



## **AGENDA**

CITY COMMISSION OF THE CITY OF WARRENTON  
REGULAR MEETING

July 14, 2020 – 6:00 P.M.

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

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Public Meetings will be conducted in the Commission Chambers with a limited seating arrangement. To adhere to social distancing recommendations, meetings may now also be audio and video live streamed. Go to <https://www.ci.warrenton.or.us/administration/page/live-stream-public-meetings> for connection instructions.

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **CONSENT CALENDAR**

- A. City Commission Regular Meeting Minutes – 6.23.20
- B. Community Library Board Meeting Minutes – 12.13.19
- C. Community Library Board Meeting Minutes – 3.13.20
- D. Public Works Project Updates

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 email their comments to the City Recorder, at [cityrecorder@ci.warrenton.or.us](mailto:cityrecorder@ci.warrenton.or.us), no later than 5:00 p.m. the day of the meeting. 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 Ordinance No. 1241; Outdoor Burning/Burn Permits

B. Consideration of Parks Master Plan Update

**8. DISCUSSION ITEMS**

A. Proposed Fishmeal Facility; Impact on WWTP

B. League of Oregon Cities 2021 Legislative Agenda

**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.**

MINUTES  
 Warrenton City Commission  
 June 23, 2020  
 6:00 p.m.  
 Warrenton City Hall - Commission Chambers  
 225 S. Main  
 Warrenton, OR 97146

Mayor Balensifer called the meeting to order at 6:00 p.m. and led the public in the Pledge of Allegiance.

Commissioners Present: Mayor Balensifer, Mark Baldwin, Tom Dyer, Pam Ackley (via Zoom), and Rick Newton (via Zoom)

Staff Present: City Manager Linda Engbretson, Community Development Director Kevin Cronin (via Zoom), Finance Director April Clark, Public Works Director Collin Stelzig, Public Works Operations Manager Kyle Sharpsteen, Library Director Kelly Knudsen (via Zoom), Police Chief Mathew Workman, Fire Chief Brian Alsbury, and City Recorder Dawne Shaw

CONSENT CALENDAR

- A. City Commission Regular Meeting Minutes – 6.09.20
- B. Police Department Monthly Statistics – May 2020
- C. Marinas Report – July 2019 – May 2020
- D. Fire Department Activity Report – May 2020
- E. Community Library Director’s Report – March 2020
- F. Community Library Director’s Report – June 2020
- G. Monthly Finance Report – May 2020
- H. Building Dept. Report – June 2020

Mayor Balensifer commented on “FireChurch” as outlined in the Fire Department Activity Report.

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

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

COMMISSIONER REPORTS

Commissioner Newton commented that the Unity Tribute Train parade was amazing. He apologized to the commission for being late to the LOC meeting, and said he submitted a report from that meeting. He stated the emergency preparedness people are struggling as they try to

prepare for wildfire season, at the same time they are dealing with COVID-19. He also noted the new Fire Department volunteers.

Commissioner Ackley noted she heard so many great comments from the community on the Unity Tribute Train parade.

PUBLIC COMMENT – None

### PUBLIC HEARING

Mayor Balensifer opened the Public Hearing on Resolution No. 2571; A Resolution Declaring the City of Warrenton's Election to Receive State Revenues for Fiscal Year 2020-2021. Formalities followed and no conflicts of interest were reported. Finance Director April Clark presented her staff report. She noted State Revenue Sharing Law ORS 221.770 requires cities to pass an ordinance or resolution each year stating they want to receive State Revenue Sharing Funds. She noted the estimated revenues of \$546,856; with the General Fund portion of \$168,891, and the State Street Tax fund portion of \$377,965. She continued to state the attached resolution meets state requirements and declares the City's election to receive State Revenues for the 2020-2021 Fiscal Year. Mayor Balensifer asked for Public Comment. No one spoke in favor or in opposition. There being no further comments, Mayor Balensifer closed the public hearing. Mayor Balensifer commented on the highway user tax amount of \$377,965 from the state, and asked how much that would build in terms of a road? Public Works Director Collin Stelzig clarified. Brief discussion continued.

**Commissioner Dyer made the motion to adopt Resolution No. 2571; A Resolution Declaring the City of Warrenton's Election to Receive State Revenues for Fiscal Year 2020-2021. Motion was seconded and passed unanimously.**

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

Mayor Balensifer opened the Public Hearing on Resolution No. 2570; Adopting the City of Warrenton FY 2020-2021 Budget. Formalities followed and no conflicts of interest were reported. Ms. Clark presented her staff report on the proposed budget, and outlined figures as presented in the agenda packet. She noted the city-wide budget includes total appropriations among all departments and funds totaling \$32,263,083.00 for the fiscal year ending June 30, 2021. Mayor Balensifer asked Ms. Clark to clarify how much the budget can be changed after its approval by the budget committee. Ms. Clark stated a few things can be changed – could reduce the tax amount; can reduce expenditures but would also have to reduce resources in the same amount. You can increase expenditures with a corresponding increase in resources, but not by more than \$5,000 or 10% of the total expenditures of the fund – whichever is greater. She noted it is very limited as to what can be changed once the budget committee has approved the budget. City Manager Linda Engbretson added that while we were very conservative across all funds, it will be necessary to closely monitor our revenues this year to maintain our staffing levels and services. There was a lot unknown as we were preparing this budget. She stated the reduction in

transient room taxes is having a significant impact to the general fund; and noted the reduction of \$250,000 to the beginning fund balance, compared to what we had last year. She stated it is a concern and we will continue to watch that closely. Ms. Engbretson also noted the budget includes two local option levies and gave the specifics on them. She thanked staff and the budget committee for their work on the budget. Brief discussion followed. Mayor Balensifer asked for public comment. No one spoke in favor or in opposition. There being no further comments, Mayor Balensifer closed the public hearing.

**Commissioner Newton made the motion to accept the 2020-2021 budget as approved by the Budget Committee. Motion was seconded.**

**Commissioner Newton made the amended motion to adopt Resolution No. 2570; Adopting the 2020-2021 Budget as Approved, Submitted and Acted Upon by the Levying Board and Budget Committee of the City of Warrenton, Making Appropriations and Levying Taxes for Municipal Purposes of the City of Warrenton for the Fiscal Year Commencing July 1, 2020 and ending June 30, 2021. Motion was seconded and passed unanimously.**

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

#### BUSINESS ITEMS

Mayor Balensifer noted for the public's interest that we did not have a Capital Improvement Program (CIP) work session due to COVID-19 pandemic, and that it is unchanged – it is a carryover.

**Commissioner Dyer made the motion to adopt the 2021-2026 Capital Improvement Program as presented. Motion was seconded and passed unanimously.**

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

Ms. Clark discussed the city's audit services contract with Isler CPA's, noting the three-year term has ended. The current contract allows for an option to renew for two more years. Isler has been our auditor for 13 years; the last time an RFP for auditing services was performed, Isler was the only respondent. She noted there is no increase in costs for the extension. Discussion continued.

**Commissioner Dyer made the motion to approve the two-year renewal option to the contract for Auditing Services as per the attached proposal letter dated June 1, 2020 from Isler CPA. Motion was seconded and passed unanimously.**

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

Public Works Director, Collin Stelzig stated the city hired Civil West Engineering to help get us through the process of selecting a low-pressure sewer system that will work for the whole city.

#### MINUTES

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This is the first phase and Civil West is going out and helping us select the actual system. He noted the selection criteria as outlined in the packet material and explained the scoring process. Mr. Stelzig stated he is asking the Commission for approval to advertise for proposals. Mayor Balensifer asked if this is to determine what we are creating as the standard for grinder pumps; Mr. Stelzig confirmed it is. Brief discussion followed on the life of the grinder pumps. Ms. Engbretson thanked staff for their work on this; noting we have come a long way and this discussion has been around a long while.

**Commissioner Ackley made the motion to approve the documents to allow for advertising a Request for Proposal for a Grinder Pump System. Motion was seconded and passed unanimously.**

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

Mr. Stelzig discussed a contract with Murraysmith in the amount of \$64,662.00, for the replacement of raw water lines. Murraysmith conducted further assessments of the surface water system to identify options for increasing supply during peak demands. He reviewed the findings as outlined in the packet material, and recommended using Murraysmith to complete the engineering services related to replacing the existing raw water pipeline in addition to researching possible storage expansion or modification as detailed in their scope of work. He noted it is getting quite difficult with water rights, and the availability of water. There are a couple different modeling scenarios he would like them to look at. Mr. Stelzig stated this is about the fiberglass pipe that needs to be replaced; and further clarified what this phase entails. He continued to outline options and possibilities. Discussion followed on SDC's for out of city water. Mr. Stelzig noted he will be coming back with something on out of city water and will discuss how to move forward.

**Commissioner Baldwin made the motion to award the contract for the Raw Water Facilities Evaluation to Murraysmith. Motion was seconded and passed unanimously.**

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

Fire Chief Brian Alsbury discussed two fire department vehicles he is recommending to declare as surplus: Tender 2731 – a 1997 Ford LT-900, and a 1997 Chevy Tahoe Command 2761. He explained the current condition of each vehicle and recommended declaring Tender 2731 as surplus in accordance with Warrenton Municipal Code; and declaring Command 2761 as surplus and transferred to Elsie-Vinemaple Fire Department who has expressed interest.

**Commissioner Dyer made the motion to declare Fire Department vehicles Tender 2731 and Command 2761 as surplus under WMC 3.28.080. Motion was seconded and passed unanimously.**

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

DISCUSSION ITEMS - None

GOOD OF THE ORDER

Commissioner Newton noted an ad in an Alaska newspaper regarding masks. He stated the FFA has announced they will be having their live auction at the Fairgrounds August 1. He also noted that tentatively August 1, Arnie's will be open.

Commissioner Ackley thanked Spruce Up Warrenton for their work on organizing the Unity Tribute Train parade, and thanked Kelsey Balensifer and Police Chief Workman for their work as well. She stated she is looking forward to more fun coming.

Commissioner Dyer also commented on the parade, stating it was awesome to see all positive stuff; we really needed it at this time. It was inspiring to see.

Commissioner Baldwin also spoke about the Tribute parade, noting he was incredibly surprised and amazed at the turnout.

Mayor Balensifer reminded everyone that every month the library is doing grab and go bags, which are crafts and experience bags, that come with a book. They are doing 200 a month. He also asked the commission to think about the vacant building registry. He stated he knows of at least two businesses that want to come here, but the vacant buildings are hindering them. The buildings are degrading significantly and severely, and if there is a way the commission can get involved in helping to bring about revitalization and business development, it would be good for us to do so. Anything that we can do to get Warrenton back on the rebound is important for us to do. He noted the available facade improvement grants and other options, and stated he thinks this is something we should be considering and encouraged other commissioners to think of other ideas to help move the city along. Ms. Engbretson stated she can reach out the Chamber or CEDR. She also noted the planning department services will be curtailed for a while with Mr. Cronin leaving. Brief discussion continued on the hours the planning consultant will be available.

There being no further business, Mayor Balensifer adjourned the regular meeting at 6:44 p.m.

APPROVED:

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Henry A. Balensifer III, Mayor

ATTEST:

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Dawne Shaw, CMC, City Recorder

## Minutes

### Warrenton Community Library Board Regular Meeting

Dec. 13, 2019 - 5:30 p.m.

Warrenton City Commission Chambers — 225 South Main Ave.  
Warrenton, OR 97146

1. Call to order: Kelsey called the meeting to order at 5:31 p.m.
2. Roll call: Board members: Kelsey Balensifer, Baret Becker, Natalie Duggan, Dawn DeLacey, Eileen Purcell. Site manager: Kelly Knudsen. Unable to attend: Rebecca Herren, Rochelle Coulombe.
3. Recognition of guests: Frank Becker was in attendance.
4. Consent calendar
  - a. Advisory Board Meeting Minutes 9.13.19: Baret moved to approve the minutes and Dawn seconded. All approved.

5. Site manager report:

Kelly distributed her report dated 12/13/2019 as well as a survey requesting input from board members and the public to comment on programming we would like to see. Needs for the library include a better copier and printing system. Kelly is exploring options for tech upgrades. She also is soliciting ideas for a “library of things” that patrons may like to have access to through the library such as musical instruments, sports equipment, etc. We discussed the need to establish a Friends group, distinct from the Board, to raise funds. Kelly said she would focus on this in the upcoming year.

Plans are underway for the ROCC fundraiser in March or May. Needs include volunteers and donations to build eight Little Free Libraries to auction off.

- a. Quarterly numbers
- b. Policy manual update: In January, all three librarians will meet to align policies and fees between Seaside, Astoria and Warrenton. Kelly has a prospective policy manual. Linda, the city manager, will post the mission statement online.

6. Discussion items



- a. Board member terms: Kelsey and Natalie have agreed to serve another 4 years each. Rochelle declined to continue serving. There is one other prospective member application on file with the city.
- b. 2020 meeting dates & officers: Our meeting dates for 2020 are scheduled for the second Fridays of the month:

March 13	5:30 p.m.
June 12	5:30 p.m.
September 11	5:30 a.m.
December 11	5:30 p.m.

7. Public comment: Frank said that he had started the 501(c)(3) application for the Friends group and that he may be get involved with this again.

8. Good of the order: Our next meeting is Friday, March 13, 2020 at 5:30 p.m.

9. Adjournment: the meeting was adjourned at 6:17 p.m.

Meeting minutes were recorded by Eileen Purcell, Board Secretary.

## Minutes

### Warrenton Community Library Board Regular Meeting

Mar. 13, 2020 - 5:30 p.m.

Warrenton City Commission Chambers — 225 South Main Ave.  
Warrenton, OR 97146

1. Call to order: Chair Kelsey Balensifer called the meeting to order at 5:30 p.m.
2. Roll call: Board members present - Kelsey Balensifer, Mary Ann Brandon, Natalie Duggan, Rebecca Herren, Dawn DeLacey, and Eileen Purcell (by phone). City Manager Linda Engbretson and Library Director Kelly Knudsen also were in attendance. Board members unable to attend - Baret Becker.
3. Recognition of guests: Natalie's children, Orion & Alora.
4. Consent calendar
  - A. Advisory Board Meeting Minutes 12.13.19: Dawn moved to approve the minutes, and Mary Ann seconded. All approved.
5. Site manager report: The roof is leaking and repairs are on order when drier weather arrives. Lighting has also been an issue that will be addressed soon. New door locks have been installed. New printer is installed, but patron computers are problematic. Kelly is looking for a grant for new workstations. Laura Lattig, the children's librarian, resigned and the ESL class has moved. Applicants go through the city to apply for children's librarian position. Kelly may call the Library Squad - group from state library who offer suggestions for improvement. Recruitment for the summer reading program will begin soon in the schools, and Kelly has already been going to the schools to talk with kids about library services. Kelly bought new copies of Caldecott and Newberry winner books and donations are robust. The Library of Things is up and running. Assistance with the budget may be needed sometime in May. Quarterly user numbers are up. Kelly presented data breaking down checked materials by zip code. Kelly has been working on a policy manual update.
6. Discussion items
  - A. Kelsey asked for board members to check roster and see if any of their contact information needs to be updated. Dawn has a new address. Kelsey and Dawn have each just started another three-year term. Mary Ann filled the vacated board spot. All other board members terms expire in December. Some method to stagger expiring terms may be necessary to prevent so many expirations at the same time.

7. Action items

A. Election of officers: Kelsey and Eileen are both willing to continue in their current roles as Chair and Secretary, respectively. Dawn moved to elect those officers, Natalie seconded. All approved.

B. Goal setting: Kelsey asked the board to brainstorm things they want to accomplish as a board.

8. Public comment: None.

9. Good of the order: Upcoming 2020 regular meetings are 5:30 p.m. at City Hall on June 12, Sept. 11 and Dec. 11.

10. Adjournment: The meeting was adjourned at 6:28 p.m.



## Memorandum

To: Linda Engbretson, City Manager  
 From: Collin Stelzig, Public Works Director  
 Cc:  
 Date: July 14, 2020  
 Re: Project Updates

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The following projects are broken into the different funds and include a list of general public works projects. Please let me know if you need additional information on any of the listed projects.

### **COVID 19**

Covid19 has had an impact on this department. Although nearly all the department has continued to work as normal, we have had one employee work from home a couple days, one employee works half-days from home 3 days a week, and one employee leaves early each day. The last two employees on this list are dealing with lack of childcare. We did have two employees that were directed by their doctors to stay home, one for one week and the other for two weeks. In addition, we let our two seasonal employees go early on during the start of the pandemic.

We continue to keep our field staff separated unless absolutely necessary. This has reduced some of the projects we would have liked to have completed this summer, but we still continue to provide nearly the same level of service.

We have three positions currently vacant at public works. Most importantly is our Foreman positions. This position directs work of our utility workers. Right now, our Operations Manager is directing this work, plus doing all the other things he usually does.

### **Development Review and Coordination**

#### Residential:

840 7<sup>th</sup> Avenue, 33 NW Kalmia Avenue, 16, 22, 26 and 32 NW 6<sup>th</sup>, 23 NW Kalmia Avenue, 550 SE Alt Hwy 101, 1032 SW Pine Drive, Lot 2 Juniper Gardens, Lot 1 Juniper Gardens, 378 Pacific Drive, 2267 Hebe Court, 1411 SW Oak Avenue, 328 7th Avenue, 496 NW 7th Place, 55 NW 6th Place, Spur 104 Townhomes

#### Commercial:

NW Natural PEMB Resource Center, SE Dolphin Avenue Storage, Bay Breeze, Canessa Multi Family, Pacific Seafood Dormitory, Osburn Subdivision, Russ Earl Subdivision, Westlake Subdivision, Downtown Brewery, Vacation Request, Eagles Landing, Chinook Village, Skipanon

Apartments, County Bugle Road, Alder Creek Ditch Maintenance Agreement, New Stormwater outfall to Columbia River at NW 17<sup>th</sup> Place

*Seafood Processing Plant at Airport*

Working with developer, City, Port, WWTP, and consultant to determine if WWTP has the capacity for this proposed facility. This may be a commission discussion item in the near future.

*Consultant Review, but with major input from City*

Warrenton Middle School, Clatsop County SE 19<sup>th</sup> Street Jail

*Single Lot Development Policy*

PW is working on Policy that will impact smaller residential lot development. The policy will require topographic maps, storm drainage plans, and stormwater reports for all development. This policy will be brought to commission late this winter for comments.

**General Fund/Urban Renewal**

*Downtown Improvements*

City is developing a cost estimate for the Downtown Improvement Project on South Main Avenue from East Harbor Drive to SW 4th Street. This work includes coordination with the Franchise utilities to determine cost and scope required to move existing utilities. It also includes coordination with Oregon Department of Transportation (ODOT) to determine their requirements and expectations. Completion date is scheduled for end of August.

*Construction Design Review Fee*

Completed – PW will implement with forthcoming engineering design standards document

*Downtown Landscaping*

Completed

*City Hall Lighting*

Construction to begin soon. PW located electrical conduits and removed tree.

*Parks Funding*

PW continues to help develop funding ideas to support our Parks

*Caruthers Viewing Dock*

Looking into Land Ownership issues. Burlington Northern still owns the property where this structure is sitting.

*Caruthers Dog Park Drainage and Parking*

Small dog park has been moved. We cleared some brush around the host site and added some rock and parking in front of it. Removed trees in new parking area. Repaired siding with a band of pressure treated wood and replaced swings. Parking Lot construction to take place this summer.

*Honeysuckle Park*

Morgan is coordinating community volunteers to begin establishing a small parklet onsite.

*Dog Park Host*

New Host. PW made improvements to the area around the park host site and increased the parking along that side of the parking lot. Dog park host has gone above and beyond with duties. Doing some maintenance.

*5G Power Pole Ordinance*

Will propose code development this fall to address concerns brought to our attention from City attorney. The new code will put the City in a position to ensure they don't distract drivers and we can receive a fee for the placement.

*Ball Field*

Issues with WKI about their expectations of game prep maintenance vs park maintenance.

*Vandalism*

Many vandalism events at the city parks. We spent many manhours chasing the problem. Still ongoing issues but seems somewhat less. Biggest current problem has been the bathroom stalls in the women's bathroom.

*Seasonal*

Let go of two seasonal workers due to Covid issues. They were working on parks maintenance, hydrant maintenance and storm water ditch work.

**Storm Sewer Fund**

*Tide Inspection Program*

Purchased equipment to video inspect existing conduits with tide gates. Most are done, a few to go. Preparing report for ACOE

*SE Main Avenue & 4th Street Pump Station*

Pump Issues developed this winter. Created model and determined long term and short-term solutions

*Vera Slough Tidegate*

Worked with CREST and the Port to change the function of the existing tidegate to reduce flooding.

*Holbrook Tidegate*

Removed and repaired a leaking tidegate. This gate appears to have leaked for many years and was caught during our tidegate video inspections.

*Alder Creek Ditch Maintenance Agreement*

Worked with County on easement and maintenance agreement for drainage on County Property.

*8<sup>th</sup> Street Dam*

Worked with ACOE on developing model and report concerning removal of tidegates at 8<sup>th</sup> Street Dam. City is reviewing final report now.

*Tide Gate Replacement Program*

This is an ongoing program. PW is scheduled to repair an additional tide gate at Alder Creek. Repaired Tide gate on Iredale in Hammond.

*Ditch Maintenance*

Working to conduct annual ditch maintenance, working on mowing now and will be digging out some ditches over the summer.

*Levee Certification*

Working with consultant to determine appropriate project to request approximately \$200,000 in Technical Grants. It is unclear when the grant applications are due, but we will bring this item to commission when this issue has progressed further.

*Levee Encroachments*

Working with consultant on levee encroachments. Currently coordinating boring of levee for encroachment from a home on S Main

*Levee Inspection (USACE)*

Inspection is complete. Working on required response to USACE in order to continue in the RIP program.

*FEMA Estuary Study*

Final SELFE model results are completed with report. Results are ~~begin~~ being reviewed by City and consultant to determine how to move forward with new information. Meeting with other local partners will take place in July.

*MOU with Diking District #11*

Working with Diking District #11 to update existing MOU.

**Sewer Utility Fund**

*I and I - IFA Funding*

PW currently submitted an intake form for I&I work. If approved, the City could receive a \$20,000 grant to complete some I & I work.

*I and I Hammond*

City smoke tested nearly all of Hammond and sent out approximately 40 letters to property owners asking them to repair private systems. PW's worked with the property owners on these repairs and nearly all have been fixed.

*I and I Study*

The City, with the help of a consultant and contractors will clean, TV, and smoke test the gravity sewer system from the Port discharge to the Skipanon River. The project also includes a plan and estimate to repair sources of I and I. This report may be used to apply for state funding to make the noted repairs. This first phase of this work should start this month by advertising for a company to TV the system.

#### *WWTP Effluent Pump*

PW is in the process of modeling the WWTP and specifically looking at the Effluent Pump to drastically increase efficiency. In addition, we are looking at ways to reduce cavitation at these pumps to increase life span.

#### *WWTP Birds*

The WWTP is currently having issue with birds diving into the basins and disturbing treatment. Staff has developed plans to reduce bird intrusion and is working with a contractor on a more permanent solution.

#### *Develop Low Pressure Sewer Program*

Preliminary work has been approved by commission. PW is working with consultant on selection. Commission recently approved project advertising.

#### *SEM (Systematic Energy Management)*

The treatment plant has joined a north coast cohort of facilities working to reduce the amount of power consumption. The goal of this program is to find low-cost cultural changes in how we operate the plant. Making small low-cost adjustments can produce significant overall power reduction. The goal is to see a 3% reduction in power use at the WWTP in the first year and work on expanding and sustaining that indefinitely. We will be receiving energy trust coaching and incentives for participation in the program. Continue with project. Opportunity register and progress monitoring

#### *Update Sanitary Sewer Ordinance*

This work is ongoing and with draft scheduled to be completed in September with the Low-Pressure Program

#### *Airport I and I*

Recently worked with Port to smoke test their system. PW helped prepare a scope of work to develop a plan to drastically reduce I&I at the Port.

#### *Airport Pump Station*

City staff recently installed a flow meter at this pump station on the force main. This has allowed the City to track accurate flows from the Port and show how I&I is a serious issue from the Port.

#### *I and I*

*Smoke test Marlin and Putman drainage basin. Beginning to repair the manholes and other issues*

#### *NET DMR*

Moved to EPA production site to electronically submit waste water monthly discharge monitoring reports. New WWTP permit expected soon with additional permit requirements.

#### *North Main and NW 7<sup>th</sup> Place*

This work is tied to the development of the Low-Pressure Sewer System. Assuming approval of the program in September, construction of this work could take place this summer.



#### *SE 2<sup>nd</sup> Street and Marlin Avenue Pump Station*

The City was able to use data collected from mission to model the drainage basin, pump sizes and force main sizes. The modeling was extensive and we were able to prepare projects that will significantly increase system capacity for a considerable cost savings. City staff recently installed a bypass connection. A local contractor is contracted to replace approximately 800' of force main to nearly double the flow capacity of the system. The City recently opened proposals from 4 pump suppliers to replace pumps at this pump station. Pump should be replaced this fall.

#### *SE Marlin & 101 Pump Station*

The City was able to use data collected from mission to model the drainage basin, pump sizes and force main sizes. The modeling was extensive and we were able to prepare projects that will significantly increase system capacity for a considerable cost savings. A construction project will be bid this month to replace the existing force main. In addition, a project will be bid this fall to replace the existing pumps and motors. This work will nearly double the flow capacity of the existing system.

#### Harbor and Herron pump station

The City was able to use data collected from mission to model the drainage basin, pump sizes and force main sizes. The modeling was extensive and we were able to prepare projects that will significantly increase system capacity for a considerable cost savings. A construction project will be bid this month to replace the existing force main. In addition, a project will be bid this fall to replace the existing pumps and motors. This work will nearly double the flow capacity of the existing system.

In addition, City staff will install a bypass system and recently repaired significant water leak at the washdown.

#### Warrenton Drive

Wet well failing. City, Consultant and structural engineer are evaluating and determining how to move forward with repair. Improper grout may have been used to during construction nearly 6 years ago.

#### Cullaby Lake lane pump station

Buy new spare grinder pump. Swap out and will have the one taken in for service

#### Pacific Ridge pump

Tear apart chopper pump. Ordering parts to rebuild.

#### *WWTP North Lagoon Dewatering Pump and Filter*

Working with suppliers to select appropriate Filter. This will allow us to bypass our treatment process when managing the rainwater that collects in the abandoned north lagoon. Still evaluating alternatives

#### *Pump Station Level Control*

In progress and going well - 4 more primex units to convert to level control

*Pump Station Generator Program*

Two generators ordered last year will be installed. Issues with ODOT and placing in the right of way and private property on FT George site. In progress

*Pump Station Bypasses*

Working with a local contractor to develop a simple bypass detail. Our expectation is to install additional bypasses next May. In progress. Going well.

*Self-Primer swaps*

We have budgeted to replace many of the worn out self-primmer pumps. These stations are 30 to 40 years old. We will be replacing them with new bolt in pumps. Public works will be swapping some of these this fiscal year. We requested proposals from various providers to evaluate the options available to us

*WWTP Expansion*

Working with consultant on scope of work to use existing north lagoon for pretreatment or post treatment. PW plans to hire a consultant to complete an alternatives analysis for our future \$5 million expansion. Met with one consultant to discuss option, PW will advertise for this planning work in September. Meet with IFA to discuss next steps. Looking at utilizing north lagoon to increase capacity. Likely will need to have sewer facilities plan done for funding

*TV Inspection Program*

This is an ongoing program. Current results are being indexed and reviewed for an easy to use repair program.

*Confined Space Assessment*

Assessments completed, but still need to put together documentation and a training format. Scheduled for completion in December.

*FOG Program*

Staff attended a workshop on the subject facing on creating a program and issues with overlapping jurisdiction.

**Sanitation Fund**

*SW 1<sup>st</sup> Street Recycling*

Work completed by staff. Additional work and paving will take place this Fall.

*New Refuse Truck*

Completed

*Landfill Financial Assurance*

Completed Annual landfill financial assurance per DEQ requirements

*Update Sanitation Rates*

PW will prepare discussion item with proposed updates to commercial and residential rates during last meeting in July

### *Commercial Recycling*

Working on new Policy to clarify what services will be provided by the City and services that will need to be coordinated with the outside services.

### *Grants*

Ongoing - PW is researching grant to pay for a review of our processes and policies. We are also looking for a grant to help pay for a cost of service analysis.

### *Refuse Route Processing*

Created access database to create refuse route schedules. With the Springbrook update, it would have cost us additional funding to have Springbrook create a program for routes. We did it in-house instead.

### *Spring Cleanup*

Working on new process for spring cleanup. Working with Recology and Finance department on process that will work well for the City and Recology. Intend to bring discussion item to Commission soon.

### **All Public Works**

#### *Fix multiple damages to? post of middle shop*

Selected engineer to prepare design drawings. Lower Columbia engineering did site visit and is preparing a proposal for design work.

#### *Call-Out Policy*

Working on new Policy that addresses requirements and steps to be taken before staff charges for call-outs.

#### *Vactor Truck*

Vactor Truck engine was damaged. PW worked with suppliers and mechanics to determine the most appropriate path forward. A new engine was purchased and is currently being installed locally.

#### *Engineering Standards*

Completed

#### *Fuel Tank*

Completed - Clean and paint fuel tanks. Replace signage

#### *Parking bays*

Pressure wash and paint building. In progress now.

#### *Coordination with Oregon Military Department*

Developing agreements and policies to help each other work on our WWTP and WTP when necessary

#### *Establish PW dev review team*

Dept review team meets weekly to review plans, permits, projects. We did this to get everyone looking at these projects together. This has reduced the amount of time needed to review. Still improving process

#### *Files systems organization*

Begin organizing PW files based on address. This is a large project that will take a long time to get thoroughly completed. We are working with the retention schedules to reduce the amounts of unneeded information stored. Next, we will spend time working on organizing our digital file storage. More work to do. We have been working through records retention and proper removal of obsolete and irrelevant files

#### *PW security System*

Add CCTV cameras to PW. We have 4 of the cameras up. We plan to add the other 12 cameras around the site. The motion sensor alarm system needs updated as well to a more modern system with notifications and fire alarms. Added additional cameras. We currently have 9. We will be adding a few more to the insides of the truck storage areas. This work is in response to issue at the recycling center and two recent thefts.

#### *Reorganize Warehouse*

Working to organize the materials and tools stored at PW. Surplus obsolete or expired supplies. This is helping track inventory better and reducing the safety issues with parts and pieces in the walkways. Work in progress. Will finalize after remodel project. Convert tool room in ops building into a laundry/ supply closet and create a proper tool bench in the big shop.

#### *Safety Program*

Review and Train on current safety programs. Big focus on Respirators, Hearing protections, fall protection, Confined space and trenching safety. We implemented a safety training program where we cover a safety topic on every other Wednesday. Looking to bring OSHA in for another consultation review. Conducted medical evals for respirators. Need to perform fit testing. Covid has put a damper on this because of social distancing and access to respirator equipment.

#### *Training Program*

Workforce training program. Working with PW staff to train on proper procedures and manufacturer's instructions. We will be losing many senior employees in the near future and this program is intended to help develop the newer staff. Working on a training matrix. Conducted first aid, CPR and bloodborne pathogen training

#### *Automatic Gate*

PW gate is very large and heavy. There were issues where police, marina, fire and some PW staff were unable to safely open and close the gate. Gate was replaced with a cantilever style and added an automatic opener so any staff can access the property safely by remote. Gate was recently damaged in a car accident. Gate has been replaced but we need to repair the opener motor still

### *Surplus property*

We had and still have more items onsite that needed surplussing? Like old fencing, sun faded pipes, old water meters, bucket truck. This has opened more space for storage of items we actually use. We did pick up some surplus storage supplies from OYA

### *Right of Way Permit*

We have developed a draft of a new right of way application. This application will look more like a check list so that applicants will be better informed to provide complete applications the first time. Still making progress

### *Utility Locates*

Unprecedented volume of utility locates. With all the development going on it seems that our crew is either fixing a water leak or performing utility locates. Still a large issue; basically a part time person doing just locates. We had to have our good locator repaired and we have been training all staff on its use.

### *Update Emergency Action and Fire Protection Plan*

Retrain on Emergency Action and Fire Protection Plan – Completion date around Christmas - still in progress

### *Create fire drill*

Coordinate with Emergency Action and Fire Protection Plan – Completion Date around Christmas

### *PW Policies and SOP's*

We are not currently working on preparing or updating policies, but it is needed. May work with APWA or other group to help complete this work. Would like to have something completed by August 2020; we have issued some memos

### *One on Ones*

PW MGMT has determined to perform reoccurring One on One meetings with all staff.

### *Remodel Public Works*

Developing plan with staff, construction this winter. Convert exiting lunchroom to a locker/cubby room. Convert part of the Warehouse into a larger lunch room where we can also assemble the complete department staff to conduct training. Existing break room is too crowded with more than 7 people, and we have 20 staff that need to be able to assemble for training. This project is near completion.

### *Girls Build*

So far, the City still plans to be part of the Girls Build Program. This will be our 3<sup>rd</sup> year of involvement.

### *Public Works Maintenance Schedule*

PW admin is working to establish a routine maintenance schedule. We intend to have a 2-week managed schedule and build a daily, weekly, monthly, annual program. We are working to move from a mostly reactive unit to working on a planned routine. We hope to manage expectations

on the department and as new tasks come up, they will need to go to the bottom of the list, barring any emergency or safety issues.

## **Water Utility Fund**

### *Water Turnoffs*

Two developments required two separate water turnoffs. This involved helping the development plan the turnoff and included staff involvement to make sure the public was protected and safe.

### *Water Leaks*

Our Utility crew is spending a large portion of its time on fixing water leaks and replacing failed waster service lines. Large leaks due to poor workmanship and materials used by public works in the past. Heron pump station.

### *Large water meters*

Begin installing large water meters. Each one is a different challenge. Premark, Shilo, Lums, Bornstein's. Nygard mill, Cemetery and Starbucks.

### *SCADA Improvements at South Water Reservoir*

Working on Point to Point wireless access to make a more useful connection between the two systems. The City's Integrator has made a site visit and will be back out in July. We have purchased two Point to Point antennas for this project. If this project is successful, we will save thousands of dollars.

### *Outside city water review*

Working with consultants to evaluate the available options and recommendations on how to manage our existing water resources. The final report is completed and will be presented to Commission in August.

### *Marina Water system*

Replace 2" water main in Hammond Marina.

### *Hammond Waterline*

Design Complete – Working with State on additional Funds

### *SE Anchor Waterline*

Design Complete – Otak is preparing contract document to bid this project in this summer.

### *WTP Roof*

Working with local contractors has shown that the roof may not need to be fully replaced. We are looking for other contractors to provide input concerning the HVAC system that may prevent condensations.

### *Raw Water Line Replacement*

Recently approved contract with consultant to identify the appropriate pipe sizing, pipe material, storage options at Camp C and at the raw water pond location in addition to providing updated cost estimates for the work. This project is scheduled to be completed early 2021

*Water Rights and Gearhart Water Agreement*

Working with MSA, GSI, and FCS on scope of work – May need additional funds for Cost of Service work

*Gearhart Water Agreement*

Preparing for meeting with Gearhart concerning future water use. This meeting will likely take place after the August outside water presentation to City Commission.

*Leak Detection*

Leak detection work to take place this summer.

**Streets Fund**

*Roundabout - E Harbor Drive and NE Pacific Avenue (Entrance to Shilo and Youngs Bay Plaza)*

Working with developer, ODOT and consultants on possible roundabout at the entrance into Shilo and Youngs Bay Plaza

*Paving Overlay Project*

Consultant is completing bid documents.

*NW 11<sup>th</sup> Street Trail*

ODOT is coming closer to establishing rules for the Community Paths Program Grants, the successor to the Bicycle/Pedestrian program under Connect Oregon. It appears there is money available for grant applications ranging from \$75,000-\$750,000 for project refinement (conceptual or preliminary design). With Commission approval, the City is preparing to submit a Letters of Intent (LOI) for the program to be submitted between October 1st and 31st, 2020

*N Main & 7th Place – Morgan working on public outreach*

Morgan (Rare Student) is starting to collect public input and will develop a survey for property owners. This will help the City determine how to move forward with this project.

*Thermoplastic*

Work on restriping stop bars and cross walks around town. Stop bars on Main.

*Sidewalks Payment In Lieu*

Completed update to WMC and Engineering Standards.

*SE Ensign Lane / Wendy's Intersection*

Developed ideas to decrease traffic congestion at this intersection. Discussed these ideas with ODOT. ODOT is not currently supportive of these ideas. PW will continue to work with ODOT on a solution.

*Intersection of SW 9<sup>th</sup> and S Main Avenue*

Design is complete and property owners have been satisfied with changes. Working with legal survey to acquire an easement or ROW (preferably ROW). Survey work should be completed this week.

*Route to High School*

Working with Consultant, School, ODOT and others on proposed route and recently sent a LOI for the safe routes to school program. Working on public involvement piece of project, this will include an in person or some type of web meeting.

*Route to Fred Meyer Area*

Working with Consultant, School, ODOT and others on proposed route. Working on public involvement piece of project, this will include an in person or some type of web meeting.

*SW 2<sup>nd</sup> Street (Elm to Gardenia)*

AM Engineering is currently working on design of new roadway.

*SW 4th Street*

Additional parking issues were raised by designer.

*SW Alder Avenue (2<sup>nd</sup> Street to 1<sup>st</sup> Street)*

AM Engineering is nearly complete with this project. This will come to commission for approval to bid at the second meeting in July.

*Warrenton Trails Wayfinding Signs*

Working with RARE student over the next couple months to determine scheduling.

*Upgrade Curb and Sidewalks at Elementary School*

Construction is scheduled to begin late summer.

*Gravel Road Maintenance*

Used the gravel road maintenance policy and map to inspect and grade the city-maintained gravel roads.

*Hwy 101 and Perkins Lane*

Providing review comments to the State for future intersection improvements by ODOT.





## AGENDA MEMORANDUM

TO: The Warrenton City Commission  
FROM: Brian Alsbury, Fire Chief  
DATE: July 14, 2020  
SUBJ: Outdoor Burning/Burn Permit

Attached you will find:

1. Open Burning Permit Regulations
2. Warrenton Fire Department informational outdoor burning pamphlet.
3. Oregon State Fire Marshal Office, backyard burn brochure. (on order)
4. Sample/Draft Burn Permit Application.

I would first recommend that we not permit any open burning that conflicts with the current DEQ Oregon Administrative Rules (OAR) or guidelines

This would prohibit: 1. The burning of any logging slash inside the city limits is prohibited. Those burning logging slash outside of city limits must obtain an ODF permit

2. The burning of trees and debris for development of a site inside or within 3 miles of the City of Warrenton is prohibited.

3. Debris would not be allowed to be hauled onto a different lot, unless it is designated as a certified solid waste reception site. This would also prohibit the burning of the debris on that lot.

4. The open burning of any debris from a commercial business or jobsite would not be allowed.

My recommendation would be to continue our current program with the 4 items that are prohibited above and the following additions/revision:



**ORDINANCE NO. 1241**

**INTRODUCED BY ALL COMMISSIONERS**

**AN ORDINANCE AMENDING WARRENTON MUNICIPAL CODE CHAPTER 8.08.030, 8.08.040  
AND 8.08.060, OPEN BURNING; AND AMENDING ORDINANCE NO. 956-A**

**WHEREAS**, the City Commission has made it a priority to update open burn regulations; and

**WHEREAS**, the City of Warrenton held multiple public meetings and work sessions, open to the public to solicit comments; and

**WHEREAS**, the Burn Permit Regulations need to be updated to better outline the rules and regulations put forth by the City of Warrenton, the Warrenton Fire Department and Oregon DEQ; and

**NOW THEREFORE**, THE City of Warrenton ordains as follows: (Key: **new**, ~~deleted~~)

Section 1. Amendments to the Warrenton Municipal Code Chapter 8.08 OPEN BURNING are as follows:

WMC 8.08.030 Permit – Application

- A. Any person wanting to burn within the City of Warrenton shall apply for a permit during regular business hours at the Warrenton City Hall. The issuance of a permit does not exonerate the applicant from any damage or injury which may result from their burning of a fire. (Ord. 956-A § 3, 1996)
- B. **Those in need of a burn permit shall contact City Hall, complete and application, and pay the permit/inspection fee; this fee is nonrefundable. Warrenton Fire Department will then schedule a burn permit site inspection within 72 hours, and issue the permit if all rules and regulations have been abided by the permit applicant.**

WMC 8.08.040 Permit – Issuance

- A. ~~The Fire Chief or designee shall issue such permits without charge.~~ **Burn permits are issued to resident by the Warrenton Fire Department after an onsite inspection.**
- B. The Fire Chief may impose such regulations and restrictions in connection with the issuance of such permits and with such burning as in the Chief's judgment are required in the public interest on a case-by-case basis.
- C. ~~A permit is in effect for a maximum of 30 days from date of issuance. (Ord. 956-A §§ 4, 6, 12, 1996)~~ **Burn permits will be issued on a yearly basis.**
- D. **City of Warrenton Finance Department will collect a burn permit application/inspection fee.**  
**Fees are as follows:**

- Burn Barrel and/or Recreational Campfire Permit \$25.00 per year/inspection
- Burn Pile (10x10x4 or smaller) Permit \$50.00 per year/inspection

WMC 8.08.060 Regulations

- ~~A. E.~~ Any permit holder must call the Warrenton Fire Department prior to ignition to check weather conditions for safe burning times or other environmental conditions which may affect air quality. They will no longer be required to call and report to the Fire Department that they will be burning.
- ~~B. A.~~ All fires will be no larger than 400 cubic feet (10 x 10 x 4) or contained within a burn barrel not larger than a 55-gallon capacity.
- ~~C. B.~~ All burn barrels will be covered with a fine mesh (not larger than one-half inch by one-half inch) screen during any burning.
- ~~D. C.~~ A minimum of 50 feet will be maintained between any open fire and any structure. A minimum of 20 feet will be maintained between any building and a burn barrel.
- ~~E. D.~~ At all times a garden hose or other fire extinguishing equipment must be on hand.
- ~~E.~~ Any permit holder must call the Warrenton Fire Department prior to ignition to check weather conditions for safe burning times or other environmental conditions which may affect air quality.
- ~~F.~~ Fire during land clearing operations may exceed the size limit only when a piece of equipment (backhoe, bulldozer, etc.) and an operator is on site during any burning operation.
- ~~F. G.~~ It is prohibited to burn any painted wood, plywood, food rubbish, tires, composition siding or roofing, styrofoam, rubber, plastics, polyethylene products, paints, or any hydrocarbon based product.
- ~~G. H.~~ The burning of any product which emits an obnoxious or objectionable odor is prohibited. (Ord. 956-A §§ 7—11, 14—16, 1996)
- H. Burn piles or barrels can continue to burn after dark if permit holder is not continuing to add materials to fire. Permit holder will need to contact the Fire Department's on call Duty Officer to advise they are burning after dark. (971-286-8003)**
- I. All burning must be attended by an adult 18 years or older and you must have a garden hose and shovel within 15 feet of burn pile or burn barrel.**
- J. The burning of any logging slash inside the city limits is prohibited. those burning logging slash outside city limits must obtain an ODF permit.**
- K. The burning of trees and debris for development of a site inside or within 3 miles of the City of Warrenton is prohibited.**
- L. Debris would not be allowed to be hauled onto a different lot, unless it is designated as a certified solid waste reception site. This would also prohibit burning of the debris on that lot.**
- M. The open burning of any debris from a commercial business or jobsite is prohibited.**

Section 2. This Ordinance shall take full force and effect 30 days upon its adoption by the Commission of the City of Warrenton.

**First Reading:**

**Second Reading:**

**Adopted by the City Commission of the City of Warrenton, this \_\_\_\_\_ day of \_\_\_\_\_, 2020.**

APPROVED

\_\_\_\_\_  
Henry A. Balensifer III, Mayor

Attest:

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

## OPEN BURNING PERMIT REGULATIONS

Please follow these directions very carefully, a fee of \$200.00 per hour per apparatus for extinguishment may be charged to the applicant if the below stipulations are violated.

- A. Burn permits shall be required for all open burning in the city limits of Warrenton, this includes burn barrels, 10x10x4 brush piles and campfires outside of campgrounds.
- B. The burning of painted wood, plywood, rubbish, tires, composition siding or roofing, Styrofoam, rubber, plastics, polyethylene products, paints, or any other hydrocarbon products is strictly prohibited.
- C. The burning of garbage or debris which emits obnoxious or objectionable odor is strictly prohibited.
- D. All fire must be tended by a responsible party. A minimum clearance set forth by Oregon State law. Permitted open fires need to be at least 50 feet from anything that can burn. Permitted recreational fires need to be at least 25 feet away from anything that can burn. A garden hose or other extinguishing equipment must be on hand.
- E. Permit holders must call the Warrenton Fire Department at 503-861-2494 prior to burning, to check for current restrictions. If nobody is available to take your call, follow the instructions on the recording.
- F. Burn barrels or approved waste burner will be no larger than 55 gallons and be covered with a fine mesh screen.
- G. Open burn piles shall be no larger than 400 cubic feet (10ft. x 10ft x4ft) no exceptions.
- H. The Burning of industrial, construction and demolition waste materials is strictly prohibited. Demolition waste includes any materials resulting from the clearing of any site for land improvement or cleanup. Examples of land clearing waste includes trees, brush, logs, stumps, and any man-made structures for the purpose of site cleanup or site preparation.
- I. Any officer of the City of Warrenton Fire or Police Department may, without notice, revoke this permit for failure to abide by the above stipulations.
- J. Permits are effective for a maximum of 1 year of issue date once the site and inspection fee have been paid.
- K. I agree to hold the City of Warrenton and its representatives harmless for any damage or harm to any person or property which may occur as a direct or indirect effect of this activity.
- L. Burn permits will not be issued to anyone under 18 years of age.

**City of Warrenton / Warrenton Fire Department**  
**225 S. Main Ave. Warrenton Or, 97146**

**Burn Permit**

**Applicant Information**

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Burn Location: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_ *City State ZIP Code*

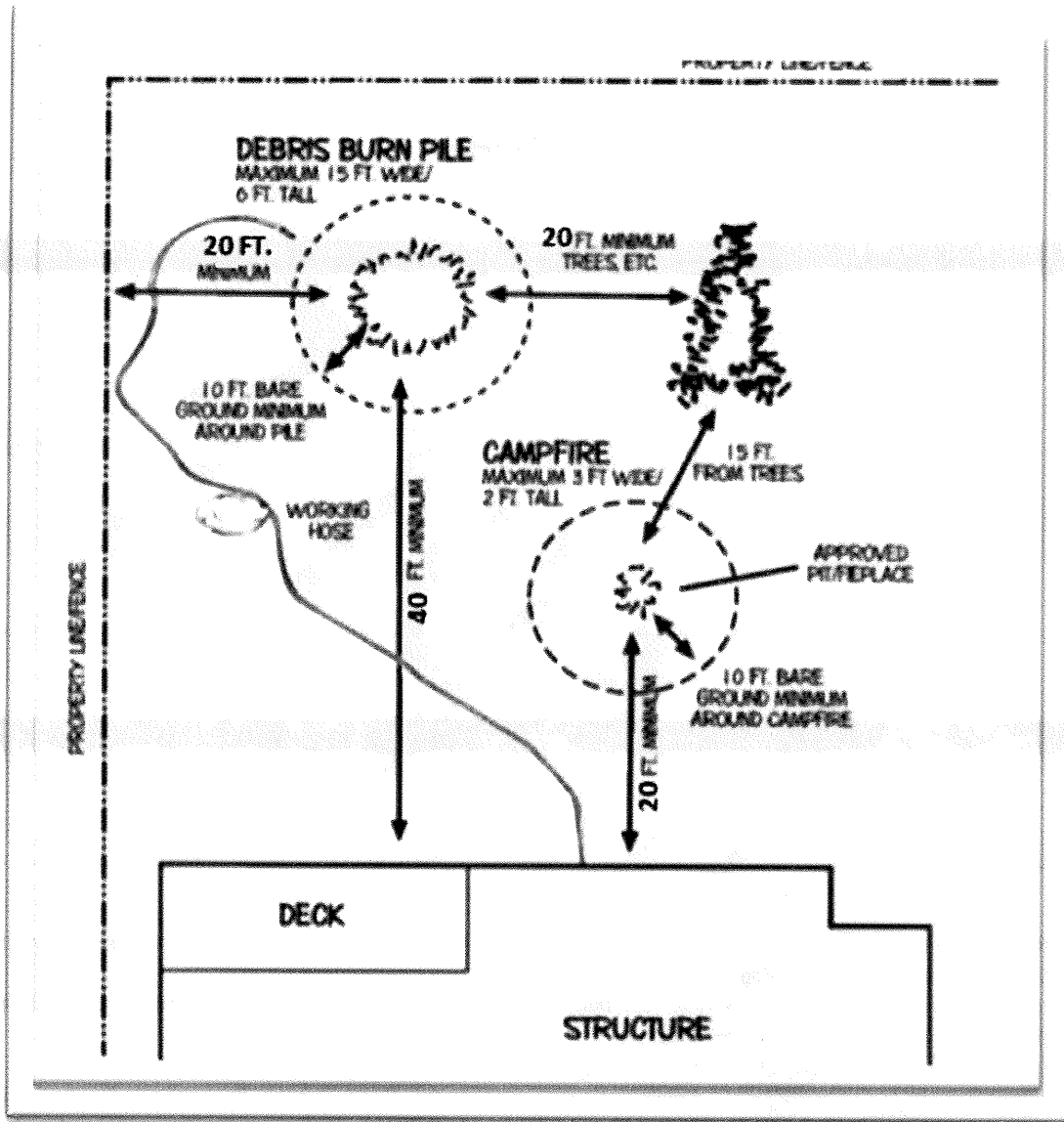
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Signature**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- A. **Burning Requirements:** Burn permits shall be required for all open burning in the city limits of Warrenton, this includes burn barrels, 10x10x4 brush piles and campfires outside of campgrounds.
- B. The burning of painted wood, plywood, rubbish, tires, composition siding or roofing, Styrofoam, rubber, plastics, polyethylene products, paints, or any other hydrocarbon products is strictly prohibited.
- C. The burning of garbage or debris which emits obnoxious or objectionable odor is strictly prohibited.
- D. All fire must be tended by a responsible party. A minimum clearance set by forth by Oregon State law. Permitted open fires need to be at least 50 feet from anything that can burn. Permitted recreational fires need to be at least 25 feet away from anything that can burn. A garden hose or other extinguishing equipment must be on hand.
- E. Permit holders must call the Warrenton Fire Department at **503-861-2494** prior to burning, to check for current restrictions. If nobody is available to take your call, follow the instructions on the recording.
- F. Burn barrels or approved waste burner will be no larger than **55 gallons** and be covered with a fine mesh screen.
- G. Open burn piles shall be no larger than **400 cubic feet (10ft. x 10ft x4ft)** no exceptions.
- H. The Burning of industrial, construction and demolition waste materials is strictly prohibited. Demolition waste includes any materials resulting from the clearing of any site for land improvement or cleanup. Examples of land clearing waste includes trees, brush, logs, stumps, and any man-made structures for the purpose of site cleanup or site preparation.
- I. Any officer of the City of Warrenton Fire or Police Department may, without notice, revoke this permit for failure to abide by the above stipulations.
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- K. I agree to hold the City of Warrenton and its representatives harmless for any damage or harm to any person or property which may occur as a direct or indirect effect of this activity.
- L. Burn permits will not be issued to anyone under 18 years of age.

Enforcement:





## La seguridad y los incendios en la remoción de desperdicios de jardín y el uso de equipos de jardinería

### ¿SABÍA USTED?

- Muchos de los incendios en Oregon son provocados por la quema incorrecta de desechos o por chispas provenientes de equipos a motor.
- Las máquinas podadoras y las sierras eléctricas son algunos ejemplos de equipos que pueden provocar incendios forestales cuando las chispas encienden la vegetación alrededor como pasto (césped), malas hierbas o corteza molida.

Estas sugerencias le ayudarán a prevenir incendios cuando dé mantenimiento a su jardín, y a proteger a su vivienda de incendios forestales.

### CÓMO DESECHAR DESPERDICIOS DE JARDÍN

- Recicle los desperdicios de jardín. Triture los desperdicios, conviértalos en composta o transpórtelos a un centro de reciclaje.

- Cheque con la compañía de basura de su zona, la agencia de incendios u otro recurso en su comunidad sobre las maneras de reciclar y desechar los desperdicios de jardín sin quemarlos.
- Colabore con sus vecinos para organizar un día para el desecho de desperdicios en la comunidad.
- Para conservar su propiedad despejada, algunos propietarios emplean la quema de desperdicios para eliminar los desechos de jardín tales como ramas, maleza, paja y hojas, en lugar de llevarlos a un basurero.

### CÓMO QUEMAR LOS DESPERDICIOS DE JARDÍN DE FORMA SEGURA

- **Llame antes de quemar.** Cheque con la agencia local de incendios o con la autoridad de protección del aire para informarse de cualquier tipo de restricción en la quema, y para saber si necesita un permiso especial.
- **Esté al tanto del pronóstico del tiempo.** Jamás quemé desperdicios en días secos o con viento, ya que es fácil que la quema al aire libre se esparza incontroladamente.
- **Queme solo desperdicios de jardín.** Los reglamentos estatales prohíben la quema al aire libre de cualquier material que produzca humos densos u olores dañinos. Los plásticos, la madera tratada y otros productos fabricados desprenden gases dañinos al ser quemados.

- **Mantenga pequeña la pila de quema o use un barril especial para quemar.** Despeje por lo menos un radio de 15 pies (5 metros) alrededor del barril y por lo menos un radio de 25 pies (8.5 metros) alrededor de su pila de quema y asegúrese de que no haya ramas ni cables de electricidad sobre ellos. Moje el área alrededor antes de empezar a quemar.
- **Supervise a los niños cerca de los fuegos con desperdicios.** Mantenga siempre un área de seguridad de 15 pies (5 metros) alrededor del fuego y recuérdelos a los niños que esa es un área solamente para las personas adultas.
- **Tenga siempre consigo agua y herramientas para incendios.** Tenga cerca una manguera de agua, un cubo de agua, una pala y tierra o arena para apagar el fuego. Esto asegura que cualquier chispa o braza que se escape pueda ser apagada rápidamente.
- **No desatienda el fuego.** Las leyes de Oregon exigen que se supervise la quema de desperdicios continuamente, desde principio a fin hasta que el fuego se apague por completo.
- **Apague el fuego.** Emplee agua para sofocar la pila de quema, remueva el carbón y vuelva a echarle agua. Repita hasta que el fuego esté apagado por completo.
- **Revise el fuego.** Regrese y vuelva a revisar las pilas de quema anteriores ya que podrían conservar calor durante varias semanas y volver a encenderse cuando la temperatura ambiental se incremente y empiece a soplar el viento.

### INFORMACIÓN SOBRE EL USO SEGURO DE EQUIPOS

- Tenga presente las restricciones vigentes respecto al fuego.
- Asegúrese de que todo el equipo a motor cuente con un para-chispas aprobado.
- Use equipo a motor temprano por la mañana cuando la humedad es mayor y las temperaturas son menores.
- Remueva toda piedra u objeto que pueda golpear con la cuchilla de la podadora y provocar chispas.

### INFORMACIÓN DE SEGURIDAD RESPECTO A LA GASOLINA

- Use gasolina en áreas bien ventiladas y espere hasta que las máquinas podadoras u otras máquinas a gasolina se hayan enfriado por completo antes de ponerles gasolina. Limpie de inmediato la gasolina que haya caído, absorbiéndola con arena para gatos o con absorbentes comerciales que puede comprar en tiendas de productos para autos. Deseche los materiales de limpieza debidamente, colocándolos en un receptáculo de metal con una tapa hermética.
- No use gasolina en la quema de desperdicios de jardín. Para empezar el fuego, emplee papel, cartulina o briquetas.

## YARD DEBRIS REMOVAL & EQUIPMENT USE FIRE SAFETY



**LAS LEYES DE OREGON EXIGEN QUE SE SUPERVISE LA QUEMA DE DESPERDICIOS CONTINUAMENTE, DESDE PRINCIPIO A FIN HASTA QUE EL FUEGO SE APAGUE POR COMPLETO.**

Safety information from the Oregon Office of State Fire Marshal and your local fire agency



### DID YOU KNOW?

- Many outside fires in Oregon are caused by improper debris burning or sparks from power equipment use.
- Lawn mowers and chain saws are a few examples of equipment that can cause a wildfire when sparks ignite vegetation such as grass, weeds, or bark dust.

These tips will help you prevent escaped fires when maintaining your landscape and protecting your home from wildfire.

### HOW TO DISPOSE OF YARD DEBRIS

- **Recycle yard debris.** Chip, compost, or haul debris to a recycling center.
- Check with your garbage hauler, fire agency, or other community resources for ways to recycle or dispose of yard debris without burning.
- Work with neighbors to organize a community debris disposal day.
- To keep their property clear, some property owners use debris burning to dispose of yard debris such as branches, brush, needles, and leaves, rather than going to the landfill.

### HOW TO BURN YARD DEBRIS SAFELY

- **Call before you burn.** Check with your local fire agency or air protection authority to learn if there are any burning restrictions and if a permit is required.
- **Know the weather forecast.** Never burn on dry or windy days because it is easy for open burning to spread out of control.
- **Burn only yard debris.** State regulations prohibit the open burning of any material that creates dense smoke or noxious odors. Plastics, treated lumber, and other manufactured products give off toxic fumes when burned.
- **Keep your burn pile small or use a burn barrel.** Clear at least a 15-foot radius around a barrel and at least a 25-foot radius around your burn pile, and make sure there are no tree branches or power lines above. Wet down the surrounding area before and during the burn.
- **Supervise children around debris fires.** Always keep at least a 15-foot safety zone around the fire and remind children that this area is for adults only.

- **Always have water and fire tools on site.** Keep a water-charged hose, a bucket of water, a shovel, and dirt or sand nearby to extinguish the fire. This ensures that any escaped sparks or embers can be extinguished quickly.
- **Stay with the fire.** Oregon law requires that you monitor a debris burn continually from start to finish until completely out.
- **Extinguish the fire.** Drown the burn pile with water, stir the coals, and drown again. Repeat until the fire is completely out.
- **Recheck the fire.** Go back and recheck old burn piles, as they can retain heat for several weeks and rekindle when the weather warms and the wind begins to blow.

### EQUIPMENT USE SAFETY INFORMATION

- Be aware of the fire restrictions in effect.
- Make sure all power equipment has an approved spark arrestor.
- Use power equipment in the early morning when the humidity is higher and temperatures are lower.

- Remove any rocks or other objects that might be hit with the mower blade and cause a spark.

### GASOLINE SAFETY INFORMATION

- Use gas in a well-ventilated area and wait until lawn mowers or other gas-powered equipment are cool before adding gas. Clean up gasoline spills promptly by absorbing it with cat litter or commercial absorbents found at auto-supply stores. Discard clean-up materials properly by placing them in a metal container with a tight-fitting lid.
- Don't use gas to start yard debris fires. Use paper, cardboard, or manufactured fire starters.

CONTENT COURTESY OF OREGON LIFE SAFETY TEAM



Oregon State Police  
OFFICE OF STATE FIRE MARSHAL  
503-934-8228  
oregon.gov/osp/sfm | osfm.ce@state.or.us  
fb.com/OregonStateFireMarshal  
twitter.com/OSFM

**OREGON LAW REQUIRES THAT YOU MONITOR A DEBRIS BURN CONTINUALLY FROM START TO FINISH UNTIL COMPLETELY OUT.**

**FOR LIFE-THREATENING EMERGENCIES, CALL 911.**



## AGENDA MEMORANDUM

**TO:** The Warrenton City Commission  
**FROM:** Morgan Murray, Project Manager | RARE AmeriCorps Member  
**CC:** Linda Engbretson, City Manager  
**DATE:** July 14, 2020  
**SUBJ:** WARRENTON PARKS MASTER PLAN: 2020 UPDATE

### BACKGROUND

On May 26, 2020 staff presented a 90% completed draft of the Warrenton Parks Master Plan (PMP) to the City Commission. The Commission asked for the following edits to be made:

- Clarification of a recommendation to “construct a community compost”
- Review the relevancy of a recommendation to “construct a bioswale along Pacific Drive linear park” because Public Works has a drainage improvement project budgeted in the same area
- Produce higher quality individual parks maps—specifically for smaller parks such as Triangle Park, Library Park, and Tansy Point

### STAFF RESPONSE

Staff has updated the PMP to reflect the edits requested by City Commission. Staff has also included page numbers, additional park photos, edited the layout, and made final revisions for spelling and grammar errors.

For a list of recommendations born from the 2019-2020 planning process please see attached list.

**RECOMMENATION/ACTION**

Staff is requesting approval of the 2020 Update to the Warrenton Parks Master Plan. Approval will allow staff to apply for grants to implement the plan. No other action is needed or requested.

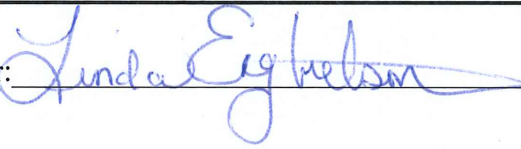
**Suggested Motion**

*I move to approve the 2020 Update to the Warrenton Parks Master Plan as presented.*

**Alternative Motion**

*I move to allow additional testimony and deliberate at the next City Commission meeting.*

Approved by City Manager:

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

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

## **Recommendations from the 2020 planning process (pages 64-66):**

### 2020 Recommendations

- 4.1: Develop the Forest Rim Neighborhood Park
- 4.2: Create a parks compost where all organic materials from park maintenance can be composted and then reused in the parks and community gardens
- 4.3: Construct a covered, all-season recreation area
- 4.4: Build a sand volleyball court, cornhole, and horseshoe pit at Eben H. Carruthers
- 4.5: Explore the possibility of building a second dog park at Skipanon River Park
- 4.6: Plot and advertise locations for memorial benches as a way to monetize parks

### Communications & Marketing

- 5.1: Provide communications and marketing material in Spanish and coordinate with local community groups, such as the Lower Columbia Hispanic Council
- 5.2: Develop and improve the *Parks and Trails* page on the City's website
- 5.3: Include a parks and trails update in each Warrenton Wire
- 5.4: Provide printed parks and trail materials at the Community Library
- 5.5: Consider creating a “#Hashtag” for Warrenton's parks and trails system that recreation users can include in their social media post, increasing visibility
- 5.6: Cross promote parks and trails on the Astoria-Warrenton Chamber of Commerce and Northwest Coast Trails Coalition webpages

### Maintenance & Operations

- 6.1: Balance staff capacity with community expectations and LOS benchmarks
- 6.2: Develop a Maintenance and Operations Plan
- 6.3: Create a maintenance schedule including equipment replacement/updates
- 6.4: Identify and prioritize deferred maintenance tasks
- 6.5: Incorporate maintenance costs into new development such as the Forest Rim Park or Eben H. Carruthers improvements
- 6.6 Host an annual trail clean up event

# Parks Master Plan: 2020 Update

**City of Warrenton**

**2010-2030**



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# Acknowledgements

The City of Warrenton appreciates the contributions and input of individuals involved in this project. Thank you to all the residents who participated in this process. You rock!

## City Staff

Linda Engbretson, *City Manager*

Kevin A. Cronin, *Assistant City Manager | Community Development Director*

Lindsay Duarte, *Deputy City Recorder*

Nancy Ager, *Public Works Secretary*

Kyle Sharpsteen, *Public Works Operations Manager*

Collin Stelzig, *Public Works Director*

Trisha Hayrynen, *Public Works Analyst*

Kelly Knudsen, *Librarian*

Laura Lattig, *Library Aide*

Morgan Murray, *Project Manager | RARE AmeriCorps Member*

## City Commission

Henry Balensifer III, *Mayor*

Rick Newton

Mark Baldwin

Tom Dyer

Pam Ackley

## Parks Advisory Board

Sara Long, *Chair (2020)*

Bert Little, *Former Chair (2019)*

Jim Dutcher, *Vice-Chair*

Carol Snell

Kailee Kobe

Justin Kobe

## Northwest Coast Trails Coalition

Tessa Scheller

## Spruce Up Warrenton

Brenda Hoxsey, *Chair*

Jeanne Smith, *Vice-Chair*

## RARE (Resource Assistance for Rural Environments)



Titus Tomlinson, *Program Director*

Victoria Binnings, *Program Coordinator*

Aniko Drlik-Muehleck, *Project Coordinator*

Ashley Adelman, *RARE Program Assistant*

Julie Foster, *Grants Administrator*



# Executive Summary

In 2010, the City of Warrenton created the City's first Parks and Recreation Master Plan. The plan outlined the state of the City and defined the necessary steps to facilitate and enable a collaborative vision.

## Vision for Parks System:

- Enhance the livability of Warrenton
- Build community health, wellness, and quality of life
- Promote social, cultural, and historical activities
- Provide a natural environment for all residents and visitors

*“The City of Warrenton recognizes the boost in human and social capital that parks improvements and maintenance projects will provide to its residents.”*

Now, the year 2020, the Parks Master Plan has been well on its way for 10 years however, there have been numerous projects completed that were not outlined in the 2010 Parks Master Plan. These projects were completed as a high need, strong community interest, or funding for specific

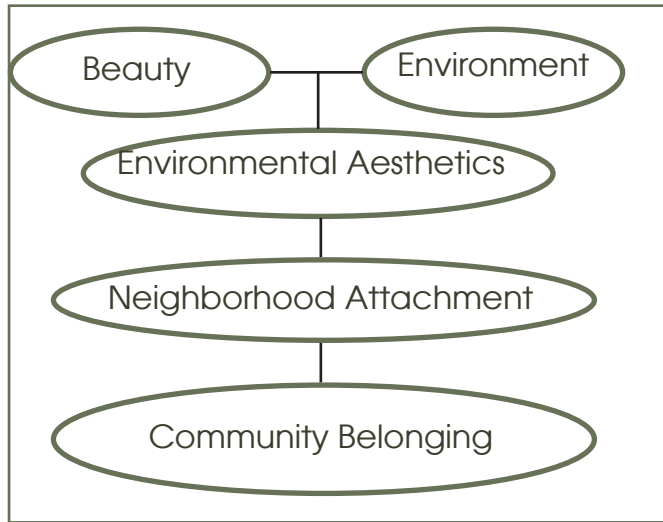
projects became available. This new iteration of the plan will seek to accurately capture the progress made within our parks system over the past 10 years, while also providing a comprehensive plan for moving forward.

The City of Warrenton has a wealth of natural areas, open spaces, and parkland within its Urban Growth Boundary (UGB). Additionally, the City is bordered on three sides by water—the Pacific Ocean to the West, Columbia River to the North, and the Skipanon River to the East—making Warrenton a unique place to recreate.

Parks and trail systems provide the community with enhanced environmental aesthetics, increased neighborhood attachment, and a greater sense of community belonging.

See Figure E for the relationship between environmental aesthetics and community belonging.

Figure E: Flow Chart to Community Belonging



After an intensive public involvement process including multiple user surveys, stakeholder interviews, public forums, and an outreach event, the following key findings highlight some of the strengths and areas of improvement for Warrenton’s park system.

### Key Findings:

- Warrentonians rate the City’s trails system as extremely important to their quality of life and energetically support further trail connections.
- The community prioritizes maintenance and improvements in existing parks over parkland acquisition.
- Many recommendations outlined in the plan will not be possible to implement without additional staff and reliable funding sources.

- Currently, there are three major funding sources for the parks system—General Fund, Parks SDC Fund, and Quincy & Bessie Robinson Trust Fund. Only monies from the General Fund may be used for maintenance as the other sources are reserved for new development or parkland acquisition.
- To fully maintain Warrenton’s park system would require a Full-Time Equivalent (FTE) of 2.75. The City is currently operating with a FTE of 0.53. Maintenance needs not serviced by the City are contracted to a third party, completed by volunteers, or deferred.
- The top priorities for the next 10 years, as identified through public input, are:
  - Creating a reliable funding source for parks maintenance,
  - Increasing staff capacity to meet the level of service expectations,
  - Developing a system-wide maintenance plan,
  - Developing and connecting the trail-system,
  - Increasing park and trail awareness,
  - Providing communications and marketing materials in Spanish,
  - And improving the design and amenities within the existing parks.

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County

# Chapter 1: Introduction

---

- 1.1 Summary
- 1.2 Purpose
- 1.3 Public Involvement
- 1.4 Related Plans

# 1.1 Summary

---

This is Warrenton’s first Parks Master Plan. It is designed to guide development of the City parks system over the next 20 years (from 2010 until 2030). This iteration of the Plan is the 2020 update to the original Parks Master Plan, adopted by City Commission in 2010.

A parks master plan is a long-term vision and plan of action for a community’s parks system. This plan identifies strategies and techniques for the operation and development of parks, land acquisition, and funding.

Through the implementation of this plan, the City of Warrenton will continue improving the service and quality of its parks to meet the needs of current and future residents.

See Figure 1.1 for a snapshot of the goals for Warrenton’s park and trail system.

*Figure 1.1: Warrenton Parks & Recreation Goals*

- 
- Goal 1: Park Awareness & Outreach
  - Goal 2: Safety & Access
  - Goal 3: Funding & Partnerships
  - Goal 4: Park Maintenance & Operations
  - Goal 5: Parkland Acquisition
  - Goal 6: Parks Planning
  - Goal 7: Amenities & Design
  - Goal 8: Community Events
  - Goal 9: Recreation

## 1.2 Purpose

---

The Parks Master Plan (PMP) establishes a vision for Warrenton's parks system and presents recommendations for the continued provision of quality park facilities.

The Plan is intended to facilitate the continued growth of Warrenton's unique park assets. The Parks Master Plan seeks to identify new opportunities for development and meet the growing needs of residents over the next 20 years.

**The PMP is intended to be a living, working document to be used and updated on a regular basis.**



*A bicyclist enjoying the Warrenton Waterfront Trail map at Carruthers Park.*

*Photo Credits: Morgan Murray*

## 1.3 Public Involvement

---

### Parks Advisory Board

Provided feedback and historical context during bimonthly meetings and two work sessions.

### Community Outreach

**Fall 2019 Harvest Festival survey:** 54 responses

**Project Website:** 113 visitors

**Cross promoted with community partners:** Warrenton-Hammond Healthy Kids, Inc.; Warrenton Kiwanis; Seniors Brunch; City of Warrenton Facebook page

**Online Survey, Nov.—Dec. 2019:** 82 responses

**Storytime at the Warrenton Community Library, February 2020:** 15 attended

**City’s Facebook Page | Park Specific Posts:** 304 digital interactions

**Two public meetings:** 23 attended

**Stakeholder interviews:** 5 interviews

### Internal Steering Committee

Reviewed marketing materials, public involvement plans, and other documents throughout the process.

### Public Works Staff

Provided feedback and historical context throughout the process and assisted with the creation of the Maintenance & Operations Plan, the GIS maps of the parks system, and historical context.

### City Commission

Provided feedback during a work session and a regular public meeting.

### Northwest Coast Trails Coalition (NCTC)

Provided historical context during two NCTC board meetings.

# 596

Residents Participated

# 51%

Interacted through  
Facebook

The amount of folks who participated in the planning process via social media shows us that **Facebook and other platforms can be used to increase park and trail awareness**, as well as engage residents in public processes.

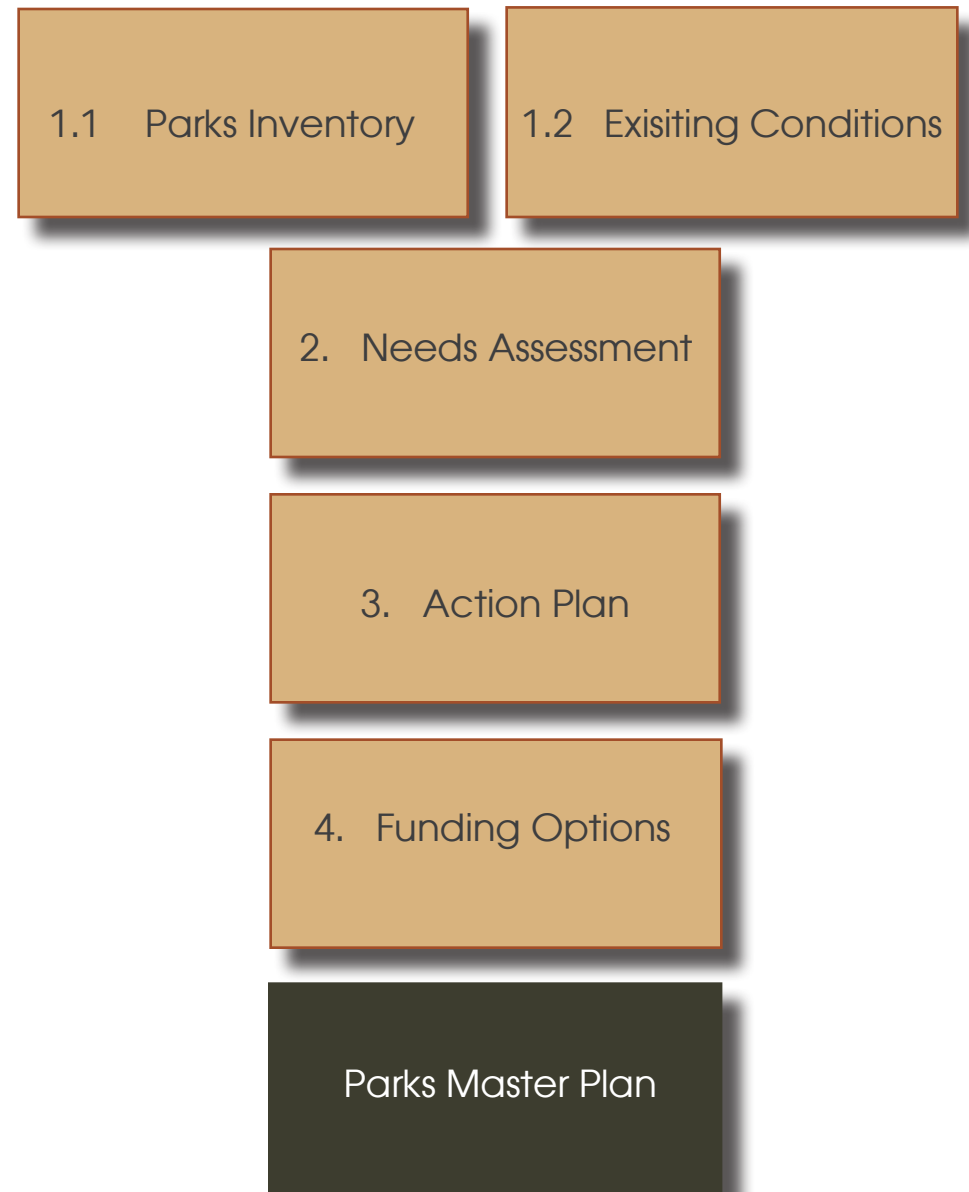


## 1.4 Parks Planning Process

This Parks Master Plan utilizes a “systems” approach for the planning process, as recommended by the National Recreation and Parks Association (NRPA).

The systems approach places local values and needs first and provides a framework for creating a parks system that physically meets those values and needs. The planning process is outlined in four phases, as detailed in Figure 1.2

*Figure 1.2: Systems approach to Park Planning*



## 1.5 Related Plans

---

The following planning documents are useful to consider, as they relate directly to goals outlined in this Parks Master Plan. The recommendations of these related plans impact the shape and character of Warrenton, specifically through transportation and environmental improvements.

### City of Warrenton Plans

#### **Warrenton Comprehensive Plan**

- Fort Stevens State Park and Camp Kiwanilong are recreational assets.
- Trail system serves as a multi-modal transportation system.

#### **Warrenton Downtown-Marina Master Plan**

- Never officially adopted.
- Plans to be connected and characterized by parks and open spaces.
- Natural elements in the downtown area and improvements to Skipanon River Park.

#### **Warrenton Urban Renewal District Plan**

- Improve economic health through multiple improvements including recreating.
- Develop downtown with bike and pedestrian trails, portals, trailheads.
- Focuses on connectivity.
- Amended in 2019 and continues to advocate for parks related projects.

#### **Warrenton Transportation System Plan**

- Addresses connectivity, mobility, and physical environment within our parks and trails system and surrounding areas.

#### **Warrenton Trails Master Plan**

- Provide trail connections for residents to recreate.
- Increase access to the trail system.
- Encourage trail use by schools for science education and athletic training.

## Relationship to Other Plans

### **Fort Stevens State Park Master Plan**

Identifies:

- Desired lands for acquisition
- Partnership agreements
- Budget and management priorities
- Detailed development and management guidelines

The plan relates to the Warrenton trail connections and land use partnerships through the following goals:

**Goal 3:** Enhance Park Visitation & Partnerships

**Goal 4:** Provide for Future Recreational Needs

**Goal 5:** Improve State Park Access and Orientation

**Goal 7:** Outside the Park



## Relationship to Other Plans

### **Oregon Statewide Comprehensive Outdoor Recreation Plan (SCORP)**

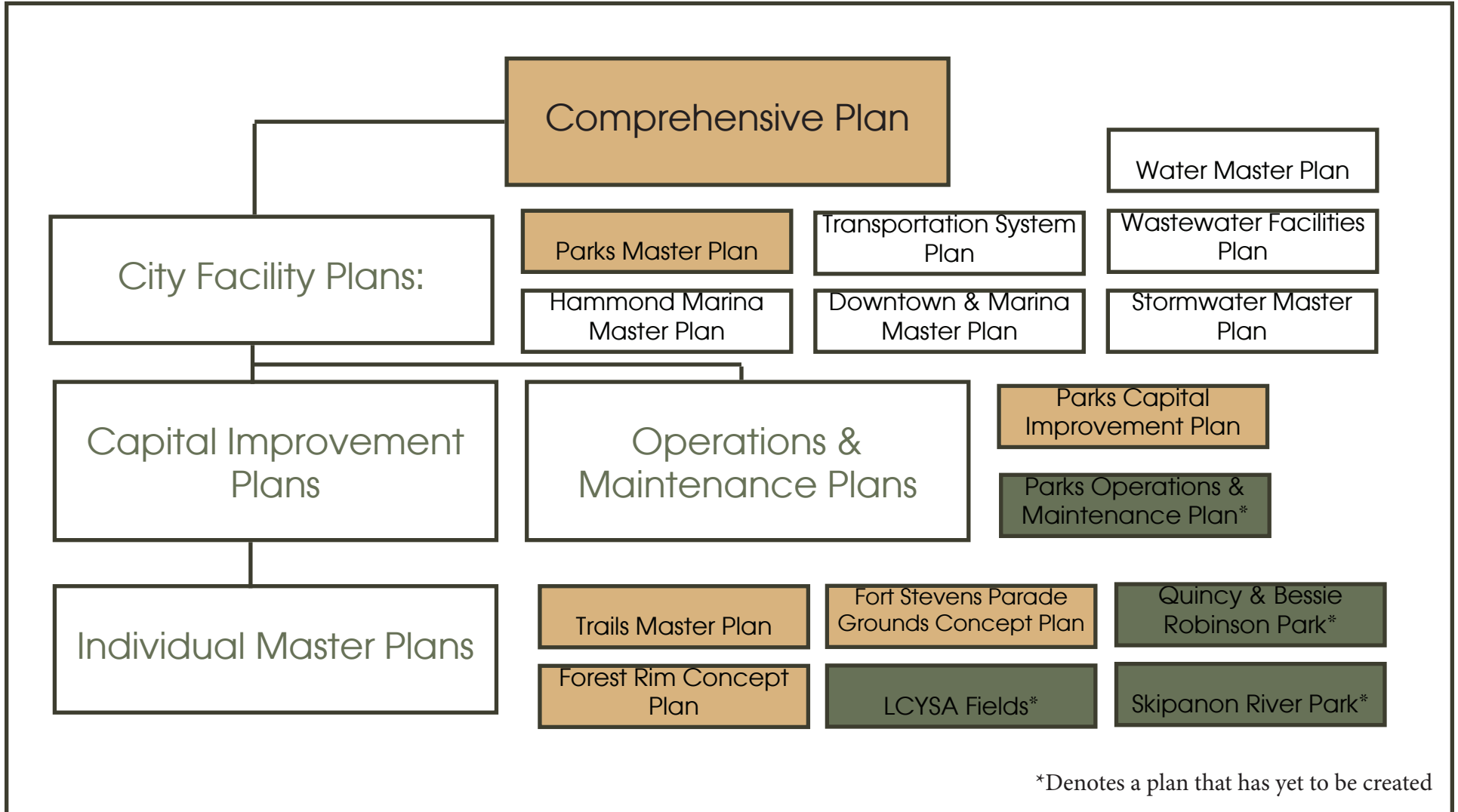
A five year plan that focuses on the changing demographics and recreational needs for the State of Oregon.

The Oregon SCORP recommendations include:

- Developing additional accessible recreational trails
- Funding innovative park designs that connect youth with nature
- Access to sports fields for under-represented and marginalized populations
- Identifying funding for recreation maintenance and facility development on school grounds



Table 1.1: Organization of City of Warrenton Plans



\*Denotes a plan that has yet to be created

## **Chapter 2: Community Profile**

---

- 2.1 Populations, Growth Rate, & Projections**
- 2.2 Economic Indicators**
- 2.3 Race, Origin, & Language**

## 2.1 Populations, Growth Rate, & Projections

---

Warrenton is one of Oregon's smaller incorporated communities with a population of 5,453, according to the 2018 United States Census Bureau. The adjacent cities, Astoria and Seaside, have populations of 9,976 and 6,795 residents respectively. Each of these coastal communities can expect their populations to triple or quadruple during the summer due to the influx of tourists on the north coast.

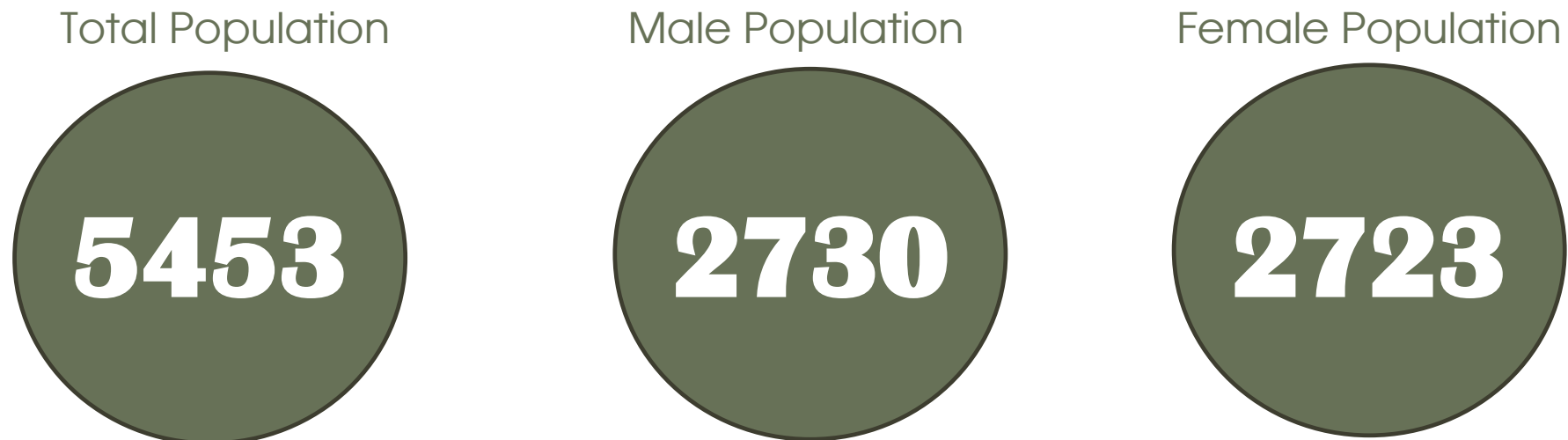
Warrenton's population can be segmented into a few general categories, as defined by ESRI's Tapestry:

**Parks & Rec:** Married couples with single family homes who like to take advantage of local parks and gyms.

**The Great Outdoors:** Married couples in modest single family homes.

**Valley Growers:** Young, Hispanic (often Mexican) families with children who frequently live intergenerationally. More homes are rented than owned.

*Figure 2.1: Population Demographics | City of Warrenton, Clatsop County, OR*



## Age Profile

The median age of Warrenton residents is 36 years old. 65 and over crowd make up the largest age group followed closely by the 25-34 age group. This shows that Warrenton is an attractive place for young families and well-established retirees.

Similar to state and national trends, Warrenton’s retired and elderly population is growing. Services specific to the needs and interests of these groups should be considered.

Table 2.1: Age Profile | City of Warrenton, Clatsop County, OR

Age Profile City of Warrenton, Clatsop County, OR 2018		
	Number	Percent of Population
<b>Under 5</b>	399	7.3%
<b>5-9</b>	354	6.5%
<b>10-14</b>	368	6.7%
<b>15-19</b>	310	5.7%
<b>20-24</b>	324	5.9%
<b>25-35</b>	850	15.6%
<b>45-54</b>	697	12.8%
<b>55-59</b>	595	10.9%
<b>60</b>	313	5.7%
<b>64</b>	334	6.1%
<b>65 and over</b>	909	16.7%
<b>Median age</b>	36	(X)



Numbers and percentages based on 2018 US Census

Bureau Data

# 1.8%

Warrenton's population has increased at a steady rate of 1.8% for the past 15 years

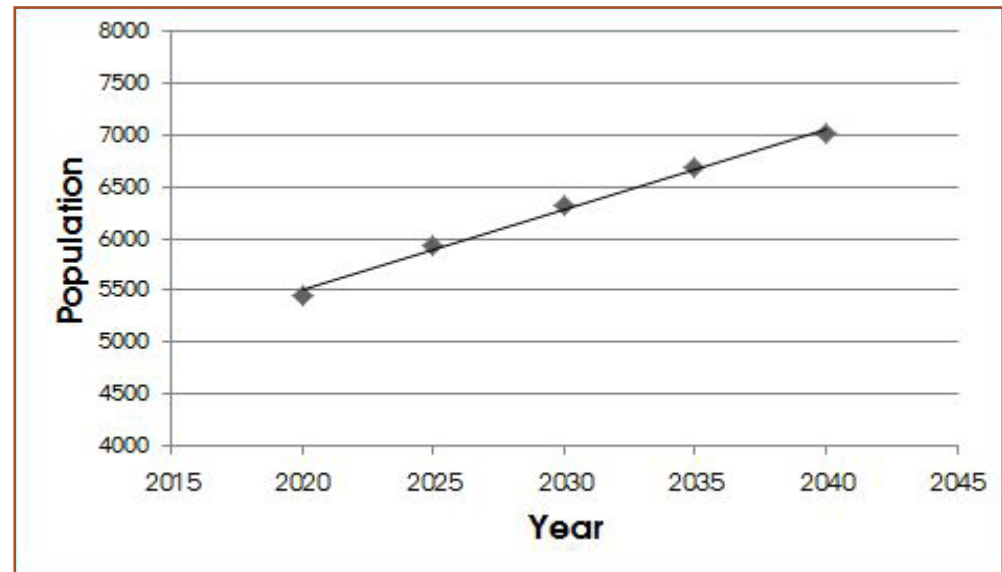
# 3%

Clatsop County's projected population growth: 2020-2030

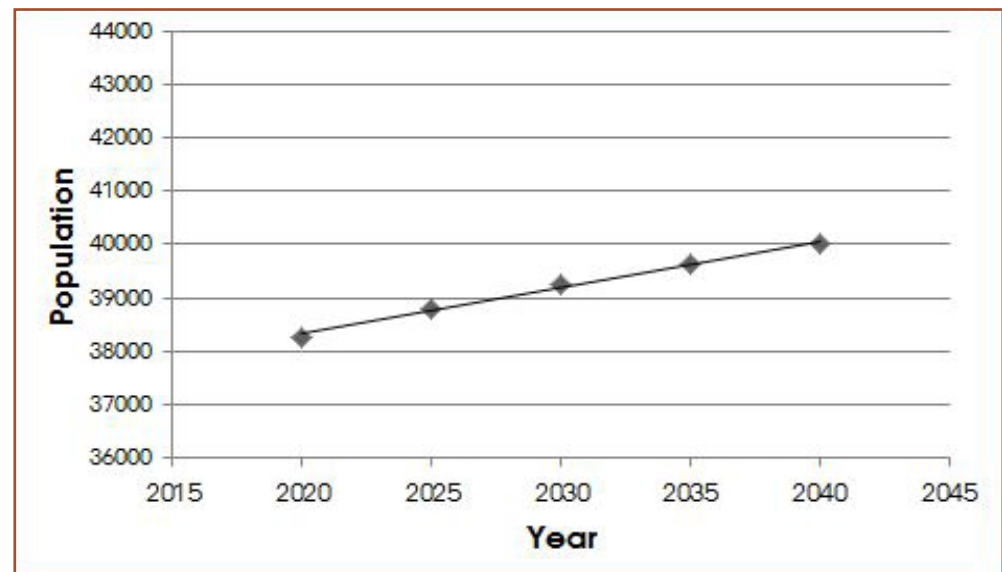
# 13%

Warrenton's projected population growth: 2020-2030

### Projected Population Growth: Warrenton



### Projected Population Growth: Clatsop County



## 2.2 Economic Indicators

Economic indicators are important to consider when establishing fees and developing cost-saving opportunities for the parks system. Warrenton is growing and attracting skilled laborers and professionals beginning their careers.

It is important to plan for providing recreation opportunities to young adults and their families. Playgrounds that encourage co-play, or parents playing alongside their children, is one example of such recreation opportunity. According to the National Parks and Recreation Association (NPRA), attachment to your community is directly related to environmental aesthetics and recreation opportunities. Parks and trails serve as a way to attract and retain residents.



### **Average Household Size: 2.62**

On par with county, state, and national trends.



### **Median Household Income: \$54,554**

On par with county trends. Slightly below state and national average (~\$60,000).

### **Residents Living Below the Poverty Line: 5.9%**

Below average within the county (12.2%), state (13.8%), and nation (11.8%)



### **Financial Optimists: 39%**

Highlights the percentage of residents who believe their financial situation will improve within the next 5 years. Not comparable to other geographic locations.

## 2.3 Race, Origin, & Language

---

We are able to provide better customer service and recreation opportunities when we know who we are serving and how our folks choose to engage in our parks system. Warrenton's residents are primarily white and speak English as their first language, however we have a growing Hispanic and Latinx population we must also consider when planning for our parks system.

Organized youth sports, picnic pavilions, and connectivity through trails systems are identified by the NPRA as desired amenities for both racial groups.

**Warrenton should also consider providing communication and promotional materials in English and Spanish.**

**81.3%**

White alone, not  
Hispanic or Latinx

**13.5%**

Hispanic or Latinx

**4.6%**

Foreign Born  
Residents

**6.8%**

Speak English as a  
Second Language

*Numbers and percentages based on 2018 US Census Bureau Data*

# **Chapter 3: Park System**

---

- 3.1 Introduction**
- 3.2 Parkland & Trails**
- 3.3 Level of Service Analysis**
- 3.4 Additional Facilities**

## 3.1 Introduction

---

### Organization & Staffing

The City of Warrenton owns and operates 13 parks and over 10 miles of trails. The Parks Advisory Board consists of seven board members who make recommendations concerning the parks and trails system to City Commission.

### Funding

Funding for the parks and trails system comes from a variety of sources. Our parks are able to budget a percentage from the General Fund each year for maintenance and park improvements. Other City departments, such as Police, are also funded from the General Fund.

New residential developments must pay a Parks System Development Charge (SDC) based on a fee schedule. Parks SDC funds are allocated solely for parkland acquisition.

A large majority of parks projects are funded through the

Quincy & Bessie Robinson Trust Fund. These monies may be used for parkland acquisition and development, but may not be used for maintenance.

A small portion of park and trail projects have been funded through grants however, current staff capacity does not support writing for grants.

**The City should strongly consider creating a dedicated park fund for maintenance of parks and trails.**

### Maintenance

Park maintenance is completed by Public Works, outside contractors, and community volunteers groups. The City does not have a Parks Maintenance & Operations Plan or a Parks Maintenance Schedule.

**The City should strongly consider developing these plans.**

## 3.2 Parkland & Trails

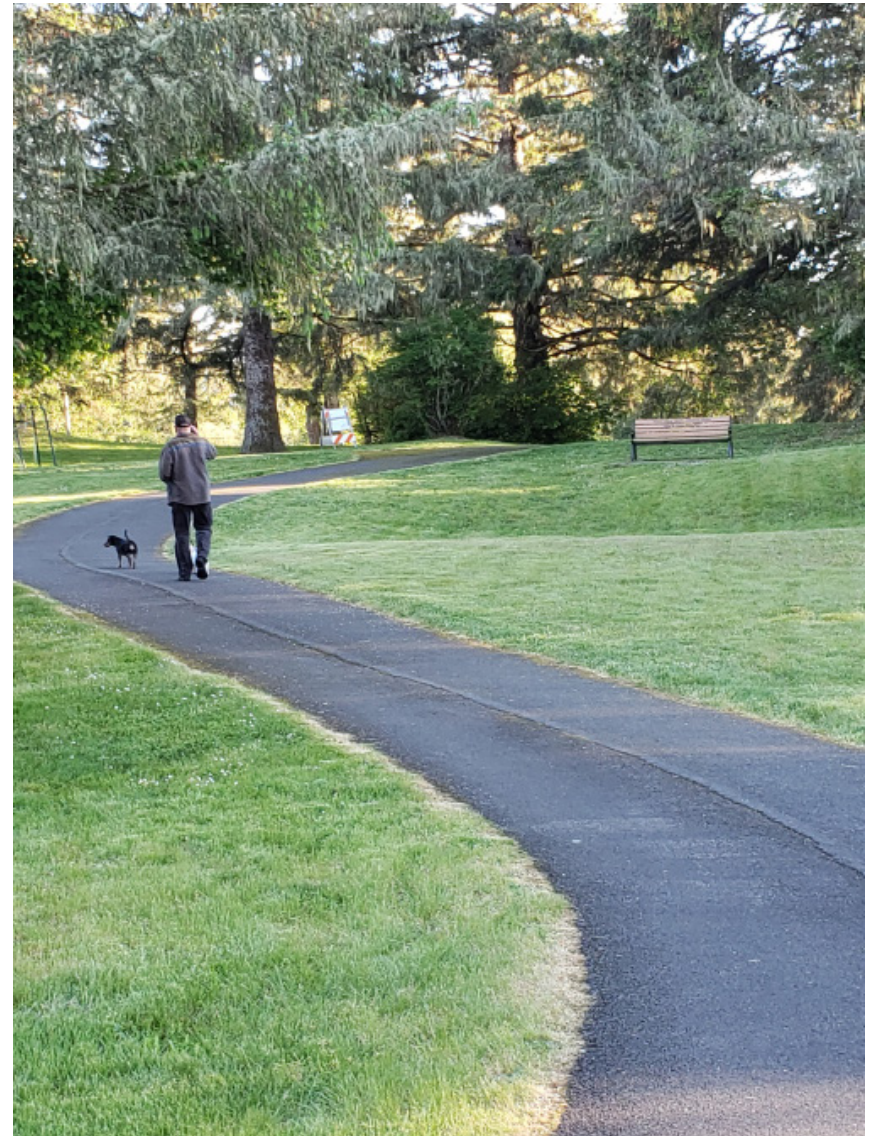
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The classification system outlined in the Oregon Statewide Comprehensive Recreation Plan (SCORP) provides park and recreation providers with guidelines for achieving a manageable and effective park system.

Each park is assigned a classification based on its size\*, function, and amenities. The guidelines assist recreation providers in identifying the appropriate level of service and recognize underserved areas.

### Park Classifications for Warrenton:

- Community Parks
- Neighborhood Parks
- Pocket Parks
- Special Use Parks
- Linear Parks
- Trails, Pathways, & Bikeways





# Quincy & Bessie Robinson Park

Community Park

Location: 300 SW Alder Avenue

Acreage: 9.8 acres

Use: High

Condition: Good

Amenities: Parking, Irrigation system, Basketball courts (2 full), Baseball/Softball fields (3.5), Dugouts, Batting cage, Tennis court, Play structure (2), Community Center, Community Garden, Shelter, Restrooms, Concession stand, Picnic tables, Soil storage area, Dogipot



# Eben H. Carruthers Memorial Park

## Community Park

Location: 1560 NW Warrenton Drive

Acreage: 5.5 acres

Use: High

Condition: Fair to Good. The viewing dock, pavilion, and playground are in poor condition but the dog park and restrooms are good.

Amenities: Parking, Park Host Site, Irrigation, Waterfront Trail access, Restrooms, Memorial bench (2), Dog park, Lighting, Picnic tables, Dogipot





# Seafarer's Park

## Community Park

Location: Hammond Marina on Lake Drive

Acreage: 5.6 acres

Use: High

Condition: Fair; Pavilion, roadway, and lawn needs work

Amenities: Parking, Gazebo, Marina, Benches (3), Memorial, Waterfront Trail access, Dogipot



# LCYSA Soccer Fields

Community Park

Location: 550 SW Ridge Road

Acreage: 12.8

Use: High

Condition: Good

Amenities: Parking (3 lots), Soccer fields (3), Play structure, Concession stand, Scoreboard, Moveable goals (8), Dugouts, Memorial, Lighting (Field 2), Maintenance shed (2), Irrigation, Maintenance equipment, Dogipot



# Fort Stevens Parade Grounds

Neighborhood Park

Location: Russell Drive & Russell Place

Acreage: 2.3 acres

Use: High

Condition: Fair; Playstructure and volleyball court need improvements, sticky grass should be removed

Amenities: Parking, Playground, Dogipot



# Skipanon River Park

Neighborhood Park

Location: 3rd Street & along the Skipanon River

Acreage: 1.4 acres

Use: Medium

Condition: Good

Amenities: Parking, Picnic table (2), Kayak dock, Pedestrian ramp, Bench, Dogipot, Waterfront Trailhead, Paved trail



# Forest Rim

Neighborhood Park

Location: 1651 SE Honeysuckle Loop

Acreage: 3.0 acres

Use: NA

Condition: Planned but still undeveloped

Amenities: NA

# Chelsea Gardens

Neighborhood Park

Location: Chelsea Gardens Neighborhood

Acreage: NA

Use: NA

Condition: Proposed

Amenities: NA

# Library Park

## Pocket Park

Location: 861 Sixth Avenue

Acreage: 0.7 acres

Use: Low

Condition: Good

Amenities: Parking, Playground, Shed, Bench, Planter pots (2)



# Hammond Community Garden

Special Use Park

Location: Pacific Drive, 400 block

Acreage: 0.1 acres

Use: High

Condition: Good; Privately owned and leased to the City

Amenities: Raised beds, Storage shed, Water source



# Warrenton Memorial Plaza

Special Use Park

Location: 99 S. Main Avenue

Acreage: 0.3 acres

Use: Medium

Condition: Good; Restored in 2019 through a partnership with Warrenton VFW and Warrenton Urban Renewal

Amenities: Memorials (3), Flags (6), Bench, Landscaping, Irrigation, Parking, Lighting



# Tansy Point

Special Use Park

Location: NW 13th Street

Acreage: 1.0 acres

Use: Medium

Condition: Good

Amenities: Bench, Round-about, Waterfront Trail access, Dogipot

# Triangle Park

Special Use Park

Location: Pacific Drive & 7th Avenue in Hammond

Acreage: 0.2 acres

Use: Low

Condition: Fair

Amenities: Statue



# Pacific Drive Park

Linear Park

Location: Separates Pacific Drive & Sixth Avenue in Hammond

Acreage: 1.0 acres

Use: Medium

Condition: Fair

Amenities: Planters (2), Flowering trees, Historic bell



# Warrenton Waterfront Trail

Trail

Trailhead Location: NE 1st Street to Tansy Point

Length: 5 miles

Use: High

Surface: Paved



# Skipanon River Trails

Trail

Trailhead Location: SE 3rd Street

Length: 2.5 miles

Use: High

Surface: Paved



# Airport Dike Trail

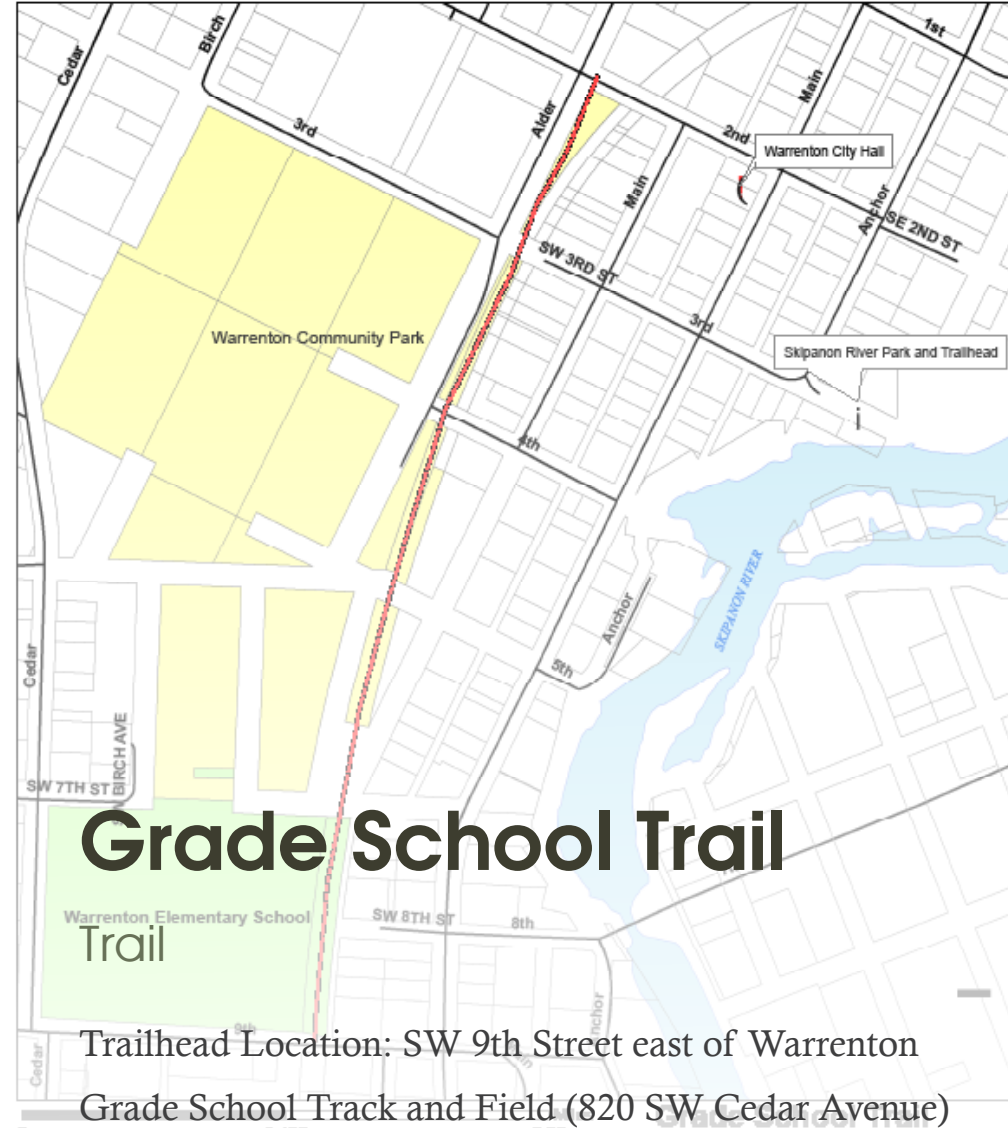
Trail

Trailhead Location: Hwy 101 Business at the Lewis and Clark River to Hwy 101 at the Youngs Bay Bridge

Length: 6 miles

Use: High

Surface: Unimproved, along the dike



# Grade School Trail

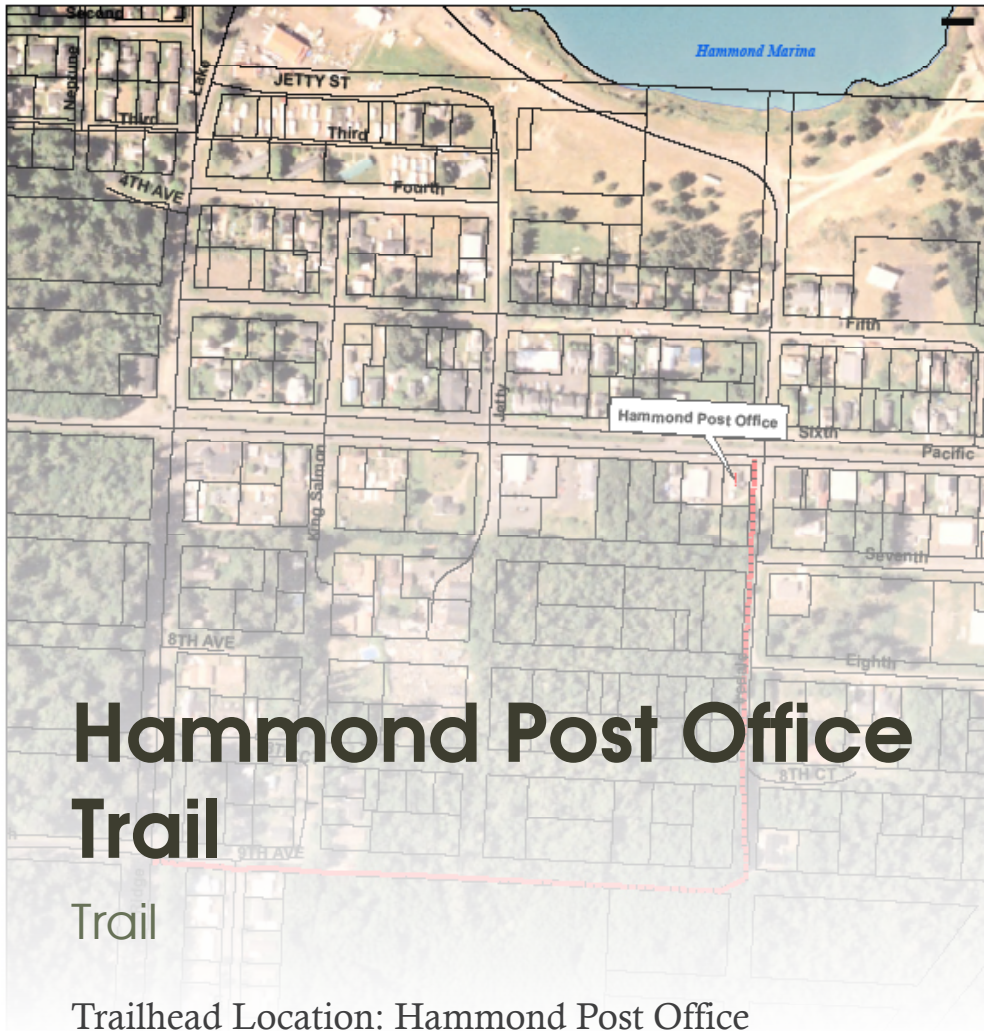
Trailhead Location: SW 9th Street east of Warrenton Grade School Track and Field (820 SW Cedar Avenue)

Length: 0.25 miles

Use: Medium

Surface: Crushed gravel





# Hammond Post Office Trail

Trail

Trailhead Location: Hammond Post Office

Length: 0.2 miles

Use: Low

Surface: Unimproved, along the platted 9th Ave in Hammond



# Delaura Beach Trail

Trail

Trailhead Location: Delaura Beach Road

Length: 2.3 miles

Use: Medium

Surface: Unimproved, portions along roadway

## 3.3 Level of Service Analysis

---

Level of Service (LOS) standards are measures of the amount of public recreation parkland and facilities being provided to meet a jurisdiction's basic needs and expectation. Those needs and expectations are up to each provider to establish, through planning, visioning, and community input.

LOS standards are determined by comparing the existing ratio of developed park acres per 1,000 residents to either the standards set by SCORP or the jurisdiction's desired level of parks relative to population. The results will show a deficit, surplus, or appropriate level of service per park category and amenity. See Table 3.1: Community Parklands LOS Analysis on page 37 and Table 3.2: Community Facility LOS Analysis on page 38.

Park and recreation facilities provided by outside agencies within the same jurisdiction are commonly factored in to

LOS calculation. LOS standards are also crucial for a jurisdiction to measure equitable access to park facilities (such as by walking, biking, or public transportation).

**As a jurisdiction's population grows, park acreage and amenities should also be expanded to maintain the expected LOS set by the community.**

**An LOS map will show areas in need of additional recreation facilities. The City should consider acquiring parkland in these areas to meet the LOS standards and provide equitable access to residents.**



Table 3.1: Community Parklands LOS Analysis

Parkland Classification	Total Acres in Community	Current Community LOS for Parkland (Acres/1,000 population)	Recommended Oregon LOS Standard	Results
Community Parks	33.7	6.18	2.0 to 6.0	Surplus
Neighborhood Parks	3.7	0.68	1.0 to 2.0	Deficit
Pocket Parks	0.7	0.13	0.25 to 0.50	Deficit
Special Use Parks	2.5	0.46	No guideline	NA
Linear Parks	1.0	0.18	0.5 to 1.5	Deficit
Trails, Pathways, and Bikeways	~17 (miles)	3.12 (miles)	0.5 to 1.5	Surplus
Total Acres	41.6	7.63	6.25 to 15.0	Appropriate

Consider increasing the number of Neighborhood, Pocket, and Linear Parks to meet the LOS standard.

Table 3.2: Community Facility LOS Analysis

Facility Type	Total Facilities in Community	Current Community LOS for Facility (Facility/1,000 population)	Recommended Oregon LOS Standard	Results
Baseball/Softball Fields	4	7.3	0.2	Surplus
Volleyball Courts	0	0	0.2	Deficit
Basketball/Multi-use	2	0.37	0.2	Surplus
Soccer Fields	3	0.55	0.2	Surplus
Playgrounds	4	0.73	0.4	Surplus
Picnic Shelters	2	0.37	0.3	Surplus
Off-Leash Dog Parks	1	0.18	0.04	Surplus

Consider increasing the number of volleyball courts to meet the LOS standard.

## 3.4 Additional Facilities

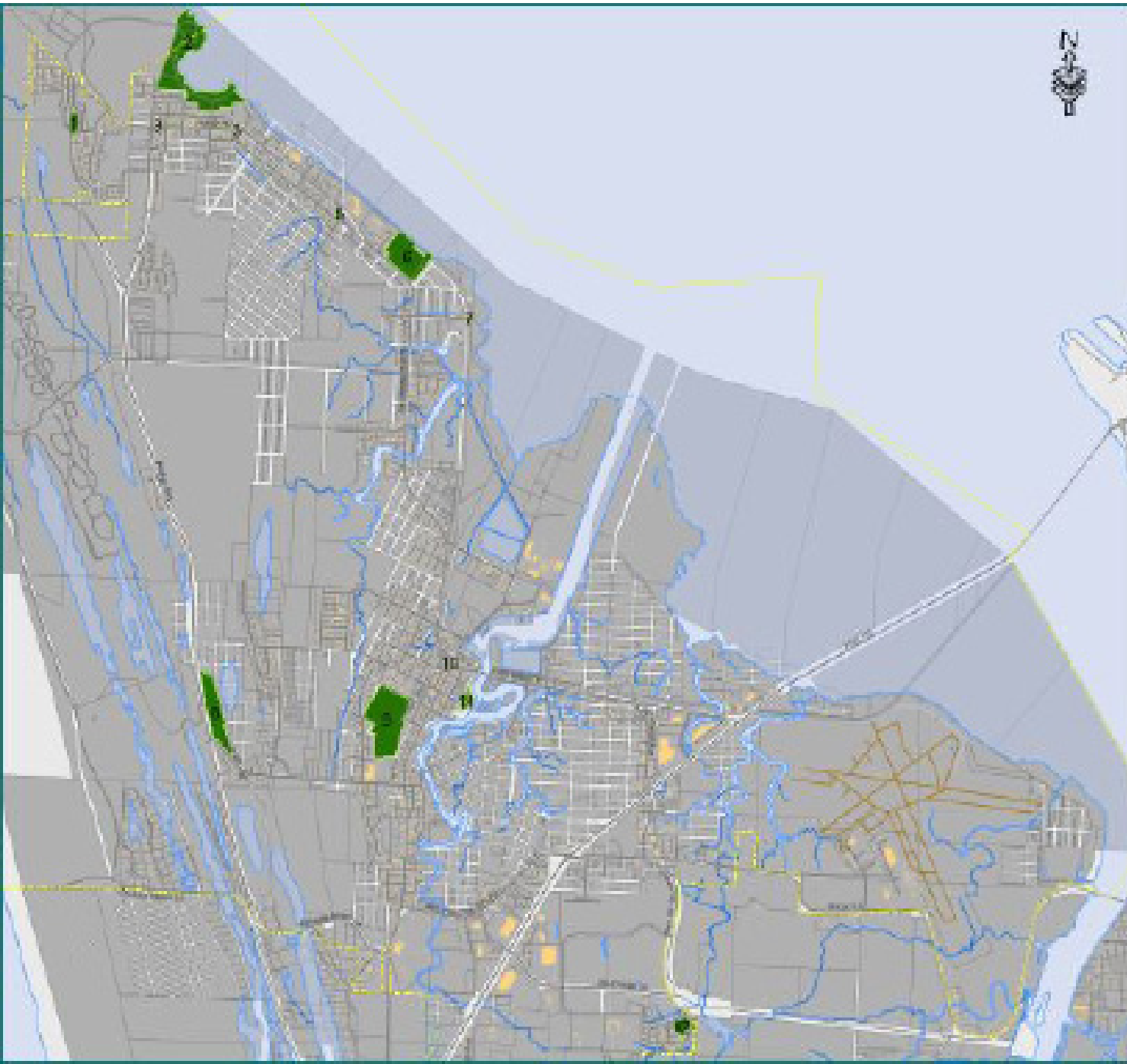
The following recreation facilities are located within Warrenton’s UGB or a five mile radius of the City’s UGB. These facilities have been used to calculate the LOS of Warrenton’s park system.

By calculating all the recreation opportunities within a five mile radius, recreation providers are able to more accurately represent the strengths and gaps in service within the community.

*Table 3.3: Additional Facilities*

Park Name	Manager	Amenities
<b>Fort Stevens State Park</b>	Oregon Parks and Recreation Department	Campsites, RV Facilities, Artifacts, Swimming, Trails, Historic facilities
<b>Warrenton KOA</b>	Kampgrounds of America	Indoor pool, Playground, Campsites, Volleyball court, Indoor recreation
<b>Lewis and Clark National Historical Park</b>	National Parks Service	Fort Clatsop Replica, Trails, Exhibit Hall
<b>Lighthouse Park</b>	Private Ownership	Memorial, Model lighthouse, Picnic Tables
<b>Kamper’s West RV Park</b>	Private Ownership	RV Facilities, Fish cleaning pavilion
<b>Cullaby Lake &amp; Carnahan Park</b>	Clatsop County	Boat Launch, BBQ pits, Playground, Swimming, Nature observation
<b>Astoria Aquatic Center</b>	City of Astoria	Indoor pool, Fitness center
<b>Tapiola Skate Park</b>	City of Astoria	Concrete skate park, Restrooms

Map 3.1: City of Warrenton Parks System



## Parks Master Plan 2020 City of Warrenton Parks

### Legend

-  Parks
-  Tax Lots
-  Building Footprints
-  City Boundary
-  Airport
-  Roads

1. Ft. Stevens Parade Grounds
2. Seafarers Park
3. Pacific Drive Park
4. Triangle Park
5. Library Park
6. Eben H. Cumuthers
7. Tansy Point
8. Warrenton (LCYSA) Soccer Fields
9. Quincy & Bessie Robinson Park
10. Skipanon River Park
11. Warrenton Memorial Plaza
12. Forest Rim

 1 inch = 0.45 miles

CITY OF  
WARRENTON



GIS

# Chapter 4: Needs Assessment

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- 4.1 Community & Staff Needs
- 4.2 Local, State, & National Trends
- 4.3 Peer Community Analysis

## 4.1 Community & Staff Needs

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A needs assessment is a tool that recreation providers can utilize in their future planning efforts. It is comprised of community and staff needs, as well as local, state, and national trends in recreation. The following is a list of the top ten highest rated community needs.

### Community Needs

1. Maintenance on current parks
2. Trail connections
3. Improved amenities & design in parks
4. Community events
5. Park & trail awareness
6. More communication & marketing materials
7. Accessibility and safety improvements
8. Increase funding & partnerships
9. Covered/all-weather recreation spaces
10. Second dog park

Rating was done on a scale of 1-5 and an average score was calculated for each need. We received a total of 164 responses to the questionnaire through a survey, stakeholder interviews, and community forums.

In addition to the community needs, we must also address the needs of our staff who work to satisfy the needs of the community. Staff needs were developed from five staff interviews and multiple Park Advisory Board meetings.

**It is important to note that without satisfying staff needs first, community needs may not be met.**

### Staff Needs

1. Dedicated parks funding
2. Dedicated parks staff and increased capacity
3. Individual Master Plans for parks

## 4.2 Local, State, & National Trends

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A useful method for assessing parks and recreation need is research of local, state, and national trends in the industry. This provides a glimpse into what and how facilities and services are provided by other parks and recreation agencies. This information can be used when determining Warrenton's future parks and trails system needs.

### Local Trends

The Oregon State Comprehensive Outdoor Recreation Plan (SCORP) identifies county-specific needs based on extensive survey data.

For Clatsop County, the following priorities were identified:

1. Urban bike paths (separate from street traffic)
2. Community trail system
3. Picnic areas and shelters for large visitor groups
4. Restrooms
5. Interpretive displays

### State Trends

The Oregon SCORP addresses five important demographic and societal changes facing outdoor recreation providers in the coming years.

Statewide trends show:

1. An aging population
2. An increasingly diverse population
3. Lack of youth engagement in outdoor recreation
4. An underserved, low-income population
5. Recognition of the health benefits of physical activity

**The City will increase their chances of receiving a Land and Water Conservation Fund (LWCF) or Oregon Parks and Recreation Department (OPRD) grant if projects address these trends.**

## National Trends

The National Recreation and Parks Association (NRPA) Agency Performance Review compiles data from parks and recreation providers nation-wide. This report is a useful tool for benchmarking Warrenton's recreational offerings. The following is a comparison of Warrenton's park system with nationwide median values for agencies serving jurisdictions with populations under 20,000:

### **Number of park facilities:**

Nation: 1,300 residents per park

Warrenton: 459 residents per park

### **Acres of parkland:**

Nation: 12.0 acres per 1,000 residents

Warrenton: 8.0 acres per 1,000 residents

### **Full time equivalent (FTE):**

Nation: 10.0 FTE

Warrenton: 0.53 FTE

### **These findings demonstrate that;**

- (1) Warrenton has more park facilities available to residents;
- (2) The total acres of parkland in Warrenton is similar to the national median for jurisdiction under 20,000 residents;
- (3) Warrenton's FTE is dramatically below the national median.

**The FTE finding underscores the City's need, outlined in 4.1, to have a dedicated parks staff and increase staffing.**



## 4.3 Peer Community Analysis

A Peer Community Analysis is a tool used by recreation providers to compare the service they provide to other similar communities.

Four Oregon parks and recreation providers were identified. Lincoln City, Brookings, Talent, and Seaside were selected as peer communities because of the similarities in population, region, geography, jurisdiction type, and tourism.

Only developed parkland is included in the Peer Community Analysis. The analysis also excludes special use parks.

Shown by Table 4.1: Warrenton Peer Community Analysis, Warrenton has the smallest population but has more developed parkland than Talent and Seaside.

Table 4.1: Warrenton Peer Community Analysis

Warrenton Peer Community Analysis			
City	Developed Park Acreage	2018 Population*	Developed Parkland per 1,000 residents
Lincoln City	90.3	8905	10.1
Brookings	55.5	6440	8.6
<b>Warrenton</b>	<b>38.1</b>	<b>5453</b>	<b>7.0</b>
Talent	17.0	6492	2.6
Seaside	4.1	6707	2.1

\*Populations based on 2018 US Census Bureau Data

# Chapter 5: Vision, Goals, & Recommendations

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- 5.1 Introduction & Vision
- 5.2 Goals & Objectives
- 5.3 Recommendations

## 5.1 Introduction & Vision

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The nine goals and 28 objectives described below form the planning framework for Warrenton to address population growth, demographic changes, recreation trends, and the overall desires of Warrenton residents. These goals and objectives serve as the link between the park and recreation needs of the community and the recommendations for park system improvements.

### Vision

The vision for Warrenton's parks and trails system was created by the community in 2010.

“We envision a parks system that enhances the livability of Warrenton while building out community's health, wellness, and quality of life. Our parks system will promote social, cultural, and historical activities while providing a natural environment for the enjoyment of all residents and visitors. The City of Warrenton recognizes the boost in human and social capital parks improvement and maintenance projects will provide its residents.”

*Figure 1.1: Warrenton Park & Recreation Goals*

- Goal 1: Park Awareness & Outreach
- Goal 2: Safety & Access
- Goal 3: Funding & Partnerships
- Goal 4: Park Maintenance & Operations
- Goal 5: Parkland Acquisition
- Goal 6: Parks Planning
- Goal 7: Amenities & Design
- Goal 8: Community Events
- Goal 9: Recreation

## 5.2 Goals & Objectives

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A goal is a broad statement that seeks to guide progress. An objective is a specific and measurable task that helps to further the progress towards a goal. The following are goals and the accompanying objectives.

### Goal 1: Park Awareness and Outreach

Develop and implement park awareness and outreach strategies to inform residents and visitors about parks system.

**Objective 1.1:** Promote community awareness, education, and outreach of the parks system.

**Objective 1.2:** Create an outreach program that incorporates community groups and the school district to promote education of Warrenton's natural features showcased in parks.

**Objective 1.3:** Provide opportunities for community involvement in parks operations and maintenance.

## Goal 2: Safety and Access

Operate park facilities that are safe and accessible for the entire community.

**Objective 2.1:** Design all new park facilities with user safety as a top priority.

**Objective 2.2:** Replace existing amenities that are outdated.

**Objective 2.3:** Improve park accessibility for all residents (e.g. paths and sidewalks).

## Goal 3: Funding and Partnerships

Evaluate and establish new mechanisms for funding existing and future park and recreation facilities while strengthening relationships between the City of Warrenton and other partners.

**Objective 3.1:** Identify and secure appropriate funding sources for operations, parks maintenance, and parkland acquisition.

**Objective 3.2:** Review and adjust the Systems Development Charge rate on a regular basis to allow the City to expand and develop its parks system while meeting its park goals and objectives.

**Objective 3.3:** Develop partnerships with land trusts and private entities that have an interest providing recreation opportunities and/or natural resource protection and preservation.

## Goal 4: Park Maintenance and Operations

Manage and operate all sites to maintain a safe and efficient parks system.

**Objective 4.1:** Upgrade and/or replace facilities or equipment that are in poor condition (i.e. restrooms, playground equipment, ball fields, picnic facilities, etc.)

**Objective 4.2:** Increase staffing for maintenance and operations.

**Objective 4.3:** Update and implement the Adopt-A-Park/Trail program.

## Goal 5: Parkland Acquisition

Acquire additional parkland to ensure that all areas of the city are adequately served by park facilities.

**Objective 5.1:** Acquire parkland in areas within the UGB that are currently underserved by parks.

**Objective 5.2:** Ensure that land acquired through purchase or dedication meets the City's parkland acquisition standards.

## Goal 6: Parks Planning

Establish a coordinated process for parks planning, park acquisition, and development that involves residents and community groups as well as the Parks Advisory Board and the City staff.

**Objective 6.1:** Engage stakeholder groups, community members, and other local regional recreation providers in the parks planning process.

**Objective 6.2:** Update the Parks Master Plan every five to ten years to ensure that it continues to reflect the needs and desires of the community.

**Objective 6.3:** Coordinate development of community bike paths and pathways with Transportation System Plan updates.

**Objective 6.4:** Complete trail connections in coordination with the Warrenton Trails Plan (2008).

## Goal 7: Amenities and Design

Design and manage City parks to provide an attractive, pleasing, and enjoyable environment for residents.

**Objective 7.1:** Implement design standards when planning for parks.

**Objective 7.2:** Review identified community needs and current recreation trends prior to new park development and future park enhancement projects.

**Objective 7.3:** Update and replace aging amenities as needed with new amenities that are safe and aesthetically pleasing.

**Objective 7.4:** Enhance landscaping and natural resources within parks as additional funding for park maintenance is available.

**Objective 7.5:** Ensure that all parks, existing and future, are accessible to everyone and in compliance with ADA requirements.

## Goal 8: Community Events

Develop community event areas within Quincy and Bessie Robinson Community Park and Seafarer's Park to provide opportunities for community cultural and recreational events that attract large gatherings.

**Objective 8.1:** Incorporate elements in the design of Quincy and Bessie Robinson Community Park that can be used for concerts, gatherings, and festivals, such as the 4th of July.

**Objective 8.2:** Incorporate elements in the design of Seafarer's Park that can be used for community gatherings and events.

**Objective 8.3:** Promote cultural activities and events that attract residents and visitors to the downtown area.

## Goal 9: Recreation

Enhance the types of recreation opportunities to include people of differing age groups and backgrounds.

**Objective 9.1:** Provide appropriate recreation opportunities for specific ages in Warrenton (children, elderly, disabled, etc.).

**Objective 9.2:** Support the expanding needs of Warrenton's diverse population.



## 5.3 Recommendations

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Recommendations are the result of a thorough analysis of Warrenton’s current and future parks and trails. Additionally, the recommendations take into account the current and future recreational needs established through broad community input as well as analysis of local, state, and national trends.

Recommendations are divided into six categories:

- (1) Parkland acquisition,
- (2) Parkland development,
- (3) Park specific,
- (4) 2020 recommendations,
- (5) Maintenance and operations,
- (6) Communications and marketing.

The resulting recommendations provide a path for strengthening the City’s park system. They are aimed at building community while accommodating for future growth and adapting to changing needs.

### Parkland Acquisition

Parkland acquisition seeks to provide equitable access to parks and recreation services for our community.

- Recommendation 1.1:** Acquire land for future neighborhood park use in identified underserved areas
- Recommendation 1.2:** Conduct a feasibility study for a multi-sport complex
- Recommendation 1.3:** Assess feasibility of acquisition and development of school district-owned parcel in north Warrenton as a neighborhood park

## Parkland Development

Parkland development strives to provide safe, usable, and beautiful spaces for folks to spend their leisure time or actively recreate. This can be accomplished through maintenance recommendations or new construction.

**Recommendation 2.1:** Support trail projects proposed in the Warrenton Trails Master Plan that increase connectivity to parks

**Recommendation 2.2:** Construct perimeter trails in appropriate parks

**Recommendation 2.3:** Install directional and identification signage

**Recommendation 2.4:** Replace outdated play equipment in all parks

**Recommendation 2.5:** Install dog-waste disposal stations (dog-i-pots) in appropriate parks

**Recommendation 2.6:** Install community gardens in appropriate parks

**Recommendation 2.7:** Establish a Parks Commission or Committee to allow for direct decision making on behalf of City parks

**Recommendation 2.8:** Establish a dedicated parks fund, separate from public works funds, with authority for expenditures granted to the Parks Commission

**Recommendation 2.9:** Provide dedicated, year-round parks maintenance staff

**Recommendation 2.10:** Consider additional revenue-generating facilities such as an RV park to create additional funds to support the parks system

**Recommendation 2.11:** Improve ADA accessibility at all parks including the installation of ADA accessible surface material at existing playgrounds

**Recommendation 2.12:** Explore feasibility of a sand volleyball court and install a facility if appropriate

## Park Specific

Park specific recommendations provide actions steps for each park in Warrenton. These recommendations were developed through a visioning process with community stakeholders in 2010. The main goal of park specific recommendations is to provide a unified vision for each park that will guide development for years to come.

### **Quincy & Bessie Robinson**

**Recommendation 3.1:** Develop a concept plan and accompanying feasibility study

**Recommendation 3.2:** Install security lighting

### **Seafarer's Park**

**Recommendation 3.3:** Develop a concept plan and feasibility study, based upon the initial concept plan, that includes improvements to parking areas, utilities, access, and restrooms

### **LCYSA Soccer Fields**

**Recommendation 3.4:** Explore partnership opportunities between the City of Warrenton, Clatsop County, and LCYSA to prepare a long-term Master Plan for the development of the facility

### **Fort Stevens Parade Grounds**

**Recommendation 3.5:** Install a sand volleyball court

**Recommendation 3.6:** Develop a concept plan to guide future development

### **Eben H. Carruthers Park**

**Recommendation 3.7:** Repair river viewing area

**Recommendation 3.8:** Install new playground equipment

**Recommendation 3.9:** Plant a visual barrier along the East boundary of the property to separate the park from the sight

of the adjacent neighboring mill

**Recommendation 3.10:** Install adult outdoor exercise stations

**Recommendation 3.11:** Construct additional walking paths within the interior of the park

### **Skipanon River Park**

**Recommendation 3.12:** Restore the riparian corridor along the Skipanon River

**Recommendation 3.13:** Install interpretive signage and materials

**Recommendation 3.14:** Install restrooms for users

**Recommendation 3.15:** Install a play structure

### **Warrenton Memorial Plaza**

**Recommendation 3.16:** Form a long-term partnership with the VFW for ongoing maintenance

### **Tansy Point**

**Recommendation 3.17:** Build a trail connection between Tansy Point and Carruthers Park

**Recommendation 3.18:** Install a central art piece, statue, or fountain

**Recommendation 3.19:** Install interpretive and directional signage

**Recommendation 3.20:** Construct parking improvements

### **Triangle Park**

**Recommendation 3.21:** Install aesthetically pleasing landscape plantings

**Recommendation 3.22:** Install a variable message board

**Recommendation 3.23:** Install directional and identification signage, including acknowledgement of Hammond

### **Pacific Drive Park**

**Recommendation 3.24:** Coordinate with ODOT on the installation of bollards at appropriate locations

**Recommendation 3.25:** Construct a stormwater bioswale\*

### **Trails**

**Recommendation 3.26:** Construct a trail connection to Fort Stevens

**Recommendation 3.27:** Construct a trail connection between the LCYSA soccer fields and downtown

*\*Public Works has budgeted for drainage improvements along Pacific Drive. Review the recommendation after the PW project is complete for relevancy.*

## 2020 Recommendations

The Parks Advisory Board (PAB) met to discuss the progress we have made since 2010. Many of the projects outlined in the 2010 Parks Master Plan have been completed, as have a handful of reactionary projects (see Appendix A.2).

The following recommendations have been added based on PAB goals and interest from the community:

**Recommendation 4.1:** Develop the Forest Rim Neighborhood Park

**Recommendation 4.2:** Create a parks compost where all organic materials from park maintenance can be composted and then reused in the parks and community gardens

**Recommendation 4.3:** Construct a covered, all-season recreation area

**Recommendation 4.4:** Build a sand volleyball court, cornhole, and horseshoe pit at Eben H. Carruthers

**Recommendation 4.5:** Explore the possibility of building a second dog park at Skipanon River Park

**Recommendation 4.6:** Plot and advertise locations for memorial benches as a way to monetize parks



*Spring time on the Waterfront Trail*

## Communications & Marketing

Survey results and stakeholder interviews showed a strong desire for increase park and trail awareness. Parks information has traditionally been shared on the City's website and the City's Facebook page. There are still many areas with room for improvement and there is an expressed need for more effective communication with the public.

**Recommendation 5.1:** Provide communications and marketing material in Spanish and coordinate with local community groups, such as the Lower Columbia Hispanic Council

**Recommendation 5.2:** Develop and improve the *Parks and Trails* page on the City's website

**Recommendation 5.3:** Include a parks and trails update in each Warrenton Wire

**Recommendation 5.4:** Provide printed parks and trail materials at the Community Library

**Recommendation 5.5:** Consider creating a “#Hashtag” for Warrenton's parks and trails system that recreation users can include in their social media posts, increasing visibility

**Recommendation 5.6:** Cross promote parks and trails on the Astoria-Warrenton Chamber of Commerce, and Northwest Coast Trails Coalition webpages

## Maintenance & Operations

Community input gathered during the 2020 planning process demonstrated that parks and recreation facilities and services greatly contributed to folks' quality of life and attachment to place. The City of Warrenton is currently operating with no dedicated parks staff, yet there are community expectations to continue to maintain and improve the parks and trails system.

**Recommendation 6.1:** Balance staff capacity with community expectations and LOS Benchmarks

**Recommendation 6.2:** Develop a Maintenance and Operations Plan

**Recommendation 6.3:** Create a maintenance schedule including equipment replacement/updates

**Recommendation 6.4:** Identify and prioritize deferred maintenance tasks

**Recommendation 6.5:** Incorporate maintenance costs into new development such as the Forest Rim Park or Eben H. Carruthers improvements

**Recommendation 6.6:** Host an annual trail clean up event

These recommendations comprise the heart of the Warrenton Parks Master Plan. Every bit of input received, surveys returned, or interview held shaped this section. The intention is not to create an exhaustive list, but to create a pathway on which to make strides towards what is important and impactful for our community.

# Chapter 6: Implementation & Funding

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6.1 Guide for Plan Use

6.2 Implementation & Funding



# 6.1 Guide for Plan Use

Different stakeholders will use the Parks Master Plan differently. Please reference Table 6.1: How the Parks Master Plan will be Used below.

*Table 6.1: How the Parks Master Plan will be Used*

Externally	Internally
<p>By the Public</p> <ul style="list-style-type: none"> <li>Learn about parks and recreation facilities and services</li> <li>Give feedback and advise on decisions</li> <li>Learn about the parks planning process</li> <li>Understand the benefits of service</li> </ul>	<p>By City Staff</p> <ul style="list-style-type: none"> <li>Plan workload and resources needed</li> <li>Plan for ways to fill service gaps</li> <li>Promote benefits of parks and recreation</li> </ul>
<p>By City Partners</p> <ul style="list-style-type: none"> <li>Meet identified gaps in facilities, programs, and workload</li> <li>Have a policy framework for partnerships with the City</li> <li>Compare service to avoid duplication</li> </ul>	<p>By City Commission</p> <ul style="list-style-type: none"> <li>Identify funding gaps and direct meeting them</li> <li>Understand the public issues and desires</li> <li>Direct priorities for park and recreation service</li> <li>Guide planning for expected growth</li> <li>Develop policy guiding land use and public service</li> </ul>
<p>By Developers</p> <ul style="list-style-type: none"> <li>Definitions of park and recreation facilities</li> <li>Baseline development standards for facilities</li> <li>Understand park development process</li> <li>Guidance for project and community design</li> </ul>	<p>By the Parks Advisory Board</p> <ul style="list-style-type: none"> <li>Plan workload and resources needed</li> <li>Advocate for priorities from public surveys and community input</li> <li>Provide a metric for evaluation of success</li> <li>Policy framework for Parks Advisory Board business and priorities</li> </ul>

## 6.2 Implementation & Funding

Below you will find cost estimates, funding source recommendations, and responsible staff group(s) to complete each goal developed as part of the Parks Master Plan. Top priority projects, as identified by the Parks Advisory Board, are included in the chart below. There are multiple recommendations not included in this chart, but found in Chapter 5 of the plan document. These recommendations should replace completed projects as time progresses.

Table 6.2: Implementation & Funding Strategy

\$ \$0-\$9,999

\$\$ \$10,000-\$49,999

\$\$\$ \$50,000-\$99,999

\$\$\$\$ >\$100,000

Goal	Objective	Total Estimated Cost	Potential Source of Funding	Responsible Staff Group
Park Awareness and Outreach	Provide communications and marketing material in Spanish and coordinate with local community groups, such as the Lower Columbia Hispanic Council	\$	General Fund	Parks Advisory Board (PAB)

Goal	Objective	Total Estimated Cost	Potential Source of Funding	Responsible Staff Group
Park Awareness and Outreach	Develop and improve the Parks and Trails page on the City's website	\$	Staff time	Deputy City Recorder
	Include a parks and trails update in each Warrenton Wire	\$	Staff time	PAB Staff
Safety & Access	Support trail projects proposed in the Warrenton Trails Master Plan that increase connectivity to parks	\$\$\$\$	General Fund, Street Tax Fund, Grants, Partnerships	Public Works, City Commission
	Install security lighting at Quincy & Bessie Robinson Park	\$\$\$	General Fund, QBR Trust, Grants, Partnerships	Public Works
	Repair river viewing area at Carruthers	\$\$\$	General Fund, QBR Trust, Grants, Partnerships	Public Works
Funding and Partnerships	Establish a dedicated parks fund, separate from general funds, with authority for expenditures granted to a recommended Parks Commission	\$	Staff time	PAB, City Staff, City Commission

Goal	Objective	Total Estimated Cost	Potential Source of Funding	Responsible Staff Group
Park Maintenance and Operations	Create a maintenance schedule including equipment replacement/updates	\$	Staff time	Public Works
	Develop a Maintenance and Operations Plan	\$-\$\$	Staff time, General Fund	Public Works
	Identify and prioritize deferred maintenance tasks	\$	Staff time	Public Works
Parkland Acquisition	Not a priority at this time. Maintenance of existing facilities as well as increasing staff and funds should be prioritized.			
Parks Planning	Develop a concept plan for Quincy & Bessie Robinson Park	\$	Staff time, General Fund	PAB with Public Works input
	Develop a concept plan for Forest Rim Neighborhood Park	\$-\$\$	General Fund, Grants, Partnerships	Community & Economic Development, with input from PAB and Public Works

Goal	Objective	Total Estimated Cost	Potential Source of Funding	Responsible Staff Group
Amenities & Design	Construct a community compost	\$	General Fund, QBR Trust, Grants, Partnerships	Public Works
	Explore feasibility of a sand volleyball court and install a facility if appropriate	\$	General Fund, QBR Trust, Grants,	Public Works
	Install a central art piece, statue, or fountain at Tansy Point	\$-\$\$	General Fund, Grants, Partnerships	Public Works
	Install interpretive signage along the Waterfront Trail	\$	General Fund, Grants, Partnerships	PAB, with input from Public Works and community partners
Community Events	Promote cultural activities and events that attract residents and visitors to the downtown area	\$	Staff time, General Fund	City Staff, City Commission
Recreation	Install adult outdoor exercise equipment	\$\$-\$\$\$	General Fund, QBR Trust, Grants	PAB with input from Public Works

Goal	Objective	Total Estimated Cost	Potential Source of Funding	Responsible Staff Group
Recreation	Construct covered picnic areas	\$\$	General Fund, QBR Trust, Grants, Partnerships	Public Works
	Meet LOS standards for amenities	\$	General Fund, QBR Trust, Grants, Partnerships	Public Works with input from PAB

As each objective is completed, the PAB should review the list of recommendations and select the next project based on community impact, community need, available funding and increases to maintenance. After a 10 year period, the list of recommendations should be reviewed along with the entire Parks Master Plan in order to continue to meet the needs of Warrenton's residents.

Thank you for reading the 2020 update to Warrenton's Parks Master Plan!

# APPENDIX

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- A.1 Inventory & Existing Conditions
- A.2 Unplanned Completed Projects
- A.3 Accessible Checklist

# Parks Master Plan 2020 Quincy & Bessie Robinson



Type: Community Park  
Size: 9.8 acres

## Park Amenities

- Play Structure (2)
- Hard & Softball Fields (3.5)
- Batting Cages
- Basketball Courts (2 full)
- Tennis Courts (2)
- Concession Stand
- Restrooms
- Parking
- Shelter
- Community Garden
- Community Center
- Picnic Tables (4)

**Legend**

- Park
- Tax Lots
- Land Use  
Parks and Open Space
- Zoning  
Open Space Institutional





# Parks Master Plan 2020

## Eben H. Carruthers Park



Type: Community Park  
Size: 5.5 acres

### Park Amenities

- Dog Park- small & lg dog sections
- Parking
- Restrooms
- Lighting
- Waterfront Trail Access
- Swing Set
- Viewing Dock
- Shelter
- Picnic Tables (3)
- Memorial & other benches

**Legend**

- Park
- Tax Lots
- Land Use  
Parks and Open Space
- Zoning  
Open Space Institutional



# Parks Master Plan 2020

## Seafarers Park



Type: Community Park  
Size: 5.6 acres

### Park Amenities

- Marina
- Gazebo
- Parking
- Waterfront Trail Access
- Memorial
- Memorial & other benches

**Legend**

- Park
- Tax Lots
- Land Use  
Parks and Open Space
- Zoning  
Open Space Institutional



# Parks Master Plan 2020

## Warrenton (LCYSA) Soccer Fields

CITY OF  
WARRENTON



GIS

Type: Community Park  
Size: 12.8 acres

### Park Amenities

- Soccer Fields (3)
- Moveable Goals (8)
- Scoreboard
- Concession Stand
- Lighting (4 lights field 2)
- Dugouts (6)
- Play Structure
- Parking Lots (3)
- Memorial
- Maintenance Shed (2)
- Trail Connection

### Legend

- Park
- Tax Lots
- Land Use  
Parks and Open Space
- Zoning  
Open Space Institutional

0 65 130 260 Feet

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# Parks Master Plan 2020 Fort Stevens Parade Grounds



Type: Neighborhood Park  
Size: 2.3 acres

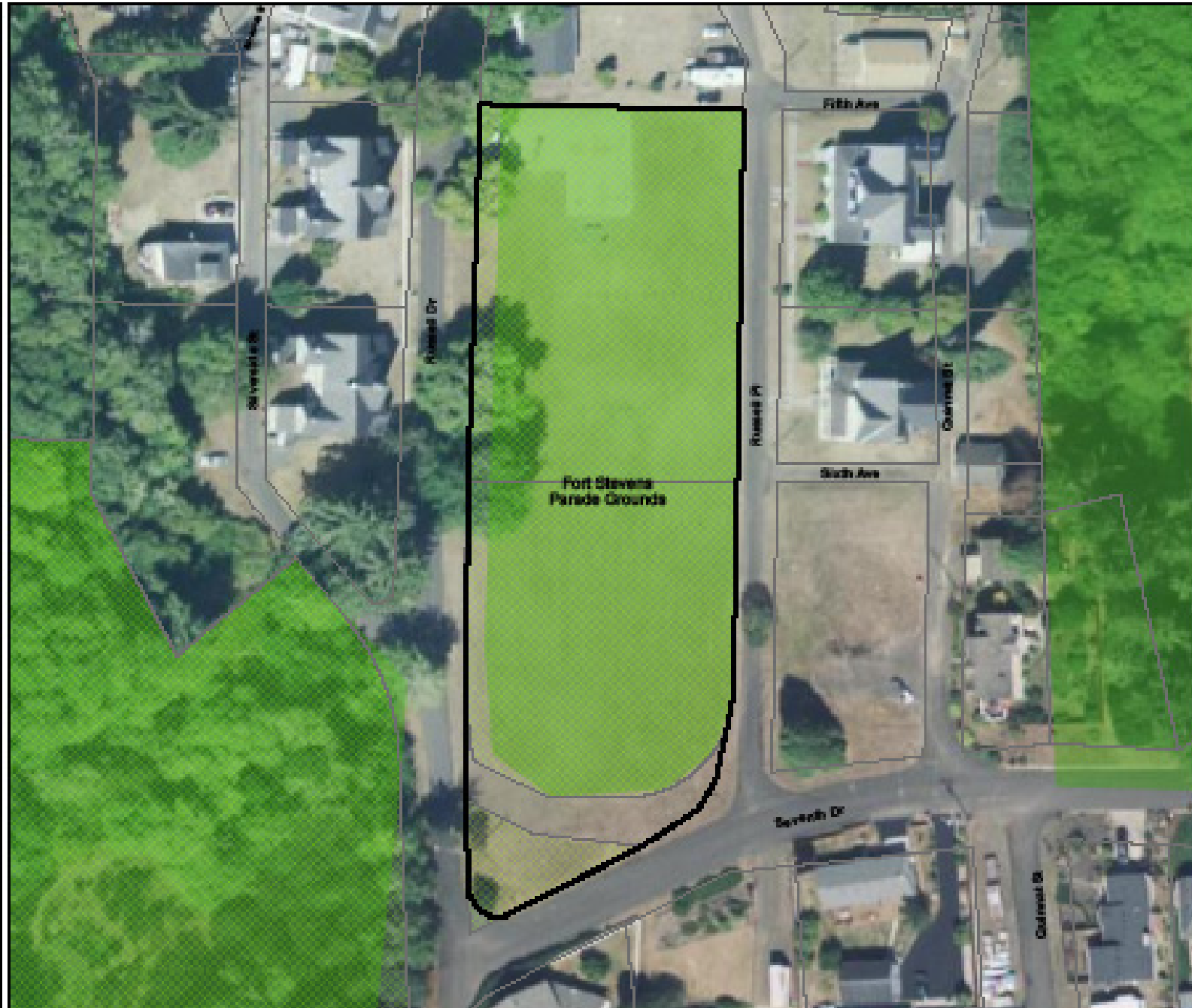
Park Amenities  
Play Structure

**Legend**

- Park
- Tax Lots
- Land Use  
Parks and Open Space
- Zoning  
Open Space Institutional

0 25 50 100 Feet

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# Parks Master Plan 2020

## Skipanon River Park



Type: Neighborhood Park  
Size: 1.4 acres

### Park Amenities

- Kayak Dock/launch
- Pedestrian Ramp
- Parking
- Paved Trail
- Waterfront Trail Access
- Picnic Tables (2)
- Bench

**Legend**

- Park
- Tax Lots
- Land Use  
Parks and Open Space
- Zoning  
Open Space Institutional

0 20 40 80 Feet

Source: City of Warrenton GIS, City of Warrenton - Dept. of Public Works



# Parks Master Plan 2020

## Forest Rim



Type: Neighborhood Park  
Size: 3 acres

### Park Amenities

- Phase 1: Construct Small Park
- Phase 2: Develop Small Park
- Phase 3: Develop Large Park

**Legend**

- Park
- Tax Lots
- Land Use  
Parks and Open Space
- Zoning  
Open Space Institutional



# Parks Master Plan 2020

## Library Park



Type: Mini Park  
Size: 0.7 acres

### Park Amenities

- Library
- Play Structure
- Shed
- Bench
- Planter Pots (2)
- Parking
- Near Waterfront Trail Access

**Legend**

- Park
- Tax Lots
- Land Use  
Parks and Open Space
- Zoning  
Open Space: Institutional



# Parks Master Plan 2020 Warrenton Memorial Plaza



Type: Special Use Park  
Size: 0.3 acres

## Park Amenities

- Memorials (3)
- Flags (6)
- Bench
- Landscaping
- Parking

**Legend**

- Park
- Tax Lots
- Land Use  
Parks and Open Space
- Zoning  
Open Space Institutional

0 15 30 60 Feet

Copyright 2019  
City of Warrenton - Dept. of Public Works





# Parks Master Plan 2020

## Tansy Point



Type: Special Use Park  
Size: 1 acre

### Park Amenities

- Bench
- Round-about
- Waterfront Trail Access

**Legend**

- Park
- Tax Lots
- Land Use  
Parks and Open Space
- Zoning  
Open Space Institutional

0 15 30 60 Feet

Updated: May 2020  
City of Warrenton - Dept. of Public Works



# Parks Master Plan 2020 Triangle Park



Type: Special Use Park  
Size: 0.2 acres

## Park Amenities Statue

**Legend**

- Park
- Tax Lots
- Land Use  
Parks and Open Space
- Zoning  
Open Space Institutional

0 10 20 40 Feet

Copyright 2019, 2020  
City of Warrenton - Dept. of Public Works



# Parks Master Plan 2020

## Pacific Drive Park



Type: Linear Park  
Size: 1 acre

### Park Amenities

Bell  
Planters (2)

**Legend**

- Park
- Tax Lots
- Land Use  
Parks and Open Space
- Zoning  
Open Space Institutional

0 87.5 175 350 Feet

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The following is a list of projects not originally identified in the 2010 Warrenton Parks Master Plan, but later completed. Listing the projects here is a way of capturing the progress of the parks system.

Future attempts should be made to update the Parks Master Plan to include projects outside of the original scope of the document.

### Quincy & Bessie Robinson

Replaced playground

Constructed a storage shed for parks equipment

Improved drainage and field amenities on all ball fields

Replaced restroom and added a janitors closet

Installed and later removed park host site

Added 2 street lights

Built batting cages

Re-fenced tennis courts

Added accessible parking spaces

Added a community garden

### LCYSA Soccer Fields

Added lighting

City funded water service

Improved play area

### Fort Stevens Parade Grounds

Paved parking

Improved play area

Added water source

Created the Fort Stevens Parade Grounds Concept Plan

### Eben H. Carruthers

Added additional parking

Improved dog parks

Added park host site

### Trails

Paved trail from NE 1st to NW 13th

Improved Heceta Place trail with packed dirt

Installed directional signage

Installed dog waste disposals (dog-i-pots)

# ADA Checklist for Existing Facilities

## Priority 1 – Approach & Entrance

Based on the 2010 ADA Standards for Accessible Design



Project \_\_\_\_\_

Building \_\_\_\_\_

Location \_\_\_\_\_

Date \_\_\_\_\_

Surveyors \_\_\_\_\_

Contact Information \_\_\_\_\_

**An accessible route from site arrival points and an accessible entrance should be provided for everyone.**



Institute for Human Centered Design  
[www.HumanCenteredDesign.org](http://www.HumanCenteredDesign.org)

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ADA National Network  
Questions on the ADA 800-945-4212 voice/tty  
[www.ADAchecklist.org](http://www.ADAchecklist.org)



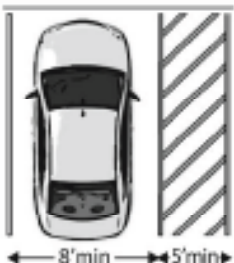
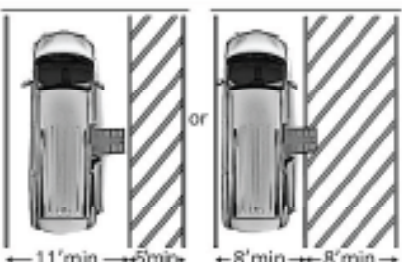

This checklist was produced by the New England ADA Center, a project of the Institute for Human Centered Design and a member of the ADA National Network. This checklist was developed under a grant from the Department of Education, NIDRR grant number H133ADG0092-09A. However the contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.

Questions or comments on the checklist contact the New England ADA Center at 617-695-0085 voice/tty or [ADAinfo@NewEnglandADA.org](mailto:ADAinfo@NewEnglandADA.org)




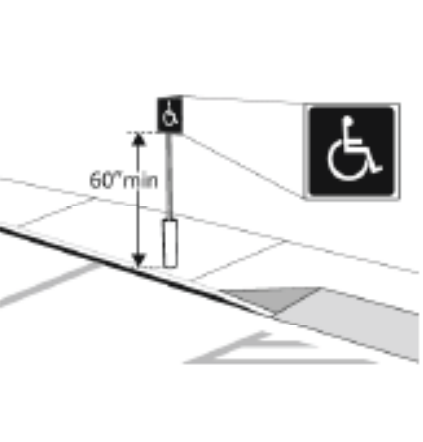
For the full set of checklists, including the checklists for recreation facilities visit [www.ADAchecklist.org](http://www.ADAchecklist.org).



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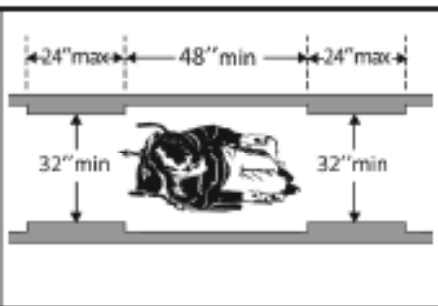
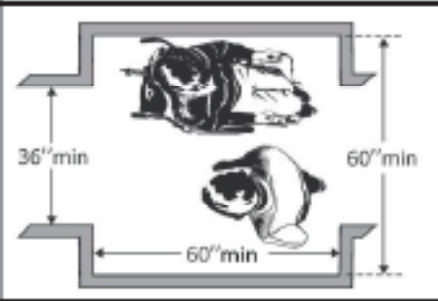
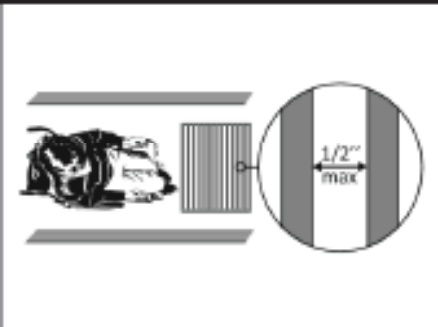
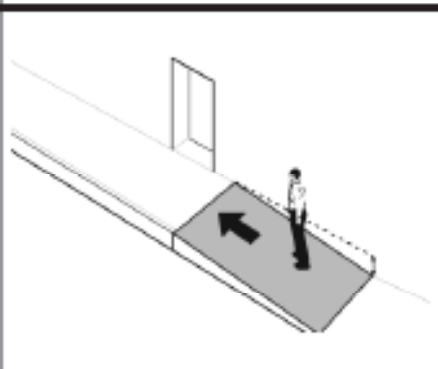
Priority 1 – Approach & Entrance			Comments	Possible Solutions												
<p><b>L1</b> Is there at least one route from site arrival points (parking, passenger loading zones, public sidewalks and public transportation stops) that does not require the use of stairs? [See 2010 ADA Standards for Accessible Design – 206.2.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, location of route:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>▪ Add a ramp</li> <li>▪ Regrade to 1:20 maximum slope</li> <li>▪ Add a lift if site constraints prevent other solutions</li> </ul>												
<p>Parking Accessible parking spaces should be identified by size, access aisle and signage.</p>																
<p><b>L2</b> If parking is provided for the public, are an adequate number of accessible spaces provided? [208.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Total #:</p> <p>Accessible #:</p>	<table border="1"> <thead> <tr> <th>Total Spaces</th> <th>Accessible Spaces</th> </tr> </thead> <tbody> <tr> <td>1 - 25</td> <td>1</td> </tr> <tr> <td>26 - 50</td> <td>2</td> </tr> <tr> <td>51 - 75</td> <td>3</td> </tr> <tr> <td>76 - 100</td> <td>4</td> </tr> <tr> <td colspan="2">100+ see 2010 Standards 208.2</td> </tr> </tbody> </table>	Total Spaces	Accessible Spaces	1 - 25	1	26 - 50	2	51 - 75	3	76 - 100	4	100+ see 2010 Standards 208.2		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>▪ Reconfigure by repainting lines</li> <li>▪</li> <li>▪</li> </ul>
Total Spaces	Accessible Spaces															
1 - 25	1															
26 - 50	2															
51 - 75	3															
76 - 100	4															
100+ see 2010 Standards 208.2																
<p><b>L3</b> Of the accessible spaces, is at least one a van accessible space? [208.2.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>For every 6 or fraction of 6 parking spaces required by the table above, at least 1 should be a van accessible space.</p>	<p>Photo #:</p>	<ul style="list-style-type: none"> <li>▪ If constructed before 3/15/2012, parking is compliant if at least 1 in every 8 accessible spaces is van accessible</li> <li>▪ Reconfigure by repainting lines</li> </ul>												

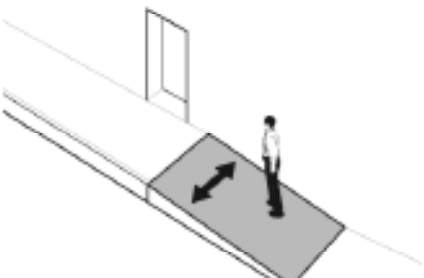
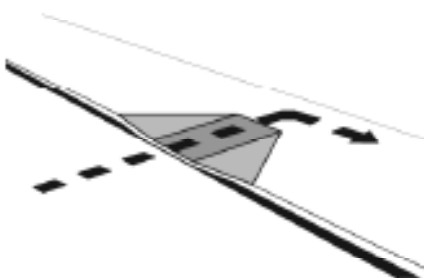
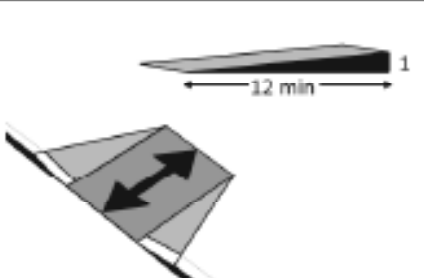
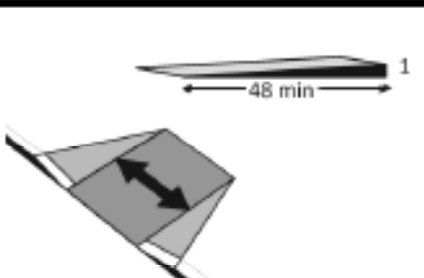
<p><b>1.4</b> Are accessible spaces at least 8 feet wide with an access aisle at least 5 feet wide? [502.2, 502.3]</p> <p><i>Note: Two spaces may share an access aisle. Check state/local requirements; some specify that each space have its own aisle.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>	 <p>← 8' min → ← 5' min →</p>	<p>Photo #:</p>	<ul style="list-style-type: none"> <li>- Reconfigure by repainting lines</li> <li>-</li> <li>-</li> </ul>
<p><b>1.5</b> Is the van accessible space:</p> <p>At least 11 feet wide with an access aisle at least 5 feet wide? Or At least 8 feet wide with an access aisle at least 8 feet wide? [502.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>	 <p>← 11' min → ← 5' min → or ← 8' min → ← 8' min →</p>	<p>Photo #:</p>	<ul style="list-style-type: none"> <li>- Reconfigure to provide van-accessible space(s)</li> <li>-</li> <li>-</li> </ul>
<p><b>1.6</b> Is at least 98 inches of vertical clearance provided for the van accessible space? [502.5]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>	 <p>98" min</p>	<p>Photo #:</p>	<ul style="list-style-type: none"> <li>- Reconfigure to provide van-accessible space(s)</li> <li>-</li> <li>-</li> </ul>

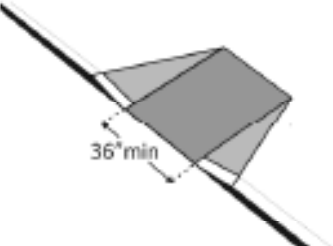
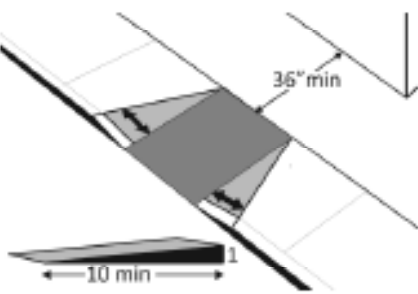
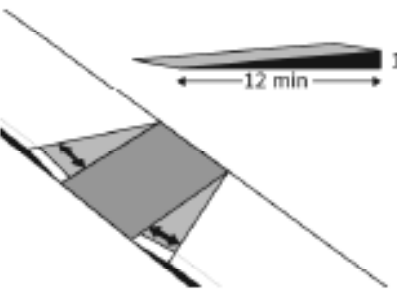


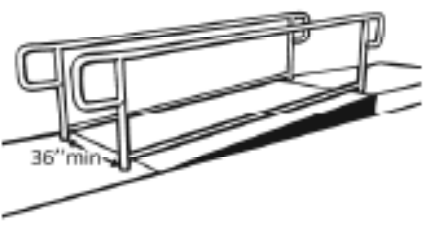

<p><b>1.7</b> Are the access aisles marked so as to discourage parking in them? [502.3.3]</p> <p>Note: The marking method and color may be addressed by state/local requirements.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>- Mark access aisles</li> <li>-</li> <li>-</li> </ul>
<p><b>1.8</b> Is the slope of the accessible parking spaces and access aisles no steeper than 1:48 in all directions? [502.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>- Regrade surface</li> <li>-</li> <li>-</li> </ul>
<p><b>1.9</b> Do the access aisles adjoin an accessible route? [502.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>- Create accessible route</li> <li>- Relocate accessible space</li> <li>-</li> </ul>
<p><b>1.10</b> Are accessible spaces identified with a sign that includes the International Symbol of Accessibility?  Is the bottom of the sign at least 60 inches above the ground? [502.6]</p> <p>Note: The International Symbol of Accessibility is not required on the ground.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>- Install signs</li> <li>-</li> <li>-</li> </ul>

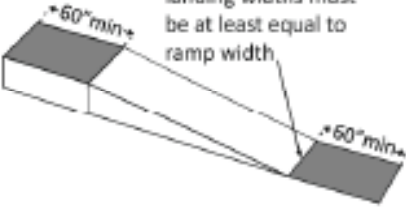
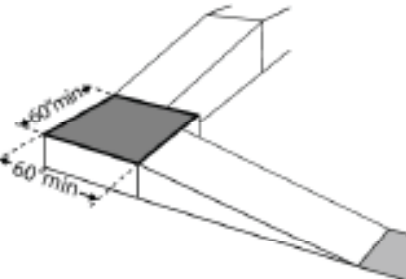

<p><b>1.11</b> Are there signs reading “van accessible” at van accessible spaces? [502.6]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>- Install signs</li> <li>-</li> <li>-</li> </ul>
<p><b>1.12</b> Of the total parking spaces, are the accessible spaces located on the closest accessible route to the accessible entrance(s)? [208.3.1]</p> <p>Note: If parking serves multiple entrances, accessible parking should be dispersed.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>- Reconfigure spaces</li> <li>-</li> <li>-</li> </ul>
<p>Exterior Accessible Route</p>				
<p><b>1.13</b> Is the route stable, firm and slip-resistant? [302.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>- Repair uneven paving</li> <li>- Fill small bumps and breaks with patches</li> <li>- Replace gravel with asphalt or other surface</li> </ul>
<p><b>1.14</b> Is the route at least 36 inches wide? [403.5.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>- Change or move landscaping, furnishings or other items</li> <li>- Widen route</li> <li>-</li> </ul>

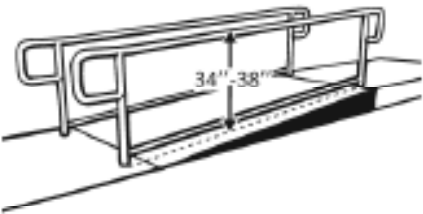
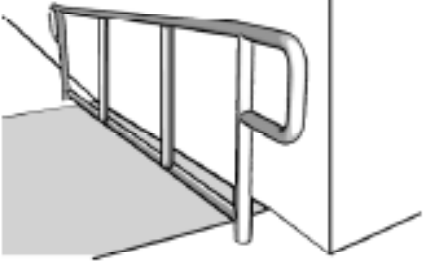
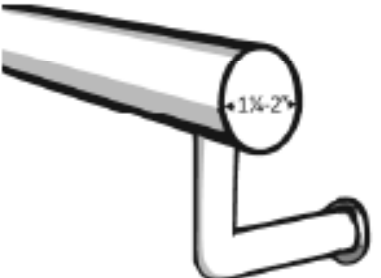
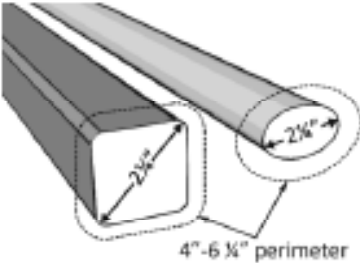
<p><b>Note:</b> The accessible route can narrow to 32 inches min. for a max. of 24 inches. These narrower portions of the route must be at least 48 inches from each other.</p>			<p>Photo #:</p>	
<p><b>1.15</b> If the route is greater than 200 feet in length and less than 60 inches wide, is there a passing space no less than 60 x 60 inches? [403.5.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>- Widen route for passing space</li> <li>-</li> <li>-</li> </ul>
<p><b>1.16</b> If there are grates or openings on the route, are the openings no larger than 1/2 inches?  Is the long dimension perpendicular to the dominant direction of travel? [302.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>- Replace or move grate</li> <li>-</li> <li>-</li> </ul>
<p><b>1.17</b> Is the running slope no steeper than 1:20, i.e. for every inch of height change there are at least 20 inches of route run? [403.3]</p> <p><b>Note:</b> If the running slope is steeper than 1:20, treat as a ramp and add features such as edge protection and handrails.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>- Regrade to 1:20 max.</li> <li>-</li> <li>-</li> </ul>

<p><b>1.18</b> Is the cross slope no steeper than 1:48? [403.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>▪ Regrade to 1:48 max.</li> <li>▪</li> <li>▪</li> </ul>
<p><b>Curb Ramps</b></p>				
<p><b>1.19</b> If the accessible route crosses a curb, is there a curb ramp? [402.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>▪ Install curb ramp</li> <li>▪</li> <li>▪</li> </ul>
<p><b>1.20</b> Is the running slope of the curb ramp no steeper than 1:12, i.e. for every inch of height change there are at least 12 inches of curb ramp run? [406.1, 406.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>▪ Regrade curb ramp</li> <li>▪</li> <li>▪</li> </ul>
<p><b>1.21</b> Is the cross slope of the curb ramp, excluding flares, no steeper than 1:48? [406.1, 406.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>▪ Regrade curb ramp</li> <li>▪</li> <li>▪</li> </ul>

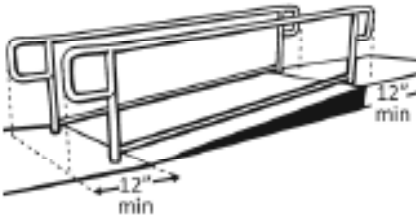
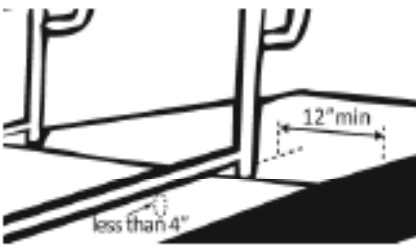
<p><b>1.22</b> Is the curb ramp, excluding flares, at least 36 inches wide? [406.1, 405.5]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Widen curb ramp</li> <li>•</li> <li>•</li> </ul>
<p><b>1.23</b> At the top of the curb ramp is there a level landing (slope no steeper than 1:48 in all directions) that is at least 36 inches long and at least as wide as the curb ramp? [406.4]</p> <p>If there are curb ramp flares, are the slopes of the flares no steeper than 1:10, i.e. for every inch of height change there are at least 10 inches of flare run? [406.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Reconfigure</li> <li>• Add ramp flares</li> <li>•</li> </ul>
<p><b>1.24</b> If the landing at the top is less than 36 inches long, are there curb ramp flares? [406.4]</p> <p>Are the slopes of the flares no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of flare run?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Add ramp flares</li> <li>• Regrade flares</li> <li>•</li> </ul>




Ramps If any portion of the accessible route is steeper than 1:20, it should be treated as a ramp.				
<p><b>1.25</b> If there is a ramp is it at least 36 inches wide? [405.5]</p> <p><b>Note:</b> If there are handrails, measure between the handrails.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>- Alter ramp</li> <li>-</li> <li>-</li> </ul>
<p><b>1.26</b> Is the surface stable, firm and slip resistant? [405.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>- Resurface ramp</li> <li>-</li> <li>-</li> </ul>
<p><b>1.27</b> For each section of the ramp, is the running slope no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of ramp run? [405.2]</p> <p><b>Note:</b> Rises no greater than 3 inches with a slope no steeper than 1:8 and rises no greater than 6 inches with a slope no steeper than 1:10 are permitted when such slopes are necessary due to space limitations.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>- Relocate ramp</li> <li>- Lengthen ramp to decrease slope</li> <li>-</li> </ul>

<p><b>1.28</b> Is there a level landing that is at least 60 inches long and at least as wide as the ramp:</p> <p>At the top of the ramp?</p> <p>At the bottom of the ramp? [405.7.2, 405.7.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>= Alter ramp</li> <li>= Relocate ramp</li> <li>=</li> </ul>
<p><b>1.29</b> Is there a level landing where the ramp changes direction that is at least 60 x 60 inches? [405.7.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>= Alter ramp</li> <li>= Increase landing size</li> <li>=</li> </ul>
<p><b>1.30</b> If the ramp has a rise higher than 6 inches, are there handrails on both sides? [405.8]</p> <p>Note: Curb ramps are not required to have handrails.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>= Add handrails</li> <li>=</li> <li>=</li> </ul>

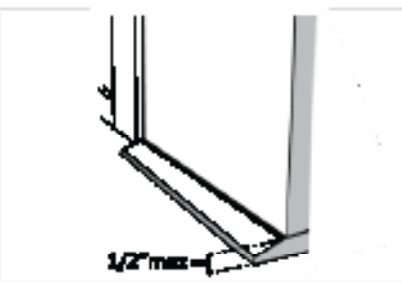

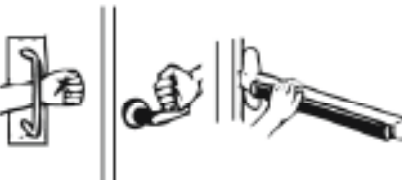
<p><b>1.31</b> Is the top of the handrail gripping surface no less than 34 inches and no greater than 38 inches above the ramp surface? [505.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>- Reconfigure or replace handrails</li> <li>- Adjust handrail height</li> <li>-</li> </ul>
<p><b>1.32</b> Is the handrail gripping surface continuous and not obstructed along the top or sides? [505.3]</p> <p>If there are obstructions, is the bottom of the gripping surface obstructed no greater than 20%? [505.6]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>- Reconfigure or replace handrails</li> <li>-</li> <li>-</li> </ul>
<p><b>1.33</b> If the handrail gripping surface is circular, is it no less than 1 3/4 inches and no greater than 2 inches in diameter? [505.7.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>- Replace handrails</li> <li>-</li> <li>-</li> </ul>
<p><b>1.34</b> If the handrail gripping surface is non-circular:</p> <p>Is the perimeter no less than 4 inches and no greater than 6 3/4 inches?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>- Replace handrails</li> <li>-</li> <li>-</li> </ul>

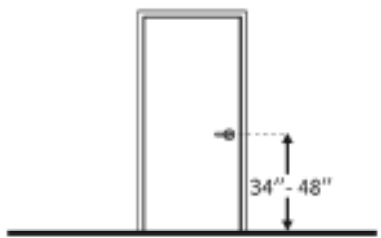
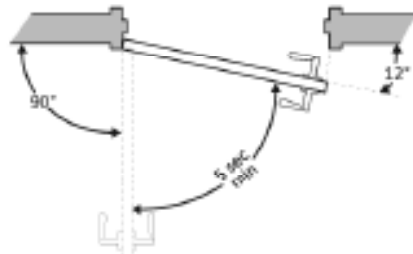
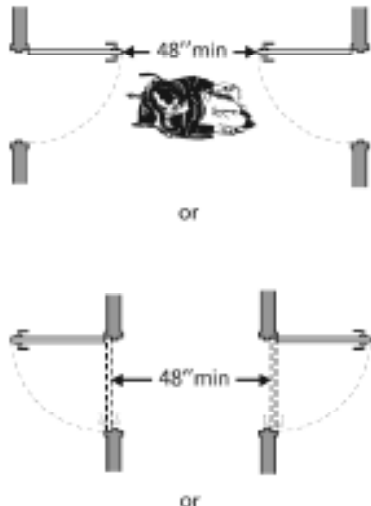


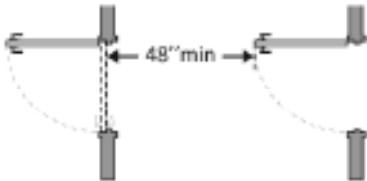

<p>Is the cross section no greater than 2 3/4 inches? [505.7.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	
<p><b>1.35</b> Does the handrail:</p> <p>Extend at least 12 inches horizontally beyond the top and bottom of the ramp?</p> <p>Return to a wall, guard, or landing surface? [505.10.1]</p> <p>Note: If a 12 inch extension would be a hazard (in circulation path) it is not required.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>▪ Alter handrails</li> <li>▪</li> <li>▪</li> </ul>
<p><b>1.36</b> To prevent wheelchair casters and crutch tips from falling off:</p> <p>Does the surface of the ramp extend at least 12 inches beyond the inside face of the handrail? Or Is there a curb or barrier that prevents the passage of a 4-inch diameter sphere? [405.9.1, 405.9.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>▪ Add curb</li> <li>▪ Add barrier</li> <li>▪ Extend ramp width</li> <li>▪</li> </ul>

Entrance				
<p><b>1.37</b> Is the main entrance accessible?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>▪ Redesign to make it accessible</li> <li>▪</li> <li>▪</li> </ul>
<p><b>1.38</b> If the main entrance is not accessible, is there an alternative accessible entrance?</p> <p>Can the alternative accessible entrance be used independently and during the same hours as the main entrance?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>▪ Designate an entrance and make it accessible</li> <li>▪ Ensure that accessible entrance can be used independently and during the same hours as the main entrance</li> <li>▪</li> </ul>
<p><b>1.39</b> Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance? [216.6]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>▪ Install signs</li> <li>▪ Install signs on route before people get to inaccessible entrances so that people do not have to turn around and retrace route</li> <li>▪</li> </ul>
<p><b>1.40</b> If not all entrances are accessible, is there a sign at the accessible entrance with the International Symbol of Accessibility? [216.6]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>▪ Install sign</li> <li>▪</li> <li>▪</li> </ul>



<p>after the 1991 ADA Standards went into effect (1/26/93)?</p> <p>Or</p> <p>No more than 3/4 inch high with the top 3/4 inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)? [404.2.5, 303.2]</p> <p>Note: The first 3/4 inch of the 3/4 or 3/4 inch threshold may be vertical; the rest must be beveled.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>	 <p>1/2" max</p>  <p>3/4" max</p>	<p>Photo #:</p>	
<p>L44 Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist?</p> <p>Door handle?</p> <p>Lock (if provided)? [404.2.7]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>- Replace inaccessible knob with lever, loop or push hardware</li> <li>- Add automatic door opener</li> <li>-</li> </ul>

<p><b>1.45</b> Are the operable parts of the door hardware no less than 34 inches and no greater than 48 inches above the floor or ground surface? [404.2.7]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>= Change hardware height</li> <li>=</li> <li>=</li> </ul>
<p><b>1.46</b> If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch? [404.2.8]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>= Adjust closer</li> <li>=</li> <li>=</li> </ul>
<p><b>1.47</b> If there are two doors in a series, e.g. vestibule, is the distance between the doors at least 48 inches plus the width of the doors when swinging into the space? [404.2.6]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>= Remove inner door</li> <li>= Change door swing</li> <li>=</li> </ul>

			<p>Photo #:</p>	
<p><b>L48</b> If provided at the building entrance, are carpets or mats no higher than 1/8 inch thick? [302.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>▪ Replace or remove mats</li> <li>▪</li> <li>▪</li> </ul>
<p><b>L49</b> Are edges of carpets or mats securely attached to minimize tripping hazards? [302.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>▪ Secure carpeting or mats at edges</li> <li>▪</li> <li>▪</li> </ul>
	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>▪</li> <li>▪</li> <li>▪</li> </ul>
	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>▪</li> <li>▪</li> <li>▪</li> </ul>



25 June 2020

**Technical Memorandum**

**To:** City of Warrenton  
**From:** Kennedy Jenks Consultants  
**Subject:** Scoular Fish Meal Plant – Waste Discharge Impact Evaluation

This memorandum summarizes the data provided by Scoular and was used to estimate the impact on the Warrenton Wastewater Treatment Plant (WWTP). The following table summarizes the anticipated effluent characteristics based in part on responses to the request for information received 6/16/20.

**Table 1 – Estimated Scoular Facility Discharge Summary**

<b>Parameter</b>	<b>Value</b>	<b>Units</b>
Flow	20,000	Gpd
BOD <sub>5</sub>	519	mg/L
BOD <sub>5</sub>	87	ppd
Ammonia, NH <sub>3</sub> -N*	30	mg/L
TSS*	200	mg/L
TSS*	34	ppd
FOG	0	ppd

**Notes**

- BOD<sub>5</sub> = Biological Oxygen Demand
- TSS = Total Suspended Solids
- FOG = Fats, Oils, and Grease
- gpd = gallons per day
- mg/L = milligrams per liter
- ppd = pounds per day
- Values denoted with an (\*) are assumed maximums not provided directly by Scoular.

EDUs were established for the Warrenton based on the Report for Sewer Development Charges (FCS Group Inc. 2011). At the time of the study it was established that 2,291 EDUs were served by the wastewater system when the system was at 45.35% capacity. At 100% capacity, the system users would be represented by 5,051 EDUs. Based on the BOD load on the WWTP from Scoular, the plant load from Scoular is estimated to be approximately 200 equivalent dwelling units (EDUs). The impact of this additional loading was compared with the available treatment plant capacity developed in 2017. A summary of the 2017 plant data, WWTP design criteria, and additional loading from Scoular is summarized in Table 2 below. Scoular has stated that there is no potential for future growth in production based on the lack of available raw material within a reasonable proximity. System development charges and discharge rates should be negotiated if an increase in production is anticipated.

**Table 2 – 2017 WWTP Capacities and Proposed Scoular Contribution to Flow and Load**

<b>Parameter</b>	<b>2017 WWTP Flows and Loads</b>	<b>WWTP Design Flows and Loads<sup>(b)</sup></b>	<b>Scoular Flows and Loads</b>	<b>Scoular Contribution as a Percentage of WWTP Capacity</b>
Flow - Annual Average (gpd)	960,000	1,100,000	20,000	1.8%
BOD <sub>5</sub> - Annual Average (ppd)	2,025	2,200	87	4.0%
TSS - Annual Average (ppd)	2,179	2,500	17	0.7%
Equivalent Dwelling Units <sup>(a)</sup>	4,400	5,051	200	4.0%

**Notes**

- (a) EDU = equivalent dwelling unit. 5,051 EDU represents the current plant capacity with 3 sequencing batch reactors (SBR) in service. 2017 EDU for the WWTP and Scoular estimated EDU calculated based on the 2,200 ppd average annual BOD load representing the current plant capacity.
- (b) Source: Sheet G3, Design Data & Criteria Mechanical Equipment List and Piping, Confirmed, City of Warrenton, OR WWTP Improvements Project. HLB & Assoc. Inc. February 7, 2007.

gpd = gallons per day

ppd = pounds per day

Based on operational knowledge from the Public Works Operations Manager, flow and load to the WWTP have decreased in recent years between 2017 and 2020. It has been indicated that with this reduction in EDUs the current WWTP may have the capacity to accept industrial loads from Scoular. However, flow and load from the Scoular facility would represent a significant portion of the plant’s remaining capacity in terms of EDU’s. Based on the current estimated loading provided by Scoular and the anticipated impact on the WWTP, the following limits are recommended to be incorporated into the discharge agreement between Scoular and the City of Warrenton if a connection is approved.

**Table 3 – Recommended Peak Day Discharge Limits**

<b>Parameter</b>	<b>Value</b>	<b>Units</b>
Flow <sup>(a)</sup>	20,000	gpd
BOD <sub>5</sub> <sup>(b)</sup>	519	mg/L
Ammonia, NH <sub>3</sub> -N <sup>(b)</sup>	30	mg/L
TSS <sup>(b)</sup>	250	mg/L
FOG <sup>(b)</sup>	100	mg/L
pH <sup>(a)</sup>	6-9	--

**Notes**

- (a) Limits are daily maximums. pH must be greater than 6 and less than 9.
- (b) Limits are based on the maximum composite sample. Samples would be collected twice monthly.

BOD = Biological Oxygen Demand

TSS = Total Suspended Solids

FOG = Fats, Oils, and Grease

gpd = gallons per day

mg/L = milligrams per liter

ppd = pounds per day



In addition to the limits defined in Table 3, the following conditions of approval (COA's), are recommended as part of an industrial discharge agreement with Scoular.

**1. Flow meter/totalizer.** Facility should install a flowmeter (magnetic flow meter) on the discharge side of the onsite private wastewater pump station. Report daily average and maximum flow to the City. Record and report daily flow totals on a monthly basis. Calibrate flow meter annually and submit calibration certificate.

**2. Sampling.** Provide a sample port on the discharge side of the equalization tank described in COA 4. Obtain grab samples twice per month for analysis. pH testing may be completed by Scoular on a daily basis. Provide a Sigma or Hach brand refrigerated composite sampler to the equalization tank for sample collection. City will be allowed access for confirmation sampling at the discretion of the City Engineer. Confirmation samples acquired by the City are required if an exceedance is reported and will be charged to the facility at a rate of \$XXXX per sample.

**3. Analysis and Reporting.** Facility to provide grab samples for analytical testing at an accredited facility for the parameters listed in Table 3 twice per month. Submit analytical report, and flow records to City electronically on a monthly basis in Microsoft Excel format. Analytical reports to be submitted in PDF. Data should be collected only while the facility is in operation.

**4. Equalization.** Provide a minimum of 10,000-gallon equalization with mixing (above ground tank or as part of the onsite private wastewater pump station) so that flow can be metered at a constant rate and peak flows from the facility can be discharged during off-peak hours according to the WWTP's diurnal flow curve.

**5. Screening.** Provide screening as proposed with a Hycor wedge wire screen to recycle solids to the process under either of the following conditions: a) tote washing is implemented or b) TSS limit in Table 3 is exceeded for the average of the prior month's sample results. Screen ahead of the equalization tank to minimize tank flushing events.

**6. Sumps.** Sumps within the facility connected directly to the onsite equalization tank or pump station should be equipped with basket strainers sized with maximum 0.25-inch diameter perforations. It is recommended the strainers be manually cleaned after washdown events.

**7. Extra Strength Charges.** Extra strength charges will be imposed for exceeding limitations based on the equations below. These equations are based on concentration limits defined in Table 3 and volume of flows between samples taken. Extra strength charges will be assessed monthly with standard billing to the facility for water consumption. Rates in the following equations will escalate at 2% annually or at the annual rate of inflation expressed as a percentage tied to the Consumer Price Index (CPI) whichever is greater.

$$\text{Flow Charge (\$)} = (\text{Daily Flow in gallons} - 20,000 \text{ gpd}) \times (\text{XXXX \$/gallon})$$

$$\text{BOD Charge (\$)} = (\text{Avg. BOD in mg/L} - 519 \text{ mg/L}) \times (\text{XXXX \$/lb}) \times (\text{Total Volume since last sample in gallons}) \times (3.785 \text{ liter/gallon}) \times (1/453,592 \text{ lb/mg})$$

$$\text{Ammonia Charge (\$)} = (\text{Avg. Ammonia in mg/L} - 30 \text{ mg/L}) \times (\text{XXXX \$/lb}) \times (\text{Total Volume since last sample in gallons}) \times (3.785 \text{ liter/gallon}) \times (1/453,592 \text{ lb/mg})$$

$$\text{TSS Charge (\$)} = (\text{Avg. TSS in mg/L} - 250 \text{ mg/L}) \times (\text{XXXX \$/lb}) \times (\text{Total Volume since last sample in gallons}) \times (3.785 \text{ liter/gallon}) \times (1/453,592 \text{ lb/mg})$$

FOG Charge (\$) = (Avg. FOG in mg/L – 100 mg/L) x (XXXX \$/lb) x (Total Volume since last sample in gallons) x (3.785 liter/gallon) x (1/453,592 lb/mg)

pH Charge (\$) = \$XXXX for each day of exceedance

**8. Maximum Discharge Limits.** City has the right to halt discharges from the Scouler facility and revoke permission to discharge to the public sewer system should effluent discharged from the facility exceed 1.25 times the values in Table 3 for any single parameter.

DRAFT



June 5, 2020

Dear Chief Administrative Official:

For the past three months, seven policy committees have been working to identify and propose specific actions as part of the LOC's effort to develop a pro-active legislative agenda for the 2021 session. They have identified legislative objectives as set forth in the enclosed ballot and legislative recommendation materials. These objectives span a variety of issues and differ in the potential resources required to seek their achievement. Therefore, it is desirable to prioritize them in order to ensure that efforts are focused where they are most needed.

While the attached ballot reflects the top policies developed in each of the policy committees, each undertook a broad look at a range of issues impacting cities. Many issues reflect the LOC's ongoing mission to support cities' work and their home rule authority to develop and use a variety of tools to meet the needs of residents. Each city is being asked to review the recommendations of the policy committees and provide input to the LOC Board of Directors as it prepares to adopt the LOC's 2021 legislative agenda. After your city council has had the opportunity to review the proposals and discuss them with your staff, please return the enclosed ballot indicating the top four issues that your city council would like to see the LOC focus on during the 2021 session. **The deadline for response is August 7, 2020.** The board of directors will then review the results of this survey of member cities, along with the recommendations of the policy committees, and determine the LOC's 2021 legislative agenda.

Your city's participation and input will assist the board in creating a focused set of specific legislative targets that reflect the issues of greatest importance to cities. If you have individual questions about the ballot topics do not hesitate to reach out to committee members who serve on the seven policy committees. Thank you for your involvement, and thanks to those among you who gave many hours of time and expertise in developing these proposals.

Do not hesitate to contact me or Jim McCauley, Legislative Director, with additional questions.

Sincerely,

Mike Cully  
Executive Director

Jim McCauley  
Legislative Director

## INSTRUCTIONS

Each city should submit one form that reflects the consensus opinion of its city council on the **top four** legislative priorities for 2021. Here are the ways to submit your ballot. **Ballots in any form must be submitted by August 7, 2020.**

1. Fill out the online survey that has been sent to your city's chief administrative official; or
2. Fill out the attached hard copy form and return it to the LOC at the address or fax number provided below. Simply place an **X or check mark** in the space to the right of the city's top four legislative proposals. The top four do not need to be prioritized.

Return hard copy ballots to:

Jenna Jones  
League of Oregon Cities  
1201 Court St. NE, Suite 200  
Salem, OR 97301  
Fax – (503) 399-4863  
[jjones@orcities.org](mailto:jjones@orcities.org)

**Thank you for your participation.**

Please mark 4 boxes with an X or check mark that reflects the top 4 issues that your city recommends be added to the priorities for the LOC's 2021 legislative agenda.

City of: \_\_\_\_\_

**Legislation**

<b>A. Beer and Cider Tax Increase</b>	
<b>B. Broadband Infrastructure and Technical Assistance Funding</b>	
<b>C. Building (Reach) Code – Energy Efficiency Local Option</b>	
<b>D. COVID-19 Economic Recovery Investments</b>	
<b>E. Digital Equity and Inclusion</b>	
<b>F. Expedited Siting for Shelter and Affordable Housing</b>	
<b>G. Green Energy/Renewables – Expanded Local Option</b>	
<b>H. Housing and Services Investment</b>	
<b>I. Increased Budgetary Flexibility During Budgetary Emergency</b>	
<b>J. Infrastructure Financing and Resilience</b>	
<b>K. Local Climate Action Planning Resources</b>	
<b>L. Local Energy Generation Project Support</b>	
<b>M. Local Speed Setting Authority</b>	
<b>N. Long Term Transportation Infrastructure Funding</b>	
<b>O. Low-Income Energy Efficiency and Affordability Programs</b>	
<b>P. Marijuana Tax Local Rate Limitation Increase</b>	
<b>Q. Mental Health Service Delivery</b>	
<b>R. Municipal Broadband and Municipal Pole Protection</b>	
<b>S. New Mobility Services</b>	
<b>T. Photo Enforcement Safety Cameras</b>	
<b>U. Property Tax Reform</b>	
<b>V. Reducing Wastewater Impacts from Wipes and Other “Non-Flushables”</b>	
<b>W. Right-of-way/Franchise Fees Authority Preservation</b>	
<b>X. State Highway Funds Formula</b>	
<b>Y. Tort Liability Reform</b>	
<b>Z. Water Utility Rate and Fund Assistance</b>	

In addition to your ranking of the priorities shown above, please use this space to provide us with any comments (supportive or critical) you may have on these issues, or thoughts on issues or potential legislative initiatives that have been overlooked during the committee process.):

**You are reviewing the hard copy of the ballot. There are hyperlinks in the digital copy that may provide more background information. You can find the digital version with hyperlinks by going to this web address: [https://www.orcities.org/download\\_file/1038/0](https://www.orcities.org/download_file/1038/0). It is best opened in Google Chrome.**

## **A. Beer and Cider Tax Increase**

### **Legislation:**

The League proposes increasing the state taxes on beer and cider to assist with rising public safety costs, improve public health, reduce alcohol consumption by minors, and provide alcohol tax equity with wine and liquor.

### **Background:**

Oregon's tax has not been increased since 1978 and is currently \$2.60 per barrel which equates to about 8 cents on a gallon of beer. The tax is by volume and not on the sales price, meaning the tax is less than 5 cents on a six-pack. Oregon has the lowest beer tax in the country, and to get to the middle of the states Oregon would need to raise the tax to \$30.00 per barrel or 54 cents per six pack (a more than 10-fold increase). Given recent challenges to the craft brewing industry tied to bar and restaurant closures it may be appropriate to delay or phase-in the increase. Cities are preempted from imposing alcohol taxes. In exchange, cities receive approximately 34% of the state alcohol revenues, but the state takes 50% of beer and wine taxes off the top prior to this distribution. Cities have significant public safety costs related to alcohol consumption, and the beer tax does not come close to covering its fair share of these costs.

*Presented by the Finance and Taxation Committee*

## **B. Broadband Infrastructure and Technical Assistance Funding**

### **Legislation:**

Seek additional state support and funding for increased broadband infrastructure deployment and technical assistance.

### **Background:**

The deployment of broadband and telecommunications networks and services (public and/or private) throughout Oregon is critical to economic development, education, health and safety and the ability of residents to be linked to their governments. Research shows areas of the state either not served or underserved by competitive broadband technology. A significant barrier to the deployment of broadband infrastructure is funding. Cities need additional funding and support from various sources, including the state and federal government, allocated for increased or new, reliable, low latency broadband infrastructure that reaches speeds of at least 25 Mbps download and 3 Mbps upload or any updated speed standards as adopted by the FCC. Many federal grant programs require localities to have a broadband strategic plan in place before they are eligible for funds. Therefore, there is a need for funding sources to help cities with technical assistance as well as infrastructure.

*Presented by the Telecom, Broadband & Cable Committee*

## **C. Building (Reach) Code – Energy Efficiency Local Option**

### **Legislation:**

The LOC will pursue/support legislation to allow communities to adopt the Reach Code as the mandatory residential or commercial building code within the city's jurisdictional boundaries. The Reach Code would represent a building energy code that would be at least 10 percent more efficient than the statewide building code. Under this proposal, cities would be able to adopt the more efficient Reach Code or would continue to use the standard statewide building code as the base code.

**Background:**

Under current state law, cities are preempted from adopting local building codes. Instead, development is subject to statewide codes, including for new residential and commercial development. In 2009, legislation was passed to implement a new, optional code (Reach Code) that would allow developers to exceed statewide codes and streamline the construction of higher-performance buildings through efficiencies gained in the building exterior envelope as well as heating, ventilation, air conditioning, piping insulation and lighting. The Reach Code is optional for builders to use, but a local government can't mandate a builder to use it. This legislative recommendation would allow a city to adopt the Reach Code within their jurisdiction in order to promote additional energy efficiency for new residential and commercial structures. If a city does not wish to adopt the Reach Code, the statewide code would remain in place. The LOC Energy & Environment Committee discussed whether this recommendation would impact housing costs and believes that long-term cost savings may be gained through increased energy efficiency in newly built units. Ultimately, the decision on whether to utilize the standard code or the enhanced (Reach) code would be at the discretion of the city.

*Presented by the Energy and Environment Committee*

#### **D. COVID-10 Economic Recovery Investments**

**Legislation:**

The League will advocate for continued economic recovery strategies and investments for small business and workforce assistance in response to the economic impacts of the COVID-19 pandemic.

**Background:**

The COVID-19 pandemic has had a devastating impact on Oregon's small businesses and workforce. While the federal government and the state have made recent investments to support small business, these resources have yet to meet current needs and more resources will be needed to support long term economic recovery for Oregon's communities. The League will work in coordination with economic development partners to advocate for continued investments to support long-term recovery and economic development.

*Presented by the Community Development Committee*

#### **E. Digital Equity and Inclusion**

**Legislation:**

Support legislation and policies that are inclusive and equitable to all, individuals and communities, so that they have the information technology capacity needed for full participation in our society, democracy and economy.

**Background:**

Connectivity is crucial to modern life. It is being relied on more for how people do business, learn, and receive important services like healthcare. As technology has evolved, the digital divide has become more complex and nuanced. It is no longer about the existence of technology in certain places. Now, the discussion of the digital divide is framed in terms of whether a population has access to hardware, to the Internet, to viable connection speeds and to the skills and training they need to effectively use it. The LOC will partner with schools, healthcare, and other stakeholders to ensure technologies are relevant, available, affordable, and accessible to the diverse populous and communities of Oregon. Additionally, the LOC will advocate for digital literacy programs to help learn these new technologies.

*Presented by the Telecom, Broadband & Cable Committee*

## F. Expedited Siting for Shelter and Affordable Housing

### **Legislation:**

The League will pursue legislation to expedite the siting of emergency shelter and other affordable housing that follows the intent of the 2020 shelter siting bill (HB 4001) but retains more local decision making in the process. The League will pursue this priority in coordination with affordable housing partners and other land use stakeholders.

### **Background:**

The League worked closely with city and county partners during the 2020 session to gain improvements to HB 4001, which sought to preempt all local siting and zoning regulations and the land use appeals process, for approving the siting of emergency shelters for a one-year period. HB 4001 received strong legislative support in 2020. Draft omnibus legislation for a potential future special session has included the text of HB 4001 and the League expects to see HB 4001 reintroduced in the 2021 session.

This priority will empower cities and counties to proactively introduce alternative legislation, similar to existing statute in California, which requires jurisdictions to identify places where shelters can locate instead of mandating that jurisdictions allow shelters to be sited anywhere. The California model requires cities and counties to accommodate their need for emergency shelters on sites where the use is allowed without a conditional use permit and requires cities and counties to treat transitional and supportive housing projects as a residential use of property.

*Presented by the Community Development Committee*

## G. Green Energy/Renewables – Expanded Local Option

### **Legislation:**

The LOC will pursue/support policies that increase local control opportunities for cities that want to establish a community-scale green energy program. This program would be optional for cities that choose to pursue it. Cities who choose to, would be allowed to adopt resolutions that would opt-in residential, commercial, and industrial customers to a voluntary renewable energy option if it is provided by an investor owned utility that serves the city and its electric customers. Under this proposed program, a city would be able to pursue a more aggressive green energy portfolio and would better position cities to meet local climate action goals.

### **Background:**

Under current law, customers of investor-owned utilities can opt-in to voluntary renewable energy options for their customers. These options allow customers to invest in additional green energy generation. In 2019, the state of Utah passed legislation (SB 411) that allows cities and counties to opt-in to programs on a community-scale basis, while still allowing individual customers to opt-out. Under this proposal, any city within the territory of an investor-owned utility, would be able to pursue this option for community-scale renewable energy (net-100% renewable).

*Presented by the Energy and Environment Committee*

## H. Housing and Services Investment

### **Legislation:**

The League will support increased investments for affordable housing, homeless assistance, and related services including funding for: shelter, homeless services, case management, rent assistance, the development and preservation of affordable housing, and permanent supportive housing.



**Background:**

Cities large and small were facing escalating homelessness rates before the COVID-19 pandemic and the current economic downturn will only increase the number of Oregonians facing eviction or experiencing homelessness. State general fund programs like the Emergency Housing Assistance (EHA) and State Homeless Assistance Program (SHAP) have seen record investments in previous legislative sessions. The legislative emergency board also voted recently to dedicate \$12M in general funds to support rent assistance and safe shelter in response to COVID-19.

Oregon's lack of available housing, high rents and high home prices are causing housing instability and homelessness to increase. The Legislature has made record investments in recent years to fund the LIFT affordable housing program and preserve Oregon's existing affordable housing infrastructure. These programs are funded through general obligation bonds and lottery backed bonds.

Permanent Supportive Housing is a key strategy for ending chronic homelessness that reduces downstream costs to public systems like public safety, emergency health care and corrections. The 2019 Legislature invested over \$50M to stand up a three-pronged permanent supportive housing program that includes 1) development costs to build, 2) rent assistance to keep units deeply affordable, and 3) wrap around services that are key to ensuring residents' long-term stability. The state should continue investing in this model to bring more Permanent Supportive Housing across the state and ensure that the housing developed with the original \$50M continues receive the necessary ongoing funding for rent assistance and supportive services.

*Presented by the Community Development Committee*

**I. Increased Budgetary Flexibility During Budgetary Emergency****Legislation:**

The League proposes relaxing budgetary constraints in state law so that cities may better be able to withstand revenue losses related to natural disasters and public health emergencies. These losses will inevitably force many cities to cut services and lay off staff, the legislature can reduce the effect of losses by increasing flexibility for use of funds during and after a declared emergency.

**Background:**

Cities anticipate a tremendous loss in revenue due to the COVID-19 pandemic. Reduced revenues already include losses to lodging taxes, gas taxes, park fees, development fees, parking fees, utility charges, and so on. Further out, there is widespread concern that there will be impacts to the real estate market going into 2021, and by extension a reduction in 2021-22 property tax revenues. Cities want maximum flexibility in using funds that are subject to statutory limitations but will negotiate terms on individual funding sources including payback requirements if necessary. This flexibility should apply during and after declared emergencies, including both the current pandemic and future natural disasters.

*Presented by the Finance and Taxation Committee*

**J. Infrastructure Financing and Resilience****Legislation:**

The League will advocate for an increase in the state's investment in key infrastructure funding sources, including, but not limited to, the Special Public Works Fund (SPWF), Brownfield Redevelopment Fund, and Regionally Significant Industrial Site loan program. The advocacy will include seeking an investment and set aside through the SPWF for seismic resilience planning and related infrastructure improvements to make Oregon water and wastewater systems more resilient.

**Background:**

Cities continue to face the challenge of how to fund infrastructure improvements (both to maintain current and to build new). Increasing state resources in programs that provide access to lower rate loans and grants will assist cities in investing in vital infrastructure. Infrastructure development impacts economic development, housing, and livability. The level of funding for these programs has been inadequate compared to the needs over the last few biennia and the funds are depleting and unsustainable without significant program modifications and reinvestments. This priority will focus on maximizing both the amount of funding and the flexibility of the funds to meet the needs of more cities across the state to ensure long-term infrastructure investment.

*Presented by the Community Development Committee*

**K. Local Climate Action Planning Resources****Legislation:**

The LOC will seek grant funding and technical assistance resources for cities to pursue, adopt or expand local climate action plans. In addition, the LOC will pursue opportunities to work with the Oregon Climate Change Research Institute (through Oregon State University) to provide cities and counties with local/regional data that can better inform the adoption and implementation of climate adaptation and mitigation at the local level.

**Background:**

According to the Oregon Department of Energy's 2018 Biennial Energy Report (BER), since the early 1990s, major international and U.S. scientific assessments have concluded that both climate change mitigation and adaptation efforts are necessary in response to climate change. The BER goes on to explain that adaptation is often thought of as actions "to prepare for and adjust to new conditions, thereby reducing harm or taking advantage of new opportunities or simply to reduce society's vulnerability to climate change impacts." Local climate action plans, adopted by cities or counties, can help communities better understand how climate change will impact their communities, and can provide localized solutions to help mitigate against the impacts of climate change. The LOC is aware of fourteen cities that have adopted local climate action plans. There are other cities that are interested in doing the same but that do not have the financial and/or staffing resources that are necessary.

*Presented by the Energy and Environment Committee*

**L. Local Energy Generation Project Support****Legislation:**

The LOC will support/pursue funding, technical assistance and other tools that make local energy generation more feasible for cities to pursue.

**Background:**

Local energy generation projects can better position cities to pursue and achieve local climate action goals, address capacity constraints of existing electric transmission lines, and can help cities respond to individual businesses that may be seeking green energy options. The types of local energy generation projects discussed by the committee include, but are not limited to, small-scale hydropower, in-conduit hydropower, methane capture, biomass and solar. Such projects are not intended to conflict with existing low-carbon power purchase agreements but can position cities to pursue local climate action goals and supplement energy needs through renewable generation. Under this recommendation, the LOC will work to identify barriers and potential solutions to local energy generation and will pursue funding assistance for feasibility studies and project implementation.

*Presented by the Energy and Environment Committee*

## M. Local Speed Setting Authority

### **Legislation:**

Support legislation that provides legislative authority for ODOT to delegate local speed setting authority to Oregon cities that meet state criteria. I Improve safety and speed limit consistency in Oregon cities by establishing a clear delegation process that is consistent with recently adopted statewide speed zone rules. (OAR 734-020-0014, 734-020-0015, and 734-020-0016). This will be permissive legislation allowing cities to opt-in and thus will not be a mandate.

### **Background:**

The state of Oregon and cities across the state are all committed to improving safety on our streets. National and international research has shown that setting appropriate speed limits on city streets is a critical tool for improving safety and saving lives. During the 2020 legislative session, HB 4103 gained widespread support for setting up a collaborative process with ODOT and cities that opt into a process for gaining local speed setting authority. Despite strong support, HB 4103 did not pass due to the legislative clock running out. Going forward, LOC will work with safety advocates and cities and use HB 4103 from the 2020 session as a template for legislation in 2021. Delegated authority should be made available to all cities that meet ODOT's criteria; participation by cities is permissive (not required). Cities should be able to determine speeds that are adequate and safe for their communities, working within the OAR speed zone framework. This will improve safety and make speed setting more consistent across local government jurisdictions.

*Presented by the Transportation Committee*

## N. Long Term Transportation Infrastructure Funding

### **Legislation:**

Support expansion and consideration of revenue-generating options to fund multimodal transportation infrastructure, which includes state and local facilities. Support state and local projects that are part of the Statewide Transportation Improvement Program.

### **Background:**

Oregon has made two significant state-wide transportation investments in the last 15 years. In 2009 the Jobs and Transportation Act (JTA). This was a successful effort from local governments and the business community to invest in maintenance and capacity building projects state-wide. In 2017, HB 2017 established Oregon's first ever comprehensive, multimodal, transportation investment with what is known as "Keep Oregon Moving," which was a \$5.3 billion package. Although HB 2017 will not have its full funding until 2024 LOC and other transportation advocates will need to constantly explore other sources of revenue including a possible future replacement of Oregon's gas tax with a road user charge system. Oregon has been pioneering a vehicle miles traveled (VMT) tax within the MyOReGo pilot program. The program is voluntary and can provide several benefits to users. Ultimately the long-term structure for transportation investment may well take on a similar structure.

*Presented by the Transportation Committee, endorsed by the Community Development Committee*

## O. Low-Income Energy Efficiency and Affordability Programs

### **Legislation:**

The LOC will provide support for programs that seek to expand upon low-income energy and heating assistance programs, including programs targeted to make energy more affordable for rental properties. In addition, the LOC will work to support programs that provide for energy bill payment assistance and expand opportunities for low-income Oregonians to access resources for home weatherization.

**Background:**

According to Oregon Housing & Community Services, approximately 396,182, or about 25 percent of all households, are considered energy-burdened because of their energy-related expenditures (as of 2018). A household is considered energy burdened if six percent or more of its gross income is consumed by energy-related expenses. In recent years, legislation has been introduced in Oregon that would have provided additional assistance to low-income homeowners and renters that struggle with energy affordability. Unfortunately, legislation did not pass. The need for such assistance has increased as a result of the economic hardships resulting from COVID-19. In addition to bill payment assistance, there is a need for programs that will support low-income home weatherization in order to make energy bills more affordable in the long-term.

*Presented by the Energy and Environment Committee*

**P. Marijuana Tax Local Rate Limitation Increase****Legislation:**

The League proposes increasing the current 3% cap on local marijuana taxes. This would give local voters greater choice in choosing a rate that reflects their needs or their community.

**Background:**

Retailers licensed by the Oregon Liquor Control Commission (OLCC) are required to charge a state-imposed retail sales tax of 17 percent for all recreational marijuana sold. Cities and counties (unincorporated areas only) may also impose a local retail sales tax of up to 3%, subject to voter approval. Tax rates for recreational marijuana vary widely across the states, but the total Oregon tax burden at a maximum of 20% is the lowest of West Coast states. Washington imposes a 37% state excise tax, but with a state sales tax of 6.5% and local rates of up to 1.9% the total rate can reach over 45%. California has a retail tax of only 15%, but with a state sales tax of 7.5% and local taxes up to 15.25% the total rate can reach up to 37.75%. Oregon consistently ranks among the lowest of the states for marijuana prices. Cities are sensitive to the desire to not push consumers to the black market and will work with the legislature on an increased cap that balances that concern with local revenue needs.

*Presented the Finance and Tax Committee*

**Q. Mental Health Service Delivery****Legislation:**

Support the delivery of mental health services in order to reduce negative police interactions and ensure that those in need receive the help they require.

**Background:**

The Committee and the LOC membership have prioritized the delivery of mental health services periodically over the last 5 years. Items contained in this priority have included crisis intervention training for police officer, mobile police and social worker teams to proactively work with people in danger of going into crisis, jail diversion, mental health courts and greater access to care. In the immediate past short session, the LOC worked with its coalition partners to obtain \$9 million in additional funding for aid-and-assist, community care and jail diversion but was unsuccessful due to a lack of quorum.

While the measurements are subjective and not in general agreement, most surveys of behavioral health and alcohol and drug addiction service availability place Oregon near or at the bottom of state rankings. As a result, Oregon ranks third in the nation for alcohol related deaths, and above the national average in suicides. Anecdotally, most police chiefs that have participated in LOC conversations on this topic report a growing number of calls for service stemming from people in mental health crisis. The COVID-19 pandemic has exacerbated some of these issues with Portland Police Bureau reporting a 41% increase in suicide related calls (including attempts and threats) over this time last year. This priority would include but not be limited to:

Investment: The stark truth is that Oregon has never financially supported mental health services at a level commensurate with need. More beds and more capacity will allow for greater delivery. The spending plan may be complicated but many advocates bristle at the idea of “mental health reform” when it’s never been funded as a priority. The League does not have a specific number at this time but is in conversation with partners to develop one.

Decimalization of Mental Illness: People suffering from mental illness that interact with the criminal justice system typically spend more time incarcerated and suffer a disruption in treatment. Jail diversion has been something the League has advocated for in previous sessions and but will require changes in law, training and investments.

Workgroups Outcomes: There are currently several workgroups developing behavioral health reform plans that have yet to be completed, much of that work has been interrupted by COVID 19. LOC staff can update the Committee on these their work continues but cannot make recommendations on them now.

Alcohol Availability: The prevalence of cheap and potent alcoholic beverages that are produced and sold for the express purpose of achieving rapid intoxication has been a concern for Oregon Recovers, an advocacy group for those recovering from addiction. OLCC sells several 750 ml bottles for under \$10 and some as low as \$5. Creating a minimum price per international unit of alcohol has had an impact on consumption of cheap, potent beverages in Scotland and is believed to have had an impact on consumption there. Raising the price of low cost but high-volume products would also increase city shared revenue and provide additional funding for behavioral health services.

Mental Health Parity: Oregon and the federal government have enacted statutes to ensure that mental health services are treated as a health issues in a manner identical to physical health by health insurers. The legislative intent behind these laws has not been met as evidence by reports of denied coverage. Ensuring effective parity would increase treatment an access.

*Presented by the General Government/Human Resources Committee, endorsed by the Community Development Committee*

## **R. Municipal Broadband and Pole Protection**

### **Legislation:**

Oppose legislative efforts to restrict existing municipal authority to provide broadband services, and own and operate poles in the rights-of-way.

### **Background:**

As the public grows more dependent on the Internet for expanding parts of their lives, community choices for gaining access at a reasonable price, for both consumers and producers, are dwindling. Some municipalities choose to become service providers themselves. Municipal broadband is sometimes the only way to bring high speed internet to a community and it can serve as an access point to neighboring communities. Additionally, municipal broadband adds competition to the market and can help lower prices for community members. As there is a push for more connectivity and bridging the digital the divide, the LOC will protect localities rights to be internet service providers for their own communities. Additionally, as more and more small cell and 5G technology is deployed in the rights-of-way, the LOC will protect the right of municipalities to own, operate and regulate attachments that are allowed on their poles.

*Presented by the Telecom, Broadband & Cable Committee*

## S. New Mobility Services

### **Legislation:**

Support for a variety of new mobility services that promote a safe, sustainable, and equitable multimodal transportation system, while preserving local government's authority to regulate services and ensure they best serve the local context.

### **Background:**

Transportation mobility has been rapidly changing over the last few years. The emergence of ridesharing services such as Transportation Network Companies (TNCs) now provide the public with more options to get from point "a" to point "b." New platforms continue to emerge such as scooters, shared bikes, electric delivery tricycles for package delivery and the possibility of future driverless delivery and vehicle fleets. Cities must have the flexibility to address the impacts of emerging technologies on their communities such as increased congestion and air pollution while protecting consumers and maintaining a safe transportation network that recognizes the unique needs of individual communities.

*Presented by the Transportation Committee*

## T. Photo Enforcement Safety Cameras

### **Legislation:**

Support continuation and expansion of fixed speed and red-light cameras and mobile speed radar state-wide to improve public safety in high-crash corridors. Explore changes that enable more streamlined processing of citations. Allow for local governments to form IGA's with other local governments to facilitate the use of safety cameras and mobile radar in their communities.

### **Background:**

The Oregon Transportation Safety Action Plan sets a goal of no deaths or life-changing injuries on Oregon's transportation system by 2035. In 2015, the Oregon Legislature granted the city of Portland the authority to implement a fixed speed safety camera program (HB 2621). Portland's fixed speed camera systems have been operating on "urban high crash corridors" for the past several years. Data collected at these locations shows a distinct change in driver behavior that has reduced the risk of collisions (See PBOT Report). Under existing statutes, photo radar is allowed in the cities of Albany, Beaverton, Bend, Eugene, Gladstone, Medford, Milwaukie, Oregon City, Portland and Tigard. LOC's goal is to bring this authority state-wide providing all cities with the choice of operating speed radar in their communities to improve safety and reduce the risk of high-speed crashes.

*Presented by the Transportation Committee*

## U. Property Tax Reform

### **Legislation:**

The League of Oregon Cities proposes that the Legislature refer a constitutional measure and take statutory action to reform the property tax system as part of the 2021 session. With the passage of the Corporate Activities Tax Oregon has taken a step towards long term financial stability at the state and school district level, but local budgetary challenges persist and the legislature must take action to allow cities and other local governments to adequately fund the services that residents demand.

### **Background:**

The property tax system is broken and in need of repair due to Measures 5 and 50, which are both now over 20 years old. The current system is inequitable to property owners and jurisdictions alike, is often inadequate to allow jurisdictions to provide critical services, removes all local choice, and is incomprehensible to the majority of taxpayers. Local governments and schools rely heavily on property tax revenues to pay for services and capital expenses. Therefore, the League will take a leadership role in forming coalitions to help draft and advocate for

both comprehensive and incremental property tax reform option packages. The League will remain flexible to support all legislation that improves the system, with a focus on a property tax package that includes, but may not be limited to these elements:

- To restore local choice, a system that allows voters to adopt tax levies and establish tax rates outside of current limits and not subject to compression (requires constitutional referral).
- To achieve equity, a system that has taxpayers' relative share tied to the value of their property, rather than the complex and increasingly arbitrary valuation system based on assessed value from Measure 50 (requires constitutional referral).
- To enhance fairness and adequacy, a system that makes various statutory changes, some of which would adjust the impact of the above changes. For example, as a part of comprehensive reform the League supports a new reasonable homestead exemption (percentage of RMV with a cap) but also supports limiting or repealing various property tax exemptions that do not have a reasonable return on investment.

*Presented by the Finance and Tax Committee, endorsed by the Community Development Committee*

## **V. Reducing Wastewater Impacts from Wipes and Other “Non-Flushables”**

### **Legislation:**

The LOC will work with other stakeholders, including the Oregon Association of Clean Water Agencies address challenges resulting from wipes and other non-flushable items. Legislation pursued will likely focus on requirements for manufacturers to clearly label product packaging to indicate that the product should not be flushed, however, the LOC will additionally explore other viable opportunities to address the public health, environmental and economic challenges resulting from improper disposal of these products.

### **Background:**

In recent years, public wastewater systems have experienced significant increases in sewer line clogs, environmental impacts, infrastructure impacts and costs associated with wipes being flushed down toilets. Most wipes don't break down when flushed, and even wipes that are labeled as “flushable” can clog pipelines and pumps and can cause sewage overflows in residences and the environment. The COVID-19 pandemic has made this challenge even worse due to shortages of toilet paper and increased use of disinfecting wipes. The EPA and other national organizations, as well as statewide and local wastewater agencies, are working to get the message out to avoid costly as well as environmental impacts of wipes in our sewer and treatment systems. In March of 2020, the state of Washington passed legislation requiring manufacturers to label products with a “do not flush” logo if the product does not meet national “flushability” standards (i.e. breaking down in the sewer system).

*Presented by the Water/Wastewater Committee*

## **W. Right-of-Way/Franchise Fees Authority Preservation**

### **Legislation:**

Oppose legislation that, in any way, preempts local authority to manage public rights-of-way and cities' ability to set the rate of compensation for the use of such rights-of-way.

### **Background:**

In its commitment to the protection of Home Rule and local control, the LOC consistently opposes restrictions on the rights of cities to manage their own affairs. From time to time, in the context of public rights-of-way management authority discussions, legislative proposals to restrict this authority arise. Efforts to restrict local authority often include proposals for a statewide right-of-way access policy and compensation system as well as limiting the ability of cities to charge fees of other government entities. This is contrary to local government management authority; the ability to enter into agreements with users of the right-of-way either by agreement/contract or ordinance; to set terms of right-of-way use and to set the rate of compensation. In recent

years the FCC has passed rulemaking through various orders like the Small Cell Orders (FCC 18-133 and FCC 18-111) and the Cable Franchising Order (FCC 19-80) that erode cities' right-of-way and franchising authority. Local governments around the U.S. are fighting these orders in court. There is a fear that the language of these orders will be codified in state legislatures. This would mean if the orders are overturned in court at the federal level, they will still impact cities in states that have passed laws codifying the orders.

*Presented by the Telecom, Broadband & Cable Committee*

## **X. State Highway Funds Formula**

### **Legislation:**

Consider opening the state highway fund distribution formula to allow for an additional percentage to cities. Currently the split is 50-30-20 with the State receiving 50%, Counties receiving 30% and the balance going to Cities 20%.

### **Background:**

Oregon has had a distribution formula for the state highway fund for decades. This fund combines the revenues generated from the state's gas tax, weight-mile tax on heavy trucks, licenses, fees, and bond proceeds. Approximately 77 percent of the total revenue collected by Oregon Department of Transportation (ODOT) is from state sources, while only 23 percent comes from federal sources. During the 2017 session base level funding for the least populated counties was established along with a \$5 million-dollar small city fund for cities under 5,000 in population with a maximum award of \$100,000 and no match requirement. LOC will engage with other transportation interests to determine if there is adequate support to advance legislation that would revisit the current 50-30-20 distribution.

*Presented by the Transportation Committee*

## **Y. Tort Liability Reform**

### **Legislation:**

COVID-19 and existing federal court decisions have added risk exposure to cities in areas where their authority has been limited or have not received adequate support. This priority seeks to ensure that cities are not held liable in these areas.

### **Background:**

CIS has already had a COVID related claim filed against it for a COVID related exposure. While there may be many legitimate reasons for a person to seek damages related to the outbreak, local governments have been hampered by inadequate supplies of PPE, testing capability, direct financial support, and legislative relief.

Additionally, the Boise decision that prevents cities from enforcing no camping rules and ordinances subject cities to additional tort liability. The ruling holds that if a person has no place else to go, a city must allow them to sleep somewhere. While there is a logical basis for the core of the ruling, if a city allows a person to sleep in an area that is not designed for camping, such as a park, the person may seek damages. Please note that recreational users of parks may not seek damages due to Oregon's recreational immunity statute that were corrected in 2017.

Finally, in previous sessions, legislation has been introduced but not passed to require cities to permit shelters in areas where they may not be appropriate and "codify" the Boise decision in state law. This legislation did not include immunity from tort liability while removing city authority.

*Presented by the General Government/Human Resources Committee*



## Z. Water Utility Rate and Fund Assistance

### **Legislation:**

The League will work during the 2021 legislative session to provide water utility funding assistance for ratepayers that are experiencing ongoing or recent economic hardships. In addition, the LOC will work to identify opportunities for additional investments in public infrastructure, including water supply, wastewater treatment, stormwater management, green infrastructure opportunities and resilience for water systems. Finally, the LOC Water & Wastewater Policy Committee has identified a need for additional, targeted grant funding assistance that will benefit smaller communities. This includes additional funding to conduct rate studies, feasibility studies and funding to help communities comply with new regulatory requirements, including the requirement to include a seismic risk assessment and mitigation plan within regular water master plan updates.

### **Background:**

In response to economic impacts associated with the spread of COVID-19, many of Oregon's drinking water and wastewater utility providers have offered additional assistance to ratepayers. The LOC is aware that most water utility providers have temporarily ceased water service shut offs (disconnections) for non-payment or past due bill collection during this period of economic hardship. Impacts associated with residential ratepayer revenue losses and decreased water consumption from businesses that have either closed or limited operations has resulted in revenue losses for many Oregon water utility providers. Some water utilities have outstanding debt from prior infrastructure investments and have expressed concerns that reductions in revenue may impact the ability to make the ongoing debt payments. In addition, the economic hardships that are being experienced by many Oregonians, especially in low-income and minority communities, will be ongoing; highlighting the need for additional ratepayer assistance investments that focuses on equity and our most vulnerable populations.

The LOC will work to identify funding for water utility ratepayer assistance and will work to establish a framework for the distribution of funds and will seek to ensure that this crisis does not exacerbate existing inequities, especially for Black, Indigenous, other Communities of Color and for rural Oregonians.

In addition, while COVID-19 has created unique revenue challenges for water utility providers, a key issue that most cities continue to face is how to fund infrastructure improvements (including maintaining, repairing and replacing existing infrastructure and building new infrastructure to address capacity and regulatory requirements). Increasing resources in programs that provide access to lower-rate loans and infrastructure-specific grants will assist cities in investing in vital infrastructure improvements which will also help bolster economic recovery. Infrastructure development impacts economic development, housing, and livability. The level of funding for these programs has been inadequate compared to the needs over the last few biennia and the funds are depleting and unsustainable without significant program modifications and reinvestments.

The LOC will pursue additional funding through the state's Special Public Works Fund, which provides funding assistance through Business Oregon for a variety of public infrastructure needs and will explore state bonding capacity opportunities for water-specific infrastructure needs. In addition, LOC will pursue funding for small communities that face regulatory and operational challenges. Examples of small-community funding assistance opportunities may include expanded grant opportunities through existing funding programs and additional funding assistance to help communities with regulatory compliance and engage in utility best practices, including rate studies.

*Presented by the Water/Wastewater Committee, endorsed by the Community Development Committee*

## Acknowledgements

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Vinh Mason, Portland  
Sandra Spelliscy, Talent  
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Katy Dunsmuir, Estacada

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Joseph Gall, Sherwood  
Peter Hall, Haines  
Bessie Johnson, Albany  
Suzanne Lineen, Hillsboro  
Heidi Lueb, Tigard  
Anthony Martin, Hillsboro  
Brian McDowell, Union  
Seth Reeser, Wood Village  
Tim Rosener, Sherwood  
Byron Smith, Hermiston  
Jim Snyder, Phoenix  
Andrew Struthers, Corvallis  
Tyler Wallace, Portland  
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Dean Sawyer, Newport  
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