



## **AGENDA**

CITY COMMISSION OF THE CITY OF WARRENTON  
REGULAR MEETING  
April 23, 2024 – 6:00 P.M.  
Warrenton City Commission Chambers  
225 South Main Avenue, Warrenton, OR 97146

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Public Meetings will also be audio and video live streamed. Go to <https://www.warrentonoregon.us/administration/page/public-meeting-zoom-access> for connection instructions.

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **CONSENT CALENDAR**

- A. City Commission Meeting Minutes – 4.09.2024
- B. City Commission Work Session Minutes – 4.09.24
- C. Public Works Quarterly Update
- D. Police Department Monthly Report – March 2024
- E. Mission DG ENA Update

Items on the Consent Calendar have previously been discussed and/or are considered routine. Approval of the Consent Calendar requires a motion, a second, and no discussion, unless requested by a member of the City Commission.

4. **COMMISSIONER REPORTS**

5. **PUBLIC COMMENT**

At this time, anyone wishing to address the City Commission concerning items of interest may do so. The person addressing the Commission must complete a Public Comment Card and submit it to the City Recorder prior to the meeting. All remarks will be addressed to the whole City Commission and limited to 3 minutes per person. Public Comments may also be submitted by email to the City Recorder, at [cityrecorder@warrentonoregon.us](mailto:cityrecorder@warrentonoregon.us), no later than 4:00 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. Presentation – WWTP Financial
- B. Consideration of Request for Road Closure - Russell Dr.
- C. Consideration of SRTS Phase 2: Termination of Grant Agreement
- D. Consideration of Ordinance No. 1272; Adding Chapter 6.12 to the WMC To Establish Regulations for Keeping Residential Poultry – Second Reading
- E. Consideration of Ordinance No. 1266; Adding Chapter 8.32 to the WMC to Establish Regulations for Shipping Containers; First Reading
- F. Consideration of Resolution No. 2666; Revising Planning Application Fees
- G. Consideration of Ordinance No. 1273; Adding Chapter 12.14 to the WMC – Limitation of Liability; First Reading
- H. Consideration of Appointment of Residential Code Audit Advisory Committee
- I. Consideration of Surplus Vehicle – U2767, 2005 Chevy Tahoe
- J. Consideration of Resolution no. 2668; Authorizing Budget Committee Appointments and Setting Terms of Office
- K. Consideration of Resolution no. 2669; Establishing Ministorage Fees

**8. DISCUSSION ITEMS**

- A. Presentation – City Hall Feasibility

**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  
 April 9, 2024  
 6:00 p.m.  
 Warrenton City Hall - Commission Chambers  
 225 S. Main  
 Warrenton, OR 97146

Mayor Balensifer called the meeting to order at 6:03 p.m. and led the public in the Pledge of Allegiance.

Commissioners Present: Mayor Henry Balensifer, Gerald Poe, Paul Mitchell, Tom Dyer, and Mark Baldwin

Staff Present: City Manager Esther Moberg, Finance Director Jessica Barrett, Planning Director Matthew Ellis, Police Chief Mathew Workman, Fire Chief Brian Alsbury, and City Recorder Dawne Shaw

Mayor Balensifer requested to add an OLCC Liquor license approval for East Coast Eats as item 3C on the consent calendar, and a Budget Committee nomination to the business items as item 7C; and 8A, CIP discussion; there were no objections.

CONSENT CALENDAR

- A. City Commission Meeting Minutes – 3.26.2024
- B. Monthly Finance Report – January 2024
- C. OLCC Liquor License – East Coast Eats

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

**Poe – aye; Mitchell – aye; Balensifer – aye; Dyer – aye; Baldwin - aye**

COMMISSIONER REPORTS – None

PUBLIC COMMENT

Norm Dufton spoke in regard to the chicken ordinance. He noted the ordinance is reasonable.

Evelyn Bigelow spoke regarding the chicken ordinance. She highlighted showing chickens in 4H. She asked the commission to consider allowing her to keep her chickens.

Mike Balensifer yielded his time.

Joy Whealtes - Decius spoke regarding the chicken ordinance. She highlighted her experience with chickens and spoke in favor of chickens. She discussed what she has witnessed at other cities regarding chicken keeping.

PUBLIC HEARINGS - None

BUSINESS ITEMS

Planning Director Matthew Ellis discussed the code amendment. He noted the amendment is to establish rules and regulations for the keeping of poultry on residentially zoned property. He reviewed the ordinance and explained the particulars of the amendment. Mayor Balensifer asked how the number of twelve chickens was determined; Mr. Ellis clarified. Discussion followed on ducks/waterfowl and chickens in general. Commissioner Baldwin noted his concerns with the supervision requirements. Mayor Balensifer noted that if they are going to charge a fee, the fee should cover the cost of the staff member who is going to inspect the property and overall conditions. He noted that an apartment complex in the Chelsea Gardens area was interested in having chickens and asked the City Manager Moberg what her thoughts were. She noted that at this point she is unsure if it should be included in the ordinance, and she highlighted the difficulties of having chickens at an apartment complex. Mayor Balensifer noted there should be something added including odor and rodents as a reason to revoke the license. Mayor Balensifer suggested revisiting the noise ordinance to include “crowing,” etc.; brief discussion followed. There was unanimous consent for inspections to be added prior to issuing a license. There was general consensus to strike ducks from the ordinance. Mr. Ellis summarized the revisions to better define direct supervision, raising the violation with a minimum cost of \$250, removing ducks, and requiring an inspection prior to issuing a license. Brief discussion followed on community members who are not currently up to compliance.

**Commissioner Mitchell made the motion to amend Ordinance No. 1272, section 6.12.040 to better define direct supervision, and to remove from the definition of residential poultry ducks as well as amending section 6.12.060A to read punishable by a fine no less the \$250.00. Motion was seconded and passed unanimously.**

**Poe – aye; Mitchell – aye; Balensifer – aye; Dyer – aye; Baldwin - aye**

**Commissioner Dyer made the motion to conduct the first reading, by title only, of Ordinance No. 1272, as amended, an Ordinance adding a new chapter 6.12, to the Warrenton Municipal Code to establish regulations for keeping residential poultry. Motion was seconded and passed unanimously.**

**Poe – aye; Mitchell – aye; Balensifer – aye; Dyer – aye; Baldwin - aye**

Mayor Balensifer conducted the first reading by title only.

Mayor Balensifer asked to postpone item 7B to consider item 7C; there were no objections.

Mayor Balensifer noted his nomination of Dan Sollaccio to the Budget Committee. He noted his reasons for recommending Mr. Sollaccio to the budget committee.

**Commissioner Poe made the motion to appoint Dan Sollaccio to Position No. 2 on the Budget Committee. Motion was seconded and passed unanimously.**

MINUTES

Warrenton City Commission

Regular Meeting 4.09.2024

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**Poe – aye; Mitchell – aye; Balensifer – aye; Dyer – aye; Baldwin – aye**

At 6:46 pm, Mayor Balensifer recessed the regular meeting to conduct the Urban Renewal Agency meeting.

At 7:55 pm, Mayor Balensifer reconvened the regular meeting and announced the Commission will now meet in executive session under authority of ORS 192.660(2)(d); *to conduct deliberations with persons designated by the governing body to carry on labor negotiations*; and ORS 192.660(2)(h); *to consult with counsel concerning the legal rights and duties of public body with regard to current litigation or litigation likely to be filed*; and ORS 192.660(2)(i); *to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing*.

At 8:57 p.m. Mayor Balensifer reconvened the regular meeting.

City Manager Moberg discussed her contract renewal and noted the updates and changes.

**Commissioner Baldwin made the motion to approve extending the City Manager’s contract renewal as presented. Motion was seconded and passed unanimously.**

**Poe – aye; Mitchell – aye; Balensifer – aye; Dyer – aye; Baldwin - aye**

DISCUSSION ITEMS

Interim Harbormaster Don Beck continued his review from the previous work session of the remaining marina projects and equipment in the CIP. Ms. Moberg briefly reviewed remaining CIP items. Mayor Balensifer requested that more time be given for the CIP review in the future.

GOOD OF THE ORDER – None

There being no further business, Mayor Balensifer adjourned the meeting at 9:15 p.m.

Respectfully prepared and submitted by Hanna Bentley, Deputy City Recorder.

APPROVED:

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

ATTEST:

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

MINUTES  
 Warrenton City Commission  
 Work Session – April 11, 2023  
 5:15 p.m.  
 Warrenton City Hall - Commission Chambers  
 225 S. Main  
 Warrenton, OR 97146

Mayor Balensifer called the work session to order at 5:16 p.m.

City Commissioners Present: Mayor Henry Balensifer, Tom Dyer, Mark Baldwin, Paul Mitchell, and Gerald Poe

Staff Present: City Manager Esther Moberg, Finance Director Jessica Barrett, Police Chief Mathew Workman, Interim Harbormaster Don Beck, Fire Chief Brian Alsbury, Public Works Director Greg Shafer, Public Works Operations Manager Jim McCarthy, Planning Director Matthew Ellis, and City Recorder Dawne Shaw

City Manager Esther Moberg began the review of the Capital Improvement Program (CIP) with the Police Department vehicle replacements. She also noted the City Hall/Administration general fund CIP items. Fire Chief reviewed the fire department CIP items; Public Works Director Greg Shafer reviewed the CIP items for public works. Mayor Balensifer asked for clarification on the funding for the Hammond waterline. Mr. Shafer stated it will be done in two phases, and noted they are finalizing on the million dollar grant, which is EPA funds which requires a cultural assessment. It was noted the funding is secured for the first phase, and there is still some funding that is needed for the second phase. Ms. Moberg stated that if material costs continue to increase, it may be necessary to do the project in three phases. She stated we do not have the second phase estimate at this point. Mr. Shafer continued his review with Streets. Mayor Balensifer discussed 4<sup>th</sup> Street and noted it was an urban renewal project that was cancelled due to lack of community support for it. He questioned how it was resurrected. Mr. Shafer stated that various projects get left in the CIP, but the funding is years out; they are left in basically as a place holder. Mr. Shafer also noted there is also a CIP project to replace undersized waterline on this particular street. Discussion continued; Mayor Balensifer suggested to keep the engineering costs in the next fiscal year, move the rebuild project construction costs out to 2028/2029 or 2030, but keep the waterline in the next year's CIP. Ms. Moberg confirmed they will move this project out. Review continued with N. Main and NW 7<sup>th</sup>. Mayor Balensifer summarized past promises and plans for this street; after continued discussion consensus was to move it up to first on the list. Mr. Shafer reviewed the storm sewer projects and equipment/vehicles. Review and discussion followed on tide gates. Mayor Balensifer asked about the interior drainage study; Mr. Shafer noted it should be completed in a month. Discussion followed on the street repair/paving of 4<sup>th</sup> Avenue in Hammond. It was noted that the drainage and ponding issues at Jetty and 4<sup>th</sup> are significant. Mr. Shafer noted that N. Main and 7<sup>th</sup> is the priority, however suggested that 4<sup>th</sup> Avenue follow it in 2026/2027.

It was noted that due to time constraints, review of the CIP will continue in the regular meeting.

Interim Harbormaster Don Beck began with a brief review of the Marina CIP, noting the Warrenton E Dock pile replacement. He also noted a project to install security gates on the commercial docks, E & F. He noted the plan for inner basin dock replacements; discussion followed on what projects will be outsourced.

At 5:59 p.m., Mayor Balensifer adjourned the work session, noting it will continue in the following regular meeting.

APPROVED:

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Henry A. Balensifer III, Mayor

ATTEST:

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Dawne Shaw, CMC, City Recorder

DRAFT



## AGENDA MEMORANDUM

TO: The Warrenton City Commission  
FROM: Greg Shafer, Public Works Director  
DATE: April 23, 2024  
SUBJ: Public Works Quarterly Update

### SUMMARY

Public Works continued to make progress in our organization/staffing, projects, and maintenance programs, as follows:

#### Staffing/Training Updates:

- Chase Bjerke – promoted as PW Analyst
- Cayben Marshall – promoted as Acting Water Quality Technician

#### Project Updates:

- Safe Routes to School 1 (SRTS-1)/SW 9<sup>th</sup> & Main to SW 10<sup>th</sup>: substantially constructed.
- SW 9<sup>th</sup> & Main Intersection: constructed/completed.
- E Harbor & Heron Force Main: constructed and successfully tested.
- Iredale Storm-line (mid-section): substantially constructed.
- Hammond Transmission Waterline: 90% design submitted and reviewed.
- Raw Waterline-2 Replacement Project: 90% design submitted and reviewed.
- E Harbor Dr to Downtown Waterline Upsize: 90% design submitted and reviewed.
- Tide-gate #9: preliminary design work begun.
- Provided project, engineering, and inspection services for a variety of Developments.

Maintenance Updates:

General maintenance, repair, servicing, engineering support on:

- Pump stations, generators, water meters, storm and sanitary sewer lines, culverts, ditches, tide-gates, Parks, potholes, WWTP blowers, sanitation routes, mowing, brushing, and street sweeping.
- Process required USACE permitting on the SE Dolphin Ave culvert repair/replacement.
- WWTP outfall inspection completed.



# WARRENTON POLICE DEPARTMENT MONTHLY REPORT



TO: The Warrenton City Commission  
 FROM: Chief Mathew Workman  
 DATE: April 23, 2024  
 RE: March 2024 Stats Report

**Upcoming Dates:**

- 05/02 – Citizens Corps Meeting
- 05/06 – CCC CJ Advisory Board
- 05/06 – CERT Meeting
- 05/16 – LEA Meeting
- 05/22 – 911 Subscriber Board

**Highlights Since the Last Report:**

- 03/29 – Rempfer DPSST Graduation
- 04/01 – CERT Meeting
- 04/04 – Citizens Corps Meeting
- 04/08 – DPSST Listening Tour in Seaside
- 04/10 – Mass Casualty Tabletop Exercise
- 04/18 – LEA Meeting
- 04/16 – 04/19 OACP Conf. in Pendleton

**Traffic Statistic Highlights:**

- One (1) DUIL Arrests (1-Alcohol, 0-Drugs)
- Two (2) Hit and Run Citations/Arrests
- Thirteen (13) Driving While Suspended Citations/Arrests
- Four (4) Reckless/Careless Driving Citations/Arrest
- Five (5) Speeding Citations
- Five (5) Failure to Yield/Traffic Control Device Citations
- One (1) Following Too Close Citation
- Thirteen (13) Insurance Citations
- Two (2) Failure to Install Interlock Device
- Four (4) Driver's License Citations
- One Hundred and Six (106) other Citations and Warnings
- Nineteen (19) Traffic Crash Investigations
- **Citation vs Warning:** 156 Traffic Stops: 52 Citations, 104 Warnings; Warning 67% of the time.



**Overall Statistics:**

Category	March Statistics (% changes are compared to 2024)							
	2024	2023	% Chg	2022	% Chg	2021	% Chg	
<b>Calls for Service</b>	<b>721</b>	656	<b>10%</b>	651	<b>11%</b>	772	<b>-7%</b>	
<b>Incident Reports</b>	<b>234</b>	213	<b>10%</b>	218	<b>7%</b>	224	<b>4%</b>	
<b>Arrests/Citations</b>	<b>123</b>	119	<b>3%</b>	133	<b>-8%</b>	181	<b>-32%</b>	
<b>Traffic Stops/ Events</b>	<b>188</b>	144	<b>31%</b>	129	<b>46%</b>	142	<b>32%</b>	
<b>DUIL's</b>	<b>1</b>	1	<b>0%</b>	3	<b>-67%</b>	6	<b>-83%</b>	
<b>Traffic Crashes</b>	<b>19</b>	14	<b>36%</b>	13	<b>46%</b>	9	<b>111%</b>	
<b>Property Crimes</b>	<b>104</b>	87	<b>20%</b>	116	<b>-10%</b>	96	<b>8%</b>	
<b>Person Crimes</b>	<b>63</b>	61	<b>3%</b>	68	<b>-7%</b>	80	<b>-21%</b>	
<b>Drug/Narcotics Calls</b>	<b>3</b>	3	<b>0%</b>	1	<b>200%</b>	2	<b>50%</b>	
<b>Animal Calls</b>	<b>23</b>	26	<b>-12%</b>	36	<b>-36%</b>	22	<b>5%</b>	
<b>Officer O.T.</b>	<b>61.5</b>	116.8	<b>-47%</b>	193.8	<b>-68%</b>	63.25	<b>-3%</b>	
<b>Reserve Hours</b>	<b>0</b>	0	<b>0%</b>	0	<b>0%</b>	0	<b>0%</b>	



Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
<b>Calls for Service</b>	666	742	721						
<b>Incident Reports</b>	206	222	234						
<b>Arrests/Citations</b>	123	154	123						
<b>Traffic Stops/ Events</b>	188	248	188						
<b>DUII's</b>	3	3	1						
<b>Traffic Crashes</b>	13	10	19						
<b>Property Crimes</b>	79	109	104						
<b>Person Crimes</b>	60	57	63						
<b>Drug/Narcotics Calls</b>	8	5	3						
<b>Animal Calls</b>	19	18	23						
<b>Officer O.T.</b>	82.25	103.75	61.5						
<b>Reserve Hours</b>	0	0	0						

Oct	Nov	Dec	2024 YTD	2024 Estimate	2023	2024 v 2023	2022	2024 v. 2022	2021	2024 v. 2021
			<b>2129</b>	8516	9084	-6%	8050	6%	8669	-2%
			<b>662</b>	2648	2529	5%	2484	7%	3160	-16%
			<b>400</b>	1600	1335	20%	1602	0%	2020	-21%
			<b>624</b>	2496	2369	5%	1848	35%	2088	20%
			<b>7</b>	28	30	-7%	34	-18%	30	-7%
			<b>42</b>	168	217	-23%	168	0%	182	-8%
			<b>292</b>	1168	1127	4%	1204	-3%	1267	-8%
			<b>180</b>	720	825	-13%	811	-11%	1013	-29%
			<b>16</b>	64	60	7%	40	60%	36	78%
			<b>60</b>	240	335	-28%	273	-12%	253	-5%
			<b>248</b>	990	1572	-37%	2212.8	-55%	1503.1	-34%
			<b>0</b>	0	0	0%	0	0%	0	0%

<b>Homeless Incidents</b>	<b>2024</b>	2023	2022	2021
Code 40 (Normal)	<b>44</b>	31	35	22
Code 41 (Aggressive)	<b>6</b>	0	1	1

<b>Elk Incidents</b>	<b>2024</b>	2023	2022	2021
Interaction:	<b>1</b>	0	1	1
Traffic Accidents:	<b>1</b>	0	0	0
Traffic Complaints:	<b>0</b>	1	1	1
<b>Total:</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>2</b>



The following is a graphic representation of statistics for **March 2024** using our **CityProtect** membership (formerly [CrimeReports.com](http://CrimeReports.com)). The "Dots" represent a location of a call and if you zoom in on the map you would see an icon for the type of call and some basic time/date details. Some dots represent multiple calls at one location. If you go to the website ([www.cityprotect.com](http://www.cityprotect.com)), you can zoom in on each incident for more details.

- |  |  |  |  |
|--|--|--|--|
| <input checked="" type="checkbox"/> Assault                    | <input checked="" type="checkbox"/> Property & Theft           | <input checked="" type="checkbox"/> Disorder/Disturbance | <input checked="" type="checkbox"/> 911 or Other       |
| <input checked="" type="checkbox"/> Assault                    | <input checked="" type="checkbox"/> Property Crime             | <input checked="" type="checkbox"/> Disorder             | <input checked="" type="checkbox"/> Community Events   |
| <input checked="" type="checkbox"/> Assault with Deadly Weapon | <input checked="" type="checkbox"/> Breaking & Entering        | <input checked="" type="checkbox"/> Disorder             | <input checked="" type="checkbox"/> Community Policing |
| <input checked="" type="checkbox"/> Sexual Offense             | <input checked="" type="checkbox"/> Property Crime Commercial  | <input checked="" type="checkbox"/> Drugs                | <input checked="" type="checkbox"/> Proactive Policing |
| <input checked="" type="checkbox"/> Sexual Assault             | <input checked="" type="checkbox"/> Property Crime Residential | <input checked="" type="checkbox"/> Drugs                | <input checked="" type="checkbox"/> Emergency          |
| <input checked="" type="checkbox"/> Sexual Offense             | <input checked="" type="checkbox"/> Other Property Crime       | <input checked="" type="checkbox"/> Liquor               | <input checked="" type="checkbox"/> Emergency          |
| <input checked="" type="checkbox"/> Other Sexual Offense       | <input checked="" type="checkbox"/> Theft                      | <input checked="" type="checkbox"/> Liquor               | <input checked="" type="checkbox"/> Fire               |
| <input checked="" type="checkbox"/> Other Violent Offense      | <input checked="" type="checkbox"/> Theft from Vehicle         | <input checked="" type="checkbox"/> Quality of Life      | <input checked="" type="checkbox"/> Fire               |
| <input checked="" type="checkbox"/> Homicide                   | <input checked="" type="checkbox"/> Theft of Vehicle           | <input checked="" type="checkbox"/> Quality of Life      | <input checked="" type="checkbox"/> Police Calls       |
| <input checked="" type="checkbox"/> Kidnapping                 | <input checked="" type="checkbox"/> Other Theft                |  |  |
| <input checked="" type="checkbox"/> Robbery                    |  |  |  |







## AGENDA MEMORANDUM

TO: The Warrenton City Commission  
FROM: Esther Moberg, City Manager  
DATE: April 23<sup>rd</sup>, 2024  
SUBJ: ENA with Mission DG

### SUMMARY

The City Manager engaged in negotiations with Mission DG developers in April 2024 regarding the two tracts of land at the Warrenton Marina and Hammond Marina and the potential development opportunity for two RV Parks. Unfortunately, the developers and City Manager were unable to arrive at an agreement regarding the amount of land offered and the project scope. They agreed that per the ENA, this would in effect be an ending of negotiations at this time, effectively ending the ENA period.

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

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

City of Warrenton  
Proposed 2026 General Obligation Bonds  
\$12 million project fund  
Level levy wrapped around current GO - 20-years  
Interest Rates as of 3/26/2024 plus 1.00%

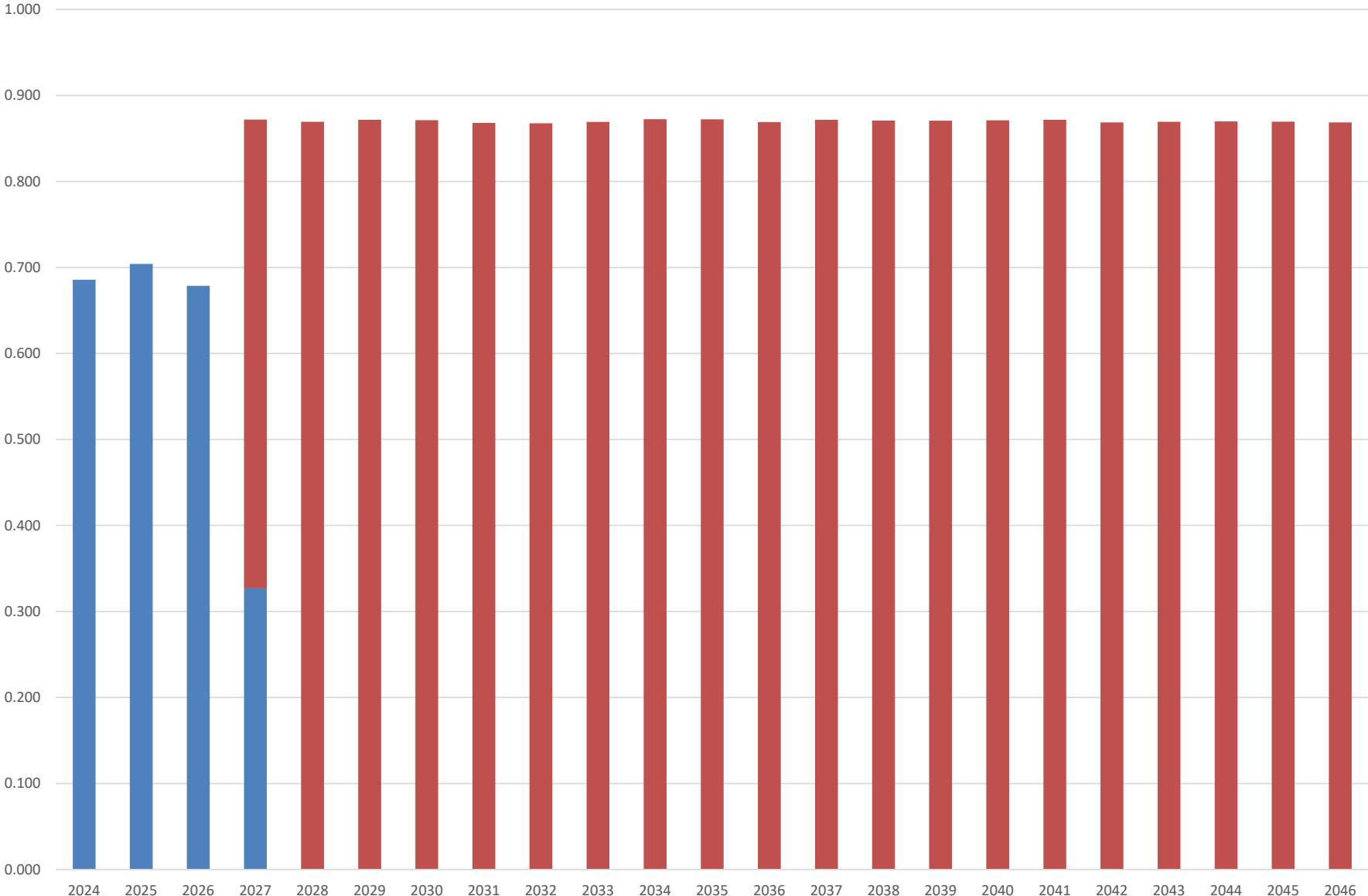


Financing Results Summary	
Dated Date	3/1/2026
Par Amount	\$11,825,000
Project Funds Generated	\$12,000,000
Arbitrage Yield:	4.312%
All-In True Interest Cost:	4.611%
Average Life:	14.19
Optional Redemption Date:	6/1/2026

Definitions	
Dated Date	Date of delivery of funds
Par Amount	Principal amount of borrowing to be repaid
Project Funds Generated	Net funds deposited after costs of issuance plus premium
Arbitrage Yield:	Interest rate of bonds and cap on investment returns
All-In True Interest Cost:	Annualized interest cost including affect of costs of issuance
Average Life:	Average life of bond principal and minimum average life of projects
Optional Redemption Date:	First date principal can be pre-paid without penalty

Fiscal Year	Taxable AV Assumption	Assumed AV Growth Rate	Existing GO Bond	2026 GO Bonds	Existing GO Bond	2026 GO Bonds	Projected Required Levy Rate (Net of Collections Rate)	Property Tax Levy Dollars				
			Debt Service	Debt Service	Projected Levy	Projected Levy		FY	Assumed Collection Rates	AV/\$1000 Net Collections	Assumed Levy Rate	Revenue for Bond Debt Service
2024	814,418,781	-	559,038		0.686		0.686	2024	94.000%	765,554	0.870	106,994
2025	840,887,391	3.25%	556,495		0.704		0.704	2025	94.000%	790,434	0.870	131,183
2026	868,216,232	3.25%	553,876		0.679		0.679	2026	94.000%	816,123	0.870	156,151
2027	896,433,259	3.25%	275,568	459,063	0.327	0.545	0.872	2027	94.000%	842,647	0.870	457,535
2028	925,567,340	3.25%		756,250		0.869	0.869	2028	94.000%	870,033	0.870	756,929
2029	955,648,279	3.25%		783,000		0.872	0.872	2029	94.000%	898,309	0.870	781,529
2030	986,706,848	3.25%		808,000		0.871	0.871	2030	94.000%	927,504	0.870	806,929
2031	1,018,774,820	3.25%		831,250		0.868	0.868	2031	94.000%	957,648	0.870	833,154
2032	1,051,885,002	3.25%		857,750		0.867	0.867	2032	94.000%	988,772	0.870	860,232
2033	1,086,071,264	3.25%		887,250		0.869	0.869	2033	94.000%	1,020,907	0.870	888,189
2034	1,121,368,581	3.25%		919,500		0.872	0.872	2034	94.000%	1,054,086	0.870	917,055
2035	1,157,813,059	3.25%		949,250		0.872	0.872	2035	94.000%	1,088,344	0.870	946,860
2036	1,195,441,984	3.25%		976,500		0.869	0.869	2036	94.000%	1,123,715	0.870	977,632
2037	1,234,293,848	3.25%		1,011,250		0.872	0.872	2037	94.000%	1,160,236	0.870	1,009,406
2038	1,274,408,398	3.25%		1,043,000		0.871	0.871	2038	94.000%	1,197,944	0.870	1,042,211
2039	1,315,826,671	3.25%		1,076,750		0.871	0.871	2039	94.000%	1,236,877	0.870	1,076,083
2040	1,358,591,038	3.25%		1,112,250		0.871	0.871	2040	94.000%	1,277,076	0.870	1,111,056
2041	1,402,745,247	3.25%		1,149,250		0.872	0.872	2041	94.000%	1,318,581	0.870	1,147,165
2042	1,448,334,467	3.25%		1,182,500		0.869	0.869	2042	94.000%	1,361,434	0.870	1,184,448
2043	1,495,405,338	3.25%		1,222,000		0.869	0.869	2043	94.000%	1,405,681	0.870	1,222,942
2044	1,544,006,011	3.25%		1,262,250		0.870	0.870	2044	94.000%	1,451,366	0.870	1,262,688
2045	1,594,186,206	3.25%		1,303,000		0.870	0.870	2045	94.000%	1,498,535	0.870	1,303,725
2046	1,645,997,258	3.25%		1,344,000		0.869	0.869	2046	94.000%	1,547,237	0.870	1,346,097
				\$19,934,063			0.861	<b>Total</b>		<b>37,933,029</b>		<b>31,056,758</b>

City of Warrenton Bond Levy Rates  
\$12 million project



■ Existing GO Bond Projected Levy   ■ 2026 GO Bonds Projected Levy

City of Warrenton  
Proposed 2026 General Obligation Bonds  
\$15 million project fund  
Level levy wrapped around current GO - 20-years  
Interest Rates as of 3/26/2024 plus 1.00%

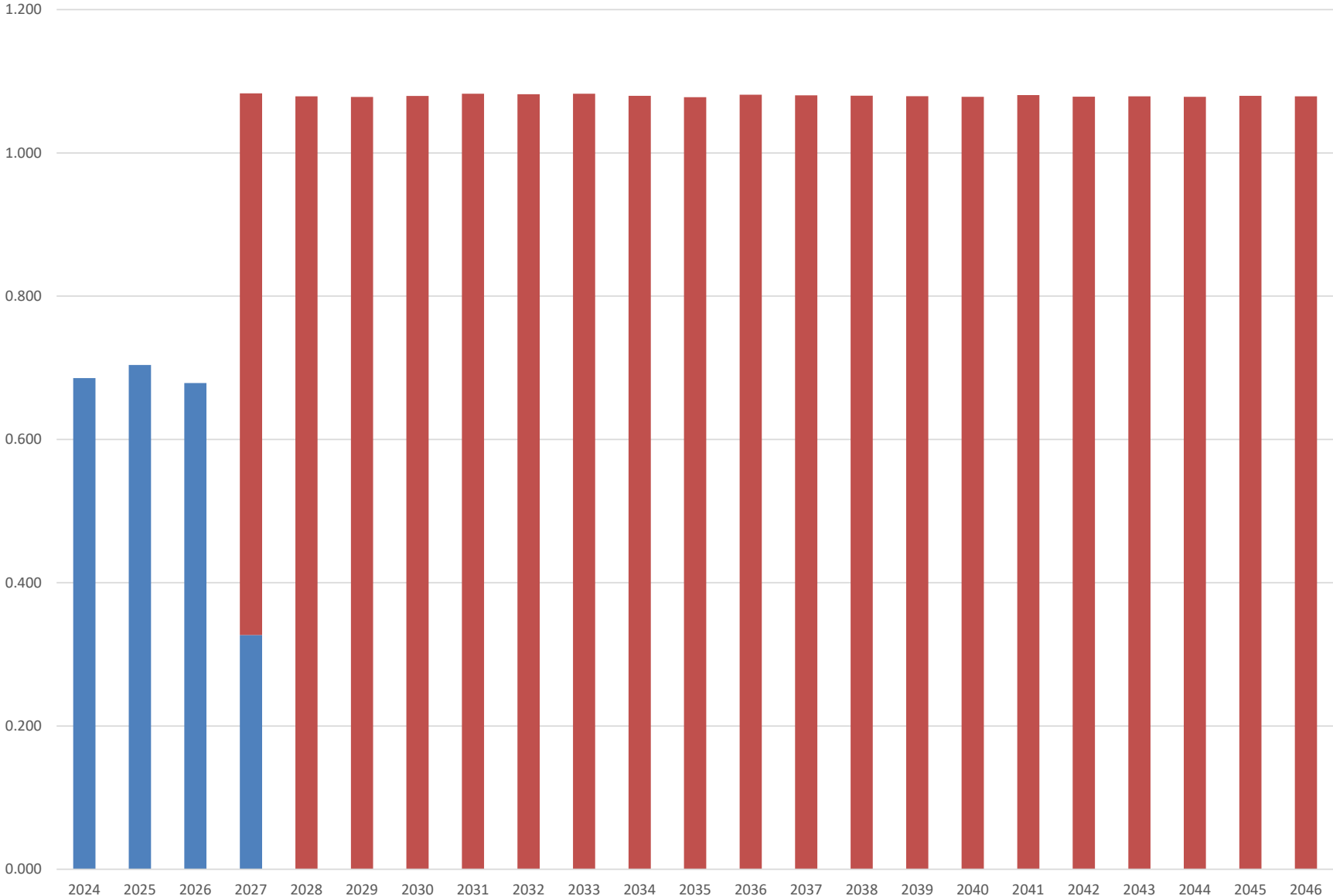


Financing Results Summary	
Dated Date	3/1/2026
Par Amount	\$14,675,000
Project Funds Generated	\$15,000,000
Arbitrage Yield:	4.312%
All-In True Interest Cost:	4.588%
Average Life:	14.19
Optional Redemption Date:	6/1/2026

Definitions	
Dated Date	Date of delivery of funds
Par Amount	Principal amount of borrowing to be repaid
Project Funds Generated	Net funds deposited after costs of issuance plus premium
Arbitrage Yield:	Interest rate of bonds and cap on investment returns
All-In True Interest Cost:	Annualized interest cost including affect of costs of issuance
Average Life:	Average life of bond principal and minimum average life of projects
Optional Redemption Date:	First date principal can be pre-paid without penalty

Fiscal Year	Taxable AV Assumption	Assumed AV Growth Rate	Existing GO Bond	2026 GO Bonds	Existing GO Bond	2026 GO Bonds	Projected Required Levy Rate (Net of Collections Rate)	Property Tax Levy Dollars				
			Debt Service	Debt Service	Projected Levy	Projected Levy		FY	Assumed Collection Rates	AV/\$1000 Net Collections	Assumed Levy Rate	Revenue for Bond Debt Service
2024	814,418,781	-	559,038		0.686		0.686	2024	94.000%	765,554	1.080	267,760
2025	840,887,391	3.25%	556,495		0.704		0.704	2025	94.000%	790,434	1.080	297,174
2026	868,216,232	3.25%	553,876		0.679		0.679	2026	94.000%	816,123	1.080	327,537
2027	896,433,259	3.25%	275,568	637,188	0.327	0.756	1.083	2027	94.000%	842,647	1.080	634,491
2028	925,567,340	3.25%		938,750		1.079	1.079	2028	94.000%	870,033	1.080	939,636
2029	955,648,279	3.25%		968,500		1.078	1.078	2029	94.000%	898,309	1.080	970,174
2030	986,706,848	3.25%		1,001,250		1.080	1.080	2030	94.000%	927,504	1.080	1,001,705
2031	1,018,774,820	3.25%		1,036,750		1.083	1.083	2031	94.000%	957,648	1.080	1,034,260
2032	1,051,885,002	3.25%		1,069,750		1.082	1.082	2032	94.000%	988,772	1.080	1,067,874
2033	1,086,071,264	3.25%		1,105,250		1.083	1.083	2033	94.000%	1,020,907	1.080	1,102,580
2034	1,121,368,581	3.25%		1,138,000		1.080	1.080	2034	94.000%	1,054,086	1.080	1,138,413
2035	1,157,813,059	3.25%		1,173,000		1.078	1.078	2035	94.000%	1,088,344	1.080	1,175,412
2036	1,195,441,984	3.25%		1,215,000		1.081	1.081	2036	94.000%	1,123,715	1.080	1,213,613
2037	1,234,293,848	3.25%		1,253,500		1.080	1.080	2037	94.000%	1,160,236	1.080	1,253,055
2038	1,274,408,398	3.25%		1,293,500		1.080	1.080	2038	94.000%	1,197,944	1.080	1,293,779
2039	1,315,826,671	3.25%		1,334,750		1.079	1.079	2039	94.000%	1,236,877	1.080	1,335,827
2040	1,358,591,038	3.25%		1,377,000		1.078	1.078	2040	94.000%	1,277,076	1.080	1,379,242
2041	1,402,745,247	3.25%		1,425,000		1.081	1.081	2041	94.000%	1,318,581	1.080	1,424,067
2042	1,448,334,467	3.25%		1,468,250		1.078	1.078	2042	94.000%	1,361,434	1.080	1,470,349
2043	1,495,405,338	3.25%		1,516,750		1.079	1.079	2043	94.000%	1,405,681	1.080	1,518,135
2044	1,544,006,011	3.25%		1,565,000		1.078	1.078	2044	94.000%	1,451,366	1.080	1,567,475
2045	1,594,186,206	3.25%		1,617,750		1.080	1.080	2045	94.000%	1,498,535	1.080	1,618,418
2046	1,645,997,258	3.25%		1,669,500		1.079	1.079	2046	94.000%	1,547,237	1.080	1,671,016
				\$24,804,438			1.060	<b>Total</b>		<b>37,933,029</b>		<b>39,022,694</b>

City of Warrenton Bond Levy Rates  
\$15 million Project



Existing GO Bond Projected Levy 2026 GO Bonds Projected Levy

**\$32 Million Project Scenario**

Funding Source	Amount	Notes
GO Bonds	\$12 million	Estimated \$.87 per thousand of Assessed Value Levy - 20 years
Capital Reserves	\$9 million	Assumes reserve deposit trend continues
Revenue bonds, grants, forgivable loan	\$11 million	Estimated \$856,611 annual debt service if all 20-year revenue bond
Total	\$32 million	

**\$35 Million Project Scenario**

Funding Source	Amount	Notes
GO Bonds	\$15 million	Estimated \$.1.08 per thousand of Assessed Value Levy - 20 years
Capital Reserves	\$9 million	Assumes reserve deposit trend continues
Revenue bonds, grants, forgivable loan	\$11 million	Estimated \$856,611 annual debt service if all 20-year revenue bond
Total	\$35 million	



## AGENDA MEMORANDUM

TO: The Warrenton City Commission  
FROM: Greg Shafer, Public Works Director  
DATE: April 23<sup>rd</sup>, 2024  
SUBJ: Request for road closure- Russell Dr

### SUMMARY

Bremik Construction is set to commence the Rehabilitation of the Fort Stevens Historic Guard House: Phase 1. The goal of this project is to safeguard the historical integrity of the structure, particularly by addressing issues such as roof and cupola damages, which have been negatively impacted by windstorm incidents and water infiltration. During the project timeline, Bremik Construction proposes the temporary closure of Russell Drive between Pacific Drive and 1st Avenue for an estimated duration of seven months, from April 29<sup>th</sup> to November 9<sup>th</sup>, 2024. This closure allows for facilitating construction activities, including the assembly of trusses, parking of construction vehicles and trailers, and ensuring the safety of workers within the designated work zone.

To mitigate inconvenience to the public, a comprehensive detour route will be implemented through Pacific Drive to Silverside Place, then onto 1st Avenue. Adequate signage will be installed to guide motorists throughout the detour route, to ensure traffic flow during the closure period.

### RECOMMENDATION/SUGGESTED MOTION

*"I move to approve the road closure on Russell Dr between Pacific Dr and 1st Ave between April 29<sup>th</sup>, 2024, and November 9<sup>th</sup>, 2024, for Construction on Fort Stevens Historic Guard House."*

ALTERNATIVE

- 1) Other action as deemed appropriate by the City Commission
- 2) None recommended

FISCAL IMPACT

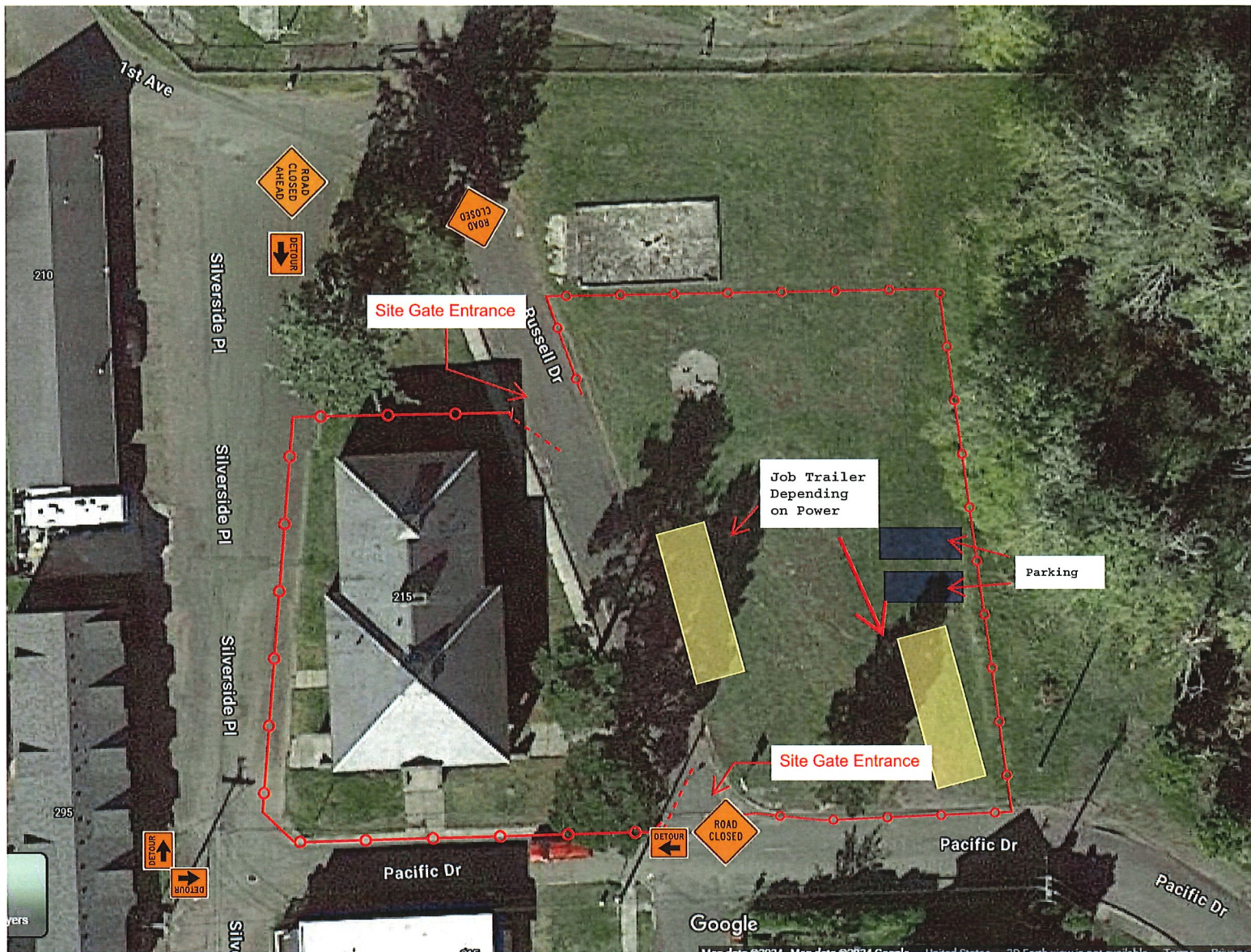
No fiscal impact anticipated.

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

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

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







## AGENDA MEMORANDUM

TO: The Warrenton City Commission  
FROM: Greg Shafer, Public Works Director  
DATE: April 23<sup>rd</sup>, 2024  
SUBJ: Safe Routes to School Phase 2: Termination of Grant Agreement

### SUMMARY

On May 16th, 2023, the city finalized Grant Agreement SRTS23-20 with the Oregon Department of Transportation (ODOT) to advance Safe Routes to School Phase 2. The total value of this agreement amounts to \$2,000,000.

Additionally, the city successfully secured supplementary Federal Earmark funding totaling \$1,360,000 to further support this project. In alignment with our objective of establishing sidewalks leading to the high school, we propose the consolidation of Safe Routes to School funding with the federal earmark. We are hiring ODOT to manage this project as one of the few in our state who can administer a comingled state and federal dollars project. They will delivery the anticipated project on our behalf.

The Safe Routes to School termination agreement must be approved before the funds can be obligated. Consequently, a revised agreement encompassing both state grant money and federal earmark funds is scheduled for presentation in May.

### RECOMMENDATION/SUGGESTED MOTION

*"I move to approve Amendment Number 02, Safe Routes to School Agreement-Warrenton Grade to High School Main Avenue Safe Walkway Project (Phase 2), Agreement No. SRTS23-20 which results in terminating the agreement in its entirety."*



ALTERNATIVE

- 1) Other action as deemed appropriate by the City Commission
- 2) None recommended

FISCAL IMPACT

No fiscal impact anticipated.

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

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

**AMENDMENT NUMBER 02**  
**SAFE ROUTES TO SCHOOL AGREEMENT**  
**Warrenton Grade to High School Main Avenue Safe Walkway Project (Phase 2)**  
**City of Warrenton**

This is Amendment No. **02** to the Agreement between the **State of Oregon**, acting by and through its Department of Transportation, hereinafter referred to as "ODOT" and the **City of Warrenton**, acting by and through its Governing Body, hereinafter referred to as "Recipient," entered into on May 18, 2023 and Amendment Number 01, January 25, 2024.

It has now been determined by ODOT and Recipient that the Agreement referenced above shall be amended to terminate the agreement in its entirety.

The reason for this termination is: **the Project will be combined with a federal earmark requiring ODOT to deliver the project.**

1. **Effective Date.** This Amendment shall become effective on the date it is fully executed and approved as required by applicable law.

2. **Amendment to Agreement.**

Agreement number **SRTS23-20** with **City of Warrenton** is hereby terminated in its entirety, including all provisions that would otherwise survive termination. Any costs incurred prior to the effective date of this amendment shall be borne by the Party that incurred them.

3. **Counterparts.** This Amendment may be executed in two or more counterparts (by facsimile or otherwise) each of which is an original and all of which when taken together are deemed one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart.

4. **Original Agreement.** Except as expressly amended above, all other terms and conditions of the original Agreement are still in full force and effect. Recipient certifies that the representations, warranties and certifications in the original Agreement are true and correct as of the effective date of this Amendment and with the same effect as though made at the time of this Amendment.

5. **Electronic Signatures.** The Parties agree that signatures showing on PDF documents, including but not limited to PDF copies of the Agreement and amendments, submitted or exchanged via email are "Electronic Signatures" under ORS Chapter 84 and bind the signing Party and are intended to be and can be relied upon by the Parties. State reserves the right at any time to require the submission of the hard copy originals of any documents.

**THE PARTIES**, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

**CITY OF WARRENTON**, by and  
through its Governing Body

By \_\_\_\_\_  
(Legally designated representative)

Name \_\_\_\_\_  
(printed)

Date \_\_\_\_\_

**STATE OF OREGON**, by and through  
its Department of Transportation

By \_\_\_\_\_  
Public Transportation Division Administrator

Name \_\_\_\_\_  
(printed)

Date \_\_\_\_\_

**APPROVAL RECOMMENDED**

By \_\_\_\_\_  
SRTS Program Manager

Name \_\_\_\_\_  
(printed)

Date \_\_\_\_\_

**APPROVED AS TO LEGAL SUFFICIENCY**

By Sam Zeigler via email  
Assistant Attorney General

Date April 11, 2024



## AGENDA MEMORANDUM

TO: Warrenton City Commission  
 FROM: Matthew Ellis, AICP, Planning Director  
 DATE: April 23, 2024  
 SUBJ: Keeping of Residential Fowl

### SUMMARY:

The Planning Commission was advised by Planning staff regarding the establishment of rules and regulations for the keeping of poultry on residentially zoned property in the City of Warrenton.

The proposed code revision would establish definitions, a maximum number of licensed poultry, and a permit requirement. Placement would be allowed in residential zones (R-40, R-10, R-M & R-H) subject to setback requirements.

Because this ordinance modifies the Warrenton Code of Ordinances, it must be adopted by the City Commission. The first reading of this ordinance, as amended, was done April 9.

### RECOMMENDATION/SUGGESTED MOTION:

*"I move to conduct the second reading, by title only, of Ordinance No 1272, AN ORDINANCE ADDING A NEW CHAPTER 6.12 TO THE WARRENTON MUNICIPAL CODE TO ESTABLISH REGULATIONS FOR KEEPING RESIDENTIAL POULTRY."*

### FISCAL IMPACT

There are no fiscal impacts of the proposed code ordinance.

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

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

ORDINANCE NO. 1272  
INTRODUCED BY ALL COMMISSIONERS

**AN ORDINANCE ADDING A NEW CHAPTER 6.12 TO THE WARRENTON  
MUNICIPAL CODE TO ESTABLISH REGULATIONS FOR KEEPING  
RESIDENTIAL POULTRY**

**WHEREAS**, the public interest and welfare necessitate the reasonable regulation of keeping poultry on residential properties within the City of Warrenton; and

**WHEREAS**, the current City code does not provide such regulations, and as such the keeping of poultry in the City has to this point been entirely unregulated;

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

**Section 1.** A new Chapter 6.12 is hereby added to the Warrenton Municipal Code as follows:

**Chapter 6.12 Keeping of Residential Poultry**

**6.12.010 Purpose.**

The purpose of this chapter is to establish rules and regulations for the keeping of fowl on residentially zoned property.

**6.12.015 Definitions**

As used in this chapter:

“Direct supervision” means to be physically present or within an immediate distance and available to respond to the needs of the residential poultry.

“Hen” means female residential poultry more than twelve (12) weeks in age.

“Residential Poultry” means small fowl, limited to chickens, quail, and partridges, kept in a residential setting.

“Rooster” means male residential poultry more than twelve (12) weeks in age.

**6.12.020 Number of residential poultry licensed.**

- A. Up to twelve (12) hens are allowed.
- B. No roosters are allowed.
- C. Chicks up to twelve (12) weeks old are allowed indoors and are not subject to the limitations of (A) or (B) above.

**6.12.030 Location requirements.**

- A. Residential poultry are only allowed on property that is occupied by a detached single-family dwelling.
- B. Residential poultry are only allowed on property that is the principal residence of the owner of the residential poultry.
- C. Enclosures must be at least ten (10) feet from the property line and at least twenty-five (25) feet from any dwelling unit on an abutting property.

**6.12.040 Ongoing conditions of license.**

- A. Residential poultry enclosures.
  - 1. Between sunset and sunrise, residential poultry must be kept within a secure enclosure. Between sunrise and sunset, residential poultry must be kept within a secure enclosure unless under direct supervision within a fenced yard.
  - 2. Allowing residential poultry to enter adjoining properties is prohibited.
  - 3. Enclosures must be kept clean, dry, in good repair and not cause an unreasonably offensive or annoying odor.
  - 4. Enclosures must be designed to prevent the entry of rodents and predators and must effectively contain and protect the residential poultry.
  - 5. Enclosures must be designed so they are not a breeding place or likely breeding place for rodents, flies or other pests.
- B. Residential poultry must be kept for personal, non-commercial or wholesale use only. Sales may only be farmer to consumer direct per Oregon Shell Egg Producer regulations. No person licensed under this chapter may engage in residential poultry breeding or fertilizer production for commercial purposes. The roadside sale of eggs may be allowed from roads owned by the City of Warrenton.

**6.12.050 Procedure for obtaining a residential poultry license.**

- A. In residential zones (R-40, R-10, R-M & R-H), a resident who wants to keep residential poultry per the requirements of this chapter must apply for a license, demonstrate compliance with the above standards, and pay a processing fee in an amount determined by the City Commission by resolution. The City shall issue a license after determining compliance with this chapter.
- B. Tenants and renters of property are permitted to keep residential poultry only with the written permission of the property owner included with the license application.
- C. Licenses issued under this chapter are issued to a specified individual for the keeping of residential poultry on specified property where the individual



resides, are non-transferable, and are valid for a period of five (5) years. Licenses may be renewed for successive five (5) year terms.

- D. Neighbor notice requirements.
1. The City will provide written notice within fourteen (14) calendar days after issuance of a license by first class mail to all property owners and known residents immediately abutting the license holder's property.
  2. Contents of neighborhood notice.
    - a. Name and address of the license holder.
    - b. A copy of this chapter.
    - c. Contact information for City enforcement of this chapter and the process for filing complaints.
    - d. The current dollar amounts for penalties for violations of this chapter.

#### **6.12.060 Penalties.**

The provisions of this chapter are in addition to and not in lieu of any other requirements imposed under any other code provision, City ordinance, law or applicable regulation. If a conflict occurs with another code provision or regulation, the most restrictive provision or regulation shall apply.

- A. Violation of this chapter shall be punishable by a fine not less than \$250, except that keeping of residential poultry without a license shall be punishable by a fine not to exceed \$1,000.
- B. Each violation of a separate provision of this chapter shall constitute a separate violation, and each day that a violation of this chapter is committed or permitted to continue constitutes a separate violation.
- C. In addition to any other remedy provided by law, a person that commits more than two (2) violations of this chapter within any six (6) month period may have their license revoked for up to one (1) year. During the period in which a license is revoked under this subsection, no other resident of a dwelling in which a person whose license has been revoked resides may be licensed to keep residential poultry under this chapter.

#### **6.12.070 Rules.**

The City Manager is authorized to adopt rules to implement this chapter.

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

**First Reading:**

**Second Reading:**

ADOPTED by the City Commission of the City of Warrenton, Oregon this \_\_\_\_ day of \_\_\_\_\_, 2024.

APPROVED:

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

ATTEST:

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



## AGENDA MEMORANDUM

TO: Warrenton City Commission  
 FROM: Matthew Ellis, AICP, Planning Director  
 DATE: April 23, 2024  
 SUBJ: Shipping Container Ordinance No. 1266

### SUMMARY:

The City of Warrenton Planning Commission was advised by City staff regarding the adoption of Ordinance No. 1266 to establish review criteria for shipping containers in residential zones. A hearing was held by the Planning Commission on January 11, 2024, to discuss this proposed ordinance and allow for public testimony.

The proposed code revision would establish a permit requirement, allowable locations, and general placement and use standards. Shipping containers would be regulated where the use of the property is primarily residential.

The first reading of this ordinance was tabled at the March 12 City Commission meeting. Staff is bringing back this ordinance based on the feedback received during previous discussions, including allowable materials and temporary uses.

### RECOMMENDATION/SUGGESTED MOTION:

*"I move to conduct the first reading, by title only, of Ordinance No 1266, AN ORDINANCE ADDING A NEW CHAPTER 8.32 TO THE WARRENTON MUNICIPAL CODE TO ESTABLISH REGULATIONS FOR SHIPPING CONTAINERS."*

### FISCAL IMPACT

There are no fiscal impacts of the proposed code ordinance.

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

*Esther Welby*

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

ORDINANCE NO. 1266  
INTRODUCED BY ALL COMMISSIONERS

**AN ORDINANCE ADDING A NEW CHAPTER 8.32 TO THE WARRENTON  
MUNICIPAL CODE TO ESTABLISH REGULATIONS FOR SHIPPING  
CONTAINERS**

**WHEREAS**, the public interest and welfare necessitate that the use of shipping containers on properties within the City of Warrenton be subject to reasonable regulations; and

**WHEREAS**, the current City code does not provide such regulations, and as such the use of shipping containers in the City has to this point been entirely unregulated;

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

**Section 1.** A new Chapter 8.32 is hereby added to the Warrenton Municipal Code as follows:

**Chapter 8.32**

**8.32.010 Purpose.**

The purpose of this chapter is to establish regulations pertinent to the use of shipping containers on properties within the City of Warrenton to protect the public health, safety, and welfare against unkempt, unsightly, unsafe, and otherwise undesirable uses of shipping containers. The regulations are intended to protect the community from adverse effects on the value, utility, and habitability of property, including on adjoining and nearby properties. Through this chapter, the City intends to provide regulations that will enhance the character, livability, appearance, and the social, economic, and environmental conditions of the community.

**8.32.020 Administration.**

The regulations set forth in this chapter shall be administered by the Planning Director or their designee. The Planning Director is authorized to adopt such forms and administrative rules as may be necessary or appropriate to implement the regulations set forth herein.

**8.32.030 Definitions.**

“Shipping container.” A unit originally designed or currently or previously used for the transport, shipping, or hauling of materials or goods by land, sea, or air, capable of

being moved or mounted by rail, truck, or boat, or designed to resemble such a unit. This definition includes seagoing or oceangoing containers marked with the American Bureau of Shipping's emblem or meeting the International Standard Organization's standards, which can be detached from a trailer, chassis, or frame. Shipping containers are also commonly referred to as portable or moving storage unit containers, pods, cargo containers, oceangoing containers, transport containers, and portable moving storage pods.

"Vacant property." Property without any occupied structures.

#### **8.32.040 Permit Required.**

- A. No person shall place, cause to be placed, allow to be placed, or allow to remain in place, a shipping container on any property within the City of Warrenton without first obtaining a permit therefore and without complying with the regulations set forth in this chapter.
- B. A person seeking to obtain a permit for placement of a shipping container shall apply to the Planning Department, on a form specified by the Planning Director, and pay an application fee in an amount established by the City Commission by resolution. The application must include at least the following information, in addition to any other information determined by the Planning Director to be necessary for ensuring compliance with the requirements of City code:
  - 1. Site plan
  - 2. Elevations with dimensions of the shipping container
  - 3. Proposed use of the shipping container
  - 4. Demonstration of compliance with the requirements of this chapter

#### **8.32.050 Allowable Locations.**

Shipping containers are prohibited in the R-40, R-10, R-M, and RH zones, and in the CMU zone where the primary use of the property is residential, except as provided in Section 8.32.070. Shipping containers are permitted in the CMU zone where the primary use of the property is commercial and in all other zones subject to the requirements of this chapter.

#### **8.32.060 General Shipping Container Requirements.**

All shipping containers shall comply with the following requirements:

- A. Shipping containers shall be used only for storage of materials or goods, or temporarily placed as an empty structure, and in any case shall only be accessory to the primary use of a principal structure located on the same lot.

- B. Shipping containers shall be placed on concrete, asphalt, or other level, compact, hard surface.
- C. Shipping containers shall be no less than eight (8) feet high, eight (8) feet wide, and ten (10) feet long and no more than ten (10) feet high, eight (8) feet wide, and forty-five (45) feet long, with no alterations to their original manufactured physical dimensions (width, length, and height).
- D. Shipping containers shall be painted a similar color to the building(s) that they are associated with under subsection (A).
- E. Shipping containers shall be protected from rust and corrosion and kept free from holes, breaks, and any other conditions which might permit rain, dampness, or vermin to the interior portions of the walls.
- F. Shipping containers shall not be visible from the public right-of-way nor from adjacent properties used for residential purposes, unless the visual impacts of such shipping containers are mitigated by screened fencing or vegetation that meet the standards of Chapter 16.124 of this Code.
- G. Placement of shipping containers shall abide by all setback requirements applicable to the zone in which they are located.
- H. Shipping containers may not be placed within the public right-of-way and may not be placed in such a manner as to obstruct or impair the free and full use of the sidewalk or street by the public and may not be placed in such a manner as to obstruct the view of pedestrians or users of vehicles within the public right of way, or otherwise interfere with the wires, poles or fixtures lawfully maintained thereon.
- I. Shipping containers shall not be placed on vacant property.
- J. Shipping containers shall not be stacked.
- K. Only one (1) shipping container shall be permitted on each lot, except that up to two (2) shipping containers may be permitted on a lot that is one (1) acre or greater in size.

**6.12.070 Temporary Residential Shipping Container Requirements.**

- A. In the R-40, R-10, R-M, and RH zones, and in the CMU zone where the primary use of the property is residential, shipping containers shall comply with either the requirements of subsection (B) or (C) below, in both cases in addition to the requirements in Section 8.32.060, except that such shipping containers need not comply with Section 8.32.060(D) or Section 8.32.060(F).
- B. Temporary Shipping Containers for Moving or Property Improvement.
  - 1. A permit may be issued only on a temporary basis and only once in a calendar year and shall be effective for a maximum of six (6) consecutive months.

2. The shipping container shall be used only for the purposes of temporarily storing or shipping personal property in association with moving or property improvement.
  3. Shipping containers shall be placed on designated driveways when possible but may be exempted from Section 8.32.060(H) when necessary.
  4. The shipping container shall be placed at least three (3) feet away from any residential structure and shall allow for at least five (5) feet of clear access between the shipping container and the property line.
- C. Temporary Shipping Containers for Construction
1. A permit may be issued only on a temporary basis and only in conjunction with an active building permit. The permit shall expire upon expiration or final approval of the building permit or fourteen (14) days after issuance of certificate of occupancy, whichever occurs first.
  2. The shipping container must be placed on the same lot for which the building permit was issued.
  3. The shipping container must be placed a minimum of five (5) feet away from all adjacent property lines and public rights-of-way.

**8.32.080 Shipping Containers as Permanent Structures.**

Nothing in this chapter shall prevent a shipping container from being utilized as a permanent structure, provided that such structure complies with all applicable building codes, City regulations, and City design and development standards.

**8.32.090 Transferability.**

Shipping container permits are issued to a specific person for a specific property and are non-transferable and non-assignable to a different person (such as upon sale of the property) or a different property.

**8.32.100 Enforcement.**

- A. Any person violating any of the provisions of this chapter shall, upon conviction thereof in the municipal court of the City of Warrenton, be punished by a fine of not less than \$100 and not more than \$1,000.00.
- B. Each day on which such a violation continues shall constitute a separate violation.
- C. In addition to the other remedies in this section, the City may seek an injunction prohibiting a person from further violation of this chapter.
- D. In any action or suit authorized by this section, the City, if it prevails, shall recover reasonable attorney fees, in addition to the City's costs and disbursements.

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

**First Reading:**

**Second Reading:**

ADOPTED by the City Commission of the City of Warrenton, Oregon this \_\_\_\_ day of \_\_\_\_\_, 2024.

APPROVED:

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

ATTEST:

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





## AGENDA MEMORANDUM

TO: Warrenton City Commission  
 FROM: Matthew Ellis, AICP, Planning Director  
 DATE: April 23, 2024  
 SUBJ: Updates to the Planning Application Fee Schedule

### SUMMARY:

Following the adoption of Ordinance Nos. 1266 and 1272, the Planning Application Fee Schedule needs to be updated. Both the Residential Poultry Permit and Inspection and the Shipping Container Permit and Inspection are proposed to be added for \$150.

A broader examination of the Planning Application Fee Schedule is underway and should be presented to the Planning Commission and City Commission before July 1.

### RECOMMENDATION/SUGGESTED MOTION:

*"I move to conduct the first reading of Resolution No. 2666, REVISING PLANNING APPLICATION FEES, AND REPEALING RESOLUTION NO. 2519 AND ALL RESOLUTIONS IN CONFLICT."*

### FISCAL IMPACT

There are no fiscal impacts of the proposed code ordinance.

Approved by City Manager:

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

RESOLUTION NO. 2666  
INTRODUCED BY ALL COMMISSIONERS

**REVISING PLANNING APPLICATION FEES, AND REPEALING RESOLUTION  
NO. 2519 AND ALL RESOLUTIONS IN CONFLICT**

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

**WHEREAS**, the adoption of Ordinance Nos. 1266 and 1272 necessitates the addition of those associated permit costs to the Planning Application Fee Schedule;

**NOW THEREFORE**, the City Commission of the City of Warrenton resolves as follows:

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

**Section 2.** Resolution No. 2519 is hereby repealed, and Resolution No. 2666, Exhibit A: Planning Application Fee Schedule is hereby adopted.

**Section 3.** This resolution shall be in full force and effect immediately upon its adoption.

**First Reading:**

**Second Reading:**

ADOPTED by the City Commission of the City of Warrenton, Oregon this \_\_\_\_ day of \_\_\_\_\_, 2024.

APPROVED:

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

ATTEST:

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

<b>EXHIBIT A PLANNING APPLICATION FEE SCHEDULE</b>	<b>Amount</b>
<b>APPLICATION TYPE</b>	
Accessory Dwelling Unit	\$100
Accessory Structures (Garages, carports, etc.)	\$100
Address Assignment (per lot)	\$25
Annexation	\$1,250
Appeals	
▪ Planning Commission	\$500
▪ City Commission	\$500
Code Interpretation	\$250
Comprehensive Plan Amendment	\$2,000
Development Code Amendment	\$1,500
Conditional Use	\$1,000
CRESO Review	Actual Costs
Engineer Review (city – appointed)	Actual Costs
Floodplain Development Permit	\$350
Hearings Officer	\$5,000 deposit
Historic Resource Review	\$500
Homestay Lodging Permit and Inspection	\$150
Home Occupation (Type 2)	\$350
Land Use Compatibility Statement (LUCS)	\$50
License to Occupy	\$150
Lot Line Adjustment	\$150
Miscellaneous Land Use Request	\$350
Modification of Preliminary Plans or Conditions	
▪ Administrative	\$400
▪ Planning Commission	\$750
Non-conforming Use / Structure Review	\$500
Partition	\$600
Partition Final Plat	\$300
Permit Extension	10% of originating application
Plan Review (Type 1) – 2 <sup>nd</sup> Review	\$50
Planned Unit Development (PUD)	\$1,500 / + \$50 / lot
PUD Final Plat	\$600
Plat Vacation	Same as Subdivision
Pre-application Conference	\$150
Reinspection	10% of original fee
Residential Poultry Permit and Inspection	\$150
Rezone	\$2,000
Shipping Container Permit and Inspection	\$150
Sign Review	\$300
Site Design Review	
Type 2 Administrative – <10,000 sq.ft.	\$500
Type 3 Planning Commission –	
▪ 10,000 sq.ft. - 15,000 sq.ft.	\$750
▪ 15,001 sq.ft. - 20,000 sq.ft.	\$1,000
▪ 20,001 sq.ft. - 25,000 sq.ft.	\$1,300
▪ 25,001 sq.ft. - 30,000 sq.ft.	\$1,750
▪ Over 30,001 sq.ft.	\$2,500

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



## AGENDA MEMORANDUM

TO: The Warrenton City Commission  
FROM: Esther Moberg, City Manager  
DATE: April 23, 2024  
SUBJ: Adopting limitation of liability for claims arising from the public's use of trails or structures in a public easement or unimproved right of way.

### SUMMARY

ORS 105.668 limits the liability of cities for personal injuries or property damage that arises out of the public's non-motorized use of trails and structures in public easements and unimproved rights of way. ORS 105.668 automatically applies to cities with populations of 500,000 or more. Cities with smaller populations must affirmatively adopt ORS 105.668's protections via either resolution or ordinance.

ORS 105.668 also applies to cities' officers, employees, and agents; owners of land abutting the public easement or unimproved right of way; and nonprofits and their volunteers who construct and maintain trails and structures in public easements and unimproved rights of way. Adopting ORS 105.668 could encourage landowners to grant easements for the public's use by reducing their risk of liability. It could also encourage nonprofits to assist the City with trail maintenance and construction by reducing their risk of liability.

ORS 105.668 would also expand the City's existing limitations of liability. The recreational immunity provided by ORS 105.682 and ORS 105.688 already apply to the City. However, recreational immunity only protects the City when an individual is injured while engaged in recreational activities. ORS 105.668 applies regardless of the individual's reason for using trails or structures in public easements or unimproved rights of way. Additionally, the Oregon Court of Appeal's recent decision in *Fields v. City of Newport*, 326 Or App 764 (2023), has reduced the reach of cities' recreational immunity, which could create more liability for the City. ORS 105.668 could help fill in the gap in recreational immunity left by the Court of Appeal's decision. The Oregon legislature recently passed a bill that is intended to restore recreational immunity. However, adopting ORS 105.668's limitation of liability is still to the City's benefit.

ORS 105.668's limitation of liability is not absolute. It will not protect the City if an individual is injured due to gross negligence or reckless, wanton, or intentional misconduct.

**RECOMMENDATION/SUGGESTED MOTION**

*"I move to conduct the first reading, by title only, of Ordinance No. 1273, AN ORDINANCE AMENDING THE CITY OF WARRENTON'S MUNICIPAL CODE TO ADD CHAPTER 12.14 LIMITATION OF LIABILITY FOR CERTAIN CLAIMS ARISING FROM THE USE OF TRAILS OR STRUCTURES WITHING PUBLIC EASEMENTS AND UNIMPROVED RIGHTS OF WAY UNDER ORS 105.688."*

**ALTERNATIVE**

Other action as deemed appropriate by the City Commission

**FISCAL IMPACT**

N/A

<p>Approved by City Manager: _____</p> <p>All supporting documentation, i.e., maps, exhibits, etc., must be attached to this memorandum.</p>
--

**ORDINANCE NO. 1273  
INTRODUCED BY ALL COMMISSIONERS**

**AN ORDINANCE AMENDING THE CITY OF WARRENTON'S MUNICIPAL CODE  
TO ADD CHAPTER 12.14; LIMITATION OF LIABILITY FOR CERTAIN CLAIMS  
ARISING FROM THE USE OF TRAILS OR STRUCTURES WITHIN PUBLIC  
EASEMENTS AND UNIMPROVED RIGHTS OF WAY UNDER ORS 105.668**

**WHEREAS**, ORS 105.668(2) limits the liability of cities, adjacent property owners, and certain non-profit groups for injuries or property damage that result from the public's non-motorized use of trails or structures that are in a public easement or an unimproved right of way; and

**WHEREAS**, ORS 105.668(3) authorizes cities with populations less than 500,000 to adopt such limitation of liability by ordinance; and

**WHEREAS**, the City of Warrenton's ("the City") population is less than 500,000; and

**WHEREAS**, the City has trails or structures within its public easements and unimproved rights of way that may be used by the public for non-motorized activities such as walking, hiking, or biking; and

**WHEREAS**, the City Commission finds that the City's trails and structures are an important public amenity, that the public's use of such trails or structures is important for the health and enjoyment of the community, and that use should be encouraged; and

**WHEREAS**, the City Commission finds that it is important to protect the City, adjacent property owners, and certain nonprofit groups who provide the public with access to and perform maintenance for such trails and structures so that the public may continue to access such trails and structures; and

**WHEREAS**, the City Commission finds that adopting the limitation of liability in ORS 105.668(2) will provide the City, adjacent property owners, and nonprofit groups with such protection and will encourage the public's continued use of trails and structures in the City's public easements and unimproved rights of way.

**NOW, THEREFORE, THE CITY OF WARRENTON ORDAINS AS FOLLOWS:**

Section 1.     Findings. The above findings are hereby adopted.

Section 2.     Limitation on Liability. The City of Warrenton Municipal Code is hereby amended as shown on the attached Exhibit A.

Section 3.     Severability. If any provision, section, phrase, or word of this Ordinance or its application to any person or circumstance is held invalid, the invalidity does in affect other provisions that can be given effect without the invalid provision or application.

Section 4.     Continued Effect. All other provisions of the Warrenton Municipal Code shall remain unchanged and in full effect.

Section 5.     Effective Date. This Ordinance shall be effective on the 30th day following its passage.

**First Reading:**

**Second Reading:**

ADOPTED by the City Commission of the City of Warrenton, Oregon this \_\_\_\_ day of \_\_\_\_\_, 2024.

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

Attest: \_\_\_\_\_  
Dawne Shaw, City Recorder



## EXHIBIT A

### **Chapter 12.14 Limitation of Liability for Certain Claims Arising from the Use of Trails or Structures Within Public Easements and Unimproved Rights of Way Under ORS 105.668**

#### **12.14.010 Definitions.**

As used in this chapter:

- A. "Public easement" means a platted or dedicated easement for public access that is accessible by a user on foot, horseback, bicycle, or other similar conveyance, but does not include a platted or dedicated public access easement over private streets.
- B. "Structures" means improvements in a trail, including, but not limited to, stairs and bridges, that are accessible by a user on foot, on a horse or on a bicycle or other nonmotorized vehicle or conveyance.
- C. "Trail" means a travel way for pedestrians, bicycles, and other non-motorized means of transportation.
- D. "Unimproved right of way" means a platted or dedicated public right of way over which a street, road or highway has not been constructed to the standards and specifications of the City with jurisdiction over the public right of way and for which the City has not expressly accepted responsibility for maintenance.

#### **12.14.020 Liability Limited.**

- A. A personal injury or property damage resulting from use of a trail that is in a public easement or in an unimproved right of way, or from use of structures in the public easement or unimproved right of way, by a user on foot, on a horse or on a bicycle or other nonmotorized vehicle or conveyance does not give rise to a private claim or right of action based on negligence against:
  - 1. The City of Warrenton.
  - 2. The City of Warrenton's officers, employees, or agents to the extent that the officers, employees, or agents are entitled to defense and indemnification under ORS 30.285.
  - 3. The owner of land abutting the public easement or unimproved right of way.
  - 4. A nonprofit corporation and its volunteers for the construction and maintenance of the trail or structures in a public easement or unimproved right of way.
- B. The immunity granted by this section does not extend to:

1. Except as provided by subsection (A)(2) of this section, a person that receives compensation for assistance, services, or advice in relation to conduct that leads to a personal injury or property damage.
2. Personal injury or property damage resulting from gross negligence or from reckless, wanton, or intentional misconduct.
3. An activity for which a person is strictly liable without regard to fault.



## AGENDA MEMORANDUM

TO: Warrenton City Commission  
 FROM: Matthew Ellis, AICP, Planning Director  
 DATE: April 23, 2024  
 SUBJ: Appointment of Residential Code Audit Advisory Committee

### SUMMARY:

The City of Warrenton received a grant from the Oregon Department of Land Conservation and Development (DLCD) to audit the residential development code to update our standards to align with recent state law changes for middle housing and clear and objective standards.

As part of that grant, the City Commission will appoint a Residential Code Audit Advisory Committee to assist staff and the consultant. The Residential Code Audit Advisory Committee will receive briefings and provide recommendations to the Planning Commission and City Commission. Both the Planning Commission and City Commission will receive the same briefings as the Residential Code Audit Advisory Committee.

### RECOMMENDATION/SUGGESTED MOTION:

*"I move to appoint [NAMES] to the Residential Code Audit Advisory Committee."*

### FISCAL IMPACT

There are no fiscal impacts of the proposed code ordinance.

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

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



## AGENDA MEMORANDUM

TO: The Warrenton City Commission  
 FROM: Brian Alsbury, Fire Chief  
 DATE: April 23<sup>rd</sup>, 2024  
 SUBJ: Request to Declare Vehicle 2767-2005 Chevy Tahoe as surplus.

### SUMMARY:

The city of Warrenton has taken delivery of a 2023 Ford F150 truck. This truck is replacing 2767 and is no longer being used. 2767 was offered to the marina but declined.

Currently, the staff is seeking City Commission approval to declare 2767 surplus following Warrenton Municipal Code 3.28.080-**General Methods. Surplus property may be disposed of by any of the following methods upon a determination by the City Commission that the method of disposal is in the best interest of the City of Warrenton. Factors that may be considered by the Solicitation Agent include costs of sale, administrative costs, and public benefits to the City of Warrenton. The Solicitation Agent shall maintain a record of the reason for the disposal method selected, and the manner of disposal, including the name of the person to whom the surplus property**

Staff suggests that the value of the 2767 could be as much as \$2,000. Staff recommends that we ask for sealed bids, **Code 3.28.080- Bids by public advertised invitation to bid.**

### RECOMMENDATION:

The staff is recommending the City of Warrenton Commission declare the above-noted fire apparatus as surplus.

### ALTERNATIVE:

The staff is not recommending an alternative currently.

### FISCAL IMPACT:

Insurance will need to be maintained on the vehicles until disposed of. Staff would like to see money from the sale of this vehicle go to the apparatus replacement fund.

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

*Esther Meloy*

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



## AGENDA MEMORANDUM

TO: The Warrenton City Commission  
 FROM: Hanna Bentley, Deputy City Recorder  
 DATE: April 23, 2024  
 SUBJ: Committee Appointment

### SUMMARY

At the December 12, 2023 meeting, the City Commission made various appointments to the City Advisory Committees. After these appointments, the Budget Committee was left with a vacancy. An appointment to fill the position was made at the April 9, 2024 meeting.

The remaining board and committee vacancies are as follows:

- Parks Advisory Board, Position 5, term end 12/31/2026
- Community Library Board, Position 2, term end 12/31/2027

### RECOMMENDATION/SUGGESTED MOTION

"I move to adopt Resolution No. 2668; authorizing appointments to fill positions on the Warrenton Budget Committee and setting terms of office."

### ALTERNATIVE

Other action as deemed appropriate by the City Commission

### FISCAL IMPACT

N/A

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

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

**RESOLUTION NO. 2668**

INTRODUCED BY: All Commissioners

**AUTHORIZING APPOINTMENTS TO FILL POSITIONS ON  
THE WARRENTON BUDGET COMMITTEE AND  
SETTING TERMS OF OFFICE**

**BE IT RESOLVED**, by the City Commission that the Warrenton Budget Committee Members and their terms of office are as follows:

Position No. 1	David Burkhart	Term Ending 31, December 2025
Position No. 2	Dan Sollaccio	Term Ending 31, December 2026
Position No. 3	Angelo Schaueremann	Term Ending 31, December 2024
Position No. 4	Flint Carlson	Term Ending 31, December 2024
Position No. 5	William Kerr	Term Ending 31, December 2025

This Resolution shall take effect immediately upon its passage.

**ADOPTED** by the City Commission of the City of Warrenton, Oregon, this 23<sup>rd</sup> day of April 2024.

**APPROVED:**

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

**ATTEST:**

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

RESOLUTION NO. 2669

Introduced by All Commissioners

A RESOLUTION ADOPTING MINISTORAGE FEES

WHEREAS, the City of Warrenton (“City”) owns and manages a ministorage facility located at 60 N. Iredale, Warrenton, Oregon; and

WHEREAS, members of the public currently store property in the units within the City’s ministorage facility; and

WHEREAS, the City desires to impose monthly storage fees for the public’s use of the City’s ministorage facility to be applied while the City manages its ministorage facility; and

WHEREAS, pursuant to ORS 294.160, the public had the opportunity to offer comment on the storage fees at the April 23, 2024, Commission meeting.

NOW, THEREFORE, BE IT RESOLVED that the City Commission of the City of Warrenton resolves as follows:

Section 1: The Warrenton City Commission hereby adopts the Ministorage Fee Schedule, as shown in Attachment A to this resolution.

Section 2: This resolution shall take effect on the date of its second reading.

Adopted by the City Commission of the City of Warrenton this 23rd day of April, 2024.

First reading: April 23, 2024

Second reading: May 7, 2024

APPROVED

ATTEST

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

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

RESOLUTION NO.2669  
ATTACHMENT A

City-Managed Ministorage Fee Schedule

The following monthly storage fees shall apply to the City's ministorage facility while the ministorage facility is managed by the City:

Large exterior units:	\$250 per month
Large exterior double units:	\$500 per month
Small interior units:	\$100 per month
Small interior double units:	\$200 per month

Monthly storage fees will be prorated for any partial month and may be paid to the City in person or by mail with cash, check, or money order at the Finance Department front desk or 225 S. Main Ave, Warrenton OR, 97146.

Monthly storage fees are due on the first of every month. If monthly storage fees are not paid by the 10th of every month, then a late fee of 5% of the monthly storage fee will be added to the amount due. The City may foreclose upon delinquent units as permitted by Oregon state law.



City of Warrenton  
City Building Expansion Study

*Status Report*



SW 2ND ST.

SW MAIN COURT

ALLEY

SW MAIN ST.



Warrenton City Building Expansion Study

Scale: 1" = 500'  
Date: April 23, 2024

City Campus Plan  
Existing

2.0



# Existing City Building



1500 NE Irving Street, Suite 200  
Portland, Oregon 97232  
(503) 423-4000

**Executive Summary and Key Appendices from the Warrenton Wastewater Facility Plan**

June 2023



EXPIRES: 6/30/2024

Prepared for

**City of Warrenton**  
45 SW 2<sup>nd</sup> Street  
Warrenton, Oregon 97146

KJ Project No. 2176013.00

**Executive Summary**

The City of Warrenton (City), Oregon has experienced substantial population growth over the past several years, and that population growth is expected to continue. The City operates a Sequencing Batch Reactor (SBR) wastewater treatment plant (WWTP) that is rapidly nearing capacity due to increased flows associated with population growth. A condition assessment of the wastewater treatment facility revealed that some equipment is nearing the end of its useful life and needs to be replaced. For these reasons, the Warrenton WWTP needs an expansion and upgrade.

The City's wastewater collection system is also in need of upgrades. A condition assessment indicated that several sewer collection pipes have defects such as separated joints, holes, and root intrusion. Some manholes in the collection system also have damage. These defects contribute to inflow and infiltration (I&I) which increases peak flowrates to the WWTP and can negatively affect treatment efficiency. Given the City operates numerous pump stations within the sewer system, maintenance upgrades are ongoing and are recommended as part of this project for two pump stations.

Population projections from Portland State University's (PSU) Population Research Center (PRC) and United States Census data for Warrenton were used to project population through the 2043 plan year. It is estimated that Warrenton's population will increase by 2.32 percent (%) annually. This accounts for potential industrial growth in the service area. The 2043 population projection, flow projections, and loading projections are summarized in Table ES-1 below.

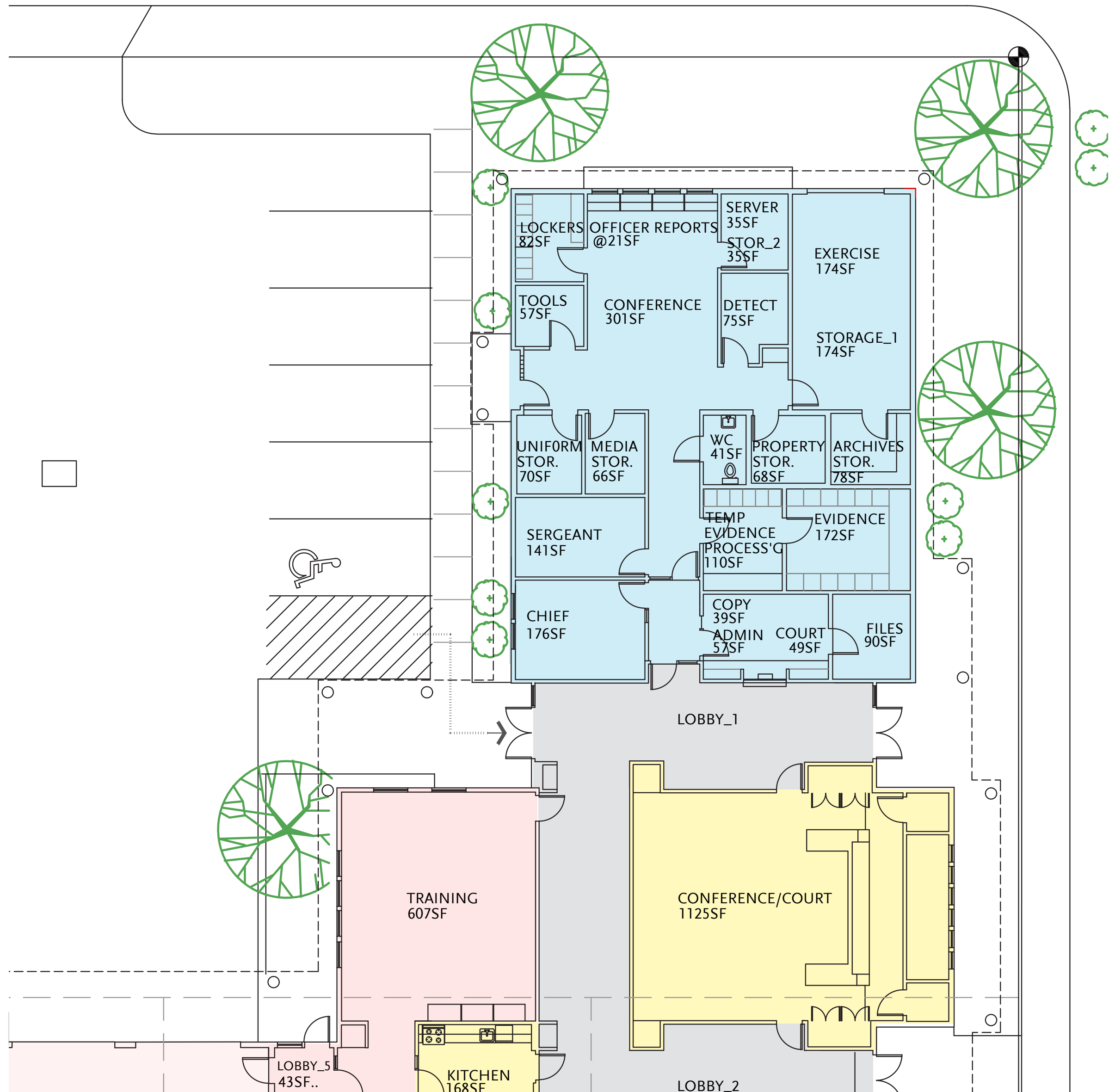
**Table ES-1: Warrenton 2043 Population, Flow, and Loading Projections Summary**

Population	10,403
<b>Flows in Million Gallons per Day (MGD)</b>	
Annual Average Flow (AAF)	1.48
Peak Daily Average Flow (PDAF <sub>5</sub> )	3.53
Maximum Monthly Wet Weather Flow (MMWWF)	3.53
Maximum Month Dry Weather Flow (MMDWF)	1.90
Peak Instantaneous Flow, or Peak Hourly Flow (PIF <sub>5</sub> )	4.79
<b>Loading in Pounds per Day (PPD)</b>	
Peak Daily BOD <sub>5</sub>	3470
Average Daily BOD <sub>5</sub>	2540
Peak Daily TSS	5210
Average Daily TSS	2460

Using these flow and loading projections, five liquid stream treatment alternatives were developed to address plant capacity, operational challenges and more stringent effluent

# Population Growth



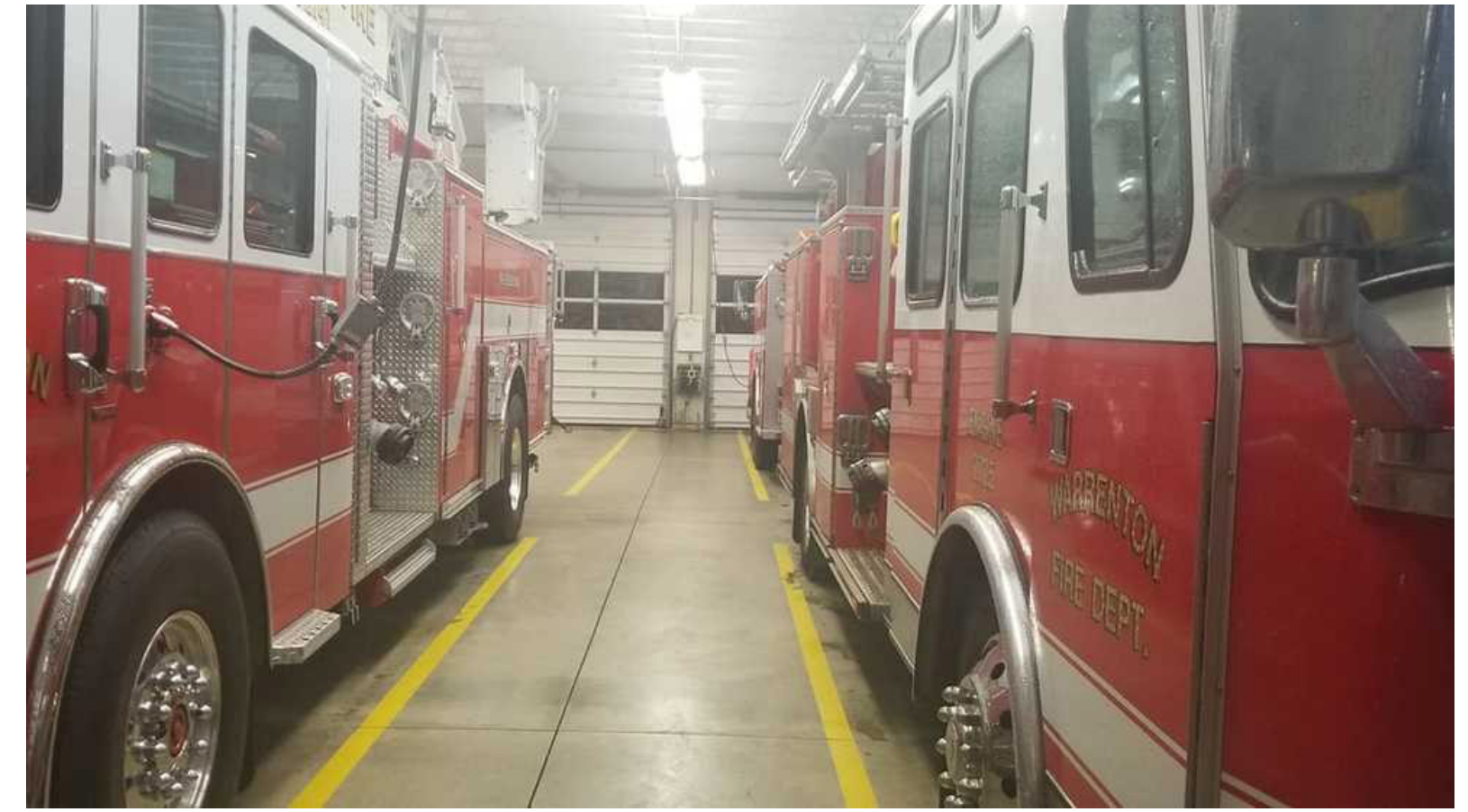
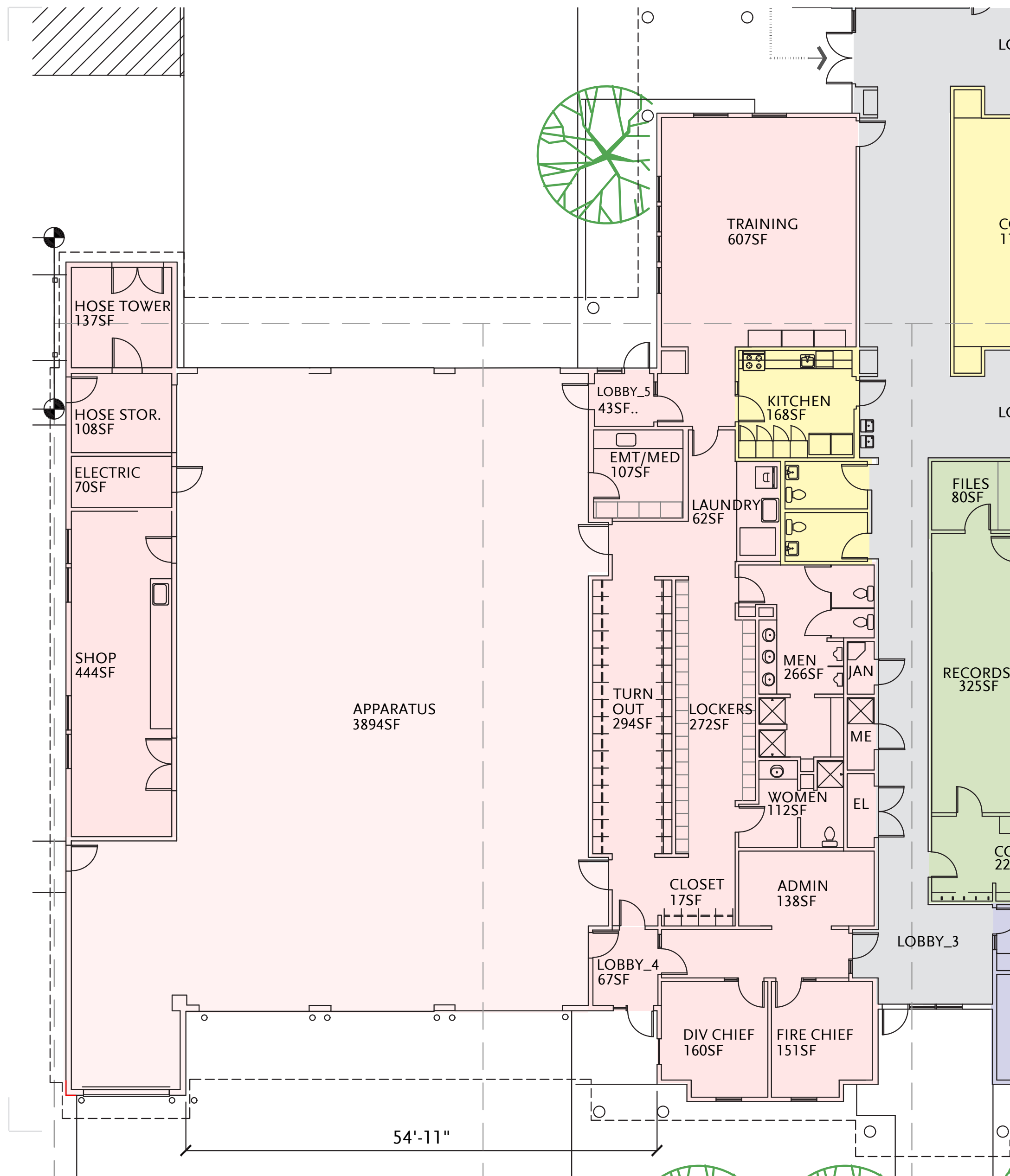




	Current				Recommended			
	Q	@	SF	Total	Q	@	SF	Total
<b>Staff</b>				392				578
Chief	1		176		1		176	
Sergeant 1	1		141		1		141	
Sergeant 2					1		141	
Detective	1		75		1		120	
Officers	9				12			
Code Enforcement					1			
<b>Administration</b>				106				200
Police Clerk (s)	1		57		1		200	
Court Clerk	1		49					
<b>Reporting</b>				84				300
Officer Reporting Desks	4	21	84		10	30	300	
<b>Conference</b>				301				1515
Conference - Public					1		175	
Interview							120	
Team Conference	1		301		1		350	
Chief's Conference					1		120	
Training Room					1		750	
<b>Evidence</b>				282				720
Evidence Drop Off					1		100	
Evidence Processing	1		110		1		140	
Evidence Drying					1		80	
Evidence Storage	1		172		1		300	
Evidence Refrigerated					1		100	
<b>HazMat</b>				0				100
Haz Mat					1		100	
<b>Storage</b>				638				1370
Files	1		90		1		200	
Archives	1		78		1		200	
Property	1		68		1		120	
Uniform	1		70		1		120	
Armory					1		120	
Media (swag/giveaways)	1		66		1		120	
Tools	1		57		1		120	
General Storage_1	1		174		1		250	
General Storage_2	1		35					
Court Storage					1		120	
Bikes								
<b>Amenities</b>				256				850
Exercise	1		174		1		300	
Lockers	1		82		1		300	
Break Room					1		250	
<b>Support</b>				115				598
Copy Area/Room	1		39		1		120	
Server	1		35		1		100	
Restroom - M/F	1		41					
Restroom - Male					1		266	
Restroom - Female					1		112	
<b>Subtotal</b>	<b>14 FTE</b>			2174	<b>18 FTE</b>			6231
Circulation				548				1571
<b>Total</b>				<b>2722</b>				<b>7802</b>
Sworn Officers	12				16			
								25.2%

# Police





# Fire



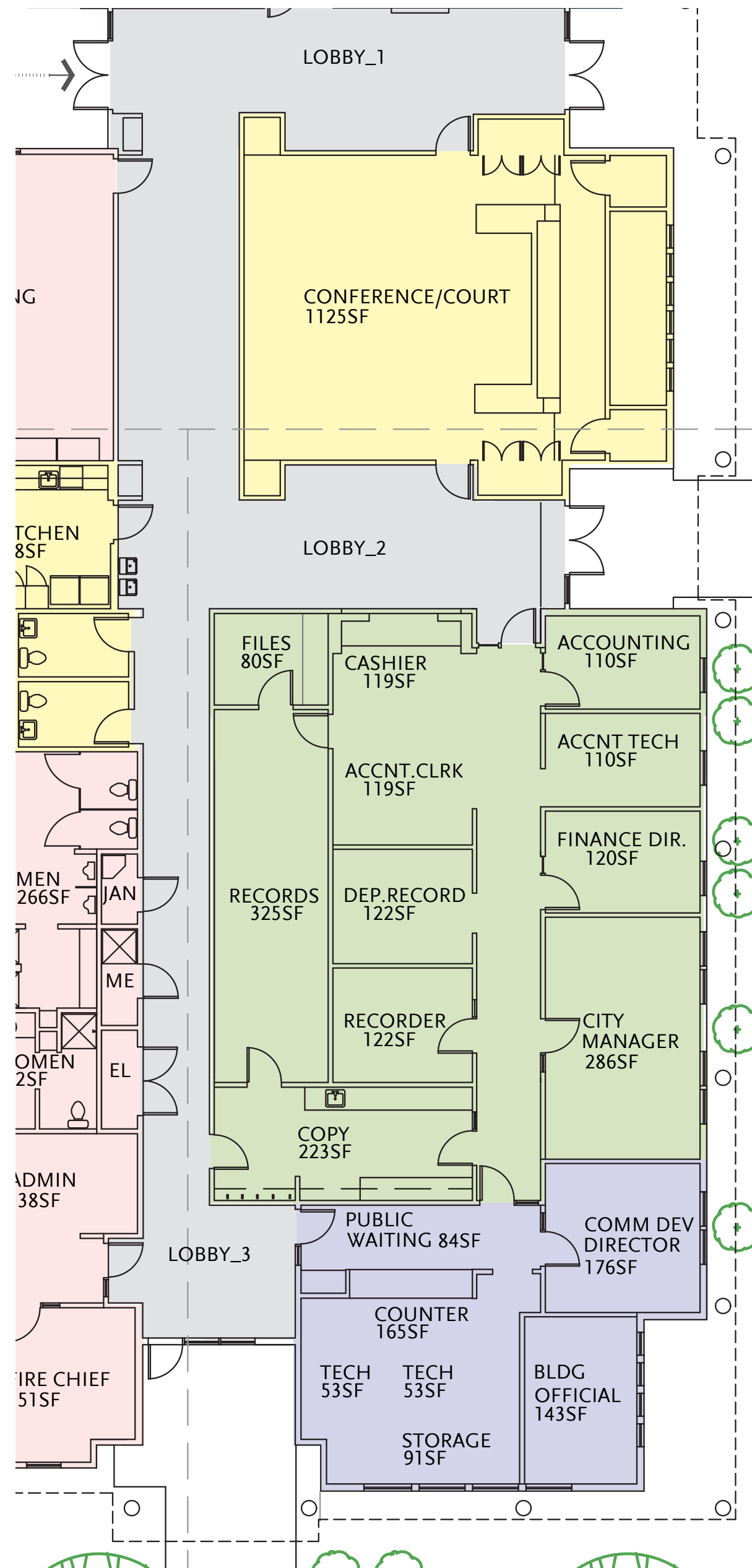
	Current				Recommended			
	Q	@	SF	Total	Q	@	SF	Total
Apparatus				4,031				4,031
Apparatus (3 long+1)			3,894				3,894	
Hose Tower			137				137	
Staff				292				520
Chief	1	151	151		1		240	
Division Chief/Training	1	141	141		1		140	
Fire Marshall					1		140	
Lieutenants					3			
Fire Fighters					3			
Administration				138				140
Administrator			138		1		140	
Copy Area/Room								
Public				67				120
Lobby			67				120	
Conference				607				850
Training			607				850	
Storage				17				250
Storage			17				250	
App Bay Support				1,665				1,804
EMT/Medical			107				120	
Hose Storage			108				108	
Shop			444				444	
Lockers			272				250	
Turnout			294				250	
Restroom - Male			266				266	
Restroom - Female			112				266	
Laundry - Turnout			62				100	
Day Amenities				0				650
Day Room (inc desks)							350	
Exercise							300	
Dept Support				70				280
Janitor							50	
Server							80	
Electric			70				70	
Mechanical							80	
SubSubtotal 1				6,887				8,645
Circulation				859				1246
<b>Subtotal 1</b>				<b>7,746</b>				<b>9,891</b>
Interns	0				3			
Volunteers	20				30			
Sleeping								905
Sleeping Rooms					5	130	650	
Restroom/Shower					3	85	255	
Amenities								750
Living/Dining/Kitchen							400	
Intern Break Room							250	
Laundry							100	
SubSubtotal 2			0					1,655
Circulation								414
<b>Subtotal 2</b>				<b>0</b>				<b>2,069</b>
<b>Total</b>				<b>7,746</b>				<b>11,960</b>
								<b>154%</b>

14.4%

25.0%

# Fire





# Administration, Building + Planning



City of Warrenton - Administration

April 23, 2024

	Current			Recommended			
	Q	@	SF	Q	@	SF	
<b>Staff</b>	1108			1108			
City Manager	1		286	1		286	
Finance Director	1		120	1		120	
Accountant	1		110	1		110	
Accounting Tech	1		110	1		110	
Accounting Clerk	1		119	1		119	
Cashier	1		119	1		119	
Recorder	1		122	1		122	
Deputy Recorder	1		122	1		122	
<b>Conference</b>	0			250			
Conference				1		250	
<b>Storage</b>	405			570			
Files	1		80	1		120	
Records	1		325	1		450	
<b>Amenities</b>	0			320			
Break Room				1		200	
Health Room				1		120	
<b>Support</b>	223			390			
Copy Area/Room	1		223	1		120	
Server				1		100	
Restroom - Male				1		85	
Restroom - Female				1		85	
Subtotal	6 FTE		1736	6 FTE		2638	
Circulation			454			660	25.0%
<b>Total</b>			<b>2190</b>			<b>3298</b>	<b>151%</b>

## Administration

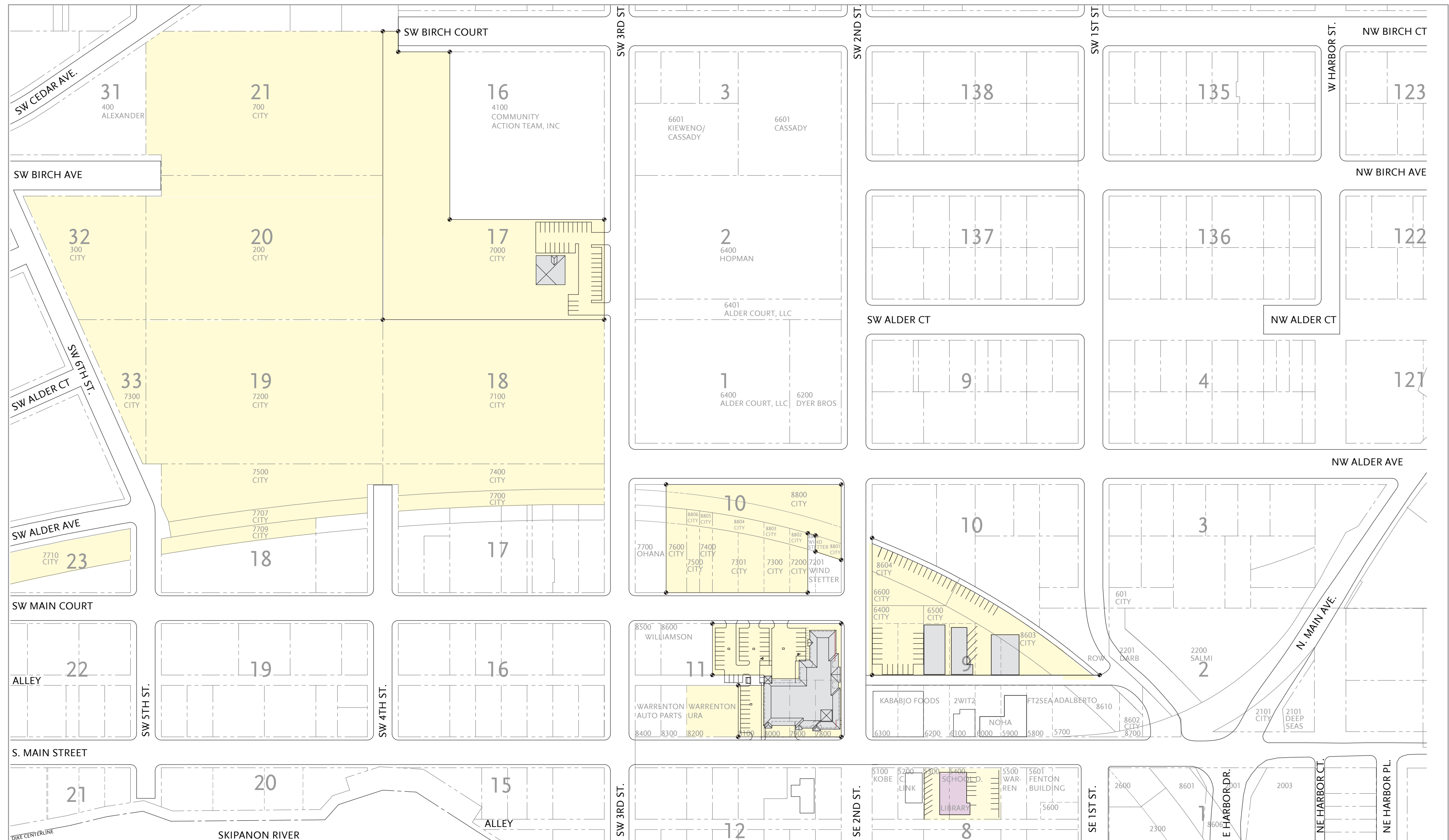
City of Warrenton - Building & Planning

April 23, 2024

	Current			Recommended			
	Q	@	SF	Q	@	SF	
<b>Staff</b>	425			655			
Community Dev Dir	1		176	1		176	
Planner				1	64	84	
Building Official	1		143	1		143	
Residential Inspector	1			1		84	
Permit Tech	1		53	1		84	
Planning Tech	1		53	1		84	
<b>Conference</b>	0			200			
Conference - Public				1		200	
<b>Public Area</b>	249			550			
Waiting	1		84	1		250	
Counter Area (2 sides)	1		165	1		300	
<b>Storage</b>	91			320			
File	1		91	1		120	
General Storage_1				1		200	
<b>Amenities</b>	0			200			
Break Room				1		200	
<b>Support</b>	74			390			
Copy Area/Room	1		39	1		120	
Server	1		35	1		100	
Restroom - Male				1		85	
Restroom - Female				1		85	
Subtotal	5 FTE		839	6 FTE		2315	
Circulation			210			579	25.0%
<b>Total</b>			<b>1049</b>			<b>2894</b>	<b>276%</b>

## Building + Planning

# Administration, Building + Planning



Warrenton City Building Expansion Study

Scale: 1" = 1500'  
Date: April 23, 2024

Vicinity Plan Existing 1.0

# Vicinity



Warrenton City Building Expansion Study

Scale: 1" = 500'  
Date: April 23, 2024

City Campus Plan  
Option 1

2.1

# OPTION 1



Warrenton City Building Expansion Study

Scale: 1" = 500'  
Date: April 23, 2024

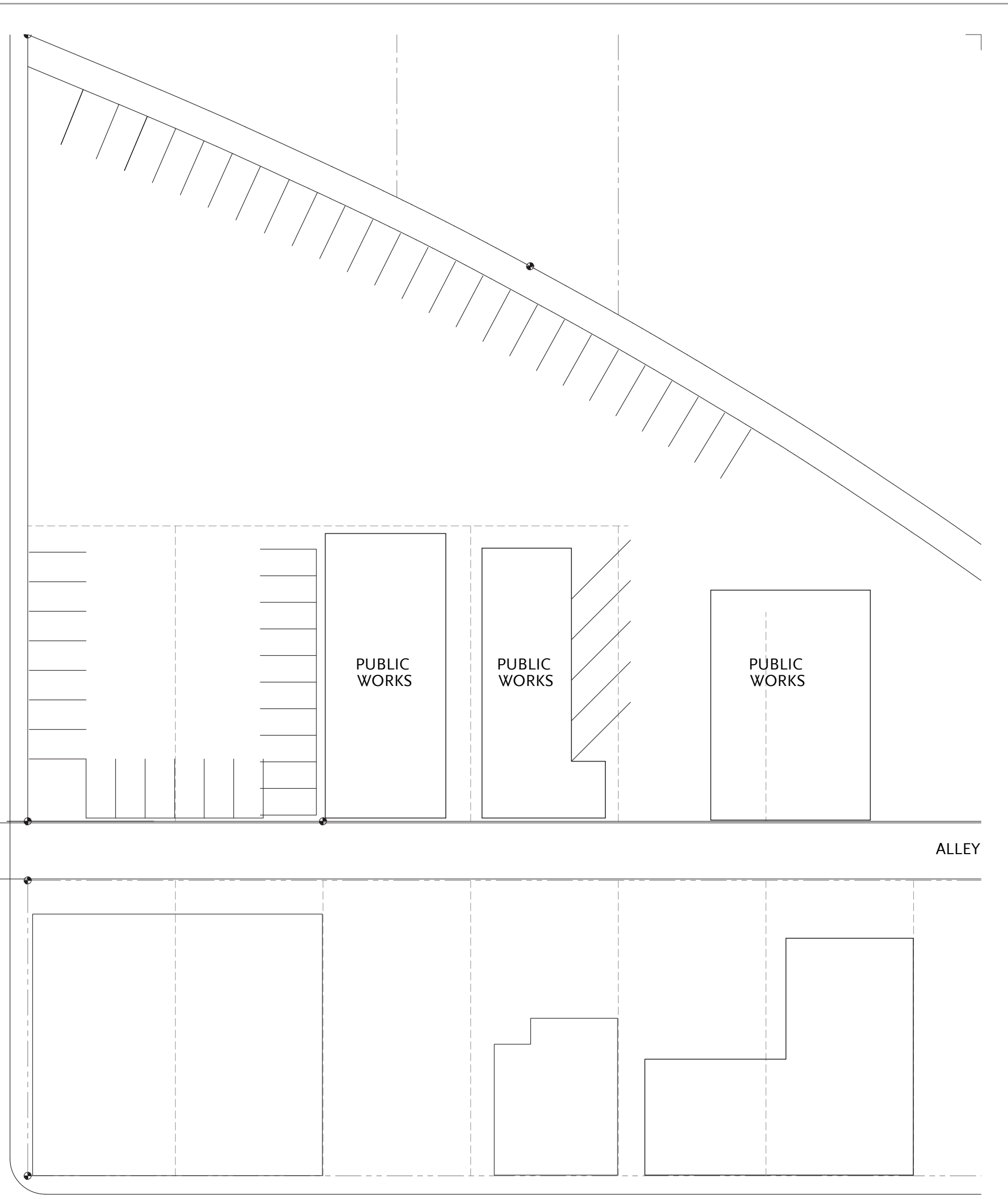
City Campus Plan  
Option 2

2.2

# OPTION 2



SW 2ND ST.



SW MAIN ST.



Warrenton City Building Expansion Study

Scale: 1" = 500'  
Date: April 23, 2024

City Campus Plan  
Option 3

2.3

# OPTION 3