COMMISSION OF THE CITY OF WARRENTON  
REGULAR MEETING

March 12, 2019 – 6:00 P.M.

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

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1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **CONSENT CALENDAR**

- A. Community Library Board Meeting Minutes – June 2018
- B. Community Library Board Meeting Minutes – Sept. 2018
- C. Community Center Advisory Board Annual Meeting Minutes – Jan. 2019
- D. Community Center Advisory Board Regular Meeting Minutes – Jan. 2019

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 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** – None

7. **BUSINESS ITEMS**

- A. Consideration of Second Reading of Ordinance No. 1229; Nuisance Code Update
- B. Consideration of Adoption of Ordinance No. 1228; Spur 104 Zone Change (DCA: 18-2)
- C. Consideration of Surplus Public Works Equipment

**8. DISCUSSION ITEMS**

A. SW 4<sup>th</sup> Street Reconstruction/Alignments

**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.**

WARRENTON COMMUNITY LIBRARY ADVISORY BOARD- 06.08.2018 MEETING MINUTES

The Warrenton Community Library Board met on June 8, 2018 in the Warrenton City Hall Commission chambers. The meeting was called to order at 5:31 p.m. by Chairwoman Kelsey Balensifer.

Also in attendance were board members Rebecca Herren, Natalie Duggan, Dawn DeLacey and Eileen Purcell. Rochelle Coulombe and Baret Becker were unable to attend. Site Manager Nettie-Lee Calog was also at the meeting. No guests attended.

Kelsey asked for a motion to approve the amended minutes from the WCL Advisory Board's regular meeting on March 9, 2018. Dawn moved and Natalie seconded. All approved.

Nettie delivered the site manager report. She reported an increase in ROCC cards, and renewals were holding steady from the prior year. There are no comparable stats for the last quarter in 2107 because the library was closed and in process of being moved into the new site. Nettie believes all numbers are up.

Nettie is pretty sure we will be awarded the State Library grant in partnership with Seaside Library. News is due 6/21/18.

The kick-off party for the summer reading program with cupcakes and cookies will happen soon on a Saturday right after story time at 11 a.m. Many community volunteers continue to read, including the ambulance crew. Pam Ackley did community service clean up and landscaping of the parking area; Juan Diego Alejo stopped by and volunteered to help with upkeep of the parking lot and landscaping.

There was a discussion on spending the Oregon Community Foundation annual \$3000 interest disbursement, 60% of which must be spent on outreach activities and the remaining 40% on building improvement. The board considers the purchase of books featured and distributed to participants in the in the summer reading program and the purchase of improved shelving which will create more interior space to meet the parameters as defined in the grant.

There was no public comment.

Our next meeting is Friday, September 14, 2018 at 5:30 in the City Commission Chambers.

The meeting was adjourned at 6:26 p.m.

Meeting Minutes were taken and recorded by Eileen Purcell, Board Secretary.

**WARRENTON COMMUNITY LIBRARY ADVISORY BOARD - 09.14.18 MEETING MINUTES**

The Warrenton Community Library Board met on September 14, 2018, in the City Commission chambers at Warrenton City Hall. After waiting a few minutes to see if any additional board members were going to attend, the meeting was called to order at 5:44 p.m. by Chairwoman Kelsey Balensifer.

Also in attendance were board members Natalie Duggan and Dawn DeLacey. Rochelle Coulombe, Baret Becker, Eileen Purcell and Rebecca Herren were unable to attend. Site Manager Nettie-Lee Calog was on vacation. Frank Becker attended as a guest.

A quorum was not established, so the board was unable to vote on the board meeting minutes from June 8, 2018. The board members did identify a few necessary corrections to the minutes that they will bring up at the next meeting for a vote.

Site Manager Calog sent her site manager report to the board ahead of the meeting, so they would have the information to look over. Chairwoman Balensifer noted that the library's usage statistics were up overall compared to the same period last year, per the documents that Site Manager Calog provided. This is great news for the library.

Chairwoman Balensifer informed the rest of the board that the Warrenton Community Library and Seaside Library had been awarded the LSTA grant for the library automation and RFID project. The requested \$36,566 was awarded in full. Site Manager Calog and Seaside's Library Director Esther Moberg will handle the necessary paperwork and reporting. The City of Warrenton was advertising for a part-time position to conduct the initial work required to automate Warrenton's entire collection of items. Board Member Duggan asked for clarification on whether or not the grant was supposed to provide a specialist to conduct this work, or if it was simply the funds to hire such an individual. Chairwoman Balensifer said she would inquire about this.

There was no public comment during the meeting.

For the good of the order, Chairwoman Balensifer shared that the Warrenton-Hammond School Board had voted to extend the City of Warrenton's lease on the current building at 160 S. Main for another five years. Board Member DeLacey asked what the City of Warrenton planned to do with the old building in Hammond. This information is unknown at this time, but Chairwoman Balensifer offered to inquire about this as well.

The final board meeting of the year is scheduled on Friday, December 14, 2018 at 8:00 a.m. in the City Commission chambers at Warrenton City Hall.

The meeting was adjourned at 6:01 p.m.

Meeting minutes recorded by Kelsey Balensifer, Board Chair.

CITY OF WARRENTON  
WARRENTON COMMUNITY CENTER  
ADVISORY BOARD

Annual Meeting: January 17, 2019

The annual meeting was called to order by Vice Chairman, Frank Becker at 4:00 PM on Thursday, January 17, 2019, at the Warrenton Senior Center. The following advisory board members were present: Frank Becker, Carol Snell, Debbie Little, new members Penny Morris, and Jerry O'Neil. April Clark, Financial Director for the City of Warrenton was also present. Absent and excused: Ronald LeChurch and Lorna Anderson. Mel Jasmin resigned effective December 31, 2018.

Vice Chairman Becker declared a quorum present.

Minutes: The minutes from the January 2018 annual meeting had been approved in February 2018.

Chairman, Frank Becker opened the nominations of officers for the 2019 calendar year. The following motions were offered:

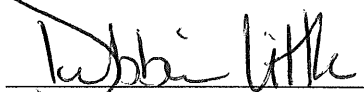
Secretary, Carol Snell nominated Debbie Little for Chairman, seconded by Vice Chair, Frank Becker. Motion carried.

Vice Chair, Frank Becker nominated Ronald LeChurch for Vice Chairman, seconded by Secretary Carol Snell. Motion carried.

Vice Chair, Frank Becker nominated Carol Snell for Secretary, seconded by Jerry O'Neill. Motion carried.

Officers for 2019 are Chairman, Debbie Little; Vice Chairman, Ronald LeChurch; and Secretary, Carol Snell.

Chairman, Debbie Little moved to close the annual meeting at 4:25 PM. The motion was seconded by Jerry O'Neill, motion carried.

  
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Debbie Little, Chairman

  
\_\_\_\_\_  
Carol Snell, Secretary

WARRENTON COMMUNITY CENTER  
Advisory Board Meeting

Meeting Date: January 17, 2019

Place: Warrenton Community Center

Call to Order – Chairman, Debbie Little called the meeting to order at 5:30 PM

Roll Call: Chairman, Debbie Little; Secretary, Carol Snell; Frank Becker, our newest members Penny Morris and Jerry O’Neill; and Warrenton Finance Director, April Clark. Members absent and excused: Vice Chairman, Ronald LeChurch and Lorna Anderson.

Introduction of Guests: None

Public Comment: None

Approval of Minutes: Frank moved to approve the minutes as corrected (1<sup>st</sup> page Mr. O’Neill didn’t mean to imply that a member from our Advisory board join the Senior Task force and 3<sup>rd</sup> page add Debbie’s name to those who passed out our donation letters) The motion was seconded and approved.

Financial Report: Finance Director, April Clark, reviewed the Financial Report for the quarter ending December 31, 2018. Total revenue for the 2 quarters ending December 31<sup>st</sup> was \$13,910. The Center is ahead of budget by \$ 4,900. Expenses are under budget by \$4,073. Cash on hand is \$20,011 up from year ending June 30, 2018 by \$2,317. Rental hours are ahead of last year’s 2<sup>nd</sup> quarter by 12.5 hours. The City’s Facilities Maintenance Fund has been charged \$ 213 pest control; \$163 annual fire suppression inspection; \$ 211 for HVAC and \$ 11 for sink repair.

April stated she was going to put a 2.1% increase in the budget for the Center.

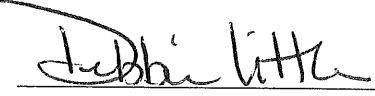
The Breakfast with Santa net proceeds of \$ 3,138.65. We had a total of 318 (185 adults and 133 children 12 and under). The raffle earned \$ 187.75. We had 21 donators who donated a total of \$ 2, 078.00 plus coffee, pancake batter, sausage and miscellaneous supplies.

Old Business: The advisory board selected April 13, 2019 for the Breakfast with the Easter Bunny. Chairman Little will speak to the high school about the football team donating their time and if Mel and Betsy would continue with the raffle.

Correspondence: None

Next Meeting: February 21, 2019.

Chairman Little adjourned the meeting at 4:30 PM so the board could meet with the Warrenton City Commissioners.

  
\_\_\_\_\_  
Debbie Little, Chairman

  
\_\_\_\_\_  
Carol Snell, Secretary

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## CITY OF WARRENTON

# AGENDA MEMORANDUM

**TO:** The Warrenton City Commission  
**FROM:** Kevin A. Cronin, Community Development Director  
**DATE:** For the agenda of March 12, 2019  
**SUBJ:** **Second Reading:** Ordinance No. 1229 - Nuisance Code Update

### SUMMARY

The Warrenton Municipal Code Section 8.16 contains nuisance codes that address public health and safety issues on privately owned properties. There are different types of nuisances listed in this section such as accumulation of debris, junk, noxious vegetation, and attractive nuisances. This section has been used consistently to close over 25 cases in 2018. However, as a result of the Downtown Task Force and RDI Economic Vitality Road Map, a nuisance code update was recommended.

Attached is Ordinance No. 1229 for review. The City Commission held a first reading on February 26.

### RECOMMENDATION/SUGGESTED MOTION

*I move to conduct a second reading of Ordinance No. 1229 by title only.*

An ordinance amending the City of Warrenton Municipal Code Section 8.16.120 and adding a new Section 8.28 PROPERTY MAINTENANCE, VACANT BUILDING, DERELICT BUILDING, & CHRONIC NUISANCES

*I move to adopt Ordinance No. 1229.*



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Nuisance Code Update  
March 12, 2019  
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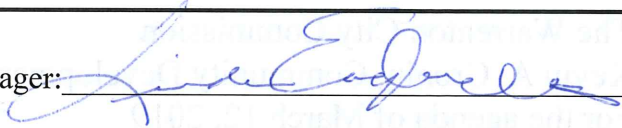


**ALTERNATIVE**

*None*

**FISCAL IMPACT**

A potential fiscal impact exists, but cannot be quantified at this time.

Approved by City Manager:  \_\_\_\_\_

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

The Warrenton Municipal Code Section 18.05 contains various codes that address various categories of nuisances and is currently under review. The following list of nuisances listed in this section is for informational purposes only and does not constitute a final determination of the City of Warrenton. The City of Warrenton is currently reviewing the list of nuisances and may add or delete items as needed. The following list of nuisances is for informational purposes only and does not constitute a final determination of the City of Warrenton.

Warrenton Municipal Code Section 18.05 contains various codes that address various categories of nuisances and is currently under review. The following list of nuisances listed in this section is for informational purposes only and does not constitute a final determination of the City of Warrenton.

WARRENTON MUNICIPAL CODE SECTION 18.05

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## ORDINANCE No. 1229

Introduced by All Commissioners

An ordinance amending the City of Warrenton Municipal Code Section 8.16.120 and adding a new Section 8.28 PROPERTY MAINTENANCE, VACANT BUILDING, DERELICT BUILDING, & CHRONIC NUISANCES

WHREAS, the City of Warrenton needs to review and update regulations from time to time to ensure public safety, neighborhood livability, and ensure stable property values; and

WHEREAS, after the City Commission worked with residents of Warrenton to identify problems with enforcing existing codes and addressing neighborhood livability issues; and

WHEREAS, after the City Commission held a discussed on the matter on February 12, 2019 to consider changes to the nuisance codes.

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

Section 1. Section 8.16.120 is amended as follows:

8.16.120 Junk.

A. No person shall keep junk outdoors on a street, lot, or premises or in a building that is not wholly or entirely enclosed except for doors used for ingress and egress.

B. The term “junk,” as used in this section, means and includes all old motor, old motor vehicle parts, abandoned automobiles, old machinery, old machinery parts, old appliances, parts, old iron or other metal, glass paper, lumber, wood or other waste or discarded material.

**C. The term “abandoned automobiles,” as used in this section, means inoperable and/or unregistered vehicles on private property.**

Section 2. Section 8.28 is added as follows:

### **8.28 PROPERTY MAINTENANCE, VACANT BUILDING, DERELICT BUILDING, & CHRONIC NUISANCES**

**8.28.010 Purpose. The purpose of this Ordinance is to establish an enforcement program to address the problem of derelict, abandoned, and vacant commercial and residential buildings and property within the City in order to protect the public health, safety, and welfare of the community through the required maintenance of unkempt, unsightly, unsafe,**

unsanitary, and otherwise improperly maintained premises and structures. The program is intended to protect the City from blight, deterioration, and decay as a result of properties in a condition or state that potentially would have an adverse effect on the value, utility, and habitability of property within the City. In addition to the obvious hazards which these conditions pose to the public health, safety, and welfare, they specifically cause damage to adjoining and nearby properties. A property which is merely unkempt or vacant for long periods may reduce the value of adjoining and nearby property, and the habitability and economic well-being of the City may be materially and adversely affected.

The goal of this Ordinance is as follows:

- (1) To supplement the City Nuisance Ordinance (Chapter 8.16) and further define as public nuisances those conditions which constitute visual blight and which could result in conditions which are harmful or deleterious to the public health, safety and welfare; and
- (2) To develop regulations that will promote the sound maintenance of property, enhance the livability, community appearance, and the social, economic, and environmental conditions of the community; and
- (3) To establish specific guidelines for the correction of property maintenance violations and nuisances that afford due process, procedural guarantees to affected property owners, and a limited role of local government exercising authority in extreme cases of neglect; and
- (4) To support responsible environmental practices with the repair and reuse of existing structures in lieu of demolition of buildings that are able to be repaired.
- (5) To prevent demolition by neglect of historic properties within the City as they are deemed to be an economic resource of the City.
- (6) To encourage neighborhood revitalization through improved property values and to discourage poor maintenance practices that can lead to increases in illegal activity and crime (i.e. "broken windows" theory of community policing).

#### **8.28.020 Administration.**

- (1) The Community Development Director shall be responsible for administering a program for identifying and monitoring the condition of buildings and properties within the City.
- (2) The City may take appropriate steps to gain entry into or upon the property to investigate and/or cause the removal of a nuisance.

**8.28.030 Derelict Buildings or Property.** A structure or property in violation of the standards identified in the Property Maintenance, Vacant Building, and Derelict Building Ordinance shall be declared a derelict building/property and a nuisance. Derelict buildings or properties are subject to the requirements for Abatement of Nuisances, Housing Receivership, and/or other methods of enforcement available to the City. Derelict buildings may include demolition by neglect of buildings. Determination of whether a building or

property is in violation of the Property Maintenance, Vacant Building, and Derelict Building Ordinance shall be made by the Community Development Director. The Director should consult with the Building Official, Police Chief, Fire Chief, County Public Health Officer, or City Engineer, as necessary, in making this determination. The decision of the Community Development Director may be appealed to the City Commission in accordance with Municipal Code Section 15.08 Article 5. Minor infractions of the Property Maintenance, Vacant Building, and Derelict Building Ordinance may be determined by the Community Development Director to be reasonable maintenance deficiencies and not be declared as a nuisance depending on the degree or intensity of the infraction.

**8.28.040 Exceptions.** The Property Maintenance, Vacant Building, and Derelict Building Ordinance shall not apply to a building and/or properties that are actively undergoing construction or repair as indicated by a valid building permit and appearance that the person in charge is progressing diligently to complete the repair or construction. This exception does not apply to requirements relevant to public safety or health concerns.

**8.28.050 Property Maintenance Standards.** No person in charge of a property shall maintain or permit to be maintained any property which does not comply with the requirements of this Chapter and is deemed to be a nuisance and detrimental to the City. All property shall be maintained to the building code requirements in effect at the time of construction, alteration, or repair, and shall meet the minimum requirements described in this Chapter.

**A. Accessory Structures.** All accessory structures, including sheds, trellises, awnings, fences, and other similar features, shall be maintained structurally safe and sound, and in good repair. Exterior steps and walkways shall be maintained free of unsafe obstructions or hazardous conditions.

**B. Roofs.** The roof shall be structurally sound, tight, and have no defects which might admit rain. Roof drainage shall be adequate to prevent rainwater from causing dampness in the walls or interior portion of the building. Roof drains, gutters, and downspouts shall be maintained in good repair and free from obstructions and shall channel rainwater into approved receivers.

**C. Chimneys and Towers.** All chimneys, cooling towers, smoke stacks, towers, and similar appurtenances / attachments shall be maintained so as to be structurally safe and sound, and in good repair. They shall remain adequately supported and free from obstructions and shall be maintained in a condition which ensures there will be no leakage or back-up of noxious gases. They shall be reasonably plumb. Loose bricks or blocks shall be rebonded. Loose or missing mortar shall be replaced. Unused openings into the interior of the structure must be permanently sealed using approved materials.

**D. Foundations and Structural Members.**

- 1. Foundation elements shall adequately support the building and shall be free of rot, crumbling elements, or similar deterioration.**
- 2. The supporting structural members in every structure shall be maintained so as to be structurally sound, showing no evidence of deterioration or decay which would substantially impair their ability to carry imposed loads.**

**E. Exterior Walls and Exposed Surfaces.**

- 1. Exterior wall and weather-exposed exterior surface or attachment shall be free of holes, breaks, loose or rotting boards or timbers and any other conditions which might admit rain or dampness to the interior portions of the walls or the occupied spaces of the building.**
- 2. Exterior wood surfaces shall be made substantially impervious to the adverse effects of weather by periodic application of an approved protective coating of weather-resistant preservative, paint, or other approved coating, and be maintained in good condition.**
- 3. Exterior metal surfaces shall be protected from rust and corrosion of an extent that would substantially impair its ability to carry imposed loads.**
- 4. Exterior brick, stone, masonry, or other veneer shall be maintained so as to be structurally sound and be adequately supported and tied back to its supporting structure.**
- 5. Cornices, belt courses, corbels, terra cotta trim, wall facings, and similar decorative features shall be maintained in good repair with proper anchorage and in a safe condition.**
- 6. Overhang extensions, including, but not limited to, canopies, marquees, signs, metal awnings, fire escapes, standpipes, and exhaust ducts shall be maintained in good repair and be properly anchored so as to be kept in a sound condition.**

**F. Stairs and Porches. Stair, porch, deck, balcony, and appurtenances / attachments attached thereto, shall be constructed and maintained so as to be safe to use and capable of supporting the loads to which they are subjected and shall be kept in sound condition and good repair, including replacement as necessary of flooring, treads, risers, and stringers that evidence excessive wear and are broken, warped, or loose.**

**G. Handrails and Guardrails. Handrail and guardrail shall be firmly fastened, and shall be maintained in good condition, and capable of supporting the loads to which they are subjected.**

**H. Windows. Each window shall be substantially weather-tight, shall be kept in sound condition and repair for its intended use, and shall comply with the following:**

- 1. Window sash shall be fully supplied with glass window panes or an approved substitute without open cracks and holes.**
- 2. Window sash shall be in good condition and fit weather-tight within its frames.**
- 3. Window frame shall be constructed and maintained in relation to the adjacent wall construction so as to exclude rain as completely as possible and to substantially exclude wind from entering the structure.**

**I. Doors.** Exterior doors, door assemblies, and hardware shall be maintained in good condition, be weather-tight, and substantially exclude wind and rain from entering the structure.

**J. Hazardous Materials.**

**1. Residential property shall be free of dangerous levels of hazardous materials, contamination by toxic chemicals, or other circumstances that would render the property unsafe.**

**2. No residential property shall be used as a place for the storage and handling of highly combustible or explosive materials or any articles which may be dangerous or detrimental to life or health. No residential property shall be used for the storage or sale of paints, varnishes, or oils used in the making of paints and varnishes, except as needed to maintain the dwelling.**

**3. Residential property shall be kept free of friable asbestos.**

**K. Exterior Facilities and Equipment.** In addition to other requirements for maintenance described in this Chapter, all exterior facilities and equipment, such as heat pumps, generators, etc. shall comply with the following:

**1. All required facilities on the exterior of a structure shall be constructed and maintained to properly and safely perform their intended function.**

**2. All non-required facilities or equipment on the exterior of a structure shall be maintained to prevent structural damage to the building, or hazards of health, sanitation, or fire.**

**L. Exterior Property.** All properties, including vacant properties, shall comply with the following:

**1. Debris.** Property shall be kept free of debris, trash, building materials, or the storage of other goods which are visible from the street or adjacent properties. Debris shall include, but not be limited to: tires, lumber, household appliances, inoperable, unregistered or excess vehicles, furniture, sinks, toilets, cabinets, other household fixtures, equipment, rubbish, garbage, debris, salvage materials, or parts thereof which constitute a fire hazard and/or are stored or accumulated in such a manner as to be visible from a public street, alley or adjoining property;

**2. Junk.** An owner or person in charge of junk shall comply with the following:

**a. No person may keep junk outdoors on a street, lot, or other premises or in a building that is not wholly or entirely enclosed except for doors used for ingress and egress.**

**b. No person may park, store, or abandon junk, litter, or rubbish on property owned by the City outside the City limits without the permission of the City Manager.**

**c. This section does not apply to junk kept in a licensed junk yard or automobile wrecking yard.**

**3. Weeds and Noxious Vegetation.** Weeds or other noxious vegetation shall be cut down or destroyed, or otherwise prevented from becoming unsightly, from becoming a fire hazard, or from maturing or going to seed.

**4. Landscaping.** a. Landscaping improvements shall be maintained in a healthy condition, trimmed and pruned to maintain adequate clearance over pedestrian and vehicular areas.

b. Landscaping improvements designated on an approved landscape plan shall be retained and maintained as denoted on the approved plan unless otherwise approved by the City.

**5. Walkways, Parking Areas, and Walls.** a. Walls, driveways, walkways, parking areas, and retaining and/or decorative walls shall be maintained in such condition as to not become so defective, unsightly, or in such condition of deterioration or disrepair that the same causes potential depreciation of the values of surrounding property, or is materially detrimental to nearby properties and improvements. b. Maintenance and/or construction of walls, driveways, walkways, parking areas, and retaining and/or decorative walls located within the right-of-way shall be the responsibility of the adjacent property owner unless otherwise approved by a legally recorded easement or other legal document.

#### **8.28.060 Vacant Buildings.**

**A. Purpose.** Vacant buildings are a cause and source of blight in both residential and non-residential neighborhoods, especially when the person in charge of the building fails to actively maintain and manage the building to ensure that it does not become a liability to the neighborhood. Vacant buildings discourage economic development and retard appreciation of property values. Vacant buildings are potential fire hazards and can jeopardize the ability of owners of neighboring property from securing or maintaining affordable fire insurance. Vacant buildings cause increased need for police protection due to misuse of the property by persons not having permission or right to use the property. It is the responsibility of property ownership to prevent owned property from becoming a burden to the neighborhood and community and a threat to the public health, safety, or welfare. One vacant building which is not actively and well maintained and managed can be the core and cause of spreading blight.

**B. Maintenance and Security Requirements.** In addition to the maintenance standards in Sections 8.28.050 the person in charge of a vacant property and/or building shall comply with the following maintenance and security requirements:

**1.** The building and/or property shall be kept free of any accumulation of newspapers, circulars or flyers, graffiti, discarded items including but not limited to furniture, clothing, appliances, or any other items that give the appearance that the property or building is vacant.

**2.** The building and/or property shall be secure so that it is not accessible to unauthorized persons, including but not limited to the closure and locking of windows and doors (walk through, sliding, and garage) and any other opening of such size that may

allow a child to access the interior of a structure; chaining or padlocking gates, and repairing fencing.

3. Broken windows and/or doors shall be secured by means of reglazing with undamaged glass or other approved permanent material, and not by cardboard, plywood, or other temporary means except as necessary temporarily for not more than three months while awaiting reglazing.

4. If the person in charge of the property or building is an entity or does not reside within 50 miles of the City limits, the person in charge shall contract with or otherwise engage a person to provide property management to perform inspections to verify that all requirements of this ordinance, enforcement notice, and any other applicable laws are being met.

5. The property shall be posted with name and 24-hour contact phone number of the owner, person in charge, or a local property management representative. The posting shall be no larger than 18" X 24" and shall contain the words "THIS PROPERTY MANAGED BY . . ." The posting shall be secured to the exterior of the building or placed in a location on the property so it is visible from the street.

6. Vegetation around the building shall be pruned back from the walls to allow good airflow and security visibility. Overhanging dead tree limbs and branches shall be removed.

7. Buildings located in commercial areas shall have some street presence by the display of goods in the storefront windows, interpretive displays, or some other activity that give the appearance of the building being occupied. Displays in vacant buildings shall be reviewed and approved by the Community Development Director prior to installation. Displays shall be reviewed for the following:

a. The goods and/or interpretive displays should encompass a minimum of approximately 25% of the window area.

b. The displays shall be maintained in good condition and not faded or deteriorated.

c. Content of the displays shall be in compliance with allowable uses within the zone.

d. Displays shall comply with the requirements of the Sign Code if applicable.

C. Long Term Vacant Buildings. If a property is determined to be vacant for more than five years, the property may be subjected to a fee as established by Resolution.

1. A building is deemed to be a Long Term Vacant Building if the following has occurred for a period of five years or more, including the years prior to adoption of this Code as verified by City records or other documentation: a. Utilities have been turned off or not in use; or b. Building has been boarded up or secured against any regular use entry; or c. Building is in disrepair to a state that is obviously not habitable; or d. Building is not in compliance with the Maintenance and Security Requirements of Section 5.680.B above; or e. Building has not been legally occupied, regardless of the condition of the building.

2. Exception.

a. The person in charge has obtained a building permit and is progressing diligently to



repair the building for occupancy; or

b. The building meets all applicable codes, including the Property Maintenance Standards, and is actively being offered for sale, lease, or rent; or

c. The Community Development Director may approve an exception based on a written finding that there is a benefit to the community in the building remaining vacant such as, but not limited to, historical significance of the building interior that prevents current use of the building, use of the building that serves a current or future need of the business and/or property owner, etc. and provided that the building is maintained to the standards as identified in the Property Maintenance Code.

**D. Enforcement and Fees.** After a determination that a building is deemed a Long Term Vacant Building, the City shall notify the person in charge of the property of the following requirements:

1. **Repair and/or Use of Property.** The building shall be repaired to a useable condition and shall be offered for sale, lease, or rent, or shall be legally occupied; and

2. **Fee Payment.** There is imposed upon the person in charge of a vacant building pursuant to this Code, an annual Vacant Building Fee in an amount as established by resolution. The fee shall be payable for any building vacant for more than five consecutive years.

Regardless of an imposition of a fee, the building shall be repaired to a useable condition. Payment shall be in accordance with the following procedures:

a. Payment is due within 30 days of the date the City notifies the person in charge of the property of the Long Term Vacant Building determination. Payment for additional years shall be due on the same due date as the first year's determination.

b. Failure to pay the fee by the due date shall result in a 10% per month penalty up to a maximum of double the fee each year. If payment is not received by the end of the year in which it is due, it may be turned over to a collection agency, become a lien on the property in accordance with this Chapter, or be subject to any other enforcement available to the City.

3. **Waiver of Fee.** The Vacant Building Fee shall be waived if the person in charge of the property makes the necessary repairs and offers the building for sale, lease, or rent as follows:

a. During the first year of imposition, the full amount of the fee may be waived; or

b. During subsequent years of imposition, an amount equal to the cost of improvements may be waived upon submittal of a request to the Community Development Director with copies of receipts for work completed. The City may retain a portion of the fee to recover administrative costs.

#### **8.28.070 Chronic Nuisances.**

**A. Purpose.** The purpose of this Ordinance is to establish an expedited enforcement program to address the problem of properties and/or property owners (person in charge) with multiple, continuing violations concerning derelict, abandoned, or vacant commercial

and residential buildings and property within the City. Violations of other offenses as defined in Chapter 8 of this Code may also be declared to be a chronic nuisance. Chronic nuisance properties present health, safety and welfare concerns, where the persons responsible for such properties have failed to take corrective action to abate the nuisance condition. Chronic nuisance properties have a negative impact upon the quality of life, safety and health of the neighborhoods where they are located. This Section is enacted to remedy nuisance activities that are particularly disruptive to quality of life and repeatedly occur or exist at properties, by providing a process for abatement. This remedy is not an exclusive remedy and may be used in conjunction with such other remedy authorized by law. Chronic nuisance properties are also a financial burden to the City by the repeated calls for service to the properties because of the nuisance activities that repeatedly occur or exist on such property. This Section is a means to ameliorate those conditions and hold accountable those persons responsible for such property.

**B. Chronic Nuisance Determination.** The City Manager and/or their designee shall determine that a nuisance is chronic based upon personal observation by a City employee, or after an investigation by the City as a result of a complaint filed with the City, and a determination that there are reasonable grounds to conclude that the alleged nuisance activities did, in fact, occur in violation of the City Code.

Violations of nuisances and offenses as identified in Chapter 8.16 of the Municipal Code shall be deemed a chronic nuisance if the following circumstances exist. For the purpose of Chronic Nuisance Determination, each day a citation is issued for an existing violation shall constitute a separate “nuisance activity”.

1. Property on which three (3) or more nuisance activities exist or have occurred during any consecutive 60 day period; or
2. Property on which three (3) or more nuisance activities exist or have occurred during any consecutive 12 month period; or
3. A person in charge of properties on which nuisance activities exist or have occurred on three (3) or more separate properties during any consecutive 12 month period.

**C. Enforcement.**

1. In addition to any other enforcement remedies available to the City, properties and/or persons in charge of properties that have been deemed to be a chronic nuisance shall be subject to expedited enforcement including, but not limited to the following:
  - a. Fewer days allowed to abate the nuisance; and/or
  - b. Fewer contacts by the City in the enforcement process prior to abatement by the City.
2. Any fees, fines, or costs associated with a chronic nuisance shall be double the amount established by the City for the nuisance cited. If the nuisance is abated by the person in charge of the property to the satisfaction of the City Manager or their designee within 30 days of the date of notice issued, the matter shall not be referred to the City Attorney and

**the person in charge shall not be subject to the double penalty of this Section. Standard amount of penalties may still be assessed.**

**D. Procedures.**

**1. Notice. Once it is determined that a property or person in charge of property is subject to this Chronic Nuisance Ordinance, the City Manager or designee shall expedite enforcement procedures as established by City policy to abate the nuisance. The expedited process shall include notification to the person in charge and the property owner. The notice shall include the following information:**

**a. State that the person in charge shall respond within ten (10) days to the City Manager or designee with the following information:**

- 1) Identify a plan for abatement of the nuisance including a schedule for completion; or**
- 2) Indicate good cause as to why the nuisance cannot be abated; or**
- 3) Contest the determination of the existence of a chronic nuisance.**

**b. State that an acceptable abatement plan must be reached with the City Manager or designee within thirty (30) days from the date of the notice of determination that a chronic nuisance exists.**

**c. State that if the nuisance is not abated and good cause for failure to abate is not shown, the matter may be referred to the City Attorney to seek any remedy deemed to be appropriate to abate the nuisance.**

**d. State that fines, fees, and other costs may be doubled due to the chronic nuisance determination.**

**2. Commencement of Enforcement Action by City Attorney. Upon referral, the City Attorney may initiate an action in any court of competent jurisdiction to abate a chronic nuisance property, to impose penalties pursuant to this Chapter, and/or seek any other relief authorized by law.**

**3. Additional Remedies.**

**a. Rental Properties. In addition to the remedies authorized by this Section, if as part of its order abating a chronic nuisance property, the court orders a person in charge to cease renting or leasing a property, the court may order the person in charge to pay relocation assistance to a tenant who must relocate because of the order of abatement and the court has found that the tenant has not caused or participated in the nuisance activity at the property.**

**b. Existing City Permits.**

**1) Permit Suspension or Revocation. In addition to any other remedy that is authorized by this Chapter or other laws, upon the finding by the City Manager that a property is a chronic nuisance property, the person in charge is subject to the suspension or revocation of a business license, other City license, or City permit for the subject property issued pursuant to the Warrenton Municipal Code, Warrenton Development Code, or other City**

codes. Permits and/or licenses issued to a tenant who has not caused or participated in the nuisance activity shall not be suspended or revoked as a result of the actions of the person in charge of the subject property.

2) **Permit Reinstatement.** If a permit or license is suspended, it may be reinstated by the City Manager or designee once the nuisance has been abated and all liens, fines, fees, or costs have been satisfied. A new permit or license for the subject property shall not be issued to the person in charge or business associated with the nuisance until the nuisance has been abated and all City liens, fines, fees, or costs have been satisfied.

**E. Appeals.** The person in charge shall have the right to contest the chronic nuisance determination by responding within ten (10) days to the City Manager with a request for a review of the determination. If the City Manager determines that the chronic nuisance still exists, the person in charge may appeal that decision to the City Commission in accordance with Municipal Code Section 15.08.

#### **8.28.080 Declaration of Public Nuisance.**

1. The acts, conditions, or objects specifically enumerated and defined in this Chapter are declared to be public nuisances; and such acts, conditions, or objects may be abated by the procedures set forth in this Chapter.

2. In addition to those nuisances specifically enumerated, every other act, condition, or object that is determined by the City Commission to be injurious or detrimental to the public health, safety, or welfare of the City is declared to be a nuisance and may be abated as provided in this Chapter.

3. All property found to be in violation of the Property Maintenance, Vacant Building, and Derelict Building Ordinance is declared to be a public nuisance and shall be abated by rehabilitation, demolition, or repair pursuant to the procedures set forth herein. The procedures for abatement set forth herein shall not be exclusive and shall not in any manner limit or restrict the City from enforcing other City ordinances or abating public nuisances in any other manner provided by law.

#### **8.28.10 Notification of Nuisance.**

Whenever the Community Development Director, or such other City official as may be designated by the City Manager, determines that any property within the City is being maintained contrary to one or more of the provisions of this Chapter, notice procedures established in Chapter 8.16 shall be followed.

**8.28.11 Failure to Comply with Enforcement.** In the event a person in charge shall fail, neglect, or refuse to comply with the notice to correct a violation, the Community Development Director may proceed with the abatement of the nuisance in accordance with the requirements of this Chapter, other methods of enforcement available to the City, or

**may refer the violation to the City Attorney for legal action, including the institution of a civil or criminal court.**

Section 3. This ordinance shall become final 30 days after its second reading and adoption.

First Reading: February 26, 2019

Second Reading: March 12, 2019

ADOPTED by the City Commission of the City of Warrenton, Oregon this \_\_ day of \_\_\_\_, 2019.

APPROVED

\_\_\_\_\_  
Henry Balensifer, Mayor

Attest:

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

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 March 12, 2019  
**SUBJ:** **Adoption:** Spur 104 Zone Change (DCA: 18-2)

### SUMMARY

The Spur 104 Zone Change is a city sponsored, 19-acre zone change of multiple properties bordered by Spur 104 and US 101. The current zoning is a combination of Intermediate Density Residential (R10) and General Industrial (I-1). The proposed zoning is primarily Commercial Mixed Use (CMU). The existing conditions of the neighborhood is characterized by low density residential development adjacent to intense commercial development on Ensign Lane.

The City Commission held a second reading on the zone change February 26, 2019, but did not adopt the zone change.

### RECOMMENDATION/SUGGESTED MOTION

*I move to adopt Ordinance No. 1228.*

### ALTERNATIVE

None recommended.

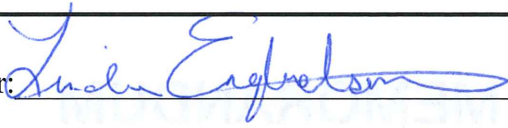
### FISCAL IMPACT

8-7

Warrenton City Commission Agenda Summary  
Spur 104 Zone Change (DCA 18-2)  
For Agenda of March 12 2019

Not known at this time. However, new and denser development is typically assessed at a higher level than standalone single family detached. As a result, the City will benefit from higher assessed values and property tax collections.

Approved by City Manager:



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

## **ORDINANCE No. 1228**

Introduced by All Commissioners

An ordinance amending the City of Warrenton Zoning Map to reclassify the zoning of multiple properties from Intermediate Density Residential and General Industrial to Commercial Mixed Use and Open Space Institutional, and adopting the findings and conclusions of File No. DCA 18-2.

WHEREAS, application DCA 18-2 was submitted by the City of Warrenton to rezone a large swath of low density residential lands along Spur 104 from Intermediate Density Residential and General Industrial to Commercial Mixed Use and Open Space Institutional to be consistent with adjacent properties to the south and encourage mixed use, higher density housing; and

WHEREAS, after the Planning Commission conducted a public hearing on the proposal on June 14, 2018, and, based on the findings and conclusions of the June 7, 2018 staff report and public testimony, forwarded a recommendation of approval to the City Commission; and

WHEREAS, after the City Commission conducted a public hearing on July 23, 2018, and deliberated on August 14, 2018 and February 12, 2019, it has determined that it's consistent with the Comprehensive Plan, meets the applicable criteria in the Warrenton Development Code, and adopts the findings and conclusions established by the Planning Commission and approve the rezone application.

NOW, THEREFORE, the City of Warrenton ordains as follows:

Section 1. The City Zoning Map is amended as to reflect the rezone of the tax lots herein described as Exhibit 2, based on the findings and conclusions referenced above.

Section 2. A master plan is required to be completed prior to the effective date. The master plan will illustrate streets, land uses, and basic infrastructure to facilitate future development.

Section 3. This ordinance shall become final 90 days after its second reading and adoption.

First Reading: February 12, 2019

Second Reading: February 26, 2019



ADOPTED by the City Commission of the City of Warrenton, Oregon this \_\_ day of \_\_\_\_, 2019.

APPROVED

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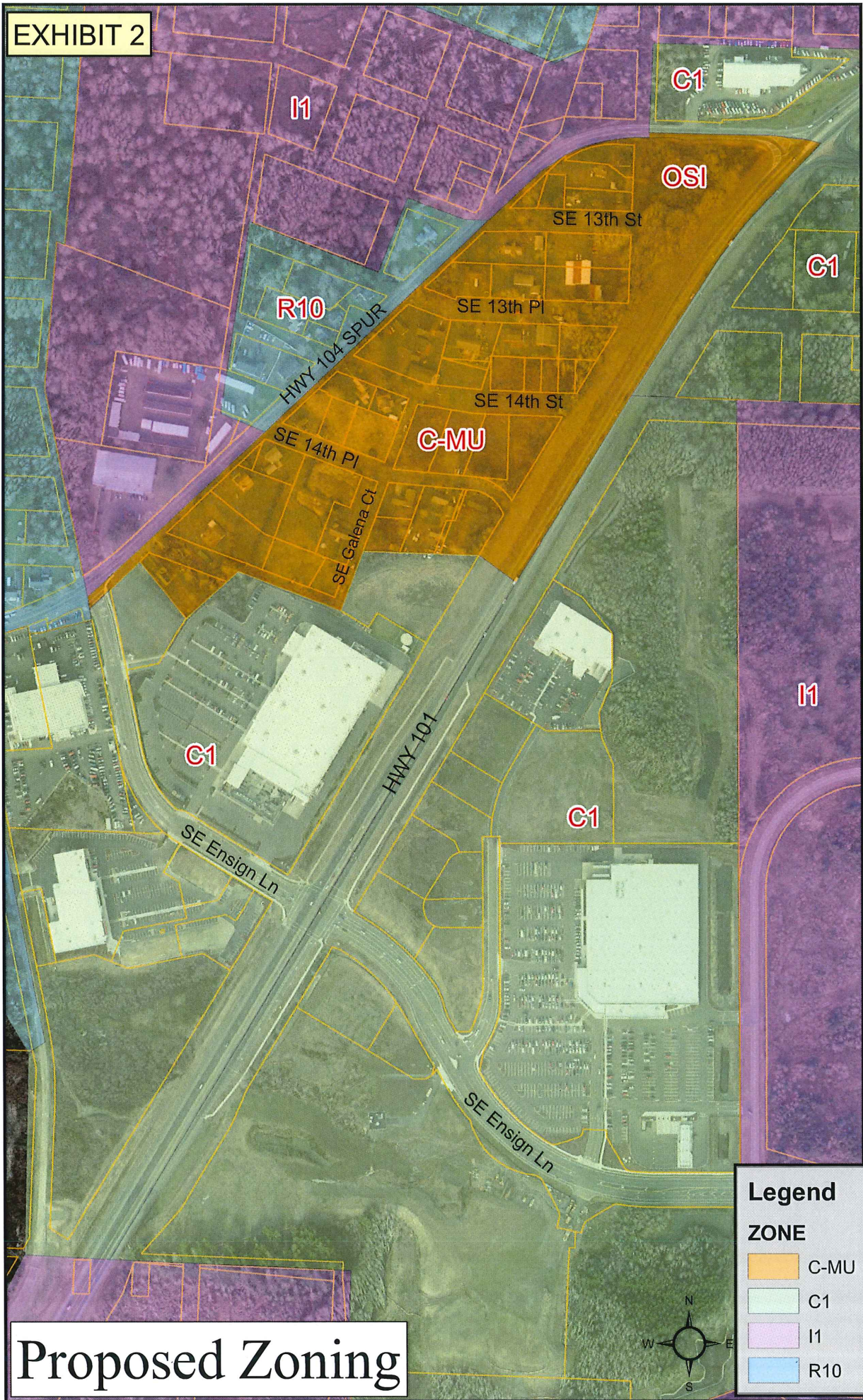
Henry Balensifer, Mayor

Attest:





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Dawne Shaw, City Recorder

EXHIBIT 2



Proposed Zoning

| Legend  |      |
|---|------|
| ZONE  |      |
|  | C-MU |
|  | C1   |
|  | I1   |
|  | R10  |

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**CITY OF WARRENTON**

7-C

## **AGENDA MEMORANDUM**

**TO:** The Warrenton City Commission  
**FROM:** Richard Stelzig, Public Works Director  
**DATE:** March 12<sup>th</sup>, 2019  
**SUBJ:** Surplus Public Works Equipment

### **SUMMARY**

The Warrenton Public Works Department has several pieces of equipment and materials that are to be decommissioned and need to be declared surplus property. The description of the equipment and materials are as follows:

- GE pumpstation motor, 40 horsepower, 3 phase, in running condition, no damage, outdated.
- CMC gas powered pipe pusher, condition unknown.
- Cyclone fencing, undetermined quantity, fair condition.
- GE stormwater station motor, 40 horsepower, 3 phase, poor condition.
- Desk, fair condition
- Table, fair condition
- Hydraulic arm for brushcutter. Includes tank, mounts, and counterweight. Condition unknown.
- Used water meters, 3/4"-2", brands include Neptune, Census, Rockwell. Undetermined quantity.
- Used PVC water pipe, 4"-12", used/weathered.
- Curroto Can, 76" fork spread, very rusty, poor condition.
- 1982 Chevrolet Bucket Truck, E166300, IGBJC34MICVI21433, 142,766 miles.

Public Works plans to sell the above items via a public auction. We recommend that any unsold items at the auction be taken to the local recycling center.

## **RECOMMENDATION/SUGGESTED MOTION**

Declare the listed Public Works equipment/materials as surplus to be disposed of in accordance with current administrative policies.

*I move to declare the above listed as "surplus" and disposed of according to current administrative policies.*

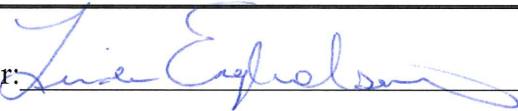
## **ALTERNATIVE**

Any other method of disposal the commission may deem appropriate, in accordance with City Ordinance.

## **FISCAL IMPACT**

The equipment/materials being sold will bring a small amount of revenue for the City as well as getting them removed from ongoing maintenance and insurance costs.

Approved by City Manager:

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

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



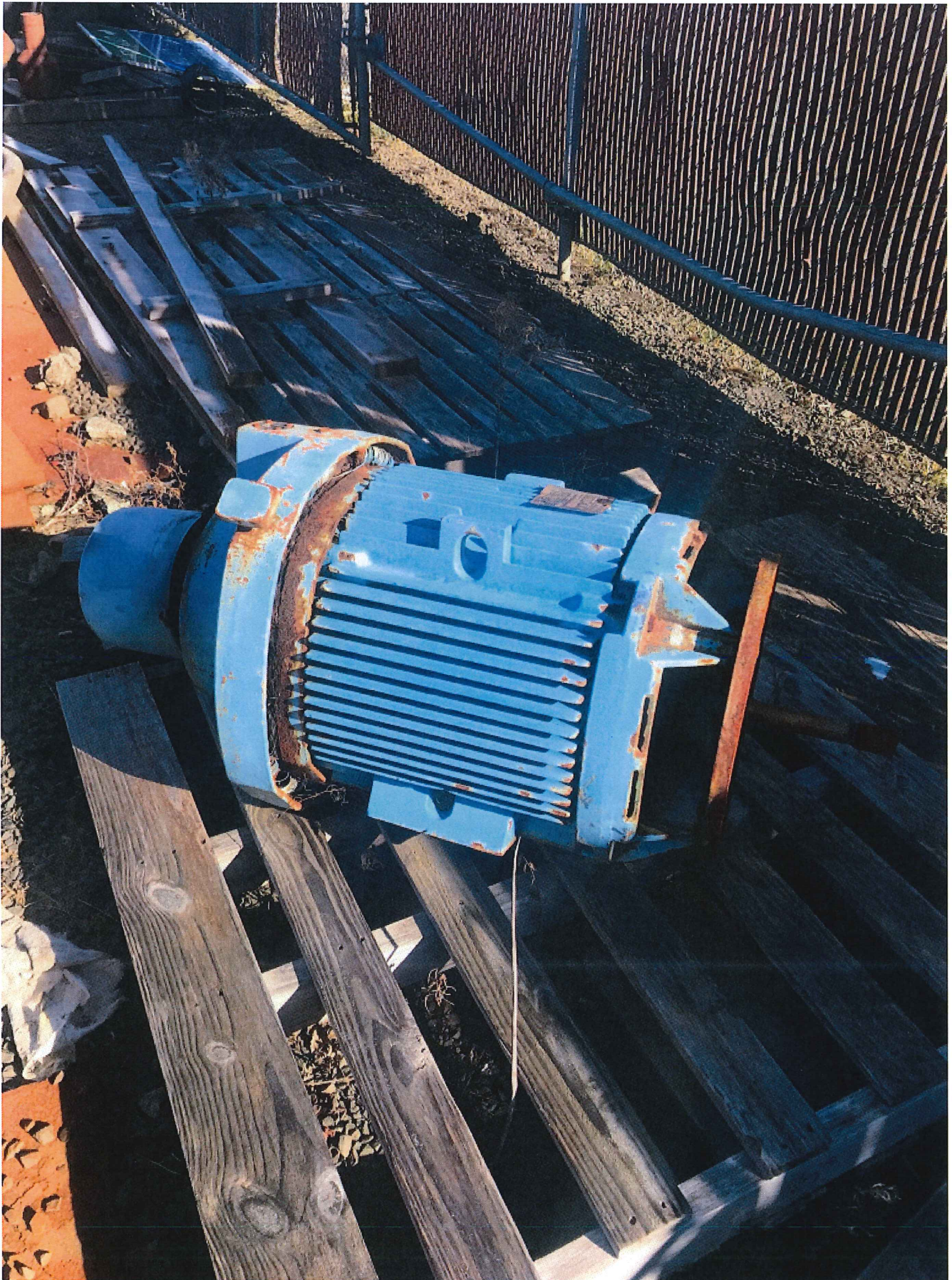
**GE Pumpstation Motor**



**CMC Pipe Pusher**



**Cyclone Fence**



**GE Stormwater Station Motor**





Desk/Table



Hydraulic Arm for Brushcutter



**Used Water Meters**



**Used PVC Pipe**



**Currotto Can (Front)**



**Curroto Can (Back)**



**Bucket Truck**



**Bucket Truck (Back)**



8-A



**CITY OF WARRENTON**

**PUBLIC WORKS**

**Commission Memorandum**

To: The Warrenton City Commission  
From: Collin Stelzig, PE, Public Works Director  
Cc:  
Date: March 6, 2019  
Regarding: SW 4<sup>th</sup> Street Reconstruction – Alignments – Parking at 389 S Main Avenue

---

Previously, commission asked Public Works (PW) to provide a letter that discusses alignment options for the SW 4<sup>th</sup> Street Reconstruction Project. PW has contracted with OTAK to design the road improvements along SW 4<sup>th</sup> Street and prepare construction documents. These street improvements extend from S Main Avenue to SW Alder Avenue and include sidewalks on both sides of the street with stormwater improvements.

Design work has presented conflicts with 8 existing perpendicular parking spots used by 389 S Main Avenue. This conflict was discussed during a previous commission meeting and has also been discussed with the property owner. The property currently supports a long-standing dance studio business. These parking spots appear to be used exclusively by this business and consume a portion of the SW 4<sup>th</sup> Street Right-of-Way. The property owner states that these parking spots are essential to the business.

PW directed OTAK to provide a recommendation for a preferred alignment for this project and they have recommended Option 1, this option matches the current road section on SW Main Court. Option 1 is not preferred since it does not meet our current road width standards. OTAK's next preferred option is Option 2. This option includes parallel parking on both sides of SW 4<sup>th</sup> Street with bump outs at each intersection. This option provides approximately 6 parallel parking spots on the north side of SW 4<sup>th</sup> Street.

The criteria and scoring used to determine the most appropriate option is attached to this memo. The criteria include; Safety, Flexibility of Design, Parking, Signage, Lighting, Electrical, Curbs, and Maintenance. In parallel with OTAK, PW inserted our own scores into the provided decision matrix and determined Option 2 or 3 to be the appropriate recommended design based on the criteria given.

Please keep in mind that Option 4 will likely only allow 5-6 perpendicular parking spots, but would also allow 2 or 3 parallel parking spots on the North side of SW 4<sup>th</sup> Street.



DECISION - RECOMMENDATION MATRIX

| DESIGN ELEMENTS => | SAFETY | FLEX DESIGN | CEN. IN ROW | PARKING | SIGNAGE | LIGHTING | UG ELECTRICAL | ROLLED CURB | CURB CUTS | MAINTENANCE | SCORE |
|--------------------|--------|-------------|-------------|---------|---------|----------|---------------|-------------|-----------|-------------|-------|
| OPTION 1           | 25     | 3           | 5           | 5       | 5       | 5        | 5             | 10          | 2         | 10          | 75    |
| OPTION 2           | 15     | 4           | 2           | 25      | 2       | 3        | 2             | 10          | 2         | 8           | 73    |
| OPTION 3           | 20     | 2           | 2           | 15      | 4       | 3        | 3             | 6           | 2         | 4           | 61    |
| OPTION 4           | 10     | 2           | 2           | 20      | 2       | 1        | 1             | 2           | 3         | 4           | 47    |

OPTIONS

- OPTION 1** CONCEPT - ORIGINAL PLACEMENT. Standard street section centered in ROW, with sidewalks on both sides, parking on one side only. No bulb-outs or curb extensions. No Dance Studio parking, except parallel to the curb. Moose Lodge PARKING would require re-configuration for sidewalk. Should not allow head-in parking south of sidewalk - cars must back out over sidewalk, creating a dangerous situation.
- OPTION 2** Standard street section w/sidewalks, pushed against the north ROW, with **partial bulb-outs or curb extensions on north side**. No head-in Dance Studio parking, only standard parking, parallel to the curb on both sides. Standard section w/sidewalks, on south side, no bulb-outs or curb extensions on south side. Bulb-out requires City approval of design. Check right-turn out wheel path onto SW Alder. Check sight distance - bulb out may affect.
- OPTION 3** Standard street section w/sidewalks, pushed against the **north** ROW, with **full bulb-outs or curb extensions** on north and south sides. No Head-in Dance Studio parking, only standard parking, parallel to the curb on both sides. Bulb-out requires City approval of design. Check right-turn out wheel path for service vehicles. Check sight distance - bulb-out may affect.
- OPTION 4** Standard street section w/sidewalks, pushed against the **south** ROW, with **full bulb-outs or curb extensions** on north and south sides. Head-in Dance Studio parking, by crossing and backing out over sidewalk/curb. Must have rolled curb and cars that are parking and leaving must drive over the curb and sidewalk. Bulb-out requires City approval of design. Check right-turn out wheel path for service vehicles. Check sight distance - bulb-out may affect.

DESIGN ELEMENTS

- SAFETY (25 PTS)** Does design take into account children, bicycles, lines of sight, poss. bike lane, elderly, ADA etc. Bulb-outs provide additional visibility & safety for pedestrians, especially for crosswalk purposes.
- FLEX DESIGN (5 PTS)** Is the design flexible enough to allow for future improvements by the City, do not want to paint the City into a corner for installations of future improvements, (i.e., possible bike lane for children, adults, bust stops, rest area and street furniture?)
- CEN. IN ROW (5 PTS)** Can the street improvements be centered in the ROW? Depending on City Planning criteria, this may be safest.
- PARKING (25 PTS)** Does the design accommodate residential parking needs? Check zoning
- SIGNAGE (5 PTS)** Is there adequate room in ROW to install needed signage or park directions? Variance or private property? Signs and utility service poles in sidewalk is poor design.
- LIGHTING (5 PTS)** Options 2-4 shift the section modulus for that option, to north ROW or south ROW. Therefore, street lighting, and associated handholds, etc., would necessarily be on the opposite side of the shift. This constricts the area for future utility installation in the narrow, existing ROW that does not have the street design.
- UG ELECTRICAL (5 PTS)** Client requested Underground Electrical. Can the placement of handholds, junction boxes to transformers be installed under the sidewalks? - Must work with PP and must have drains to storm system in subterranean transformer vaults.
- ROLLED CURB (5 PTS)** At least in two locations it may be necessary to install rolled curb instead of standard C-curbs. Rolled curb requires parking of cars (head-in) to be completely off of the rolled curb, in a parking space, otherwise the designer has introduced an unsafe element into the parking. Further, danger exists when backing a car out over a sidewalk and curb element that is perpendicular to the parking space. (Such as at Moose Lodge and the Dance Studio). This danger may be unacceptable to City. Also, with Option 4, the Moose Lodge personnel when parking would have to have the car or truck almost under the north eave of the building. Rolled curb in this instance requires design approval of the specific option from City.
- CURB CUTS (10 PTS)** There are at least 3 locations where curb cuts will be required for resident access into garages or platted alleys. Therefore, in addition to the curb cuts, there may also be sidewalk modifications, i.e., ADA ramps may be required along the sidewalks. Curb cuts will tend to limit parking on street, however, it may be a trade-off due to parking cars off of the street, in garages.
- MAINTENANCE (10 PTS)** Cost of maintenance for park or city forces. A lower score means that this must be cared for annually.

NOTES:

- 1 This City street is the gateway to the City Park and ball fields. Approximately 6 designs, condensed into 4 Options were examined.
- 2 The purpose of matrix is to assist the City to determine the design concept for 4th St, by use of std des. criteria.
- 3 This matrix is based on standard road design, using principles from AASHTO and other design guides.
- 4 The highest score (number in MATRIX SCORE column) is OTAK's preliminary recommendation to the City. (OPTION 1 CHOSEN BY OTAK)